

Third 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
June 11	3rd Year Project Goals & Objectives Form Due by email	
Aug. 19-21	Friday August 19th 6:30-7:30 PM - Welcoming Students and Introduction of Friday Evening Series (Bldg. 300) 7:30-8:45 PM- 3rd Yr Project- Dr. Carol Stanton (Admin. Conf. Rm)	
	Student, Pastor, and Parish Mentor Agreement Due	
	Attendance and punctuality	
Sept. 09	August Monthly Integration Paper Due	
Sept. 09-11	Attendance and punctuality	
	3rd Year Project Needs Section by email	
Oct. 07	September Monthly Integration Paper Due	
Oct. 07-09	Attendance and punctuality	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	3rd Year Project Theological Foundation Section by email	
Nov. 04	October Monthly Integration Paper Due	
Nov. 04-05	Attendance and punctuality	
	Monthly Spiritual Development (see handbook pgs 12-13)	
	Quarterly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	3rd Yr select organization for charity fundraising for Advent dinner and prepare flyer with information to forward to students by email	
	3rd Year Project Methods & Procedures by email	
	Distribute 3rd Year End of the Year Evaluations due back December CLEM Weekend	
	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)	
NO SUNDAY CLASS	Advent Liturgy and Christmas Dinner	
	3rd Year Project Evaluations Due by email	

Dates	Item to be Completed	Done
Jan 13	December Monthly Integration Paper Due	
Jan. 13-15	Retreat attendance and punctuality	
	3rd Year End of the Evaluation forms Pastor, Mentor, Student Self and Program Evaluation forms	
	NO MONTHLY INEGRATION PAPER DUE FOR JANUARY RETREAT	
Feb. 03-05	Attendance and punctuality	
	Quarterly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
Mar. 09	February Monthly Integration Paper Due	
Mar. 09-11	Attendance and punctuality	
	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)	
	3rd Year Final Project Binder Due	
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	
Must be completed by December to be commissioned	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Certification as Lector/Reader	
	Completed Portfolio	

Dates	Prayer Responsibilities	Remarks
	Work with Liturgy Coordinator with schedule of all Liturgical roles for mass: Readers, Extraordinary Ministers of Holy Communion, and Gift Bearers (see Guidelines for Liturgical Ministers at Mass)	
	Create a schedule for 3 rd year to be Presiders and Readers for both Saturday Morning and Evening Prayer and December Advent Eucharist Mass	

Revised May 2011