

Ministerial Development Review - Process

Introduction

Each clergyperson (priest or distinctive deacon) holding a Bishop's license is required to take part in a bi-annual Ministerial Development Review (MDR).

The purpose is to:

- encourage a culture of life-long learning and development
- support clergy wellbeing
- acknowledge both areas of strength and expertise, and areas for development
- Plan and prioritise future goals and objectives

The MDR process is administered and supported from the Bishops' Office (Lis Escop) and the diocesan Ministry team.

Documents used within the MDR process:

- MDR 1 - The MDR Handbook
- MDR 2 - Preparing for your Ministerial Development Review Form
- MDR 3 - Briefing Information and Request for Feedback Form
- MDR 4 - MDR Review Summary Form
- MDR 5 - Briefing for MDR Facilitators
- MDR 6 - Clergy Evaluation following MDR Form
- MDR 7 - MDR Facilitator Self-Evaluation Form

- MDR 1A - MDR Process Summary
- MDR 2A - Roles & Responsibilities Form (only required if no R&R form already exists)

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Stage	Activity	Responsible	Notes
1	Agree the members of the MDR Cohort and allocate MDR Facilitators (taking into account previous reviews and facilitators)	MDR Administrator & Head of Ministry	
2	Notification - to MDR Facilitator - Contact MDR Facilitator to confirm willing to do Review and advise name and contact details of Clergy person	MDR Administrator	If MDR Facilitator has an objection to working with proposed Clergy person, MDR Administrator discusses alternative facilitator with Head of Ministry.
3	Notification - to Clergy person - Check whether Role and Responsibilities (R&R) Form exists - Inform the Clergy person that they are due to begin their MDR process - Send the MDR Handbook (MDR 1) and Preparing for your MDR Form (MDR 2), together with R&R form or MDR 2A (if no R&R Form) to Clergy person - Advise Clergy person of the name of proposed MDR Facilitator - Advise Clergy person of the date booked for their meeting with Bishop/Archdeacon (establishing time allowed for completion of process) - Invite Clergy person to provide names and contact details of (at least) 5 people to be invited to offer feedback, to include as a minimum a clergy colleague, a lay leader (Churchwarden or Reader) and a community leader (e.g. Headteacher)	MDR Administrator	If Clergy person has an objection to the proposed MDR Facilitator, MDR Administrator discusses alternative facilitator with Head of Ministry.
4	Confirmation - to MDR Facilitator - Once Clergy person has agreed to work with proposed Facilitator, send Briefing for MDR Facilitators (MDR 5), MDR Review Summary Form (MDR 4), and MDR Review Summary from the previous MDR process to facilitator - Advise of the date booked for the Clergy person's meeting with Bishop/Archdeacon (establishing time allowed for completion of process)	MDR Administrator	
5	Invite Feedback - Write to (at least 5) people named by Clergy person, sending Briefing and Feedback Form (MDR 3) asking them to provide feedback on the Clergy person, by a specific date.	MDR Administrator	

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6	Arrange Review Meeting - Arrange a mutually convenient date, time and venue for review meeting - Inform MDR Administrator of date	MDR Facilitator	
7	Collate Feedback - Collate Feedback and send to Clergy person and MDR Facilitator	MDR Administrator	
8	Prepare for the Review Meeting - Check R&R form and update if needed - Take time to reflect and pray - Complete MDR 2 form - Send MDR 2 form and updated R&R form to MDR Facilitator two weeks before Review meeting, together with relevant background information (e.g. pastoral profile)	Clergy person	
9	At the Review Meeting - Following prayer and discussion, complete the MDR Review Summary Form (MDR 4), noting that some sections may not be relevant if this is the Clergy person's first MDR.	MDR Facilitator & Clergy person	
10	After the Review Meeting - Agree final content of MDR Review Summary Form with MDR Facilitator and send to MDR Administrator with updated R&R Form (if relevant)	Clergy person	
11	Completing the Review - Send updated R&R form and completed MDR Review Summary to Bishop/Archdeacon in preparation for 1-2-1 meeting - Send MDR Review Summary Form (MDR 4) to Head of Ministry - Send Clergy Evaluation Form (MDR 6) to clergy person inviting feedback on the MDR process, and requesting return within 3 weeks - Send MDR Facilitator Self-evaluation Form (MDR 7) to MDR Facilitator requesting return within 2 weeks. - Add Updated R&R and MDR Review Summary to Blue File.	MDR Administrator	

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12	Record Outcome of 121 Meeting <ul style="list-style-type: none">- Confirm any further agreed changes to R&R following meeting with Archdeacon/Bishop (if applicable)- Send information to MDR Administrator for adding to Blue file	Clergyperson	
11	Process Review <ul style="list-style-type: none">- Add revised/updated R&R to Blue file- Send completed MDR 6 and MDR 7 forms to Head of Ministry- Thank MDR Facilitator for work	MDR Administrator	