

IMD Portfolios

As part of your IMD training curates are asked to put together a portfolio of your experience in curacy over the first two years. This forms part of curacy review in the first two years.

Purpose of the Portfolio

The process of creating the portfolio is as important as the final result. Gathering together information about significant aspects of your ministry and reflecting upon them will aid your ministerial development. This is not just about individual tasks - it is about your growth in your vocation and discipleship. It will also help you to reflect upon the ministry of your church community in your area of work, be it parish or secular employment. As you gather evidence related to different Formation Criteria you should become aware of areas where you need to be proactive in searching out training opportunities. This is particularly important for those whose formal ministry is limited to a few sessions per week and for those in full time ministry whose parishes offer limited learning opportunities. This can then be raised at supervision.

The finished portfolio will enable you to;

- Demonstrate your growth in the calling which God has given you.
- Demonstrate your competence in areas of ministry described in the Formation Criteria
- Demonstrate your development as a reflective minister
- Demonstrate how you have been able to use your gifts and prior experience in your ministry.
- Demonstrate your particular areas of gifting.
- Demonstrate your ability to discern, with others, where God is leading you and your church community.

Your Portfolio Is Directly Related To Your Current Ministry

Gathering together the portfolio should not be burdensome. Storing documents that you devise on your computer in a portfolio file and retaining written material from others can become an habitual way of working.

More importantly we hope that compiling the portfolio will be part of developing your way of working as a minister. At a time of rapid change, in church and society, the Church needs ministers who can look reflectively on what they are doing and the possibilities that are around them so to enable the kingdom to be proclaimed and kingdom values to be lived.

What Do I Put In The Portfolio?

The list of contents below will tell you what reports and reflections need to go in every portfolio. Then there is the largest section which is the every day evidence of meeting the Formation Criteria. You can put almost anything connected with your ministry, which you have written or created in this part of the portfolio. Some items are probably quite obvious - a presentation you have done for the PCC, the PCC minutes or committee minutes that describe a spoken presentation, services you have devised, housegroup material that you have prepared. You can also include materials that others have given you, e.g. a thank-you letter following a baptism, wedding or funeral, a section from the annual report recording a new venture you have been involved in or a teacher's assessment of a collective worship that you have led. Keep a record of your supervision which demonstrates your development as a 'reflective practitioner'. You may wish to put a record of some sessions in a

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portfolio and perhaps also a record of your Training Incumbent's comments. You might like to include a reflection upon the content of an IMD training event. You should include the assignments that you will be doing throughout your curacy - there is one each year. Your learning agreement includes time for study so you could include reflections upon books or articles that you have read. Please make clear the nature of these documents although you are not required to use a particular referencing system. If you are doing an academic course you can include relevant extracts from material that you have produced for assessment.

Theological reflections

There are three types of theological reflection that are required.

- 1 Short notes on significant events which demonstrate you have reviewed, processed and learned from the event. These reflections are frequent and informal.
- 2 Short reflections (500-1000 words) – one on each of the seven Formation Criteria. These are best spread out by doing two each term, leaving one for the third year. These short reflections take a good example which illustrates one of the Formation Criteria, and goes into more depth, following a clear learning cycle. These are often best written up after a supervision session dedicated to that subject. These reflections are included in your portfolio and read as part of the annual curacy review.
- 3 Long reflections (1000-2000 words) previously called 'assignments'. There is one long reflection each year focussing on a particular theme – mission in the first year, leadership in the second, and worship in the third. You are expected to delve beneath the surface of the event/issue, drawing from previous experience, theology, or other disciplines to examine the event from different perspectives. The aim is not to tie the event down, but to open it up to the possibility of new ways of seeing and new ways of thinking. These are included in your portfolio and read as part of your annual curacy review.

How Long Should the Portfolio Be?

The whole portfolio should fit into a single ring bound file of whatever size. Please don't attempt to include everything you have done, but choose those events that either best demonstrate evidence against the Formation Criteria, or were most significant for you. Remember, the main body of the portfolio is a working record of your ministry and reflections on it, not a submission for academic assessment. It needs to be readable, but not pristine!

When Do You Want To See The Portfolio?

Your reviewer will want to see your portfolio at the first year review, just to see how you are getting on with it. They will then want to see the finished result as part of your second year review (between Easter and the summer of your second year of curacy) and if there is more to do, at Christmas of year 3. The portfolio will be part of the evidence that you have fulfilled the Formation Criteria.

Please look at the list of contents in appendix I

Ian Bussell 2014, with thanks to Lesley Bentley

Long Reflections

Year 1

Mission, evangelism and discipleship

Reflect on the experience of mission in your context to:

- Demonstrate a Biblical understanding as the basis of mission
- Demonstrate your understanding of the local context
- Demonstrate your understanding of engagement in mission by the local church, including its strengths and weaknesses.
- Demonstrate your understanding of the possibilities for mission
- Describe your engagement with mission in this local context or future possibilities for that.
- Demonstrate your understanding of engagement in evangelism by the local church, including its strengths and weaknesses.
- Demonstrate your understanding of the possibilities for evangelism.
- Describe your engagement with evangelism in this local context or the possibilities for that.

and

- Comment upon which of the Formation Criteria you believe this piece of work demonstrates (you should be able to list a number of the sub-headings here)

In doing this you may find the Parish Profile or the profile drawn up by your Training Incumbent prior to your appointment/selection helpful.

Word limit 1500 – 2000 words, to be submitted to the Co-ordinator of IMD and your curacy reviewer by Easter of your diaconal year.

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Year 2

Leadership of an area of ministry

Reflect on your leadership of an area of ministry that you have engaged in for approximately a year (minimum), demonstrating that you have worked as a reflective practitioner. Supporting documentation should be supplied eg volunteer agreement agreed, minutes of PCC or appropriate committee, schedules or rotas.

Please comment in particular on

- The Biblical, theological and ecclesiological basis for the area of ministry and change within it
- Relevant and positive change that you have enabled
- Supervision that you have undertaken as part of this leadership
- The way in which you have been able to collaborate with others in this area of work
- Development of relationships with others in this context
- The way in which you perceive that you have handled the tension of service and the exercise of authority.
- How your ability to lead and to exercise oversight has been demonstrated.
- Challenges of empowering and enabling people individually and collectively
- Which of the Formation Criteria you believe this piece of work illustrates (you should be able to list a number of the sub-headings here)

Word limit 1500 – 2000 words. To be submitted and/or presented with your portfolio at the second year curacy review

Year 3

Act of worship

(cf Ministry in the C of E)

Reflect on an act of worship that you have devised and led including

- The order of service
- Your reflections on its relevance for the expected congregation ie its accessibility, whether it enabled others to worship at a deep level, whether it flowed and was coherent
- Your reflection upon the theological and ecclesiological assumptions implicit and explicit within the worship.
- Your reflection on any other issues relevant to the service

Include comments from a small number of lay participants in the service

The reflection can be put together in a portfolio form. Think broadly about the service you choose. Past examples have included a memorial service for a family and friends on the anniversary of a death, a 'Saints Day Eucharist' booklet (with comments upon its first use) and an ecumenical Churches Together Service.

This assignment will provide part of the evidence that you have fulfilled the Formation Criteria.

Please give a bibliography and reference any quotations but you need not adhere to university conventions for referencing as long as your reference is clear. The level of your reflection should reflect the level of your most recent study. There is no formal word limit but I would expect around 1500 – 2000 words for the reflection, in addition to any comments from others and the text of the service and any notes.

To be submitted to your curacy reviewer by the start of December of Year 3 as part of your third year curacy review.

The reflection outline is taken from 'Assessment at the End of Curacy' on the C of E website, www.cofe.anglican.org .

Appendix 1 Compiling your portfolio

What?

'Portfolio' is just a fancy term for a collection of pieces of evidence for assessment.

Why?

Portfolios are increasingly used for educational and professional assessment in both practical and theoretical areas, for three main reasons:

- They are better at demonstrating development over time than the most common alternative, an end-of-unit essay or exam
- You should be able to produce most if not all of the portfolio as part of your normal range of activities, without having to write anything extra
- They are also better at addressing a wide range of different skills, competencies and areas of knowledge



What do I need to do?

Basically, keep a file of pieces of evidence. There are two broad approaches:

- Keep a big pile of everything that might be relevant; sort and file it later, just before you need to produce the portfolio, with each piece cross-referenced against relevant Formation Criteria;
- Start by creating a filing system and then populate it as you go, sorting things *either* by reference to an ordered list of Formation Criteria, *or* chronologically, with an index cross-referencing the evidence to the Formation Criteria.

Most people start by choosing the first approach, but end up realising they should have chosen the second. There are three advantages to starting with the second approach:

- In the long run, it saves time
- It means you will need to think quite hard about the Formation Criteria at the start of your curacy, and keep on reminding yourself about them every time you file a piece of work. That makes a lot of sense anyway, and it might help you structure some of the experiences you were going to have anyway in ways that will be most helpful – e.g. just asking for feedback as you do something
- You don't need to prove anything twice over. So you'll know when you've got enough evidence, and you won't have to keep collecting stuff unnecessarily

Portfolio list of contents

Section headings

1. Working agreement(s)
2. (Most current in front)

3. Year 1 working agreement review papers

4. Year 1 pre-ordination (priesting) reports and assignment

5. Year 2 curacy review papers

6. Year 3 curacy review papers

7. Short theological reflections
 - A. Christian faith, tradition and life
 - B. Mission, evangelism and discipleship
 - C. Spirituality and worship
 - D. Personality and character
 - E. Relationships
 - F. Leadership, collaboration and community
 - G. Vocation and ministry within the Church of England

8. Long theological reflections
 - a. Year 1 Mission
 - b. Year 2 Leadership
 - c. Year 3 Worship

9. Year 3 Placement Rationale and report

10. Evidence of meeting the Formation Criteria

This section accounts for the bulk of your portfolio and can be ordered in different ways. Please use this contents list as it will help your reviewer navigate their way round your portfolio. Be selective about what you include. You don't need every funeral 'thank you' letter to demonstrate your pastoral sensitivity. Only the dispositions are included in the left hand column – please refer to the full document for skills and knowledge.

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Formation Criteria	Type of evidence	Description	Page or document reference
<p>Christian faith, tradition and life</p> <p>Ordained ministers sustain their public ministry and personal faith in Christ through study and reflection that is open to new insights.</p> <p>Ordained ministers work with and value the breadth and diversity of belief and practice within the Church of England.</p> <p>Incumbents replenish their leadership through a life of disciplined study and reflection that is open to new insights.</p>	<p><i>Eg.</i></p> <p><i>Notes from personal study</i></p> <p><i>Reading list</i></p>	<p><i>Brief notes on Marcus Borg 'Reading the Bible again for the first time' and Tom Wright 'Scripture and the Authority of God'</i></p> <p><i>Reading list of books I have dipped into this year</i></p>	<p><i>25/04/14</i></p> <p><i>Section A page 22</i></p>
<p>B. Mission, evangelism and discipleship</p> <p>Ordained ministers have a deep and prayerful enthusiasm for mission and evangelism that is nourished by Christ's love for the world and lived out in acts of mercy, service, justice and reconciliation.</p> <p>Incumbents ...</p> <ul style="list-style-type: none"> • lead, enable and release missional vision and faithful witness in and among those for whom they have responsibility. • enable others to articulate the gospel and participate in its proclamation. • are able to foster and lead mission- 			

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<p>shaped churches.</p>			
<p>C. Spirituality and worship</p> <p>Ordained ministers are sustained by disciplined personal and corporate prayer shaped by the responsibilities of public ministry and corporate worship in the tradition of the Church of England.</p> <p>Ordained ministers are growing in the love of God and in Christ-likeness as members of the body of Christ and can testify to the grace of the Holy Spirit in their lives and ministries.</p> <p>Ordained ministers' spirituality permeates their perceptions of and interactions with others inside and outside the church.</p> <p>Incumbents are sustained in the strains and joys of leadership by a life of prayer.</p>			
<p>D. Personality and character</p> <p>Ordained ministers show insight, resilience, maturity and integrity in the pressure and change entailed in public ministry.</p> <p>Ordained ministers are growing in self-knowledge and commitment to Christ within the roles and expectations of ordained ministry.</p> <p>Incumbents personify an integration and integrity of authority and</p>			

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<p>obedience, leadership and service.</p>			
<p>E. Relationships</p> <p>Ordained ministers are people who respect others, demonstrate empathy and honesty in their relationships, learning from them.</p> <p>Incumbents ...</p> <ul style="list-style-type: none"> ▪ show skill and sensitivity in resolving issues of conflict within the church community. ▪ are able to supervise others in the conduct of pastoral relationships. 			
<p>F. Leadership, collaboration and community</p> <p>Ordained ministers seek to model their servant leadership on the person of Christ.</p> <p>Ordained ministers share leadership by actively looking for, recognising and nurturing the gifts of others.</p> <p>Incumbents ...</p> <ul style="list-style-type: none"> ▪ show skill and sensitivity in enabling the formation and flourishing of corporate life in the presence of diversity. ▪ are able to lead teams collaboratively in a variety of settings, including multi-parish benefices. ▪ are able to facilitate change creatively and sensitively, exercising leadership with an 			

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<p>entrepreneurial and forward looking approach.</p> <ul style="list-style-type: none"> ▪ are able to supervise lay and ordained people in positions of responsibility in formal and informal settings of training and practice. 			
<p>G. Vocation and ministry within the Church of England</p> <p>Ordained ministers are firmly convinced of their calling to ordained ministry, realistic about its challenges, and continue to ask important questions about their role as deacon or priest in the church of God.</p> <p>Ordained ministers are rooted in the traditions and practices of the Church of England and share in the spiritual life of the communities they serve.</p> <p>Ordained ministers are accountable and obedient in exercising ordained ministry as a deacon or priest within the Church of England.</p> <p>Incumbents are ready for, and open to, exercising a ministry of oversight and vision as priests in the church of God.</p> <p>Incumbents exercise appropriate accountability and responsibility in faithfully and loyally receiving the authority of others, consistent with a position of responsibility.</p>			

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