



Folio/Portfolio System Manual

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ANTIOCH SCHOOL
OF CHURCH PLANTING AND
LEADERSHIP DEVELOPMENT

CONTENTS

Overview.....	5
The Practice of Utilizing a Folio / Portfolio System	
Philosophy	5
Developing Your Folio / Portfolio System	6
Examples of Folios / Portfolios	7
Additional Resources.....	10
Completing LN111 Folio/Portfolio System	11
Completing LN111 Folio/Portfolio System	13

OVERVIEW

This manual accompanies the Folio/Portfolio System courses LN111 (1 credit) and LN511 (1 credit). The purpose of the manual is to help you develop your own folio and portfolio system. Skillful use of a folio/portfolio will significantly aid your life-long learning, will help you build a useful body of work from which to minister, and will provide a superior tool for demonstrating your competency to others.

Additionally, you are participating in one of five pathways. Habits you develop in using a folio/portfolio will enhance your progress in all of the five.

MasterCraftsman I – All Believers

MasterCraftsman II – All Types of Leaders

MasterCraftsman III – All Types of Elders, Deacons, Leading Women

MasterCraftsman IV – All Types of Senior Elders, Apostolic Leaders, Ministry Leaders

MasterCraftsman V – National & Global Leaders – Apostolic Leaders of Networks

THE PRACTICE OF UTILIZING A FOLIO / PORTFOLIO SYSTEM

Philosophy

Many fields recognize the value of portfolios for training people and assessing their progress. Business, education, architecture, and design are but a few. In this course we will broaden the use of portfolios beyond specialized or professional fields of work and demonstrate its usefulness for developing people in all spheres of their lives.

The practice of using a folio/portfolio system assumes several principles:

1. Young adults need to integrate their education, livelihood, life-skill development, and faith development.
2. All adults need to consciously pursue maturity and learning life-long.
3. Leaders need to develop a body of work from which they minister.
4. Churches and church networks need a means of assessing competency and readiness in their leaders.
5. All adults and leaders need to become MasterCraftsmen – skilled in life and equipped to minister.

Developing Your Folio/Portfolio System

As you begin developing your folio/portfolio system, keep these definitions in mind:

Folio: Materials, reflections, and documents which you have accumulated during various experiences where you learned something or fulfilled responsibilities. It consists of all your work. It may be only loosely organized. It will contain your own material (artifacts) and well as evaluations other people have done on you (attestations).

Portfolio: A subset of your folio material, chosen because it represents your best work which you want to use to demonstrate your competency to others. As with the folio, your portfolio will contain both your own artifacts and the attestations of others.

In order to start your folio/portfolio system you need to understand why you are doing it.

1. Your most fundamental motivation is to hold on to the things you learn. You have opportunity to learn all time, as you read, as you have conversations with people, as you fulfill responsibilities, as you experience life events, or as you participate in structured instruction. However, without a folio system to capture and retain things you learn, much will be lost or fail to be fully integrated into your worldview and life practices.
2. Your second motivation is to develop things you have learned into tools you can use to minister to others – scripture summaries, a diagram, a poem, an essay, an outline for teaching, etc. Habitual use of a folio/portfolio system will help you develop a body of work that you can draw from as needs arise within your sphere of ministry.
3. Your third motivation is to show others evidence of how you have developed. A portfolio of your best work and of attestations from others is an exceptional superior way to demonstrate your competency to others.

Next, you need to take practical steps to get started.

1. Choose a physical portfolio binder that allows you to carry a notebook, pen, and a few documents or booklets you are reading. Take this with you into meetings. Use it to capture reflections after key experiences. Carry writing projects so that you can capture thoughts and ideas whenever they come.

2. Alternatively, use a laptop, iPad, or smartphone to digitally capture notes, reflections, and material. Carry this with you into meetings and use it to capture reflections after key experiences. Make sure you have strategies for saving and backing up your material so that a damaged laptop doesn't mean a loss of your body of work. Some may also find it helpful to capture their thoughts by using a digital app to transcribe voice recordings.
3. Find mentors who practice the use of a folio/portfolio, ask them to describe the benefit, and to show you their system.

Once you have started, you need to use your folio/portfolio system to the point of developing habits. You need habits in maintaining the system, in using the system to spur your development, and in drawing on the system to demonstrate your growth.

1. Develop a system for filing notes, documents, diagrams, etc. This can be a physical or digital filing system. A digital system has the advantage of being searchable, allowing you to more easily find material that you have developed in the past.
2. Practice regular folio/portfolio habits:
 - Keeping notes during key meetings and reviewing them after
 - Developing summaries of the articles and books you read
 - Creating author intention statements, outlines, and extensive notes from your biblical study
 - Summarizing highlights from key conversations
 - Keeping a journal
3. Periodically review your folio of material and identifying ideas you want to develop more, either for your own learning or as a tool to help others.
4. Periodically identify finished works that you will pull into your portfolio.
5. Access your folio system when meeting with mentors either by bringing material from your folio to discuss or by accessing your digital folio during the meeting.

Examples of Folios/Portfolios

Many things can be included your folio/portfolio. Your guiding principle of selection is this: include items in your folio/portfolio which help you to be faithful to your roles and

responsibilities in your current season of life while preparing you to enter your next stage of life well. Consider the following examples:

Young adult

Artifacts

- Life Timeline, Your Story
- Motivated Abilities Pattern – Identifying
- Projects from the First Principles Series I & II
- List of skills being developed
- Master plan for life and education
- Reflections from apprenticeships
- Mentor conversation summaries

Attestations

- Degrees
- Key Mentor Assessments
- Letters of Commendation

Older adult

Artifacts

- Life Timeline, Your Story
- Motivated Abilities Pattern – Becoming
- Projects from the First Principles Series I, II, & III
- Projects from The Story
- Parenting plan (0-18ys)
- Master plan for life-long learning
- Mentor conversation summaries

Attestations

- Certifications
- Degrees
- Key Mentor Assessments
- Letters of Commendation

Emerging leader

Artifacts

- Life Timeline, Your Story
- Motivated Abilities Pattern – Consultant
- Projects from the First Principles Series I, II, & III
- Projects from The Story
- Projects from Mastering the Scriptures
- List of skills being developed
- Master Plans for Life & Education
- Mentor conversation summaries

Attestations

- Degrees
- Key Mentor Assessments
- Letters of Commendation

Experienced leader

Artifacts

- Life Timeline, Your Story
- Motivated Abilities Pattern
- List of Skills
- Parenting plan (0-18ys)
- Projects from the First Principles I, II, & III
- Projects from The Story
- Projects from Mastering the Scriptures
- Summaries of Whole Scripture Sections
- Summaries of Key Book and Articles
- Other Key Projects
- Ministry philosophy summaries
- Master Plans for life-long learning
- Mentor conversation summaries

Attestations

- Certifications
- Degrees
- Key Mentor Assessments
- Letters of Commendation

Additional, more specific, examples could be created, and a range of other material could be included. Note as well that the items listed above will be at different levels of completeness. Material that is partially developed should be included in your folio. Material that has been polished and finalized (though you may rework it) may be included in your portfolio.

Additional Resources

Much has been written on the use of folios and portfolios in various fields. From the BILD Curriculum, you find the following to be particularly useful:

1. *Lifeⁿ: Life Stewardship in Community*, by Jeff Reed
2. *Teaching the First Principles*, Session 5, by Jeff Reed
3. "Master Craftsmen, Apprenticeships, Portfolios", a white paper by Jeff Reed

COMPLETING LN111 FOLIO/PORTFOLIO SYSTEM

The Overall Objective

Developed a habit, as encouraged by the Lifeⁿ Life Development Portfolio, of keeping and updating a folio/portfolio system. Collected as a result a body of work that helps one assess overall development and demonstrate competency.

Competency

Developed a habit of keeping and updating a folio/portfolio system, including key artifacts and attestations.

Instructions

Submit a report, that includes the following two sections:

Section 1 Complete this After Being Introduced to the Concept of Folios and Portfolios

1. Your initial plan for developing a folio/portfolio habit
2. Your initial plan for what to include in your folio
3. Your prediction of the usefulness of folio/portfolio system

Section 2 Completed after Having Used a folio/portfolio System for a Period of Time

1. Your convictions of the value of folio/portfolio system
2. Your plan for sustaining a folio/portfolio habit
3. Description of material currently in your folio
4. Identification of key items you intend to develop further or future items to include
5. Identification of items you would include in a portfolio aimed at demonstrating your development

Assessment Criteria

Your work will be assessed using the following criteria.

Complete – Does it address all parts of the competency?

COMPLETING LN511 FOLIO/PORTFOLIO SYSTEM

The Overall Objective

Developed a habit, as encouraged by the Lifeⁿ Life Development Portfolio, of keeping and updating a folio/portfolio system. Collected as a result a body of work that helps one assess overall development and demonstrate competency.

Competency

Developed a habit of keeping and updating a folio/portfolio system, including key artifacts and attestations.

Instructions

Submit two reports, one after the initial introduction to the concept of folios and portfolios and the second after having used a folio/portfolio system for a period of time.

Submit a report, that includes the following two sections:

Section 1 Complete this After Being Introduced to the Concept of Folios and Portfolios

1. Your initial plan for developing a folio/portfolio habit
2. Your initial plan for what to include in your folio
3. Your prediction of the usefulness of folio/portfolio system

Section 2 Completed after Having Used a folio/portfolio System for a Period of Time

1. Your convictions of the value of folio/portfolio system
2. Your plan for sustaining a folio/portfolio habit
3. Description of material currently in your folio
4. Identification of key items you intend to develop further or future items to include
5. Identification of items you would include in a portfolio aimed at demonstrating your development

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ANTIOCH SCHOOL
OF CHURCH PLANTING AND

2400 Oakwood Road

Ames, IA 50014-8417

515.292.9694

antiochschool.edu