**DIOCESE OF SODOR AND MAN IME 4-7**

**GUIDELINES FOR BUILDING YOUR PORTFOLIO**

**THE IME PORTFOLIO**

All those undertaking IME 4-7 are required to compile a portfolio during their 3-4 years of curacy. This will help you record and reflect on your learning, experience and development through the early years of ministry.

The portfolio will provide a basis for the annual reviews.

The portfolio will be a vital element in the obligatory formal assessment every curate now receives at the end of the curacy.

The subjects to be covered by the portfolio are based on the national Formation Criteria, this may include some additions in line with Diocesan priorities and strategy.

It is an important part of a curacy to learn to reflect on the work done and to develop working practices and skills in the light of those reflections.  It is also important to bring that experience into reflection and prayer to discern where the fullness of God’s life is leading. We hope that the portfolio will demonstrate and help develop reflective patterns of working. A good portfolio will show:

* thinking about an experience or task after it has been done, and
* recognition of strengths and weaknesses, things to repeat and things to leave behind.

It is intended that some parts of the portfolio will record unique, one-off events.  Other areas will provide evidence of reflections practised annually, so that development can be noticed and noted.

**HOW TO SET UP YOUR IME PORTFOLIO**

* You will need a ring binder, containing dividers. Label each divider with one of the section titles, in the order they are listed in the portfolio guidance.
* You then need to add material that demonstrates your experience and development to each section in accordance with these guidelines. Sometimes you are asked to repeat the same reflection or task in each year, others are of a different nature and one-offs. **You will need to read the guidelines carefully to keep up to date.** You need to add material gradually, not at the last minute before an annual review!
* It is suggested you have a box file and add bits and pieces to it as you go along. You can then periodically sift, prioritise and **select** the material you are going to include in your portfolio. You must not put everything you collect in your portfolio.
* Mark each piece you put into your portfolio clearly with the **date and curacy year** at the top of the first page.
* With each item you add to your portfolio, please decide which of the **Formation Criteria** you feel this example demonstrates or provides evidence of. Add the relevant outcome(s) at the end of the material you have provided or on a separate, attached sheet. (You may have one piece of work with several outcomes attached.) Through the guidelines you will find a suggestion of the Formation Criteria that may be appropriate, but don’t restrict yourself to those – there may be others that are pertinent to your particular material.
* When asked to provide a **reflection**, this should be **no more than 200-250 words long**. Your personal reflection may well be much longer than this, especially if you use journaling as a means of theological reflection. However, your task for the portfolio is to **summarise** that process.
* There are also **written assignments** to be done in each year and **the relevant word limit is provided separately for each of them**. A summary of the assignments required during IME 4-7 is provided with these guidelines.
* You are asked to provide **feedback from others** in certain areas of the portfolio. There is a proforma provided for you to use if you wish.
* Remember that one ministry experience may provide you with the opportunity to use the same event/encounter/responsibility in different areas of the portfolio. Choose wisely and you will be able to maximise the potential of your material without multiplying the work involved.
* Remember! We aim for a **light touch**, especially for those of you who are Self-Supporting Ministers.
* **Do not add more material than you are asked for in the guidelines.** We don’t want to overload you and you have a responsibility not to overload those who will read and assess your portfolio. This is very important. Overloading the portfolio will not impress!
* In assessing your portfolio at the end of your curacy, the **Church of England Formation Criteria will be the criteria** on which that assessment will be based.

**1. VOCATION Years 1 and 3**

**Year 1**

In preparation for your interview with the Bishop, prior to being ordained priest, you will write about your deacon’s year. Your title is:

**‘*Deacons are called to ... proclaim the gospel in word and deed, as agents of God’s purposes of love.’* (***from the Ordinal)*

How has this worked out in your ministry as a deacon and what have you learned about your calling?

**1000-1200 words (max)**

This must be written and sent to the Director for CMD by the **31st May** in the year you are due to be ordained priest. A copy will be forwarded to the Bishop.

Place a copy in this section of your portfolio.

**Year 3**

In preparation for your final interview with the Bishop, prior to final assessment, you are asked to submit the following written reflection:

***How have I changed in the last 3 years? What surprises me? What encourages me? What areas can I identify as work-in-progress? What would I like to tell my present/future Church Wardens or employers about myself as a priest/deacon?***

**1000-1200 words (max)**

This must be written and sent to the DCMD by the end of December of Year 3. A copy will be sent to the Bishop.

Please place a copy in this section of your portfolio.

* Formation Criteria:  G : Vocation and Ministry within the Church of England

**2. TIME MANAGEMENT AND SELF-ESTEEM Repeated annually**

**2.1 Keep a record of your devotional life for a month and reflect on it afterwards.**

This should include public and private worship, times of personal bible study and also

for sermon/course preparation.

**2.2 Keep a fortnight’s diary of how your waking time is spent (waking, not just ministry time,** please note!) and reflect on it afterwards.

The hope is that you will develop a healthy awareness of how you actually spend your time and what is appropriate. Our perceptions are often surprisingly different from reality. The diary should show times of care for your physical well-being, as well as time for family and friends, worship and ministry (however you define that), interactions that are not church-centred and all the various things you do regularly in life.

**2.3 After completing the diary elements, reflect on possible changes and developments that you notice, or that you identify as needed.** The aim is to show awareness of a good work-life balance and to help you develop that.

Self-Supporting Ministers may find it useful to reflect on the boundaries between the varying demands on you: ‘ministry’, ‘work’ if in secular employment and ‘family/friends’.

* **Both reflections are to be done in each year of your curacy. (200-250 words each)**
* **Please make sure that you have 2 of each in your portfolio before seeing the DCMD for your second annual review.**

Formation Criteria:

* C : Spirituality and Worship
* D : Personality and Character
* G : Vocation and Ministry within the Church of England

**3. WORSHIP**

**3.1 Church Worship and Preaching Repeat in each year**

**3.1 In each year of your curacy, choose one act of worship from a ‘normal’ Sunday or mid-week service** which you have led (or where you shared the leadership.) Describe the service. Ask for and provide **written feedback** about your participation in the service from the following: *(A Form is provided to assist)*

2 (lay) church members   Your Training Incumbent  The feedback should cover these elements:

* Your ‘presence’ when leading worship
* Voice projection
* Working with others in the service
* Timekeeping
* Appearance

**Provide a reflection** on this experience of worship leading. This should include strengths, weaknesses, things to repeat and things to leave behind.

**3.2 During the 3 years please also include one order of service for an unusual/special act of worship which you have helped to plan/lead eg: Mothering Sunday, All Souls, a special Christmas service. Provide feedback and reflection as above for this act of worship as well.**

**3.3 In Year 1 and Year 3 also include a sermon you have preached,** with preparation notes/study, written feedback and personal reflection as above.

Formation Criteria:

* A : Christian Tradition, Faith and Life
* C : Spirituality and Worship
* D : Personality and Character
* G : Vocation and Ministry within the Church of England

**3.2 Occasional Offices Across 3 years**

We know that the experience to be gained in this area of ministry depends both on the benefice and the availability of the curate. Some evidence over the 3 years should show development in **one** of the occasional offices. For stipendiary curates there **must be evidence** that during the 3 years the curate has taken part **in all 3 of the offices** within the benefice or Mission Partnership, with adequate supervision.

**FUNERALS**

Provide an order of service for a funeral that you have taken or participated in, with attached reflections on the service, and on the preparation and follow-up meetings for the person or family involved.

**BAPTISMS**

Provide a reflection on your preparation for a baptism service, and an account of how you and the family found the service. You do not need to ask the family for formal feedback, simply comment realistically on their remarks to you and include any follow- up to the baptism.

**WEDDINGS**

Provide an order of service for a wedding that you have participated in, with a note of what you did in the service, and reflections on the preparation, the rehearsal, the service and any follow-up with bride, groom and/or family members.

**Year 1: Provide one example of one occasional office from your first 6 months and one from your second. They do not have to be the same sort of event.**

**Year 2: Provide one example of one occasional office. Year 3: Provide one example.**(Stipendiaries, please see note above about evidence of all 3.)

Formation Criteria:

* B : Mission, Evangelism and Discipleship
* F : Leadership, Collaboration and Community
* G : Vocation and Ministry within the Church of England

**4. BIBLICAL REFLECTION In each year**

This section is to provide evidence of you continuing to study the scriptures and to teach them to others.

4.1 In each year, provide a reflection on one aspect of your ongoing Bible reading. Include details of any reading you have found helpful with this.

**4.2 WRITTEN ASSIGNMENT FOR YEAR 2**

Write 1000-1200 words on the following:

***How can we help congregations to grow in confidence to speak of Christ?***  In your answer make specific reference to the place of the scriptures in this. Deadline: By 31st May Please place a copy in your portfolio in this section.

Formation Criteria:

* A : Christian Tradition, Faith and Life
* B: Mission, Evangelism and Discipleship
* F : Leadership, Collaboration and Community

**5. PASTORAL WORK**

**YEAR 2**

**Provide one log of a pastoral journey you have undertaken with a family or individual, preferably one that has lasted over a number of months.**

It is very important that you do not break confidentiality boundaries.

**Provide a final reflection on the journey: what has been the impact on you of such a commitment? Give some evidence of your awareness of your own gifts and vulnerabilities in the pastoral context.**

**The log should not be more than 2 sides of A4. Your final reflection should be the usual 200-250 words max.**

Formation Criteria:

* D : Personality and Character
* E : Relationships
* G : Vocation and Ministry within the Church of England

**5. PASTORAL WORK**

**YEAR 2**

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**The log should not be more than 2 sides of A4. Your final reflection should be the usual 200-250 words max.**

Formation Criteria:

* D : Personality and Character
* E : Relationships
* G : Vocation and Ministry within the Church of England

**6. MISSION**

The nature of what you are able to include in this section will depend very much on your local context and local relationships.

**YEAR 3**

**6.1 Describe a mission project, a piece of outreach or some work that you have either led or participated in.**

You should provide evidence of how you have made a connection with the local community, with the intent to deepen the knowledge and love of God of those both in and outside the church family**.**

Describe the context in which the project took place. Describe the theology behind the project/outreach/work.

Offer a critique of how the project went and what you have learned from this experience.

Formation Criteria:

* A : Christian Tradition, Faith and Life
* B : Mission, Evangelism and Discipleship
* F : Leadership, Collaboration and Community
* G: Vocation and Ministry within the Church of England

**7. LEADERSHIP**

This area may be developed through the curacy. It is not expected in the first year.

**7.1 Provide evidence of your leadership within the church. This may be through the development of a bright idea, or vision, that you have worked through yourself and involved others in or in relation to an issue where you provided leadership in regards to the church’s response (eg a social matter, chairing a tricky PCC debate)**

For a ‘bright idea’, show the genesis of the idea and sketch out the intent – perhaps as it was presented to the PCC or other leadership group in the church. Provide a summary of how the idea developed – with the pitfalls and joys.

For some other matter, describe the issue or situation, the considerations that led to the take the approach that you did, the way you handled it and the outcomes and responses that followed. Reflect on the personal challenges and growth points.

Reflect on what follow-up would be appropriate, what would be done differently next time and what you learned from this experience.

**7.2 Written Assignment – Year 3**

In consultation with your training incumbent, identify a project (which may be small and one-off or more major) involving Church and if possible Community. e.g. ecumenical service, Lent Soup Lunches, Holiday Club. Lead a small group in the delivery of the project. Reflect on

your preferred leadership style/s

any group dynamics that surfaced and how you managed them

what you might have done differently

**1000-1200 words max Deadline: 31st October Year 3**

**Make sure this is in your portfolio before your final review with the Bishop** Formation Criteria:

* F : Leadership, Collaboration and Community
* G : Vocation and Ministry within the Church of England

**8. FURTHER STUDY**

The level of further study will depend on the time available to you and on your personal gifts, confidence and ministerial enthusiasms. The level of work should be appropriate for you. It is important that good habits of further study are encouraged.

The national Guidelines for IME identify 15% of the week as an appropriate level of further study – this is approximately 1 whole working day for a Stipendiary curate. In the Diocese of Sodor and Man we wish to encourage lifelong learning in all our clergy, but believe **a more realistic benchmark is one half day for study each week for Stipendiary curates**.

**For SSMs, it will be very different**. Some of you will be free to devote considerable time to further study, others will have very little time available. We understand the constraints and do not require you to do the impossible!

**For these reasons, we ask you to do at least one written assignment in each year of your curacy**, to prompt some specific study and theological reflection. These are spread through the portfolio guidelines.

**8.1 Provide some evidence of continued reading or study that develops during the training period. In particular**

**1.** A reading list (books, articles, web pages etc, with comments on why the items were read

* **A review of a book or significant resource (500 words)**

Formation Criteria:

* A: Christian Tradition, Faith and Life
* D: Personality and Character
* G: Vocation and Ministry within the Church of England

**9. WORKING WITH OTHERS AND THOSE OUTSIDE THE CHURCH**

**Over the 3 years**

You will need to provide evidence of how you work with other people.

We are looking for evidence that indicates whether and how well you can:

* collaborate
* delegate
* supervise
* encourage
* enable
* generally get on with people who are different to you
* work with others in making disciples.

9.1 Conduct short interviews with or seek feedback by email from:

Church Warden(s)

2 other lay people from the parish(es)

A Head Teacher (if appropriate)

Colleagues within the ministerial team of the benefice: this may include clergy and/or readers.

If you work solely with a Training Incumbent, please interview someone who knows you outside that context, perhaps within the Mission Partnership.

9.2 Provide feedback from these interviews that offer comment on your abilities as they relate to the bullet points listed above in the introduction to this section.

9.3 Provide a report of an encounter with a person or a group who do not practise the Christian faith.

9.4 The interviews should be spread across the period of your curacy; please reflect on the feedback you receive and as you come to the end of your curacy, provide a final reflection on your learning and development through the period. This should be completed before your interview with the Bishop.

Deadline for the final reflection: 31st October in Year 3. Make sure this is in your portfolio prior to your annual review.

9.5 Provide one item you have written or prepared to communicate with the wider community, eg:

* An article for the parish magazine.
* A press release in the local paper.
* A presentation you have made to the PCC of an idea for the life of the church(es).

Formation Criteria:

* A: Christian Tradition, Faith and Life
* B: Mission, Evangelism and Discipleship
* E: Relationships
* F: Leadership, Collaboration and Community
* G: Vocation and Ministry within the Church of England

**10. PLACEMENT**

To enable curates to fulfil the criteria for ministry or to broaden their experience of parish life it may be necessary to undertake a short placement in another parish. This may be particularly the case for those in stipendiary ministry. These placements would likely take place within the 2nd or 3rd year.

**A written reflection on the placement experience: 1000-1500 words.**

Formation Criteria: Left to curate to identify

**11. ATTENDANCE AT CMD EVENTS**

**All 3 years**

Curates are expected to attend all CMD events. If a curate cannot attend for some reason then the DCMD needs to be informed along with the Diocesan Bishop.

**You should provide an account of any CMD event you attend. Include in that a description of the subject matter, a brief reflection on the day and any action points arising from it.**

CMD is not confined to what is on offer in the Diocese. It could include a course or conference offered elsewhere, but as a curate you will need to consult the DCMD for prior approval of attendance at other such events.

Formation Criteria: Left to curate to identify

**12. RECORD OF SUPERVISION SESSIONS Please see your Learning Agreement for a Training Post. You are required to keep a record of meetings and any agreed action points.**

**PORTFOLIO OUTLINE**

1. Vocation

2.  Time Management and Self-Esteem

3.  Worship: Leading Worship  Preaching  Occasional Offices

4.  Biblical Study and  Reflection

5.  Pastoral Work

6.  Mission

7.  Leadership

8.  Further Study

9.  Working with Others and outside the Church

10.  Placement (if appropriate)

11.  Attendance at CMD

12.  Record of supervision sessions

**ASSIGNMENTS**

**Year 1**

Vocation 1000 – 1200 words due by 31st May

**Year 2**

Biblical Reflection 1000 – 1200 words due by 31st May

**Year 3**

Leadership 1000 – 1200 words due by 31st October

Vocation 1000 – 1200 words due by 31st December