

## **MDR 5 - Briefing for MDR Facilitators**

Thank you for offering support to our clergy by carrying out this important role. This document is intended to brief you on the process and your role within it. If you have any questions or concerns, please contact the MDR Administrator [MDRadministrator@truro.anglican.org](mailto:MDRadministrator@truro.anglican.org)

The MDR Administrator will contact you to confirm that you are willing to do a Review and advise you of the name and contact details of the Clergy person to work with. It is really important that the relationship between the clergy person and you is a positive one, so if you have any concerns about the person suggested, please do share them with the MDR Administrator, so that alternative arrangements can be made.

In addition to this briefing note, the MDR Administrator will send to you, the MDR Review Summary Form template (MDR 4), the Roles and Responsibilities document or the MDR Review Summary from the previous MDR process. The feedback from the Clergy person's colleagues will also be sent to you when they are received.

The MDR Administrator will advise you of the date booked for the clergy person's meeting with their Archdeacon or a Bishop. This establishes the end date for the part of the process which involves you. Again if this timeframe is not going to work for you, please advise the MDR Administrator so that alternative arrangements can be made.

Once you have agreed to facilitate the review, please follow the steps below:

### **1. Arranging the review**

- Contact the Clergy person
- Agree a mutually convenient time to meet to carry out the MDR
- Allow at least 2 hours (preferably a whole morning or afternoon) for the review
- Agree an appropriate venue where you can ensure that there are no interruptions and that the environment is conducive to an MDR.
- Inform the MDR Administrator of the appointment.

### **2. Preparation**

Please read the following documents to become familiar with the MDR process and the clergy person you are to meet, making notes of areas that you feel would benefit from exploration:

- Ministerial Development Handbook (MDR 1)
- Review Preparation Form - MDR 2 (*This form is completed by the Clergy person and sent to you two weeks before the review conversation*)
- The Clergy person's Roles and Responsibilities document or previous MDR Summary Report (*This will be sent to you by the MDR Administrator*)
- Completed Feedback forms from the Clergy person's colleagues (*These will be sent to you by the MDR Administrator*)

# Confidential

## Ministerial Development Review (MDR)



### 3. Setting the scene for the review conversation

- Ensure (as far as possible) that there will be no interruptions (i.e. at the door, telephone - both landline and mobile and no laptops!);
- Ensure that the place is comfortable and that the environment is as safe and non-threatening as possible;
- Offer a drink
- Establish a rapport with the Clergy person and agree any 'ground rules' that you feel may be helpful (i.e. limit of confidentiality, safeguarding etc.)
- Pray together

### 4. The review

- You might like to begin the Review with an open-ended question along the lines of 'How are things going?', and we would certainly like you to encourage the clergy person to speak about their own wellbeing (and that of their family if it feels relevant and appropriate).
- We would also like you to engage/challenge the clergy person in discussion of their answers to the Safeguarding questions (Section 2) in the Review Preparation Form.
- After these two key areas of discussion, take each part of the Review Summary Form (MDR 4), and using the Clergy person's completed Review Preparation Form (MDR 2), together with the completed Feedback forms (MDR 3) and your notes and questions, encourage the Clergy person to talk through the issues identified;
- At the end of the review, decide with the Clergy person the process by which you will agree the content of the Review Summary Form once you have completed it.

### 5. After the review

- Immediately after the review, complete the Review Summary Form (MDR 4) and send it to the Clergy person for their comments and signature
- Try to resolve any disagreements that might arise.
- Remind the Clergy person to send the completed, signed form to the MDR Administrator as soon as possible after the Review, but at least 2 weeks before the date of the Clergy person's meeting with the Bishop or their Archdeacon
- Destroy/delete all MDR related paperwork, unless the Clergy person specifically asks you not to. Please make a note if they do ask you to retain anything.
- Complete the MDR Facilitator Self-evaluation form (MDR 7) and send it to the MDR Administrator.
- If you have any comments/suggestions on the MDR process please get in touch with the Head of Ministry

*Thank you again for your help with this.*