

Andrews University
Seventh-day Adventist Theological Seminary
Doctor of Ministry Program
Leadership Concentration
Portfolio

The portfolio is a demonstration of your professional growth during your doctoral program. Its purpose is both to describe your level of growth in the competencies outlined for the leadership concentration in the Doctor of Ministry program and encourage your progress.

There are three options for organizing your portfolio; 1) application of a personal website dedicated to your portfolio, 2) use of a DVD containing your portfolio, or 3) accumulation of the documents in a hard file container. An orientation to these processes will be provided during your first teaching intensive.

The portfolio should include but is not necessarily limited to:

- Your Ministry Development Plan,
- Journaling records from course work, workshops, and your work group,
- Book reflection papers and reading reports,
- Assignments produced during the program,
- Project reports and research,
- Group and individual evaluation records associated with practical application,
- Digital files or other media that support your learning and application experience,
- Copies of published articles you have written during your years in the DMin program,
- Your current Curriculum Vitae .

Your portfolio should be organized according to the general categories represented by the competencies. The competencies are:

The Knowledge Base

1. A Current Understanding of Leadership Theory
2. A Faithful Theology of Leadership
3. Systems Thinking and Organizational Structure
4. Human Development Theory

The Leadership Essentials

1. A God Given Passion Stirring Shared Vision
2. Faith Based Hope
3. Solid Integrity
4. Courage to Challenge the Status Quo
5. Unswerving Commitment to Empowering People
6. Abundance Mentality

The Administrative Skills

1. Fostering Participation
2. Facilitating Effective Planning*
3. Emphasizing Quality
4. Managing Resources Responsibly
5. Communicating Effectively
6. Building Effective Teams*
7. Affirming Others
8. Managing Personal and Organizational Change Well*
9. Managing Conflict Effectively
10. Evaluating
11. Confronting
12. Following Through
13. Making Meetings Matter
14. Mentoring Others*

You are to select six or more of the administrative skills to intentionally develop during the program, including those marked with an asterisk . Each section should include documents and materials that demonstrate how you are developing those competencies as a leader.

The portfolio should include a final section in which you account in two to four pages your transformation as a person, in knowledge, and in practice during the program.

The completed portfolio will be presented and approved by your cohort coordinator as a part of your fourth module assignment.

The portfolio should be viewed as a practical record demonstrating your growth as a Christian leader.

*A participant is expected to develop competency in a minimum of six of the 14 administrative skills. Those marked with an * are required and must be included in the six.

January 21, 2008