

Overview

Year 1

Focus:

Development of Self

Reviewer:

Peer (new)

Content:

- Review of year
- Wellbeing
- Experience of ministry
- Ministry support
- Review of objectives
- Setting objectives

External feedback:

Friends/family

Year 2

Focus:

Development of Ministry

Reviewer:

Peer (same as year 1)

Content:

- Review of year
- Fruitfulness of ministry
- Strengths & weaknesses
- Ministry support
- Review of objectives
- Setting objectives

External feedback:

Colleagues/parishioners

Year 3

Focus:

Development of Vocation & Vision

Reviewer:

Senior staff member

Content:

- Review of year
- Fulfilment of vocation
- Vision for future ministry
- Ministry support
- Review of objectives
- Setting objectives

External feedback:

none

Documents

A - Overview of context

completed in Year 1
updated in Years 2 & 3

Purpose: Useful information for reviewer
Reflective exercise for minister

Written by: Minister
Seen by: Reviewer

B - Personal Review

completed in all years
a different version for each year.

Purpose: Reflect on wellbeing and fruitfulness and direction in ministry
Identify key issues for discussion in review meeting

Content: Review of past year
different focus questions for each year of the cycle
Diocesan question for the year - same for years 1, 2 & 3
Patterns of resourcing for ministry
Review and setting of specific objectives

Written by: Minister
Seen by: Reviewer

C - External Feedback

different forms for years 1 & 2 (no external feedback in year 3)

Purpose: Constructive insight from those who experience you in your ministry

Content:	Year 1	wellbeing and fulfilment in current role
	Year 2	effectiveness in aspects of ministry strengths & weaknesses

Written by:	Year 1	four to six people from outside ministry context - friends/family/people who personally support you
	Year 2	four to six people who experience your ministry colleagues/church officers/church members

Seen by: Minister & Reviewer

D - Summary of Review

completed in all years

Purpose: Summarise the content of the review meeting
Establish specific objectives for coming year

Content: Wellbeing & support score with brief comment
Headline review of past year
Minister's comment on focus area
Reviewer's comment on focus area
Specific objectives for the coming year
CMD priorities

Written by: Minister & Reviewer

Seen by: Diocesan Bishop
CMD priorities (only) - Director of Ministry & Leadership

Process

Before MDR meeting

Key:

Administrator

Minister

Reviewer

External
feedback

Bishop

Year 1 - Email
Minister
a list of Reviewers

Email Administrator
1st, 2nd & 3rd choice of
Reviewer

Email Minister
& Reviewer links to the
specific documents for that
year, attach summary from
previous year

Email Minister
to set date & place for
meeting, and agree date
for submitting documents

Agree date & place for
meeting, and date for
submitting documents

Years 1 & 2 - Identify
people to provide external
feedback, send them link
to doc. C, agree timescale

External feedback
provider completes doc. C,
email to Minister to be
collated anonymously

Complete/update
doc. A
Complete doc. B
Collate external feedback
send above to Reviewer

Read all documents,
identify key areas for
discussion

During & after meeting

