



# TUTORING CHILDREN AND YOUTH

Adapted from His Heart, Our Hands



## TUTORING CHILDREN AND YOUTH

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A tutoring ministry is a type of literacy missions ministry. The premise is simple: trained tutors work with at-risk students on a regular basis, either one-on-one or in small groups. While trained tutors make up the bulk of your ministry, other volunteers are needed to provide refreshments and transportation, and to coordinate the ministry. While the students and tutors may use the student's school materials in the tutoring sessions, a TCY ministry provides opportunities to provide Bibles and/or Scripture portions to students.

The tutoring sessions should be held at least once, preferably twice, weekly. The church or association may host a tutoring center or tutors may meet with students at school. Meeting at the home of the tutor or the student is possible, but not preferable, as there are too many possible distractions. While tutors may be matched to individual children or youth, one adult should never be alone with one child. Churches, schools, or public libraries are better places to meet than someone's home.

### HOW DO WE PLAN AN ESL MINISTRY?

- 1. PRAY.** Seek God's leadership as you consider starting such a ministry. Ask other people to join you in prayer.
- 2. STUDY THE NEED.** Visit local schools and talk with principals, teachers, and counselors. A good working relationship between the ministry and public school officials is essential.
- 3. OBTAIN CHURCH APPROVAL.** When you have determined that there is a need and an opportunity for a TCY ministry in your area, seek your church's approval. When the church (or association) votes to recognize the ministry as part of its regular programming, it will strengthen the ministry and encourage mutual support and accountability.
- 4. SELECT A DIRECTOR.** The ministry director will support both students and tutors. Job responsibilities of a director include:
  - Recruiting and training volunteer workers
  - Enlisting and placing students
  - Supervising volunteers
  - Evaluating the ministry
- 5. ENLIST TUTORS AND OTHER WORKERS.** Write a job description or covenant before you seek to enlist tutors. The tutor should commit to a minimum of six months.
- 6. SECURE FUNDING.** The best way to fund it is through the church/association budget. Monies might be needed for teacher training, tutoring materials, advertisement, or Bibles and scripture material.
- 7. DETERMINE THE STRUCTURE OF THE MINISTRY.** Time, length, and location of sessions. Also think about age ranges of students, teacher to student ratio, and tutoring content
- 8. TRAIN TUTORS.** Basic training for tutoring is available in a 16-hour Literacy Missions Tutoring Children and Youth workshop. Contact Louisiana Baptists for information.

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### HOW DO WE BEGIN OUR MINISTRY?

As the ministry begins, ask those who have been praying to continue to do so. Enlist more people to pray and make the entire church aware of your prayer needs. Tell the student that someone is praying for him or her (besides the teacher who should also be praying).

Visit the principals with whom you have formed a relationship in the planning stages. Ask for the best way to recommend potential students for the tutoring ministry. Also seek recommendations from church members, children, and youth. The potential student names can be given to the ministry director. Then send a letter to potential students and their parents informing them about the ministry. When enlisting students, always secure parental permission. It is helpful to be able to give parents a brochure with pertinent information.

### HOW DO WE EVALUATE OUR MINISTRY?

Keep a record of the number of tutors, number of students, and number of schools involved in the ministry. You may wish tutors to keep a log of the number of hours they work with their students. Also, record numbers of other volunteers, monies spent, Bibles distributed, and professions of faith.

Inform the church of what the ministry is doing at least once a year. Meet with the pastor or staff person related to the ministry at least quarterly and provide an update.

### WHAT SOURCES OF HELP ARE AVAILABLE?

Literacy Missions Tutoring Children and Youth Workshop Manual (Lifeway)

For further information visit the NAMB website at [namb.net](http://namb.net). Some specific pages on the NAMB website that would be valuable are:

- [namb.net/ccm](http://namb.net/ccm)
- [namb.net/evangelism](http://namb.net/evangelism)
- [namb.net/literacy](http://namb.net/literacy)