

The Presbytery of New Castle Committee on Preparation for Missional Ministry Culminating Portfolio Guidelines

Given the current call search process in the PC(USA) the committee believes a well rounded professional portfolio, in addition to the standard PIF, will aid the candidate in conversations with PNCs and in exploring other forms of ministry.

A portfolio is a reflection of who you are and who you have become as a pastor. It is your chance to express yourself as a candidate for ordination beyond demographic information and essays.

Effective portfolios contain short narrative components with supporting documents as appendices. The presentation of the portfolio is up to you; often it is in the form of a binder with tabs for the appendices and in PDF format for easy email distribution. However, you are encouraged to explore an interactive webpage or other ideas for constructing your portfolio. Whatever format you choose, your portfolio should give the committee or reader a chance to experience who you really are through its content and presentation.

Your portfolio should include the following...

Part 1: Cover Letter

Part 2: Narrative (each limited to a few paragraphs; this section should not exceed 5-7 pages)

- a brief biography
- your statement of call
- your formal and informal ministry experience
- your contributions to the broader church's ministry (publications, resources you have helped develop, committees that serve more than one congregations, workshops you have led, etc.)
- professional development activities (including relevant coursework)/ evidence of an ongoing plan for improvement

Part 3: Appendices

- a professional resume (including non-ministry work experiences)
- your completed PIF
- examples of sermons (preferably in the form of CDs or mp3s)
- description of curriculum or programs you have developed
- other documents that you may want to include
- list of references/ reference letters

Upon request, the CPMM can provide samples of portfolios that include much of the above.

Furthermore, the CPMM would like to offer each candidate a contact person with experience in reading MIFs to assist in reading between the lines and interpreting congregational statistics as the candidate distributes the portfolio among interested churches. Please contact your liaison for details.