

## IMD portfolios – a reminder!

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 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 long and short reflections that you will be doing throughout your curacy. 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 over the course of the curacy, for example by doing three in the first year, three in the second and 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 (1,500-2500 words)  
There is one long reflection each year focussing on a particular theme – community engagement 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 use the list of contents below. It is recommended you use the Learning Plan from the first year as your list of contents of evidence linked to the criteria. You will find an electronic copy at:**

<https://gloucester.anglican.org/living-faith/curates-and-training-incumbents/>

## Portfolio list of contents

### Section headings

1. Working agreement(s)  
(Most current in front)
2. Year 1 working agreement review papers
3. Year 1 pre-ordination (priesting) reports and assignment  
For distinctive deacons this is the first year summer report
4. Year 2 curacy review papers
5. Year 3 curacy review papers
6. 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
7. Long theological reflections
  - a. Year 1      Community engagement
  - b. Year 2      Leadership
  - c. Year 3      Worship
8. Year 3 Placement Rationale and report
9. 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. The dispositions are included in the shaded sections, skills and knowledge in the left hand column.*