



Sample Template

The following Template can be used as a basis for your Ministry Portfolio. You can access this Template as a zip file at the MCEC Learning Commons website: mcec.ca/LearningCommons/

As you gradually fill these folders and sub-folders with documents, consider adding the year and date at the start of each document name so that the documents always appear in chronological order. For example: “2020.10.25 The Decent Sermon I Preached on Forgiveness” (preached October 25, 2020) will always appear before “2021.06.08 The Great Sermon I Preached on Creation Care” (preached June 8, 2021).

1. Learning and training
 - a. Reflections on learning and training
 - b. Academic transcripts
 - c. Certificates
 - d. Learning goals
 - e. Other continuing education
 - f. Reading
 - g. Writing samples
2. Competency Examen
 - a. Reflections on the Competency Examen
 - b. Six Core Competencies
 - c. Competency Examen (PDF document)
3. Sermons
 - a. Reflections on sermons
 - b. Draft sermons
 - c. Finished sermons
 - d. Interesting sermons preached by others
 - e. Sermon tracker (Excel file)
4. Worship leading
 - a. Reflections on worship leading
5. Teaching
 - a. Reflections on teaching
 - b. One-time teaching
 - c. Series teaching
6. Credentialing
 - a. Reflections on credentialing
 - b. Licensing
 - c. Ordination
 - d. Other

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7. Mentoring
 - a. Reflections on mentoring
 - b. Being a mentor for another
 - c. Being mentored by another
8. Officiating
 - a. Reflections on officiating
 - b. Baptisms
 - c. Funerals
 - d. House blessings
 - e. Weddings
9. Calling and entry into ministry
 - a. Reflections on calling
10. Ministerial Leadership Information (MLI) form
 - a. Reflections on MLI
11. Job search materials
 - a. Reflections on job searches
 - b. Cover letters
 - c. Letters of reference
 - d. Resumes
12. Feedback received
 - a. Reflections on feedback received
 - b. Informal unsolicited feedback
 - c. Official unsolicited feedback
 - d. Solicited feedback
13. Sabbaticals
 - a. Reflections on sabbaticals
14. Multimedia
 - a. Reflections on multimedia
 - b. Audio recordings
 - c. Photos
 - d. Podcasts
 - e. Videos