



# **Ministerial Formation Portfolio**

## 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. As described in the introductory material, the aim of the portfolio is to help you bring together the different elements of the formation process and to demonstrate to yourself and to others (College staff and through them to the Sponsoring Church) 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 ordination. There is a further set of outcomes after those in this document for the end of Probation.

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

As described in the introductory documentation, the learning outcomes are divided into general areas and specific outcomes. These continue through to the further set of outcomes mentioned above. The portfolio follows these divisions, so following this introduction there is a section for each general area. At the start of each section are pages which contain the specific outcomes and suggestions of where you might be expected to find resources for meeting these outcomes and evidence that you are doing so. Under these boxes you will see two blank boxes: 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. In some cases each outcome is listed separately; in others they overlap so much that they are listed together. There will doubtless be some pieces of evidence which relate to more than one area – these can be located at the back of the portfolio and referred to in the relevant sections. You will probably find it easiest to number the documents that you put in the portfolio. And you may find it easiest to keep all the pages of the portfolio documentation together at the front, with all the pieces of evidence numbered together at the back.

**The portfolio sheets are available electronically so they can be filled in and then printed off for inclusion in the portfolio.**

## Evidence

As mentioned above, a box by 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 from a placement, such as an e-mail
- 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

For the initial portfolio exercise you were asked to collect together things from your previous experience that you brought with you as contributing to the formation of the public minister of the Church that you are becoming. Hopefully you should find that much, if not all, of this will remain in the portfolio as you work towards the outcomes given for the point of ordination.

## Examples

### Ministry within the Church

<p><b>Outcome</b></p> <p>Be rooted in corporate worship in the traditions and practices of the Church of England / Methodist Church / 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><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Full participation College Worship – regularity and discipline of attendance</li> <li>▪ Placement</li> <li>▪ Core Skills module: Worship and Preaching</li> <li>▪ Understanding Christian Worship Module</li> </ul>
<p><b>Evidence</b> (This is an example of the sort of things which someone might include here)</p> <ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ An essay on Cranmer’s liturgical revision evidences my growing understanding of the nature of Anglican liturgy. (Doc 13)</li> <li>▪ Two sermon feedback forms demonstrate my growing proficiency in preaching. (Section 3)</li> <li>▪ 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)</li> </ul>	
<p><b>Development</b> (Again, this is an example)</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ I have seen quite different approaches to funeral liturgy in my different placements (last year, summer placement and this year). 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.</li> <li>▪ 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)</li> <li>▪ I’m aware of being a bit unsure about serving at the Eucharist – I will ask a fellow ordinand to guide me through the basics to make sure I understand it correctly.</li> </ul>	

# Personality and character

<b>Outcome</b> Reflect with insight on personal strengths and weaknesses, the gifts brought and vulnerability; and demonstrate appropriate development.	<b>Formation resources &amp; sources of evidence</b> <ul style="list-style-type: none"><li>▪ MBTI work &amp; 2<sup>nd</sup> year core skills</li><li>▪ Tutorial relationship</li><li>▪ Spiritual direction</li><li>▪ Friendships</li><li>▪ Placement supervisor</li></ul>
<b>Evidence</b> <ul style="list-style-type: none"><li>▪ I have found the Myer-Briggs Type Indicator to be very illuminating of some of my strengths and weaknesses which I was only intuitively aware of previously. The reflection on my profile (Doc 19) is evidence that I am beginning to understand, in the light of this, why some people get on my nerves and I on theirs!</li><li>▪ Conversations with my tutor and spiritual director have helped me see that my vulnerability may be one of the strengths I bring to ministry rather than one of the weaknesses. The sermon included here, and e-mail comment from a parishioner in response to it illustrate this. (Section 3)</li></ul>	
<b>Development</b> <ul style="list-style-type: none"><li>▪ I am realising that there are certain areas that I find difficult that I need to work at. I am going to ask some good friends to tell me when I am behaving in a certain way so that I can try and address this.</li><li>▪ I will seek opportunities on placement to have experience in aspects of ministry which are difficult for someone of my personality type.</li></ul>	

# Mission and evangelism

<b>Outcome</b> Engage in and reflect upon practices of mission and evangelism, changing forms of church, and their relation to contexts, cultures, religions and contemporary spiritualities.	<b>Formation resources &amp; sources of evidence</b> This outcome can be resourced through the following: <ul style="list-style-type: none"><li>▪ Core skills module: Mission</li><li>▪ University module: Christian Church Today – Its Meaning, Life and Mission</li><li>▪ Reflection on practice in the placement context</li></ul>
<b>Evidence</b> <ul style="list-style-type: none"><li>▪ A reflection I wrote, inspired by the core skills module on mission (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.</li><li>▪ The placement report speaks of my involvement with the parish mission and the important role I played in part of that. (Doc 21)</li></ul>	
<b>Development</b> <ul style="list-style-type: none"><li>▪ 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.</li><li>▪ 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.</li></ul>	

# **VOCATION**

**(call and commitment)**

<p><b>Outcome</b></p> <p>The ability to discern which of their previously acquired skills and experience can be incorporated into ordained ministry, which need to be modified and which should be discarded.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections for tutors</li> <li>▪ Placement reports</li> <li>▪ References</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>A confidence in the Church and the resources to resist the temptation to retreat into a personal or purely local ministry.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections for tutors</li> <li>▪ Placement reports</li> <li>▪ End of year reports</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Ability to give an account of their vocation to ministry and mission and their readiness to exercise public ministry as a probationer deacon or presbyter in the Methodist Church.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections for tutors</li> <li>▪ Preaching (opportunity to share experience of vocation)</li> <li>▪ Placement reports</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

# **Being in relationship (with God, self and others)**

<p><b>Outcome</b></p> <p>A developing spirituality and discipline of prayer consonant with their changing role and growth in learning.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflection on experience of Spiritual Direction</li> <li>▪ Comments from others</li> <li>▪ Participation in the life of the worshipping community in College</li> <li>▪ Spirituality modules and reflection on how these influence personal spiritual growth</li> <li>▪ Journal entry</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>A developed self-awareness; an awareness of others; listening skills and basic pastoral understanding.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections for personal tutor</li> <li>▪ Comments from others</li> <li>▪ Placement reports</li> <li>▪ End of year reports</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Personal skills, including those involved in maintaining close relationships, standard courtesies, public politeness, financial management etc.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Placement reports</li> <li>▪ References</li> <li>▪ End of year reports</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Form and sustain relationships, both with those who are like-minded and those who differ, marked by empathy, respect and insight.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ End of year reports reflecting relationships in College</li> <li>▪ Reflections</li> <li>▪ Essays and other written work</li> <li>▪ Journal entries</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Demonstrate good practice in a range of pastoral relationships, and learn from these experiences.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Placement report</li> <li>▪ Reflections</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Ability to exercise appropriate care of self, through developing sustainable patterns of life and work, and effective support networks.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections</li> <li>▪ Reports</li> <li>▪ Comments of others</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

# **The Church's ministry in God's world**

<p><b>Outcome</b></p> <p>A developing understanding of the Gospel and Mission of the Kingdom of God; basic skills of interpretation; the ability to relate faith and experience and to begin to think theologically about their context.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Essays and other written work</li> <li>▪ Sermons</li> <li>▪ Reflections</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>A specific understanding and experience of Methodism in its breadth and diversity and in relation to other churches.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Methodist studies</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Demonstrate awareness of the church's roles and opportunities in public life and institutions, and in relation to other agencies.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Chaplaincy as well as some Church placements</li> <li>▪ Secular placements</li> <li>▪ Core Skills module: Building Community</li> <li>▪ Essays &amp; reflections</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Show understanding of the insights and practices of other churches and traditions in worship, especially of ecumenical partners.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections on ecumenical experiences in College and placement.</li> <li>▪ Essays and written work</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Participate in and reflect on the mission of God in a selected range of social, ethical, cultural and intellectual contexts in which Christian witness is to be lived out in acts of mercy, service and justice.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Work for core skills mission module</li> <li>▪ Essays and written work for academic modules</li> <li>▪ Placement experience and subsequent reflection</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

# **Leadership and collaboration**

<p><b>Outcome</b></p> <p>An understanding, experience and proven capacity to handle working with people of different gifts and abilities and with various responsibilities in the life of the Church and the work of the Kingdom (including some who are not chosen or approved by the student) and to exercise leadership as and when appropriate.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Collaborative ministry projects</li> <li>▪ Placements</li> <li>▪ 2<sup>nd</sup> year core skills modules</li> <li>▪ Planning and preparation of worship in College</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Show understanding of how children and adults learn and an ability to nurture others in their faith development.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> year core skills</li> <li>▪ Placement reports</li> <li>▪ Essays and other written work</li> <li>▪ Previous experience</li> <li>▪ Understanding of learning styles</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Demonstrate effective collaborative leadership and an ability to work in teams in a limited range of settings, and learn from these experiences.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> year Core skills</li> <li>▪ Reflection on the experience of College life, tutorial groups, and University modules.</li> <li>▪ Collaborative ministry projects</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>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.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Placement report</li> <li>▪ Reflections</li> <li>▪ Comments of others</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

# **Learning and understanding**

<p><b>Outcome</b></p> <p>A proven ability in applying the relevant bodies of knowledge appropriately to particular situations.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Essays &amp; other written work</li> <li>▪ Sermons &amp; sermon evaluation forms</li> <li>▪ Theological reflections</li> <li>▪ Projects, e.g. on placement and collaborative ministry projects.</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>A growing critical engagement with scripture and the traditions of Christian thought, characterised by faithful obedience and openness to new insights.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ University modules, particularly those on Bible and Doctrine.</li> <li>▪ Personal reading outside of that expected for modules.</li> <li>▪ Theological reflections.</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Ability to form a life of study and reflection within the demands and disciplines of initial training and the expectations shaped by public ministry.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Reflections</li> <li>▪ Academic work</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Ability to interpret and use scripture across a wide range of settings, showing developed exegetical and hermeneutic skills, communicating an understanding and engagement with scripture in ways that enable others learn and explore.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Biblical modules in the University</li> <li>▪ Communication module</li> <li>▪ Sermons and sermon evaluations</li> <li>▪ Other opportunities on placement and in College</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Skill as reflective practitioners, able to engage thoughtfully and critically across the spectrum of Christian tradition, in ways that deeply inform personal practices, and which enable others to learn and explore.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Theology and Practice module and other practical theology modules.</li> <li>▪ Reflections</li> <li>▪ Placement supervisor's report</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>Ability to engage confidently with the Bible as text and as holy scripture, as skilled interpreters and communicators.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ University modules on Bible and Communication</li> <li>▪ Placement experience – learning through example and experience</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

<p><b>Outcome</b></p> <p>Basic awareness of and reflective engagement with beliefs, practices and spirituality of other faith traditions</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Believing &amp; belonging Module</li> <li>▪ Inter-religious Dialogue Module</li> <li>▪ Study of other religions within BA</li> <li>▪ Personal experience or previous study</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	

# Communication

<p><b>Outcome</b></p> <p>A basic understanding of preaching, hermeneutical principles and techniques of communication, and an ability to preach in a number of styles and contexts and to make positive use of feedback and assessment.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Core skills worship and preaching</li> <li>▪ University modules on Bible and communication</li> <li>▪ Use of evaluation and feedback forms</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	
<p><b>Outcome</b></p> <p>An ability in leading public worship and preaching, showing understanding of and good practice in liturgy and worship in a wide range of settings.</p>	<p><b>Formation resources &amp; sources of evidence</b></p> <ul style="list-style-type: none"> <li>▪ Core skills worship and preaching</li> <li>▪ University Worship module</li> <li>▪ Use of evaluation and feedback forms</li> </ul>
<p><b>Evidence</b></p>	
<p><b>Development</b></p>	