**Ministry Development Review 2024**

**To the Reviewee**

We take these MDRs very seriously, primarily because they are about helping you to flourish as a child and servant of God[[1]](#footnote-2). We all need time to step back, reflect and have others give feedback and ask questions about how we live and work. We invite you to put aside plenty of time to prepare for it – the more you put in, the more you will get out of it.

Ministry Review is about Affirmation, Accountability and Development.

1. **Affirmation**

Before he started his public ministry, Jesus heard his Father proclaim at his Baptism – “*You are my Son, whom I love; with you, I am well pleased*”. Therefore, before anything else, we want you to hear and feel affirmed in who you are before we consider what you do. As Irenaeus said, “The glory of God is the human fully alive, but the life of the human is the vision of God ".

We know that in 2022, 80% of incumbents felt overworked or overwhelmed. The following two sections help you reflect on whether you are doing the right things and encouraging you to do things smarter.

1. **Accountability**

We are here to serve God and, in our particular calling, to serve him as ordained priests in the Church of England. Responsibility inevitably comes with accountability, which is inherently healthy and good. As it is often said, “very few people want to do a ‘job’ (read ‘ministry’) badly”. Having someone who is for us, asking helpful questions, and having others tell us what they see about us that we can’t see ourselves is a gift as we seek to do ministry better.

1. **Development**

We can always improve. Society, leadership and ministry have become far more complex over the years, and most of us haven’t been trained for the range of skills necessary for our callings. This Review is to gently, and with the attitude of ‘we are on your side, we want you to excel in your role’, identify those areas that need developing.

**Hoped for outcomes.**

1. You feel affirmed in who you are.
2. Your gifts are clarified and appreciated.
3. You have a sense of where God is calling, whether a renewed call to stay or to move on to something different and new.
4. The identification of
	1. One or two things that you are good at, with a plan to make you even better at them.
	2. One or two things you shouldn’t be doing, with a plan to delegate or stop them.
	3. One or two things you can’t or shouldn’t delegate but aren’t your strengths, with a plan to upskill you in these areas.

Every blessing

Peter Harwood

Director of Mission

**Instructions**

**PLEASE PUT THESE DATES IN YOUR DIARY NOW**

Because you only have an MDR every two years, it needs to be thorough and will take a fair amount of preparation.

**Review Date:**

|  |  |
| --- | --- |
|  | **DATE** |
| **Send** out the various forms for feedback **6 Weeks** before your Review dateand ask them to return them in time for your half-day Retreat to reflect on. |  |
| Find a **half day** (or more)[[2]](#footnote-3) away **3-4 Weeks** before your Review dateto reflect on the feedback forms and work through your form |  |
| Return ALL the forms **7 days** before the Review Dateto your Reviewer [Name & email address] |  |
| **Review Date** |  |

The review materials consist of the following:

1. **FORM A (below) is your Self-Appraisal**

This form is designed as the starting point for a broader discussion of your vocation, ministry and mission. If a question is irrelevant to you, move on to the next. Please review your answers against your previous review if applicable. Remember that this review is only as helpful as the information provided. Please be thorough, open, and prayerful in responding.

1. **FORM B Colleague in authorised ministry**: if you have a Team Rector or Incumbent to whom you are accountable (because you are an SSM, OLM, Team Vicar, etc.), you should ask them to complete this form. If you are not accountable to such a person, please ask another person in authorised ministry. Your Area Dean would be ideal, but for other reasons, you may wish to ask an ecumenical colleague, neighbouring Incumbent, Licensed Lay Minister, Pastoral Assistant, etc. Be sure to choose somebody who, with your encouragement, will be incisive as a critical friend. If you oversee others in professional ministry, please consider inviting such a person to contribute.
2. **FORM C Member of the Community or Workplace [if SSM or OLM in work]:** This reference aims to discover how your ministry is seen and appreciated outside of the church congregation and in the community. Please ask somebody who is not a member of your Church but who knows you in a different context, e.g. Head Teacher, Mayor, work colleague, shopkeeper, local police officer, funeral director . . . For those ministers who are SSMs & OLMs working one or two days a week or who work in secular employment, feel free to use Form C twice instead of Form D.
3. **FORM D Churchwardens**: It is most helpful if they complete the form together, but if you think they would rather complete one each, please send them both a copy. If you are in a multi-parish benefice, please ask a Churchwarden from each parish.
4. **MDR SUMMARY FORM**: This is completed immediately after the review meeting by both yourself and the review and is intended to capture key discussion areas.

**Review**

The review **needs up to two uninterrupted hours to complete**, which will give you time to reflect on your life and ministry. The review will conclude by agreeing with your Reviewer new personal and ministry objectives. If this doesn’t happen at the review, the outcomes should be agreed within a week of the review.

**After the Review**

After the Review, only a paper copy of the Summary Form will be kept in your Blue File at Willow Grange. In addition, a copy of the Summary Form will be sent electronically to the Bishop of Dorking, your Archdeacon and the Director of Mission.

**Resources:**

* **Suggested Retreat Outline with Self-Reflection Aids** to help you consider your vocation, work/ministry/life balance– available on the MDR section of the website.
* **The Ordinal**: [Click here](https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry/common-worship-ordination-0)
* **Self-care assessments** will help you consider the stress or strain level in your life. There is also a tool to assess the level of burnout you may be suffering from - available on the MDR section of the website.
* **Resources for addictions.** If you struggle with an addiction, you can’t recover alone or by trying harder. You will need help.
	+ Pornography – [www.pivotalrecovery.org](http://www.pivotalrecovery.org) or [www.thelaurelcentre.co.uk](http://www.thelaurelcentre.co.uk)
	+ Gambling - [www.gamblersanonymous.org.uk](http://www.gamblersanonymous.org.uk)
	+ Alcohol - [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

*“Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill-fitting on you. Keep company with me and you’ll learn to live freely and lightly.”* Mt 11v28-30 The Message

**FORM A Self-Appraisal**

Please feel free to put N/A if a question is irrelevant and to use bullet points.

|  |  |
| --- | --- |
| Name:  |  |
| Date of Review meeting:  |  |
| Name of Reviewer:  |  |
| My last review was in:  |  |
|  with:  |  |
| **Personal** |
| 1. **Significant life/parish events which have affected you since your last MDR**

***e.g. bereavement of a close relative.*** |
| * ***Write here***
 |
| 1. **Lifestyle. Please share your reflections on the following, in the box below:**

*You may like to think about your work/life balance (including ministry, marriage, family, friendships, leisure, free time, holidays etc.), your health, your domestic situation and/or your workload* |
|  |
| 1. **Spirituality and theological development. Please share your reflections on the following:**

*You are invited to share your current pattern of prayer, what nurtures your faith, how well you are tending to it, whether you have a spiritual director/prayer partner/soul and how you take retreats.*  |
|  |
| **4. PERSONAL OBJECTIVES.***1. What were the objectives and outcomes from my previous review relating to my personal life?**2. What goals/actions/developments/changes/new initiatives do I want to plan for in this area of my ministry?* *3. What steps do I need to take to improve or guard my wellbeing and flourishing?* |
|  |
| **Mission & Ministry** |
| **5. Self-leadership & management. Please share your reflections on the following, in the box below:***You may like to think about what you most/least enjoy about your work/ministry, what you do best, what you least enjoy? How about how you make time for the important rather than urgent tasks – e.g. planning, reflection, reading, training etc? How about your support networks (e.g. Cell/Peer Grp, mentor, work-coach etc.) – are they helpful?* |
|  |
| **6. Safeguarding. Please share your reflections on the following:***How do you nurture a culture of safeguarding? You may find this webpage helpful in considering this: https://thirtyoneeight.org/together-magazine/7-top-tips-safer-healthier-culture/* |
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| **7. Leadership. Please share your reflections on the following:***Consider the feedback you have received; how do you respond to it? Perhaps ask the questions: “What do I do, that I shouldn’t be doing?”. “What are the things only I can do, that I am not doing?”. “How and what can I delegate more?”. Would a mentor/coach* *help?* |
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| **8. Collaborative working. Please share your reflections on the following:***With whom and how far do I share your vision, aims and objectives? You may like to describe how you share your leadership, the teams you are part of and how they are working. It would be good to consider how you relate to Deanery Synod, Deanery Chapter, local school Heads, ecumenical and/or interfaith partners. You may like to ask yourself “How am I handling any problematic relationships or conflict situations?”* |
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| **9. Communications. Please share your reflections on the following:***You may like to reflect on how you communicate with others – verbally, written, email, difficult conversations, inviting feedback…. You may like to consider any breakdowns in communication and how they happened.* |
|  |
| **10. Parish Management, and Organisation. Please share your reflections on the following:***This is a good opportunity to ask yourself these sort of questions: “What do I do, that I shouldn’t be doing?”. “What are the things only I can do, that I am not doing?”. “How and what can I delegate more?”* |
|  |
| **11. Outreach. Please share your reflections on the following:***You may like to consider where the balance of mission and ministry lies in your work. “How do I encourage and equip others in sharing their faith?”. If someone asked you “What are the pathways that people come to faith in my church?”, how might you answer it?* |
|  |
| **12. Worship. Please share your reflections on the following:***It is worth thinking about how you keep worship fresh and meaningful in your church and how you nurture the worship of children, young people, young adults and families in your church.* |
|  |
| **13. Preaching. Please share your reflections on the following:***Do/how you invite feedback? What feedback you have received formally and informally over the last year? How do you hone your preaching skills?* |
|  |
| **14. Everyday Faith, and discipleship. Please share your reflections on the following:***You may like to think about your approach to nurturing Everyday Faith in others, and how you structure classes, groups, processes, programmes and activities to disciple others.* |
|  |
| **15. Pastoral Care. Please share your reflections on the following:***If someone asked you “how you ensure people receive pastoral care?”, how would you answer?* *You may like to consider what is your part in caring for people*? |
|  |
| **16. MISSION AND MINISTRY OBJECTIVES**1. What were the objectives and outcomes from my previous review relating to my ministry?2. What goals/actions/developments/changes/new initiatives do I want to plan for in my ministry?  |
|  |
| **Feedback and Future** |
| Do you sense that God is calling you to stay where you are – or may there be a move ahead? |
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| Given the time available for your review discussion, what areas of your ministerial development would you most like to focus on? |
|  |
| Are there any personal concerns you wish to discuss in person, e.g. addictive tendencies, debilitating fears, health vulnerabilities? You are invited to raise difficult areas in complete confidence. (please tick) |
|  |
| Please indicate here the level of challenge input from the reviewer you would prefer during your review discussion: High Medium Low  |
| Signature: | Date:  |

Please send completed Forms B, C & D directly to your reviewer as one batch (unless a Referee prefers to send their form to the Reviewer directly.)

1. They are also a legal obligation under Common Tenure [↑](#footnote-ref-2)
2. We realise this might be more difficult if you are self-supporting, but we would still encourage you to do this if possible. [↑](#footnote-ref-3)