



Ministerial Formation Portfolio

**(Reader Ministry
in the
Church in Wales)**

St Davids Diocese

The purpose of the portfolio

The building of a ministerial formation portfolio is not an add-on to the process of training, as if it were one more thing to be done. The aim of the portfolio is to help you bring together the different elements of the formation process and to help you demonstrate to yourself and to others (college staff and through them to the diocese) that you are growing and developing in the sorts of ways which the Church recognises as important for those exercising public ministry. It is also there to provide a foundation for an ongoing process of monitoring your growth and development after admission and licensing. Do not be put off by the notion of learning outcomes. They are simply a way of describing, under a number of headings, what stage in your development as a minister the church expects you to have reached by the time you are licensed. These outcomes have been agreed by a number of church bodies. The wording may sometimes be a little formal and if there is any outcome which seems unclear to you, then you should discuss it with your personal tutor or a member of staff at the college.

The use of portfolio is intended to strengthen the formational process in a number of ways:

- It should help you get the most out of what you do in placements, core skills and the academic programme by helping you see how each of these is giving you opportunities for development in different areas.
- It should strengthen the tutorial relationship as the building of the portfolio and the discussion of your progress against the various outcomes will become an important part of that relationship.
- It may make the writing of reflections for your tutor a more focussed process which contributes directly to your formation. Gaps in the portfolio will suggest topics for you to explore in reflections and some of these will form part of the portfolio.
- It may help in the choice of assignment in some modules as the portfolio may suggest areas that are important for you to work on which you can do through an essay or other assignment.
- It will be important in the process of self-assessment and report writing which will make substantial use of the portfolio.
- It may also help the College to identify if there are gaps in the training provided if we find that there are areas that students regularly struggle with.
- Finally, and perhaps most importantly, it should help you to take responsibility for your own formation as a Christian minister before God. It is a valuable tool for self-reflection and personal development.

Building your portfolio

The reader learning outcomes are divided into general areas and specific outcomes. The portfolio follows these divisions, so following this introduction there is a section for each general area. You will find that these areas are also reflected in the self assessment form you complete each year in preparation for the college's report to your bishop.

Each section includes pages which contain the specific outcomes and suggestions of where you might find resources to provide evidence that you are meeting these outcomes and evidence that you are doing so. Under these you will see two blank spaces: one is for you to list evidence which you are including in the portfolio (see the section on 'Evidence' below for the sorts of evidence you might include); the other is for you to note areas for development that may need further work, and ideas as to where and how you might do this work. There will doubtless be some pieces of evidence which relate to more than one outcome or area and you will probably find it easiest to number the documents that you put in the portfolio. You may find it best to keep all the pages of the portfolio documentation together at the front, with all the pieces of evidence numbered together at the back, but you can arrange it however suits you. The portfolio is designed to help you in your growth as a minister and is normally for you and your tutor only.

The portfolio sheets are available as Word (.doc) files, so they can be filled in electronically and then printed off for inclusion in the portfolio. You can get them from the Portfolio section of the Non-Residential College Handbook Web pages in the same section you downloaded this handbook.

Evidence

As mentioned above, a section for each outcome (or set of outcomes) lists the elements of the formation process where you may find resources to help you meet the specific outcomes. Most of these resources will provide some form of evidence that you can include in the portfolio. Here are some examples:

- An essay or other piece of work for an academic module
- A supervisor's report or other form of feedback, such as an e-mail, from a placement
- A sermon evaluation form
- A reflective task undertaken as part of a Core Skills module
- Feedback from a tutor
- A critical incident reflection
- A journal extract
- A blog entry

- A piece of theological reflection
- A reflection for a tutor - where there is something you feel you have learned through an experience which is difficult to evidence, one possibility is to use this experience as the basis for a reflection to your tutor. This reflection can then be included as a piece of evidence in the portfolio.

Previous Experience

Don't forget that you bring a lot of valuable experience and learning to your training from your previous life. The first thing you should do is consider what this experience is and how it will help you meet the learning outcomes expected of you. You should begin by collecting together things which evidence the previous experience that you have brought with you as contributing to the formation of the public minister of the Church that you are becoming. It is likely that much, if not all, of this will remain in the portfolio as you work towards the outcomes given for the point of admission and licensing.

Examples

These pages give some examples of how you might write up your portfolio

Ministry within the Church

<p>Outcome</p> <p>Be rooted in corporate worship in the traditions and practices of the Church in Wales, showing gifts and ability in leading public worship and preaching in ways that show understanding of and good practice in liturgy and worship.</p>	<p>Formation resources & sources of evidence</p> <ul style="list-style-type: none"> ▪ Full participation in Worship – regularity and discipline of attendance ▪ Placement ▪ Core Skills module: Worship and Preaching ▪ Understanding Christian Worship Module
<p>Evidence (This is an example of the sort of things which someone might include here)</p> <ul style="list-style-type: none"> ▪ A reflection on the value of the regular and disciplined saying of the Office evidences my growing appreciation on that core Anglican liturgical practice. (Doc 7) ▪ An essay on Cranmer’s liturgical revision evidences my growing understanding of the nature of Anglican liturgy. (Doc 13) ▪ Two sermon feedback forms demonstrate my growing proficiency in preaching. (Section 3) ▪ The feedback I requested from my placement supervisor on the non-Eucharistic all-age worship I led in the parish is evidence of a basic proficiency in this aspect of liturgy and worship. (Doc 5) 	
<p>Development (Again, this is an example)</p> <ul style="list-style-type: none"> ▪ Sermon feedback has suggested I need to project my voice a bit more strongly (Section 3). I will sign up for extra voice training sessions to help with this. ▪ I have seen quite different approaches to funeral liturgy between my home placement parish and my short parish projects. I need to reflect more deeply on the nature and practice of Christian funerals and will seek to write an assignment on funeral liturgy for the Understanding Christian Worship module. ▪ Although I received positive feedback for the all-age worship I led, I still feel I am operating way out of my comfort zone here and will seek further opportunities to witness, plan and deliver this sort of worship. (Doc 5) 	

Mission and evangelism

<p>Outcome</p> <p>Engage in and reflect upon practices of mission and evangelism, changing forms of Church, and their relation to contexts, cultures, religions and contemporary spiritualities as appropriate to their calling and the context of their ministry.</p>	<p>Formation resources & sources of evidence</p> <p>This outcome can be resourced through the following:</p> <ul style="list-style-type: none"> ▪ Core skills module: Worship and Preaching ▪ Course module: <i>Christian Church Today – Its Meaning, Life and Mission</i> ▪ Reflection on practice in the placement context
<p>Evidence</p> <ul style="list-style-type: none"> ▪ A reflection I wrote, inspired by a visit to the national Readers conference (Doc 16), is evidence of my growing awareness of the need for new forms of Church to engage with elements of contemporary society that the traditional Church has lost contact with. A further reflection (Doc 16a), written partly in response to comments by my tutor, shows my assessment of the potential pitfalls facing such new expressions. ▪ The placement report speaks of my involvement with the parish mission action planning team and the important role I played in part of that. (Doc 21) 	
<p>Development</p> <ul style="list-style-type: none"> ▪ Having come from a fairly traditional Church background I have little or no experience of different forms of Church and I would value a placement in a Chaplaincy or multicultural Church context. ▪ I am particularly challenged by questions of the Church's relationship to other religions and will seek to take the module on Inter-religious Dialogue next year to deepen my understanding of this area. 	

In the pages which follow is the (uncompleted) text of the whole portfolio. You should cover all learning outcomes over your period of training. An editable text (Microsoft Word format) is available from the Portfolio section of the non-residential web pages so you can print off the relevant page for insertion into your own portfolio.

VOCATION

Vocation Outcome 1

Be able to give an account of their understanding of their ministry as a reader within the local and wider Church which is informed by study and reflection.

Formation resources & sources of evidence

- Reflections for Personal Tutor
- Preaching (opportunity to share experience of vocation)

Evidence

Development points

Vocation Outcome 2

Demonstrate competency in a range of skills and abilities needed to exercise authorised lay ministry under supervision by being able to show basic skills as a reflective practitioner.

Formation resources & sources of evidence

This is at the heart of several components of the formation process which will resource this outcome.

- Both on placements and in worship there are opportunities to develop such proficiency under the supervision of placement supervisors and College tutors and with feedback from your peers.
- Core skills modules encourage you to make the most of placement experiences as real opportunities for learning, experience and reflective practice.
- Some of the academic modules also encourage reflection on practice in a variety of different ways, *Theology and Practice* being the most obvious example.

Evidence may come from:

- A journal entry
- A reflection for a tutor
- A reflection for an academic module

Evidence

Development points

Ministry within the Church in Wales

Ministry Outcome 1

Be rooted in corporate worship in the traditions and practices of the Church in Wales, showing gifts and ability in leading public worship and preaching in ways that show understanding of and good practice in liturgy and worship.

Formation resources & sources of evidence

- Full participation in group and placement Worship – regularity and discipline of attendance
- Placement
- Core Skills module: Worship and Preaching
- Understanding Christian Worship Module

Evidence

Development points

Ministry Outcome 2

Show understanding of the insights and practices of other churches and traditions in worship, especially of ecumenical partners of the Church in Wales.

Formation resources & sources of evidence

- Placement: especially your Special Parish Projects in an adjacent church of another tradition
- Working with peers and tutors of another Church tradition and denomination

Evidence

Development points

Spirituality

Spirituality Outcome 1

Demonstrate commitment to loving service in the Church rooted in a sustained and growing love of God, discipleship of Christ and pilgrimage in faith in the Holy Spirit.

Formation resources & sources of evidence

- Involvement in placement church
- Reflection on experience of spiritual direction
- Reflections for personal tutor
- Comments from others
- Participation in the life of the worshipping community during residential and weekly teaching
- Reflection on how your faith is shaping (and is shaped by) your work and home life

Evidence

Development points

Spirituality Outcome 2

Be rooted and growing in a life of prayer shaped within the demands and disciplines of initial training and faithful Christian witness.

Formation resources & sources of evidence

- Involvement in placement church
- Reflection on experience of Spiritual Direction
- Reflections for personal tutor
- Comments from others
- Participation in the life of the worshipping community during residential and weekly teaching
- Reflection on how your faith is shaping (and is shaped by) your work and home life
- Introduction to Christian Spirituality module

Evidence

Development points

Spirituality Outcome 3

Show evidence of a life increasingly formed and sustained by trust in and dependence on the gifting and grace of God.

Formation resources & sources of evidence

- Reflection on experience of Spiritual Direction
- Reflections for personal tutor
- Comments from others
- Participation in the life of the worshipping community during residential and weekly teaching
- Work for relevant academic modules.
- Reflection on 'critical incidents' in placements, work and community life
- Journal entry

Evidence

Development points

Personality and Character

Personality and Character Outcome 1

Show insight, openness, maturity, integrity and stability in the face of life's pressures.

Formation resources & sources of evidence

- Placement – supervisor's report
- Meetings with Personal Tutor
- Personal reflection process towards annual Bishop's report
- Spiritual direction
- Reflecting on your own responses to the balance of work/life in the context of the extra burdens of study

Evidence

Development points

Personality and Character Outcome 2

Reflect with insight on personal strengths and weaknesses, the gifts brought and vulnerability and demonstrate appropriate development.

Formation resources & sources of evidence

- Tutorial relationship
- Spiritual direction
- Friendships
- Conversations with Placement supervisor

Evidence

Development points

Personality and Character Outcome 3

Exercise appropriate care of self, using the support provided in initial training.

Formation resources & sources of evidence

- Issues relating to this outcome will be discussed with personal tutor and spiritual director.
- Decisions taken in relation to training may well offer evidence for this outcome.

Evidence

Development points

Relationships

Relationships Outcome 1

Form and sustain relationships, both with those who are like-minded and those who differ, marked by integrity, empathy, respect, honesty and insight.

Formation resources & sources of evidence

- Participation in corporate life of the course
- Education group discussion (with feedback from facilitator)
- Placement

Evidence

Development points

Relationships Outcome 2

Demonstrate an awareness of good practice in some of the pastoral relationships which Christian ministry presents.

Formation resources & sources of evidence

- Placement (generally more formally)
- Non-residential community (generally more informally)

Evidence

Development points

Lay leadership and collaboration

Lay Leadership and Collaboration. Outcome 1

Demonstrate openness towards and ability to gain from experiences and practices of being supervised.

Formation resources & sources of evidence

- Placement supervision and reflection upon it
- Personal tutor supervision
- Academic supervision
- Journal entries on how various supervision sessions have gone

Evidence

Development points

Lay Leadership and Collaboration. Outcome 2

Demonstrate effective collaborative ministry and an ability to work in teams in a limited range of settings, and learn from these experiences.

Formation resources & sources of evidence

- Placements
- 2nd year Core skills: working in small groups
- Planning and preparation of worship for education groups, weekends and residential
- Course review sessions and working with the course staff

Evidence

Development points

Lay Leadership and Collaboration. Outcome 3

Exercise appropriate accountability and responsibility in faithfully and loyally receiving the authority of others.

Formation resources & sources of evidence

- 2nd year Core skills: working in small groups
- Reflection on the experience of training, tutorial groups, and University modules.
- Journal reflection on the relationship with the placement supervisor

Evidence

Development points

Lay Leadership and Collaboration. Outcome 4

Show developing skills in enabling and empowering other members of the Church in effective witness, service and mission.

Formation resources & sources of evidence

- Helping Adults Learn Core Skills and small group work following-on
- Placement reflection
- Reflection on the place of various ministries in the Church's life and history in module teaching

Evidence

Development points

Mission and Evangelism

Mission and Evangelism Outcome 1

Participate in and reflect on the mission of God in the settings in which they are placed.

This outcome can be resourced through the following:

- Work for relevant academic modules.
- Reflection on practice in the placement context

Evidence

Development points

Mission and Evangelism Outcome 2

Engage in and reflect upon practices of mission and evangelism, changing forms of Church, and their relation to contexts, cultures, religions and contemporary spiritualities as appropriate to their calling and the context of their ministry.

Formation resources & sources of evidence

This outcome can be resourced through the following:

- Core skills module: Worship and Preaching
- Work for relevant academic modules.
- Reflection on practice in the placement context

Evidence

Development points

Mission and Evangelism Outcome 3

Show understanding of how adults learn with evidence that this is contributing to a growing ability to nurture others in their faith development.

Formation resources & sources of evidence

- Exploration of learning styles in study skills
- Core Skills Module: Helping Adults Learn
- Practice of small groups work in placement
- Preaching assessed sermons and reading the assessments themselves (especially 360 degree feedback)

Evidence

Development points

Mission and Evangelism Outcome 4

Communicate the gospel in a variety of media demonstrating sensitivity to audience and context.

Formation resources & sources of evidence

This outcome can be resourced through the following:

- Placement experience – learning through example and experience
- Assessed sermons
- Small groups work for Core Skills

Evidence

Development points

Faith

Faith Outcome 1

Demonstrate a growing basic engagement with scripture and the traditions of Christian thought within contemporary culture, characterised by faithful obedience and openness to new insights

Formation resources & sources of evidence

- Course modules, particularly those on Bible, Church History and Doctrine.
- Sermons & sermon evaluation forms
- Theological reflections

Evidence

Development points

Faith Outcome 2

Form a life of study and reflection within the demands and disciplines of initial training.

Formation resources & sources of evidence

- course modules, particularly those on Bible and Doctrine.
- Personal reading outside of that expected for modules.
- Theological reflections.

Evidence

Development points

Faith Outcome 3

Show how personal commitment to Christ and discipleship is changing in the process of study and formation for authorised lay ministry.

Formation resources & sources of evidence

- Reflections
- Experience of diverse Christian communities
- Comments from others, including spiritual director

Evidence

Development points

Quality of Mind

Quality of Mind Outcome 1

Interpret and use scripture within limited contexts, showing a basic grasp of exegetical and hermeneutic skills, communicating this in various settings clearly with reasonable accuracy and an awareness of the insights of critical study of the texts.

Formation resources & sources of evidence

- Biblical modules in the course
- Helping Adults Learn Core Skills
- Sermons and sermon evaluations
- Other opportunities on placement, work and home life

Evidence

Development points

Quality of Mind Outcome 2

Demonstrate a basic understanding of the ways in which Christian beliefs and practices have developed in varying historical and cultural contexts.

Formation resources & sources of evidence

- Modules on Church history, doctrine, historical theology and worship
- Theological reflections for tutors
- Reports from placement supervisors

Evidence

Development points

Quality of Mind Outcome 3

Demonstrate basic awareness of and respect for beliefs, practices and spiritualities of other faith traditions.

Formation resources & sources of evidence

- Work for relevant academic modules.
- Reflection on work and community relationships, especially with those of another/no faith

Evidence

Development points