**2. Flow chart for MDRs**

**Year 1**

In the Spring of Year 1, you will receive an email letting you know whom your MDR reviewer will be, and allocating your review to a particular quarter of the year

*If your review is in the first quarter, please do the following straight away; if it is later in the year, you will receive a further email to remind you to:*

Set a date with your reviewer for your MDR meeting, and let the MDR administrator know the date.

Nominate three people to provide feedback about your ministry; please give their contact details to the MDR administrator as soon as possible – at least a month in advance of your review. Guidance for choosing whom to nominate is given in Form 1.

Choose either the ‘Four Living Creatures’ or ‘Jonah’ scheme or one of the others as appropriate, and fill in the relevant MDR form (one of Form 4, 5, 6, or 7). Please send a copy to the MDR administrator at least two weeks in advance of your meeting.

**MDR meeting takes place**

This will include an opportunity to:

* reflect on your ministry
* reflect on the feedback you have received
* work with your reviewer on writing a Personal Development Plan (Form 10)
* complete an MDR summary sheet (Form 9)

***Please turn over***

Send your MDR summary sheet and Personal Development Plan to the MDR administrator, either at the end of your MDR meeting, or within a fortnight of the meeting; both the summary sheet and PDP should be signed by you and your reviewer (by hand or electronically)

*If you wish to, please fill in a feedback form (Form 11) on the MDR process, and send this to the MDR administrator.*

**Year 2**

**MDR Interim Conversation takes place**

This will include an opportunity to:

* reflect on your ministry
* review your progress with the development objectives you set in your Personal Development Plan
* reflect on your vocation
* raise other matters as necessary

Before your Interim Conversation, please reflect on the questions in the Interim Conversation paperwork, following the same scheme as you chose in Year 1 (Four Living Creatures, Jonah, Paul and Mary, or Philip – Forms 12 – 15)

The following spring the cycle begins again. This time if you followed ‘The Four Living Creatures’ or ‘Jonah’ you may wish to choose the other scheme…

*Member of the Bishop’s Core staff team will make brief notes on your Personal Development Plan and send a copy to the DTP administrator; this copy will be placed on your blue file.*

*If you wish to, please fill in a feedback form on the MDR process using the form on the website, and send this to the MDR administrator.*

Please get in touch with him or her straight away to arrange a date to meet during the year. Please let the MDR administrator know what date you arrange.

In the Spring of Year 2, you will receive an email letting you know which member of the Bishop’s Core Staff Team will be conducting your interim conversation.