CANDIDATING FOR ORDAINED MINISTRY

PORTFOLIO GUIDANCE (DOV2) C7

The portfolio is your opportunity to present yourself to the Church. There is flexibility in the presentation methods to enable you to tell your own personal story. It will help you in your process of discernment and offer evidence of how you are meeting the criteria for candidates for ordained ministry. It is intended to be a significant piece of work which aims to give the Church a picture of your exploration of your call to ministry. Please return your completed portfolio to candidates@methodistchurch.org.uk by the deadline date listed in form G.9.

Practical elements	
Support	While candidates take responsibility for producing their own portfolios, there are various places where they can find support
	You can ask anyone to help you with, for example, organising your material, deciding on the format to use and proof reading, while always remembering that the portfolio must be your own work.
	The Learning Network will support you to make the most of your portfolio. They run a two hour online session to assist you. From that session you will come away with a clear sense of 'what is expected in the portfolio', and 'how to create the content' so you are strongly encouraged to attend. You can attend either session on Wednesday 9 June 2027 or Monday 12 July 2027. For details please click here and for any queries please email Graham Jones jonesg@methodistchurch.org.uk
Format and methods	Everyone has their preferred way of presenting their ideas and reflections. Therefore, there are a variety of ways in which you may present the different elements of the portfolio. Please do follow the format specified for each element.
	Where 'creative methods' are specified, here are some examples: • Mind map • Collage • Art work • Poem • Video of a powerpoint presentation • Dramatic story-telling on video • Diagram • Video of drama or dance • Photo of a 3D sculpture • Song If you would like to use a different method, you are welcome to do so as long as it can be easily shared electronically and you feel able to express yourself in that media.

	‘Creative visual methods’ means things that can be comprehended by readers from a piece of paper (i.e. not using a video or audio method).
	It must be able to be submitted electronically. So, if it involves a large artwork (for example), you will need to submit a photograph of the artwork rather than the original artwork.
Adjustments	If you have a learning need or disability that makes this task difficult, and you need any adjustments, please explain these adjustments at an early stage to the candidates’ office. The portfolio readers will adjust their methods as appropriate whilst ensuring fairness to all candidates. It is the candidate’s responsibility to make the need for such adjustments clear at an early stage.
Length	You will not be penalised for exceeding a word count or particular length. However portfolios do need to be sufficiently substantial to present the candidate’s thinking clearly, and concise enough to be manageable.
	There are guideline lengths given for each section of the portfolio. These are the suggested maximum lengths but it is wise to produce your material close to that maximum length in order to make the most of this opportunity to present yourself and your reflections. Please be aware that readers are unlikely to read material that goes beyond the suggested maximum lengths.
Structure	Present your material in an organised way and ensure that you have proof-read the written elements and checked the other elements for any errors.
	It is essential that you include the title page at the start of your portfolio, using the structure outlined below.
	Those reading/hearing/watching it need to be able to navigate through the material. Therefore, please clearly label each section with the letters in the guidance below. Please also consider using clear headings and subheadings and page numbers.
Voice	The portfolio must be your material alone and offered in your authentic voice.
	You are welcome to include quotations but please ensure that these are clearly referenced. Do not be tempted to use words written or spoken by someone else as if they are your own.
	You may include creative work produced by someone else, but please ensure that you make this clear and acknowledge the source. Please also state why you have included it.
Referencing	Please use a clear and consistent way of referencing books and articles. For example:

	Surname, first name or initial/s, *title of book*, place of publication: publisher, date of publication. Also please be clear when referencing other material: For example. when referring to an artwork: Surname of the artist, first name or initial(s), *title of the artwork*, date of its creation, the medium, where and when you saw it, name of the exhibition. When referring to a performance: Name of the performers or group, *title of the piece*, where and when you saw it, the medium (e.g. theatre, music, dance)
	Always indicate the source of quotations, giving page numbers. If referring to a website, give the date on which the website was visited because material on the web changes over time. Also give the weblink.
	If you use footnotes, please only use them to add references, not for additional material.
Standard	The academic standard expected is HE Level 4, which is the same as for *Worship Leading and Preaching*
Submission	Please ensure that your portfolio is submitted before the deadline date. This is really important. **Any portfolio or sub-section of a portfolio submitted after the deadline will not be considered.** Even if you usually work right up to deadlines, you are encouraged to start working on it as early as you can. This will give you time to reflect on it and make changes as you go along. Also it is important to build in some time to make sure you can navigate the technological aspects.
	If it is established to the satisfaction of the responsible Connexional Team officer that your submission of the portfolio is likely to be delayed due to illness or other exceptional valid cause, identified on production of acceptable evidence, the officer will advise you on what course of action to take.
	Please submit written material as a pdf file so that your formatting cannot be changed.
	You will be given a link to a Sharepoint folder specifically for your portfolio. Please upload your portfolio there in seven separate folders named: 'John Smith Portfolio Title Page', 'John Smith Portfolio Section A', 'John Smith Portfolio Section B', and so on. There can be challenges in uploading documents onto sharepoint and deleting or renaming them once they are there so please make sure you have checked that you can do this in advance. Please check in particular that any video or audio files you upload can be easily opened and seen. Perhaps ask a friend to check these from another computer. Please check the sound quality in particular. For information about using sharepoint, please see this link: What is SharePoint? - Microsoft Support
Readers	Each portfolio will be 'read' by a group of people with experience in discernment and assessment.

	They will not give a grade for your portfolio but will produce a guidance report with suggestions. This report will be seen by the DOV2 Committee. The use of the word 'reader' is intended to include all ways in which the group will encounter your portfolio (which clearly could include hearing and watching too).

Title page
Please make sure that your portfolio begins with a cover page containing the information listed below. When signing please scan in (or add a photograph of) your actual signature. We cannot accept a typed name in place of a signature.
Candidate's full name
Candidate's Circuit and District name and number
The order of ministry for which you are candidating
Declaration that this portfolio is your own work
Signature
Date

Content				
Please bear the criteria in mind throughout (see G.6)				
Section	**Element**	**Suggestions**	**The reason for this element**	**Method and length**
SECTION A	Your story. An account of your Christian journey (you might find it helpful to reflect on 'A Methodist Way of Life'. Information about this is found here: A Methodist Way of Life). An articulation of your call to ordained ministry.	This might involve reflecting on elements you have noted in your journal and your experience in DOV1. Please make sure you are clear about your call to a specific order of ministry and explain how you understand ordination.	Traditionally an account of personal faith has been important in Methodism. This is your opportunity to give an account of the hope that is within you. If you have candidated before, your portfolio should reflect how you have taken the feedback offered at the time, what you have learned since and what may have changed for you.	Video / Audio No more than 10 minutes Please check the quality of your sound so that it can be clearly heard

SECTION B	Reflection on the history, ethos, doctrine and current priorities of the British Methodist Church through the lens of 'Our Calling'.	Much material can be found on the Methodist Church website, but it is important that you show how it matters to you personally.	The Methodist Church has a commitment to ecumenical co-operation. You are offering for the Methodist Church and it is important that you can explain your offer.	Creative visual method. Readers should be able to comprehend your work from the reproduction on up to two sides of A4 paper. You may provide an introduction on this (either no more than 200 words or a 2 minute video)
SECTION C.1	A supervisor's report from any placement or shadowing experience you have done. If you have not done a formal placement, ask someone to provide some reflection on any involvement you have had with ministry in the Methodist Church of Great Britain. This report needs to be compiled by one person but could comprise reflections from several different people.	Guidance is given in form G.11. Please make sure that the person writing this report has seen G.11.	This indicates how you have responded when experiencing aspects of ministry	Please include this written report
SECTION C.2	Following on from your supervisor's report, reflect on what it means to embody the role of the order of ministry you are candidating for. Then reflect on the other order of ministry and also the ministry of the whole people of God.	You might reflect on a formal shadowing experience, or an interview you have held, or any time spent with ministers.	This is to demonstrate how you understand the distinctive roles and identities of presbyters, deacons and lay people.	Written – up to 1000 words
SECTION D	Reflection on leadership roles in worship. Remember times when you have experienced leadership of worship that has enabled a congregation to engage with God and scripture in ways that are inspiring, challenging, accessible and relevant. It is	Consider the wide spectrum of different types of worship. Please keep the emphasis on reflection rather than narration.	This is to show how you understand your call to word and sacrament (presbyters) or proclamation (deacons).	Written – up to 1000 words

	helpful if you reflect on worship you have led as well as worship you have been part of in a congregation. Reflect on what was happening from the different perspectives of the person leading worship and the congregation.			
SECTION E	Share your creative response to a book, film, exhibition or other event and how you relate this to your call to ministry.	You can reflect on more than one event / resource. Please remember to name the events / resources in your introduction and explain why you have chosen to share them.	This is to reveal what inspires and energises you and to show how you can see God in all things.	Any creative method This has to be visible on up to two sides of A4 paper or presented in no more than a 5 minute video. Please provide an introduction (either no more than 200 words or a 2 minute video)
SECTION F	The agreed record from your structured conversation with your accompanist (D4)		It is important for readers to know that you covered the areas in your structured conversation so that you can reflect on these elsewhere in your portfolio. Although this form will already have been submitted to the office, it is important that you also include it within your portfolio.	
	The letter from the DOV1 Advisory Group		This letter will state the advice you were given about candidating at this stage. If you have chosen to take the advice it is important to refer to that. If you have chosen not to take the advice, please explain why. For example, perhaps you feel that you did not give of your best at the interview and therefore the Advisory Group did not really encounter the 'real you'.	

Please note that the Methodist Church is not responsible for any third party content linked to from this document.

Please note that your data will be retained in line with our privacy notice, which can be found here Privacy Notice - The Methodist Church or at www.methodist.org.uk/privacy-notice.