**CONFIDENTIAL**

**MINISTRY DEVELOPMENT REVIEW FORM 2024**

**FORM B Colleague in Authorised Ministry**

**To the Reviewee:** This form should be given to the clergyperson to whom you are directly accountable if there is one, e.g. Team Rector or Rector. If this is inappropriate, please ask an ordained colleague in the parish, deanery or diocese, or a Licensed Lay Minister, ecumenical colleague or Pastoral Assistant – and try to ask somebody who will be a critical friend.

**To the Referee:**

We take these MDRs very seriously because they are about helping the person flourish as a child and servant of God. We all need time to step back, reflect and have others give feedback and ask questions about how we live and work.

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 him/her to hear and feel affirmed in who they are before we consider what they 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 feel overworked or overwhelmed, which is often true of other clergy. The following two sections help them reflect on whether they are doing the right things and encourage them to do things smarter.

1. **Accountability**

Clergy are here to serve God and, in their 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 badly”. Having someone who is for us (like you), ask questions, and have you tell them what you see about them that they can’t see ourselves, is a gift as they seek to do ministry better.

1. **Development**

We can always improve. Society, leadership and ministry have become much more complex over the years, and most clergy haven’t been trained for the range of skills necessary for their 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. The person feels affirmed in who they are.
2. Their gifts are clarified and appreciated.
3. They have a sense of where God is calling them, whether with a renewed call to stay or to move onto something different and new.
4. The identification of
   1. One or two things they are good at, with a plan to make them even better in those strengths.
   2. One or two things they shouldn’t be doing, with a plan to delegate or stop them.
   3. One or two things they can’t or shouldn’t delegate but aren’t their strengths, with a plan to upskill them in those areas.

The questions under each heading are a guide; you do not need to answer them all. Please write anything related to the subject area and leave out anything you do not wish or cannot answer.

Please complete and return this form electronically **to the Reviewee at least 1 week before their Retreat**.

Discussing what you have written with the person being reviewed would be helpful.

**If you have confidential comments you wish to make, please contact the Reviewer directly. To find out who the Reviewer is, contact admin@cofeguildford.org.uk.**

Thank you for taking the time and trouble to participate in this process.

**Peter Harwood**

**Director of Mission**

**FORM B Colleague in Authorised Ministry**

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| Name of Reviewee: |  | |
| Name and role of Referee: |  | |
| Date: |  | |
|  | | |
| 1. **Significant life/parish/work events** which have affected the Reviewee and which you would like us to note and/or discuss? *e.g. bereavement of a close relative.* | | |
| ***Write here*** | | |
| 1. **Self-leadership and Management**   *You might want to comment on his/her work/life balance, personal administration, planning, and organisation. Also his/her ability to chair meetings, interpersonal skills and taking time off? Does he/she have a coach?* | | |
|  | | |
| 1. **Spirituality**   *You might want to comment on his/her spiritual disciplines, support networks, reading habits, theological development. E.g. Retreats, spiritual director etc.* | | |
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| 1. **Leadership**   *You might want to tell us about the leadership style s/he exercises, or whether s/he has clear vision for the local Church. Does she/he inspire others and energise them in their faith? Is s/he good at delegation? Does s/he release others well into leadership? Would s/he benefit from having a coach?* | | |
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| 1. **Safeguarding**   *How does s/he nurture a safe culture in the church?* | | |
|  | | |
| 1. **Working Collaboratively**   *How does s/he work with others? Could s/he work more collaboratively? If yes, how?* | | |
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| 1. **Communications**   *How does s/he communicate? Could s/he communicate better? If yes, how?* | | |
|  | | |
| 1. **Parish Management and Organisation**   *How does s/he delegate administration and tasks to others? Could s/he delegate more? If yes, how? Are good policies and processes in place?* | | |
|  | | |
| 1. **Outreach and evangelism**   *How does s/he encourage, nurture and model sharing faith? How does the church help people come to faith?* | | |
|  | | |
| 1. **Worship**   *How does s/he nurture and lead the worship life of the church? How are children and youth included?* | | |
|  | | |
| 1. **Preaching**   *Please comment on how s/he preaches. You might want to give examples of the variety of ways in which s/he communicates the faith to others.* | | |
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| 1. **Discipling others**   *How does s/he in their role of vicar, help people grow in their faith?* | | |
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| 1. **Pastoral Care**   *How does s/he ensure good pastoral care in the church?* | | |
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| **In Summary**  1. What are the 3 key things you wish to celebrate about his/her life and ministry? | | |
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| 1. Are there ways in which s/he needs to be gently challenged? | | |
|  | | |
| 1. What training or development might she/he benefit from? See below tool | | |
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| 1. Is there anything else which you would like to bring to our attention? | | |
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|  | | |
| Signature: | | Date: |

**OPTIONAL: Please ask him/her whether the feedback below would be welcome.**

**It is helpful to know what areas the Reviewee needs to develop most.** Ideally, we want to identify:

* 2 strengths that could be developed into something excellent,
* 2 things that might be delegated to others and
* 2 underdeveloped areas that could become strengths with further training.

**The following table would help him/her prioritise his/her development.**

Read the information and rate each one on the following scale:

1. Development or delegation is needed.
2. Some development or delegation would be beneficial.
3. As expected.
4. A strong point
5. Shows excellence.

N/A – not applicable

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| --- | --- | --- | --- | --- | --- |
| **Her/his strengths and areas s/he can develop** | 1 | 2 | 3 | 4 | 5 |
| **Lifestyle:** Does s/he set an example of a healthy and balanced lifestyle, handling the needs of family, and my own need of leisure and refreshment? |  |  |  |  |  |
| **Prayer and Spirituality:** Would you describe her/him as a person of prayer? |  |  |  |  |  |
| **Prayer and Spirituality:** Do people look to her/him for *spiritual* guidance and leadership? |  |  |  |  |  |
| **Developing others:** Are others appropriately encouraged, trained, supported and set free to use their talents? |  |  |  |  |  |
| **Mission:** Is s/he confident and clear in communicating the Gospel message? |  |  |  |  |  |
| **Strategy and Vision:** Is s/he able to communicate the vision of the church and identify priorities from it? |  |  |  |  |  |
| **Work with children and Young People:** Are children and young people integral to the church and offered effective ministry ? |  |  |  |  |  |
| **Schools:** Does s/he work well with governors, staff and children in the schools of the parish, so far as that is welcomed? |  |  |  |  |  |
| **Preaching and Teaching:** Are sermons helpful and inspiring, using different approaches appropriately on different occasions? |  |  |  |  |  |
| **Nurturing faith:** Is s/he encouraging all age groups to grow as disciples? |  |  |  |  |  |
| **Safeguarding:** Does s/he promote a culture of safeguarding – through teaching, policies, modelling etc? |  |  |  |  |  |
| **Pastoral Care** : Areothers encouraged to share in pastoral ministry? |  |  |  |  |  |
| **Wider Church:** Is s/he involved in aspects of Christian ministry beyond the parish that both enrich him/her and his/her parish ministry? |  |  |  |  |  |
| **Church in the Wider Community:** Does s/he lead in social responsibility and engagement? |  |  |  |  |  |
| **Leading Worship:** is s/he effective in his/her leadership of worship including getting the balance between participating and leading about right? |  |  |  |  |  |
| **Time Management:** Do events begin and end on time and is time used well when s/he is in charge? |  |  |  |  |  |
| **Chairing Meetings:** Does s/he do a good job of preparing, running, completing business and following up on meetings to the extent that people leave feeling that they have used time well? |  |  |  |  |  |
| **Handling Conflict:** Does s/he cope well with difficult people and circumstances, including staying calm when people get heated? |  |  |  |  |  |
| **Administration:** Is administration well managed with all required paperwork in good order? |  |  |  |  |  |