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**Portfolio Example**

**Section Headings Proforma**

These pages are designed to be used as an editable document to make it easier to organize your portfolio in the required fashion. If you are training for potential incumbency or equivalent: all the criteria are relevant. If you are training for assistant ministry: delete the right-hand column throughout. Essentially this should form a mini-index to each section.

**An example:**

**A. CHRISTIAN TRADITION, FAITH AND LIFE**

|  |  |  |
| --- | --- | --- |
| **A1.** | **Ordained ministers sustain their public ministry and personal faith in Christ through study and reflection that is open to new insights. They …** | **Incumbents replenish their leadership through a life of disciplined study and reflection that is open to new insights. They …** |
| understand the Bible as text and as holy Scripture for the church and the world through regular critical engagement with Old and New Testament texts and issues relating to their interpretation. |  |
| are able to interpret Scripture in a wide range of settings, using their exegetical and hermeneutical skills to communicate clearly and accurately in ways that enable others to learn and explore. |  |
| are able to engage in independent study of Christian beliefs and practices and communicate their findings in diverse settings. |  |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| **A2.** | **Ordained ministers work with and value the breadth and diversity of belief and practice within the Church of England. They …** |  |
| are able to engage in independent study of how Christian beliefs and practices shape the moral life of individuals and communities. |  |
| are able to reflect critically on how Christian doctrine and ethics relate to discipleship, church and society, communicating this appropriately inside and outside the church. | are able to exercise theological leadership for the church in mission. |

**A. CHRISTIAN TRADITION, FAITH AND LIFE**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**B. MISSION, EVANGELISM AND DISCIPLESHIP**

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| **B1.** | **Ordained ministers have a deep and prayerful enthusiasm for mission and evangelism that is nourished by Christ’s love for the worldandlived out in acts of mercy, service, justice and reconciliation. They …** | **Incumbents …** |
| are able to discern God’s mission in a specific context by reflective and empathetic engagement with it in light of its cultural, historical, economic, social, political and religious characteristics. | lead, enable and release missional vision and faithful witness in and among those for whom they have responsibility. |
| are able to engage courageously in mission, evangelism and apologetics in a range of contexts and particularly in local communities and churches. |  |
| are able to communicate the gospel confidently and effectively using a variety of media in diverse situations, both inside and outside the church. | enable others to articulate the gospel and participate in its proclamation. |
| are able to lead and inspire others in mission and evangelism in the local church.  | are able to foster and lead mission-shaped churches. |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| **B2.** | **Ordained ministers are committed to Christian education, promoting good practice, both inside and outside the church. They …** |  |
| are able to nurture others in their faith development, including those with little previous knowledge of the faith, through catechesis, teaching and preaching, including preparation for baptism and confirmation. |  |
| understand the importance of the Church of England’s engagement with schools for the common good and for the mission and ministry of the church. |  |

**B. MISSION, EVANGELISM AND DISCIPLESHIP**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**C. SPIRITUALITY AND WORSHIP**

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|  | AT THE END OF IME PHASE 2 | POST OF RESPONSIBILITY |
| **C1.** | **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. They …** | **Incumbents are sustained in the strains and joys of leadership by a life of prayer.**  |
| are able to relate different approaches to, and traditions of, personal and corporate prayer to sustain and develop their own prayer life and those of others of all ages, backgrounds and in a range of life circumstances. |  |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| C**2.** | **Ordained ministers …** |  |
| are able to demonstrate good reflective practice in preaching and in leading – and where appropriate, presiding at – public worship, including pastoral services, using appropriate forms of liturgy in a variety of settings. |  |

**C. SPIRITUALITY AND WORSHIP**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| **C3.** | **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. They …** |  |
| are able to relate spiritual traditions to corporate and individual practices that sustain and develop their own spirituality, and those of others of all ages, backgrounds and in a range of life circumstances. |  |

**C. SPIRITUALITY AND WORSHIP**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| **C4.** | **Ordained ministers’ spirituality permeates their perceptions of and interactions with others inside and outside the church. They …** |  |
| are able to help others discern God’s presence and activity in their relationships and in the wider world. |  |

**C. SPIRITUALITY AND WORSHIP**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**D. PERSONALITY AND CHARACTER**

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| **D1.** | **Ordained ministers show insight, resilience, maturity and integrity in the pressure and change entailed in public ministry. They …**  | **Incumbents …** |
| are able to balance appropriate care of self with the care of others by developing sustainable patterns of life and work, and effective support networks in the context of public ministry. | encourage and enable colleagues to balance appropriate care of self with care of others. |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**D. PERSONALITY AND CHARACTER**

|  |  |  |
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| **D2.** | **Ordained ministers are growing in self-knowledge and commitment to Christ within the roles and expectations of ordained ministry. They …** | **Incumbents personify an integration and integrity of authority and obedience, leadership and service. They …** |
| are able to approach the sacrificial impact of ordained ministry on the whole of life with wisdom and discernment. |  |
| are able to reflect with insight and humility on personal strengths, weaknesses, failures, gifts and vulnerabilityin response to a new context of public ministry. | engage with others to reflect with insight on their style of leadership, its strengths and weaknesses in context, and demonstrate appropriate development. |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**E. RELATIONSHIPS**

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| **E1.** | **Ordained ministers …** | **Incumbents …** |
| are able to form and sustain healthy relationships with peers in the mixed economy of fresh and more traditional expressions of church. |  |
| are able to handle and help resolve conflicts and disagreements, enabling growth through them. | show skill and sensitivity in resolving issues of conflict within the church community.  |
| understand human flourishing in relationships and Christian pastoral care in a range of life circumstances and contexts. |  |
| demonstrate good reflective practice in a wide range of pastoral and professional relationships. | are able to supervise others in the conduct of pastoral relationships. |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| E**2.** | **Ordained ministers are people who respect others, demonstrate empathy and honesty in their relationships, learning from them. They …** |  |
| are able to live within the House of Bishops’ Guidelines: *Issues in Human Sexuality* and engage positively with those with whom they differ. |  |
| are able to establish and evaluate appropriate professional boundaries in their ministerial practice and personal lives. |  |
| understand policies and best practice in safeguarding and their application in a variety of contexts. |  |

**E. RELATIONSHIPS**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**F. LEADERSHIP, COLLABORATION AND COMMUNITY**

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| **F1** | **Ordained ministers seek to model their servant leadership on the person of Christ. They …** | **Incumbents …** |
|  | show skill and sensitivity in enabling the formation and flourishing of corporate life in the presence of diversity. |
| are able to participate in and lead communities, reflecting on, and being alert to, the use and abuse of power. | are able to lead teams collaboratively in a variety of settings, including multi-parish benefices. |
| are able to lead collaboratively and competently, working as a member of a team within a community, as an ordained person. | are able to facilitate change creatively and sensitively, exercising leadership with an entrepreneurial and forward looking approach. |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

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| F**2** | **Ordained ministers share leadership by actively looking for, recognising and nurturing the gifts of others. They …** |  |
| are able to use authority appropriately in ways that release, equip, enable and empower others, including colleagues, to fulfill their calling to mission and ministry from within a Christian community. |  |
| are able to supervise and mentor others in a limited range of roles and responsibilities in mission and ministry. | are able to supervise lay and ordained people in positions of responsibility in formal and informal settings of training and practice. |

**F. LEADERSHIP, COLLABORATION AND COMMUNITY**

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**G. VOCATION AND MINISTRY WITHIN THE CHURCH OF ENGLAND**

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| --- | --- | --- |
| **G1.** | **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. They …** | **Incumbents are ready for, and open to, exercising a ministry of oversight and vision as priests in the church of God. They …** |
| are able to articulate their calling to discipleship and to ordained ministry as a deacon or priest within the Church of England. |  |
| understand the sacrificial and corporate nature of their role in ministry and mission as a deacon or priest within the breadth and diversity of a mixed economy of traditional and fresh expressions of church. |  |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**G. VOCATION AND MINISTRY WITHIN THE CHURCH OF ENGLAND**

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| **G2.** | **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. They …** |  |
| are able to represent the church in public life and engage in partnerships across wider groups of parishes, including, where possible, working with churches of different denominations and traditions and other faith communities and their leaders. | take a lead role in working with partners, representing the church in public life, including, where possible, working with other faith leaders.  |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):

**G. VOCATION AND MINISTRY WITHIN THE CHURCH OF ENGLAND**

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| **G3.** | **Ordained ministers are accountable and obedient in exercising ordained ministry as a deacon or priest within the Church of England. They …**  | **Incumbents exercise appropriate accountability and responsibility in faithfully and loyally receiving the authority of others, consistent with a position of responsibility. They …** |
| understand the legal, canonical and administrative responsibilities of those in public ministry within a mixed economy of church. | know and understand the legal, canonical and administrative responsibilities of those having oversight and responsibility. |
| show developed skills as theologically reflective and reflexive practitioners in relatively unsupervised settings, exercising wise and discerning judgment. | show sophisticated skills as reflective and reflexive practitioners and the capacity to develop these further to energise creative, theologically informed practice. |

Reflection(s) on this section:

Evidence for this section:

Evidence or reflection elsewhere in the portfolio (if any):