**MDR 3: Briefing document and Invitation to provide Feedback form**

**Introduction**

The aim of the MDR Process is to help priests and deacons take time out to reflect upon their ministry and how they are getting on. It provides an opportunity to consider if there is a need to refocus in order better to fulfil their calling and the mission of their parish/benefice or context. It is an opportunity to think about what has gone well and to consider the reasons for this so that the success can be built upon. It is also an opportunity to think about what has not gone so well, to work out the reasons for this and to identify ways of avoiding this in the future.

**Giving feedback on the ministry of a priest/deacon**

As part of the preparation for their MDR, the priest or deacon is asked to provide the names of, at least, five people who have direct knowledge of their ministry. Your priest/deacon/colleague has given your name as someone with whom they work, and whose opinions they value. As such we are asking you to assist in their Ministerial Development Review.

You are invited to comment on how you consider they are fulfilling their role.

Please return the completed form **within 2 weeks**. If you feel unable to provide feedback, within this timescale, please email [MDRadmin@truro.anglican.org](mailto:MDRadmin@truro.anglican.org) so that an alternative person may be identified.

Please note that the priest/deacon will see your completed form.

**Your task in giving feedback**

Your feedback should concentrate on helping the priest/deacon to develop, and may usefully include reference to specific ministerial skills, experience and qualities identified for particular comment.

You may feel that this is not an easy task, but this opportunity is intended to be a positive, affirming look at the ministry, calling and work of the priest/deacon and therefore your honest perceptions, reflections and thoughts – including areas for development - are most welcome.

**The feedback form**

There are several questions on the ministry of the priest/deacon and we would be grateful if you could answer them as far as you are able. There may be simple answers to some of the questions e.g. the answer to the first question may simply be excellent, good, fair or poor. Similarly you may feel that single words describe the gifts of the priest/deacon, however if you can provide some evidence for your answers, that would be greatly appreciated, and will be more helpful to the priest/deacon concerned.

If you feel unable to answer any particular question, please do indicate this on the form.

**Clergy qualities**

To help you reflect on their ministry, we have provided a list of areas which you might wish to consider. Please do not feel you have to comment on every single area listed, rather please focus on those areas – for celebration, and for development - which you feel are most relevant for the person concerned, or to the context in which you know them.

**Worship**

* effectiveness in preparing and leading public worship that gives glory to God

**Communicating the Gospel**

* through their life, relationships and actions
* ability to make disciples
* quality of preaching
* quality of teaching

**Pastoral care**

* ability to listen and empathise
* capacity to self-reflect and be self-aware
* ability to offer support and guidance as appropriate
* ability to offer appropriate support and care for those who are sick and/or dying

**Personal development and spirituality**

* places prayer and study of the Word of God as the foundation of their ministry
* engages in theological study
* deepening spirituality
* uses appropriate ways to deepen self-awareness and address personal issues that arise to enable spiritual growth
* encourages spiritual growth in others

**Quality of leadership - of Licensed/Authorised Ministers - of the church as a whole**

* ability to develop a shared vision and to inspire and lead people to realise it
* capacity to help others to see and fulfil their potential
* ability to delegate appropriately
* ability to share ministry with others
* ability to lead and manage a team
* ability to handle effectively conflicting expectations

**Community involvement**

* engagement with the wider community
* taking a lead with other community leaders
* ability to develop relationships with local institutions and groups

**Collaborative working**

* ability to collaborate with other clergy, lay ministers and colleagues
* willingness to collaborate with local churches and their leaders
* engages with the Deanery and Diocese regarding ecumenism
* engages with ecumenical partners

**Mission**

* takes a lead in developing and promoting the mission of the church and Diocese
* ability to share the Gospel with each generation

**Work-life balance/integration**

* ability to establish and maintain an appropriate balance between the different aspects of ministry and personal life

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| Name of the Priest/Deacon: |  |
| Your name: |  |
| Your position or role/how you know them: |  |
| Your benefice/context: |  |
| Date: |  |

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| **Generally speaking, how do you think your priest/deacon/colleague is getting on in their ministry?** |
| **What are their strengths/gifts as a minister?** |
| **Where do you see opportunities for growth/change/development in their ministry?** |
| **How do they handle difficult/challenging situations?** |
| **How have you seen them working with others?**  **(Are they a team player? Do they nurture other people’s gifts?)** |
| **Are there any relationships which you feel they should try to improve?** |
| **How do they approach safeguarding, and how do they deal with issues/concerns raised?** |
| **Do they appear to take adequate care of themselves (time off etc.) and take steps to sustain themselves in their ministry?** |
| **Have you other comments, which could be helpful in their preparation for their Ministerial Development Review?** |
| **If you could give your priest/deacon/colleague one sentence of advice, what would that be?** |

Thank you for completing this form, please return it to [MDRadmin@truro.anglican.org](mailto:MDRadmin@truro.anglican.org)