



MINISTERIAL EXPERIENCE PORTFOLIO GUIDELINES

Introduction

A Ministerial Experience Portfolio is an organized record of your ministry experiences, achievements and professional development over a period of time. It consists of a collection of documents which illustrate the variety and quality of work that you have done, along with your reflections on these documents and on your development over time. A portfolio can be kept in a variety of ways: in a folder with sub-sections, in a series of files in your filing cabinet, or in electronic form with a file of supporting documentation.

Possible Contents

Following is a description the type of checklist headings or statements you could use in compiling your final portfolio:

- A. Current resume
- B. An autobiographical statement to include post-graduate plans and/or career goals and a statement of what makes you unique, interesting, employable
- C. A personal statement of philosophy
- D. A list of your course work completed, in progress, or planned
- E. A brief statement of the professional context in which you see yourself currently or in the future, including information on how this context ties to at least one of the items included in your portfolio
- F. 5-7 items which reflect your professional growth and ability (include a written summary or statement of critical reflection and/or self-assessment on each item as an advanced organizer for any reviewers). Indicate your preferred criteria for judging the merits of the included items and describe any assessments you received from others (peers, supervisors, mentors, teachers, etc.).
- G. Include any relevant passages from a personal journal if you kept one during the process. Describe any goal setting you undertook (perhaps as part of a learning contract) as a prelude to development of any included material. Items you may include but are not restricted to are as follows:
 - any mini-internship or independent study documents or products
 - course projects, products, or papers
 - articles you have published or manuscripts you have submitted for publication
 - work-related products or materials you created as a result of your experience
 - conceptual or theoretical materials you developed as a result of your experience.



Assembling your portfolio

Your portfolio must relate directly to aspects of the programme and be relevant and recent, i.e., it is important to outline the learning experiences that relate to the program of study. In most cases, selecting a few complex experiences and analysing your learning is preferable to listing your every experience and learning event.

Your supporting evidence might include *some, or a combination of*, the following:

I. Evidence from yourself, such as:

A. Formal training, for example:

1. Certificates from previous education and training.
2. Certificates of course attendance (where no formal assessment took place).
3. Professional development.

B. Work related experiences, for example:

1. samples of completed work, such as copies of documents or reports
2. employment related documents, such as copies of job descriptions, resumes, summaries of performance appraisals
3. a statement outlining previous types of work, responsibilities and experience
4. a reflective statement describing your work-related philosophy, strategies, objectives and methodologies
5. reading and research you have undertaken and how you have used that
6. evidence of leading a successful ministry using the skills and knowledge being claimed
7. To support your work experiences, some form of verification from a key person, such as a simple statement describing your role with respect to the evidence, is recommended.

C. Personal reflections, for example:

1. reflective accounts of work and life experiences
2. an analysis of training in relation to your work
3. your professional goals for the next five years

II. Evidence from others, such as

- A. Reports based on observation of work or other activities.
- B. Testimonials from appropriate colleagues or supervisors.
- C. Statements from colleagues who have observed or reviewed your work.
- D. Honours or other recognition for work performed or your achievements.
- E. Nominations to committees, boards, etc.