

3.7.3 Portfolio Checklist

ALLIANCE FOR THE CERTIFICATION OF LAY ECCLESIAL MINISTERS

Portfolio Checklist

Documentation should be placed into the certification portfolio in the following order:

Part One: Title Sheet, Checklist, Cover Letter, and Initial Application Materials

Place these items in the first section of the certification portfolio in the following order:

1. Portfolio title sheet (use template provided);
2. This checklist (use template provided);
3. Cover letter in which the applicant formally requests certification based on the evidence provided in the portfolio;
4. Copies of all materials that were submitted with your initial application to the certification process.

Part Two: Documentation of Competence Relative to the National Certification Standards

Arrange these items in the following order, with a cover page for each section:

Section One.

Self-assessment

- Completed self-assessment (using the standard Alliance Self-Assessment Form), along with any “Ministerial Development Plans” generated from the self-assessment.

Section Two.

Evidence of Demonstrated Competence in Ministry

Documentation that substantiates competence relative to the National Certification Standards, organized in order of their relevance to each of the four standards, including the specialized competencies of the candidate’s ministry specialization.

Candidates are encouraged to use the framework of the self-assessment (Section One) to assist in their compilation and organization of documentation in this section. Additionally, indicators have been developed for each standard that may assist candidates in developing this section of the portfolio (see Appendix 2).

Important: Each of the five sections (Human, Spiritual, Intellectual, Pastoral and specialized competencies) must be preceded and introduced by a 1–3 page synopsis

or summary report on the candidate's competence relative to that standard. Candidates are encouraged to compose these brief summary reports *after* reviewing the self-assessment, plans for ministerial development, and documentation compiled for each standard. These summary reports should be concise narratives of the candidate's competence relative to each of the standards and should cite in summary fashion specific examples that demonstrate and substantiate competence.

1. Human: evidence of healthy human maturing, including but not limited to healthy boundaries, balance between personal life and ministry, healthy interpersonal and ministerial relationships, ability to collaborate well and effectively, etc.
 - 1-3 page synopsis or summary report on competence relative to this standard
 - Documentation that substantiates competence relative to this standard
2. Spiritual: evidence of spiritual formation, including history of patterns of prayer and worship, retreats received, spiritual direction, continuing education in spirituality, etc.
 - 1-3 page synopsis or summary report on competence relative to this standard
 - Documentation that substantiates competence relative to this standard
3. Intellectual: evidence of sound theological foundations for ministry grounded in Scripture and Catholic tradition; evidence of command of the principles and working knowledge requisite to one's ministry specialization, etc.
 - 1-3 page synopsis or summary report on competence relative to this standard
 - Documentation that substantiates competence relative to this standard
4. Pastoral: evidence of a history of competent and capable pastoral ministry, including but not limited to examples of fruitful and effective ministry activities, projects and/or programs in one's ministry specialization, etc.
 - 1-3 page synopsis or summary report on competence relative to this standard
 - Documentation that substantiates competence relative to this standard
5. Specialized Competencies: evidence of ability to meet specialized competencies for the ministry specialization for which one is applying for certification
 - 1-3 page synopsis or summary report on ability to meet these competencies
 - Documentation that substantiates ability to meet these competencies

Section Three.

Evidence of formal education and formation for ministry

1. Complete report on all of your **relevant theological education/formation**, *including those identified in your initial application*. Provide titles and brief descriptions of courses, workshops, internships and/or other educational/formational experiences, along with names of instructors, dates attended, and clock hours in attendance. The candidate must supply evidence of theological study at an academic institution or ministry formation program that has accreditation or episcopal approval, e.g., a

diocesan ministry formation program, in accord with the requirements of each Alliance Certification Partner Organization (see table above). Unless otherwise stipulated, certification requires a minimum of 30 hours each (120 total hours) of instruction in at least four of the following core areas: basic doctrine; Christology; Sacred Scripture; Church history; ecclesiology; worship/sacraments; moral theology/Christian living. The remaining three areas are to be completed (minimum 30 hours each) prior to the first renewal of certification. **Important:** The sum of these along with those identified in your initial application must meet the requirements established by your partner organization, as listed above.

2. Complete report of all **education and formation relevant to the specialized competencies** of the ministry role for which you're seeking certification, *including those identified in your initial application*. Provide titles and brief descriptions of courses, workshops, internships and/or other educational/formational experiences, along with names of instructors, dates attended, and clock hours in attendance. **Important:** The sum of these along with those identified in your initial application must meet the requirements established by your partner organization, as listed in the table at the end of these guidelines.
3. Transcripts, certificates and/or other forms of documentation that substantiate satisfactory completion of requirements for formal education and formation for ministry. **Important:** If you have arranged for official transcripts to be sent from an educational institution to your PCRC, be sure to note that in this section.
4. In lieu of courses, equivalency may be demonstrated by an examination, research paper, lecture, or other demonstration method proposed by the candidate and approved by the PCRC. Candidates should contact their organizational PCRC in advance for approval of equivalencies.

Section Four.

Testimony, observational evidence

Completed assessments by the following persons (using the standard Certification Alliance observer assessment form):

1. The candidate's pastor (or equivalent) or other supervisor approved by the PCRC;
2. A peer or colleague in ministry with expertise in the candidate's ministry specialization and firsthand experience of his or her competence; and
3. A subordinate (volunteer or staff) who has worked with or under the direction of the candidate for a minimum of one year.

Section Five.

Other evidence

Additional documentation that further substantiates your competence relative to the National Certification Standards and their specific competencies, organized in order of their relevance to one of the four standards: Human, Spiritual, Intellectual

(esp. Theological) and Pastoral (e.g., evidence of mentoring, supervised experiences, ongoing spiritual development, commitment to prayer, spiritual direction, days of reflection, retreats, etc.)

□ Part Three: Integration Paper

The purpose of the paper is to demonstrate the ability of the candidate to bring to the practice of one's ministry the resources of one's own human and spiritual formation; appropriate insights from Scripture, Church teaching, theology, and other pertinent areas of study; and formation in the sound practice of one's pastoral ministerial specialization.

Guidelines:

1. 11–15 pages, double-spaced, 12-point font, including:
2. *description* of a concrete problem or issue in ministry that one has encountered in practice (1–2 pages);
3. *exposition* of material from Scripture, Church teaching, theology, and other pertinent areas of study that address this problem or issue (5– 6 pages);
4. *application* of theological/intellectual insights to the problem or issue in a genuinely useful way and a *resolution* of the problem or issue that reflects sound practice of one's pastoral ministry specialization (3–4 pages);
5. *reflection* on how one's personal and spiritual formation help the candidate to deal with the problem and ways in which the issue challenge the candidate to further personal and spiritual growth (2– 3 pages).