**Curates’ Portfolio Requirements**

**Assistant / Associate Focus Priest**

The lists below indicate the contents that should be included in your end-of-year portfolio for each year of your curacy. Dates for the submission of portfolios are given each year in the IME Phase 2 handbook. For 2025 – 2026, submission dates are as follows:

End of year 1: 1st May 2026

End of year 2: 5th June 2026

End of year 3: 3rd July 2026

**End of year 1**

* Working Agreement
* Completed Annual Review
* Skills Checklist (for asst priests)
* Log of supervision meetings with Training Incumbent
* Log of attendance at IME Phase 2 and CMD events
  + Two Supervision Records (about 500 words including your reflections on the content of the supervision session - one must be relating to Safeguarding in your benefice(s))
* Short Case Study I – Any topic from Skills for Ministry Learning (1500 words)
* Short Case Study II – Funerals (1500 words)

**End of Year 2**

* Working Agreement
* Completed Annual Review
* Skills Checklist
* Log of supervision meetings with Training Incumbent
* Log of attendance at IME Phase 2 and CMD events
* Two Supervision Records (about 500 words each including your reflections on the content of the supervision session)
* Short Case Study I – Baptism /Marriage (1500 words)
* Short Case Study II – Ministerial Identity (1500 words)
* 360 Degree Reviews and Reflection (February/ March)

**End of Year 3**

* + Working Agreement
  + Completed Annual Review
  + Skills Checklist
  + Log of supervision meetings with Training Incumbent
  + Log of attendance at IME Phase 2 and CMD events
  + Two Supervision Records (about 500 words each including your reflections on the content of the supervision session - one must be relating to Safeguarding in your benefice(s))
  + Short Case Study I – Any topic from Skills for Ministry Learning (1500 words)
  + Short Case Study II – Leading from the second chair (1500 words)
  + Long Case Study – On any topic relevant to formation qualities (2500 words)

