

## LUTHERAN TUTORING MISSION OF OKLAHOMA CITY

Hello Pastor. The following information has been prepared for the purpose of seeking your congregation's involvement in the first Oklahoma City joint inner city mission of the LC-MS. We have our Suburban congregation (**Messiah**) who will work to gather tutors while providing leadership and on site ministry. We have our host congregation (**Faith**) that will provide the actual tutoring location. We have our school (**Lee Elementary**) which of course provides the children and the teacher liaison and we have **WHIZ KIDS**, who help us to avoid reinventing the wheel by providing the training and guidance to make this faith based ministry a reality. What we need now is for you to spread the word and help us obtain volunteers from your church family. We hope to have at least one representative from all the surrounding congregations, if not all Oklahoma City based congregations in order to establish a solid LC-MS presence within the inner city of Oklahoma.

I have provided you with the basic design of this mission as well as the ministry that flows from it. We are asking that you share this information in your August Newsletter and in your weekly bulletins. The best way for this information to stay active in the ears of your people is to seek out a COORDINATOR who will be the go to person for this mission; freeing you to focus on your many other responsibilities; of course we would love to have your participation as well.

Planning for this mission began in January of this year and we have had several planning meetings once a month in order to establish a well thought out plan of action. Our next planning meeting is on August 20<sup>th</sup> 10:30 A.M. at Faith Lutheran. The meeting lasts no longer than an hour and we are hoping to have our school liaison visit with us. This date would be a great opportunity for you and those interested in this mission to attend.

The following information should give you a quick guide of this tutoring mission; please take note of the special training days and locations. Thank you for your prayers and future efforts in this endeavor.

*Pastor Douglas W. Koehler*

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**GOAL:** To provide one on one tutoring and mentoring to children studying at Lee Elementary through a two hour ministry by volunteers of the Lutheran Church-Missouri Synod. To share the Word of God with these children and their family and to discover how mission can be offered to the child's family by their individual tutor and supporting congregation.

**DETAILS:** On Mondays that coincide with school days, reading, literacy-building and Bible study will be provided to each student. Tutors pick up children at Lee Elementary. Both tutor and child arrive at Faith Lutheran Church (Host Site) in time to check in for attendance (get nametags), have a snack or meal (15 minutes) followed by Club Time (sharing of God's Word/ 15 minutes). Following Club Time, tutoring will be provided for ONE HOUR. Tutors pair up with children (2 adults per car) and drive the children home. The child's family signs a contract promising that someone will be there to receive the child.

### **SAMPLE SCHEDULE:**

1. 3:00-3:15 15 minutes Kids picked up by Tutors and driving partners
2. 3:15-3:30 15 minutes Kids arrive, register, and have snacks
3. 3:30-3:45 15 minutes Bible Club time
4. 3:45-4:45 60 minutes Tutoring
5. 4:45-4:50 5 minutes Star of week and closing prayer
6. 4:50- Tutors pair up w/ driving partners- drive kids home

### **Training:**

Sundays Sept. 11 and 18. -We recruit volunteers (pastor's we welcome you to advertise earlier, however please target these two Sunday's for announcements and bulletin inserts.)

**Mon. Sept 19<sup>th</sup>** Tutor training event at Messiah (This is where anyone who has any interest in this mission should come to this meeting. Attending does not require participation in the mission.) 2 hours or less training.

**Mon. Sept 26<sup>th</sup>**- Tutor Training and tutor/child partnering at Faith (Here we determine who is ready to serve, we receive the names of the children we will tutor, and we drive to observe where these children live.)

**Mon. Oct 3 TUTORING PROGRAM BEGINS....We again tutor on Oct 10<sup>th</sup>. Fall break is on Mon. 17<sup>th</sup> and 24<sup>th</sup> so there will be no tutoring. We will resume when break ends.**

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Dear family in Christ....we are trying to create the first inner city mission run by the churches of the Oklahoma City circuit. We are less than two months away from realizing this goal. However for this goal to be realized in full, we need your help. The structure of this mission allows each congregation to design and control how they plan and implement the mission aspect of this ministry. The only pre designed structure is the tutoring format; otherwise for each tutor that comes out of your congregation, you obtain the mission focus and design for the child you serve and for that child's family. Your congregation can then discover a wonderful mission opportunity in the inner city that can last for years.

**Below is our needs list, followed by a brief description of each need. A tutor that volunteers commits for one school year. When the school is on break so are you.**

**COORDINATOR-** The mission coordinator of your congregation communicates regularly with the Site Administrator, teacher liaison, other coordinators, volunteers, parents/guardians, and children. Those with organizational skills would fit in perfectly as assistants to your main coordinator. Each participating congregation needs to have their own coordinator, so that he or she can help secure numbers of volunteers while actively recruiting in your own congregation. *He or she will keep this mission alive in the walls of your church.*

**CLUB TIME LEADER-** This leader commits to attend each Tutoring opportunity, prepares club messages in advance; includes fun activities, such as singing, skits and Bible Stories. We have a program already in use so the work of preparation is mostly accomplished already, we just need someone to organize and implement. The leader or leaders would also find a substitute for Club Time to cover leader absentees.

**SNACK/MEAL TIME-**These leaders communicate regularly with the site coordinator to establish current numbers of meals prepared for the children each Monday. The meals, such as Mac & Cheese, Hotdogs, P&J are prepared and made ready for the children as they come to the tutoring location. Once the meal has been served and clean up completed, these leaders are free to go home or to observe the tutoring activities.

**TUTOR-**The tutor commits to attend weekly tutoring sessions for the entire school year. They transport the child to and from the site with another adult. They are never alone with a child. They find a substitute (who has received a background check) to cover them should they not be able to serve. They fill out evaluations throughout the year and they remain in contact with the child's parent/guardian throughout the year.

**GREETERS-**Greeters are asked to welcome the children as they come into the church, to sign them in and keep track of attendance and to prepare name badges for each child.

**DRIVERS-We could use one or two drivers if they have a church van that could pick up the children and bring them to the church. The van and the driver does not need to stay beyond the initial pick up of children, as the tutors are required to drive the children home.**

**MEAL PLAN SUPERVISOR- Pastor Koehler will be trained to work with the local food bank in acquiring food for students. He could use a well organized leader to assist him in creating well rounded meal plans.**

**PLEASE CONSIDER JOINING THE LUTHERAN  
TUTORING MISSION OF OKLAHOMA CITY; MAKE A  
DIFFERENCE IN THE LIFE OF A CHILD.**

Some of our OKC circuit congregations have worked to create a new mission that will keep the LC-MS active in ministry within the inner city. More important than that; we have the opportunity to help elementary aged children improve their reading skills. Did you know that most criminals have less than a 4<sup>th</sup> grade reading level? Did you also know that many children drop out of school after the 6<sup>th</sup> grade because they cannot read? Also a high percentage of these children in the inner city only receive one meal per day and that is usually their school lunch. Doesn't that shout out MISSION to you? We think it does.

We are looking for volunteers to help tutor, cook, greet, drive, and share the Gospel. We are especially looking for a coordinator to help keep this vision alive within your congregation. Please pray about your involvement. More detailed information will be available in your August newsletter. Our next planning meeting takes place on Saturday August 20<sup>th</sup> 10:30 A.M. at Faith Lutheran.

Training begins September 19<sup>th</sup> and tutoring will begin on the first Monday in October. For further information please call Pastor Doug Koehler at 405-343-4998

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