

First Year Portfolio Checklist

(Participant to Keep Updated for Mid Assessment Interview)

Participant's Name _____

Facilitator's Name _____ Interviewed Date: _____

Dates	Item to be Completed	Done
Aug. 14	1st Yr Orientation and Summer Book Group Discussion	
Aug. 20-22	1st Yr Orientation Friday August 20th at 7:15 pm Cont'd	
	Attendance and punctuality	
Sept. 10	August Monthly Integration Paper Due	
Sept. 11-13	Attendance and punctuality	
	1st Year Internship Preparation: Review all forms; contact potential Internship Supervisor	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
Oct. 01	September Monthly Integration Paper Due	
Oct. 01-063	Attendance and punctuality	
	1st Year students to inform Group Facilitator of Selected Internship Area	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
Nov. 05	October Monthly Integration Paper Due	
Nov. 05-07	Attendance and punctuality	
	1st Year Internship Goals & Objectives Form	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Bring your Portfolio Binder to your Mid Assessment interview	
Dec. 10	November Monthly Integration Paper Due	
Dec. 10-11 NO SUNDAY CLASS	Attendance and punctuality	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Advent Liturgy and Christmas Dinner	
Jan 07	December Monthly Integration Paper Due	
Jan. 7-9	Retreat attendance and punctuality	

Dates	Item to be Completed	Done
Feb. 04	NO Monthly Integration Paper Due for January Retreat	
Feb. 4-6	Attendance and punctuality	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Monthly Spiritual Development (see handbook pgs 12-13)	
Mar. 04	February Monthly Integration Paper Due	
Mar. 4-6	Attendance and punctuality	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Monthly Spiritual Development (see handbook pgs 12-13)	
April 01	March Monthly Integration Paper Due	
April 1-3	Attendance and punctuality	
	Monthly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	1st Year Internship completion and evaluations forms due	
	End of the year evaluations due: Pastor, Mentor, Student Self and Program Evaluation forms,	
April 29th	April Monthly Integration Paper Due	
May: April 29 th - 30 th ^t NO SUNDAY CLASS	Attendance and punctuality	
	End-of-Year Dinner party	
June 4, 2011	Annual Commissioning Mass 12:30pm	
By End of 1st Year	Certification as Lector/Reader	
By End of 2 nd Year	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Completed Portfolio	

Dates	Community Responsibilities	Remarks
	Serve as ministers of hospitality at the Commissioning Mass and assist in Reception held afterwards.	