



MINISTRY PORTFOLIO

BRE Degree Completion and BRE Modular Programs

INTRODUCTION

Field Education is an integral part of every student's educational experience and it exists to provide the catalyst and the context for the integration of faith, knowledge and practice. As a DCP/Modular student, it is recognized that you may have already begun this integration through your previous ministry experience.

The skills you have learned through your ministry experience makes you a candidate for receiving credit for prior learning. You may do this by preparing a portfolio that summarizes and journals your experiences. The Director of Modular Programs will assess your portfolio.

You are eligible to receive up to 6 units of Field Education, which is the number required for the BRE program. Students whose portfolios are assessed with less than 6 units will be required to do the remaining units of Field Education by completing a placement or placements.

WHAT QUALIFIES AS MINISTRY IN THIS PORTFOLIO?

For the purposes of this portfolio, ministry is defined as involvement with a church or parachurch organization where the duties performed included the use of your gifts/skills. Spheres of ministry to be considered include teaching, preaching, music, evangelism, missions, youth, camping, social services, and administration.

A. PORTFOLIO CONTENT

STEP ONE: Your Life in Ministry Year by Year Summary

Briefly give a chronicle of your involvement in ministry. Be specific. Begin in order from your first commitment to your present commitments and include the following:

Location: Name, address and telephone number of the organization

Supervisor: Note the name and position of the person to whom you were accountable

Dates: Start and end dates, number of hours involved

Responsibilities: General description of duties performed

Personal reflection: See Step Two.

STEP TWO: Learning Experience Analysis

For each of the ministry experiences you have had, give an example of how that opportunity has helped you to grow and develop as a person and as a leader. Using the list below categorize the primary learning for each of the opportunities of ministry.

This is a personal expression of your growth and development and should focus on specific experiences, i.e. events, relationships, new ideas or challenges that were worked through. Show how you have gained a fuller understanding of your skills, giftedness and of God's equipping as you were involved in ministry.

Administration
Music / Worship
Interpersonal relationships
Leadership
Counselling

Programming
Teaching
Communications
Outreach / Evangelism
Pastoral care

You may not have had opportunity in all of these areas but a minimum of four is required for the 6 units of credit to be awarded.

Sample Portfolio Entry

Location: Youth Unlimited, 50 Gervais Drive, Toronto, ON M3C 1Z3 (416-383-1229)

Supervisor: Mr. Raymond Lee, Light Patrol Associate Director (905-123-0000)

Dates: May 6-August 16, 2020, Approx. 15 hours a week

Responsibilities: Organized youth events (BBQ, summer camps, Bible studies), connected with youth and partners. [Briefly describe what each responsibility entailed.]

Skill used/developed: Administration, leadership, programming

Experience: [Describe the setting and how each skill was developed and used.]

Personal reflection: [Reflect on your own giftedness in each skill area and on God's equipping. What did you do well? What could you have done better? What did you learn about yourself? What did you learn when dealing with others?]

Summary: Briefly describe the overall experience at this location.

B. PORTFOLIO FORMAT

Your portfolio should be single-sided, double-spaced, in 12 point font, and with one inch margins. There is no minimum/maximum page count; however, you must thoroughly demonstrate that you have learned the skills you have identified.

You can include in your journal relevant documents from your experience(s) which would illustrate the skill you are identifying (i.e. sermon notes, lesson plans, etc.).

Please use the attached title page for your completed portfolio.

(Revised January 2021)



MINISTRY PORTFOLIO

BRE DEGREE COMPLETION and BRE MODULAR PROGRAMS

Student's Name:

Student ID #:

Due: Beginning of your 2nd semester (either January 31 or August 31)

Submit the portfolio to Dr. Daniel Scott