

ENGLISH LANGUAGE POLICY

When employing a full time pastor to work in a Potomac Conference church, it is the immediate expectation of this Conference for that pastor to be proficient in conversational English at the time of hiring so that he/she may not only be able to fully communicate with Conference Administration, 2nd and 3rd generation immigrants, fellow employees and local Adventist schools when expected to serve on a board, but also be able to perform administrative responsibilities that are particular to the pastoral ministry.

Currently employed pastors not immediately proficient in the English language, will be required to fulfill the following expectations:

- Pastors will be asked to enroll in an ESL program with a general communication track, and complete the following courses: (1) Communication Skills for English Language Learners 1, (2) Communication Skills for English Language Learners 2, (3) Communication Skills for English Language Learners 3, (4) Communication Skills for English Language Learners 4, (5) Communication Skills for English Language Learners 5, and (6) Conversation Workshop. (Montgomery College offers these courses throughout the year). The learning institute will conduct a placement test to determine the entry level of the student.
- Pastors are expected to complete and pass two levels per year.
- The pastor will pay tuition fees during registration. However, if he/she is able to complete and pass two levels per year, the Conference will reimburse all tuition fees in that year. Employee can access continuing education funds to pay for additional expenses such as books, and other required material.
- It will be the responsibility of the pastor to turn in receipts and provide official school documentation to Human Resources, before reimbursement can be issued.
- Pastors will be given up to four years to pass the above six levels of the ESL General Communication Track.
- Once this objective has been achieved, it is still the expectation that pastors will continue to improve on their own their verbal and written English language skills.
- If after three years, the pastor has not been able to successfully pass the above 6 levels of the ESL General Communication Track, he or she will be placed on probation and his/her travel budget will be cut.
- If after four years, the pastor still has not completed and passed the final level, his/her employment will be terminated.