

ALLIANCE FOR THE CERTIFICATION OF LAY ECCLESIAL MINISTERS

Ministerial Development Planning Worksheet

Introduction

This worksheet is provided to assist candidates in addressing any gaps or deficiencies in their ministerial development as identified in the self-assessment. It may be used in:

1. Portfolio development, to guide the candidate's efforts in identifying, addressing, and documenting particular competencies needing attention as indicated by the self-assessment;
2. Post-certification continuing education, to address needs for further ministerial development that came to light in the certification review process, and to prepare for renewal of certification; and
3. Ongoing continuing education, as a planning tool.

Instructions

- Use the self-assessment to identify specific competencies in need of further attention, and use one worksheet per competency (reproduce more as necessary).
- List the competency in need of further development.
- Write down one or more learning objectives based on the competency. (A learning objective is a specific, concrete, realistic, measurable learning outcome.)
- Brainstorm possible method(s) to accomplish the objective(s).
- Decide on method(s) and deadline(s).
- Evaluate and document: determine how you will provide evidence for your portfolio that you have accomplished your objective(s). (You may include this worksheet and documentation of what you have accomplished in the appropriate section of your portfolio as evidence that a particular competency has been achieved.)

Name

Date:

Ministerial Development Planning Worksheet

(Reproduce this sheet as often as necessary to guide your efforts in addressing particular competencies, and retain them for your portfolio.)

1. Competency in need of further development:
2. Learning objective(s):
3. Brainstorm approaches you could use to meet your learning objective(s):
4. Decisions and deadlines:
5. Evaluate and document:

Some Approaches to Ministerial Development

Knowledge and Understanding

Reading, coursework, workshops, interviews, web searches, consultations with experts, Problem-solving discussion, case discussion, critical incident process, case method

Skills

Observations, role play, skills practice, drills, performance feedback, coaching

Attitudes and Values

Critical incident process, case method, lecture, debate, guided discussion, experience-sharing discussion, role playing, critical incident process