**CONFIDENTIAL**

**MINISTERIAL REVIEW SUMMARY FORM 2024**

**– Issues, Insights, Ideas, Intentions**

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| Name of Reviewee: |  | |
| Date of Review: |  | |
| Name of Reviewer: |  | |
| Date of last Review: |  | |
| Name of Reviewer at last Review: |  | |
| This form is designed to help the Reviewee and Reviewer to complete together immediately after the review meeting and is intended to capture key areas of the discussion.  Please work through Objectives and Development/Actions and agree together.  Who will have a copy?   1. You (the Reviewee) need to keep one. 2. A hard copy will be put on your Blue File at Willow Grange 3. The Bishop of Dorking, your Archdeacon and the Director of Mission (who is responsible for training and development) will get electronic copies.   The Summary will also be seen by the next Reviewer so you can review your previous intentions together.  The Reviewer should ensure ALL the completed Summary Form reaches the Reviewer 7 days before the Review. | | |
| 1. Objectives from the last review.   For Reviewee: please note them and record any comments about how these have been addressed. | | |
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| 1. Training and Development undertaken since last review (if n/a, then in the last 2 years) | | |
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| 1. Issues - key areas discussed [for the Reviewer] | | |
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| 1. Insights - what are the most significant insights you have identified? [for the Reviewee] | | |
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| 1. Ideas – what thoughts would you like to capture for further reflection? [for the Reviewee] | | |
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| 1. Ministry Objectives & Development needs – to be agreed in the meeting   What training or development will you undertake in 2023-2025? Please use “Objective Setting” below. [for the Reviewee to complete] | | |
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| 1. Personal Objectives and plans.   What goals/actions/developments/changes/new initiativesdo you intend to undertake in the next year? In the second year?  Please indicate if and what support you might want in taking any of these forward or seek to offer others. [for Reviewee to complete] | | |
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| Space for additional comments from Reviewer: | | |
|  | | |
| Signature: | | Reviewee |
| Signature: | | Reviewer |
| Once completed   1. Please return this to [your](mailto:Chris.hunter@cofeguildford.org.uk) Reviewer 2. Please help us improve MDRs by giving feedback - https://forms.office.com/e/0sisDhnsFS | |  |
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# Objective Setting

We suggest you identify 4 or 5 objectives that:

1. Relate to the Core Clergy Competencies
2. Facilitate collaboration with your church leaders and congregation
3. Align with the church goals and priorities (church development plan)
4. Focus on growth – developing leaders (Existing and emerging) and your personal growth/fitness for ministry
5. Are SMART – specific, measurable, achievable, relevant and time framed

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| **Objective** | **Related Clergy Competency** | **Whose support do I need to accomplish this?** | **Measurable targets** | **Date to be achieved by** | **How does this objective align with the CDP?** |
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# Clergy Competencies

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| **Self-Leadership and Management** |
| Clergy are called to follow an appropriate work pattern to meet the demands of ministry, personal administration, planning and organisation, working effectively alone or in a team, chairing meetings, interpersonal skills and appropriate breaks. |
| **Spirituality** |
| Clergy are called to maintain a prayerful spiritual life with appropriate support networks (including spiritual director or equivalent and regular retreats), S/he will recognise themselves to be on a life journey involving the development of theological understanding and spiritual reflection. |
| **Leadership** |
| Clergy are called to lead their church in setting and holding its Vision. S/he is called to lead teams, and release others into ministry and leadership. S/he will inspire, equip, and delegate to members of the church, individually and collectively, to achieve that vision. |
| **Safeguarding** Clergy are responsible for nurturing a culture of safeguarding. This is through teaching, modelling appropriate behaviour, ensuring good policies & processes, challenging poor behaviour, reporting incidents, signposting help, nurturing healthy boundaries, and encouraging discussion and debate. |
| **Working Collaboratively** |
| Clergy are called to work collaboratively with others (including clergy colleagues, churchwardens, PCC, staff & volunteers), ensuring individuals’ gifts and talents are identified and used effectively in any given situation or task. S/he is called to share ministry as appropriate, encouraging and building up the community of faith. |
| **Communications** |
| Clergy are called to communicate effectively and appropriately in both written and verbal form with people of all ages and situations in society, inside and outside of the church. S/he is particularly called to active listening and empathetic behaviour. |
| **Outreach** |
| Clergy are called to develop a ministry that encourages new people to Christian faith and will support existing Christians to engage in evangelism and discipleship. They are called to develop relations with community and external organisations to promote positive links with the church. |
| **Worship** |
| Clergy are called to lead worship prayerfully, competently and confidently. To plan, organise and conduct a programme of worship that supports the vision and needs for ministry including appropriate use of resources, music, teaching and preaching. |
| **Preaching** |
| Clergy are called to reflect, interpret and preach the gospel in a way that will encourage faith development. S/he will adapt content and style for different audiences, occasions and purposes (using biblical interpretation, doctrine, pastoral care, ethical teaching and other models). |
| **Discipleship** |
| Clergy are called to disciple people of different ages and levels of faith or knowledge. This will include admission to Holy Communion, confirmation, school assemblies, introduction to Christianity (Alpha, Emmaus, etc) Lent courses and other courses. This may be in formal teaching environments or in small groups. |
| **Pastoral Care** |
| Clergy are called to identify pastoral care needs and put in place appropriate structures and skills to provide this to the community (including, parish visitor, pastoral assistants and other teams), they will give support and pastoral care as appropriate, including baptism and marriage preparation, care to the sick and dying, bereavement, individual support and visiting |

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| **Parish Management and Organisation\*** |
| Clergy are called to work with the PCC and churchwardens to put in place appropriate structures and resources for parish organisation. This will include clear boundaries and accountabilities of roles. S/he will ensure appropriate processes and policies in relation to services, weddings, baptisms and funerals, health and safety, financial, fabric, staff management, etc. S/he will ensure that the structures and processes meet diocesan and legal requirements. |

(based on Kensington Episcopal Area Core Competencies)

\*Incumbent-specific competency