

Second 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. 19-21	Friday August 19th	
	6:30-7:30 PM - Welcoming Students and Introduction of Friday Evening Series	
	7:30-8:45 PM- 2nd Yr students Summer Book Reading Group Discussion- Fr. Ben (Bldg. 300)	
	Student, Pastor, and Parish Mentor Agreement Due	
	Attendance and punctuality	
Sept. 09	August Monthly Integration Paper Due	
Sept. 09-11	Attendance and punctuality	
	2nd Year Internship Preparation: Review all forms; contact potential Internship Supervisor	
	Monthly Spiritual Development (see handbook pgs 12-13)	
Oct. 07	September Monthly Integration Paper Due	
Oct. 07-09	Attendance and punctuality	
	2nd Year students to inform Group Facilitator of Selected Internship Area	
	Monthly Spiritual Development (see handbook pgs 12-13)	
Nov. 04	October Monthly Integration Paper Due	
Nov. 04-06	Attendance and punctuality	
	2nd Year Internship Goals & Objectives Form	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Quarterly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Bring your Portfolio Binder to your Mid Assessment interview	
Dec. 09	November Monthly Integration Paper Due	
Dec. 09-10	Attendance and punctuality	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Advent Liturgy and Christmas Dinner	
NO SUNDAY CLASS		
Jan 13	December Monthly Integration Paper Due	
Jan. 13-15	Retreat attendance and punctuality	
	NO MONTHLY INEGRATION PAPER DUE FOR JANUARY RETREAT	

Dates	Item to be Completed	Done
Feb. 03-05	Attendance and punctuality	
	2nd Year Workshop for Third Year Project	
	Quarterly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Monthly Spiritual Development (see handbook pgs 12-13)	
Mar. 09	February Monthly Integration Paper Due	
Mar. 09-11	Attendance and punctuality	
	Monthly Spiritual Direction Monthly Spiritual Development (see handbook pgs 12-13)	
April 13	March Monthly Integration Paper Due	
April 13-15	Attendance and punctuality	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	2nd Year Internship completion and evaluations forms due	
	End of the year evaluations due: Pastor, Mentor, Student Self and Program Evaluation forms,	
May 04	April Monthly Integration Paper Due	
May 04-05 NO SUNDAY CLASS	Attendance and punctuality	
	End-of-Year Dinner party	
June 2, 2012	Annual Commissioning Mass 11:00 am	
June 11	3rd Year Project Goals & Objectives Form Due	
By End of 2 nd Year	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Certification as Lector/Reader	
	Completed Portfolio	

Dates	Prayer Responsibilities	Remarks
	Friday Night Prayer	
	Presider	
	Reading (Lector)	
Dates	Community Responsibilities	Remarks
	Work with Liturgy Coordinator in scheduling and coordination of all liturgical roles for mass: Readers, Extraordinary Ministers of Holy Communion, and Gift Bearers (see Guidelines for Liturgical Ministers at Mass)	