**Curates’ Portfolio Requirements**

**Pioneer 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 Pioneer priest)
	+ Log of supervision meetings with Training Incumbent
	+ Log of attendance at IME Phase 2 and CMD events
	+ Four 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 – On a topic from Skills for Ministry Learning (1500 words)
	+ Short Case Study II – Funerals (1500 words)
	+ Long Case Study – Mission (2500 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
* Four 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 – Pioneering Ministerial Identity (1500 words)
* Long Case Study – Christian community in context (2500 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
		- Four Supervision Records (about 500 words each including your reflections on the content of the supervision session - one must relate to Safeguarding in your benefice(s))
		- Short Case Study I – One topic from Skills for Ministry Skills Learning (1500 words)
		- Short Case Study II – Pioneering Leadership (1500 words)
		- Long Case Study – on any topic relevant to formation qualities (2500 words)

