

## Ministerial Development Review Scheme

“The glory of God is a human being fully alive: the glory of humanity is the vision of God,” (St Irenaeus). As Christians we acknowledge that we are only fully alive when we are glorifying and serving God. Our ministry flows from this and from our own discipleship.

We also acknowledge that God values us for ourselves, not just for what we achieve. That conviction makes our diocesan scheme of Ministerial Development Review different from many Review schemes in the secular world. Our MDR scheme is designed to encourage, support and challenge us in the exercise of both our discipleship and ministry under God and in the power of the Holy Spirit.

An MDR scheme is integral to the care and support of our clergy; but, it is simply a tool to help us responsibly and accurately reflect on what we are doing, how we are doing it, and how we might improve for the sake of ourselves and the churches we serve. Our MDR scheme is intended to be gift-enabling, gift releasing, and challenging in the best sense.

### A new MDR scheme in our diocese

From January 2016 we are introducing a new system of MDR for all licensed clergy in our diocese, (ie all stipendiary and self-supporting clergy beyond the initial training stage, IME).

### MDR will be annual for all clergy but it will have 3 different emphases in a 3-year cycle:

- **An MDR meeting with your Area Bishop**

with a focus on mission, and on your own personal well-being and that of your family (where appropriate).

- **An MDR meeting with your Archdeacon**

with a focus on leadership, organisation and administration, and on any changes which might need to be reflected in your role description; with a focus on church growth and ministry in schools.

- **A peer-facilitated MDR process**

with a focus on your own development objectives.

This will involve two meetings with someone you choose from a list of trained Peer Reviewers in your Area. In the light of your role description and personal reflection, you will agree four or five people for your Peer Reviewer to approach for some multi-source feedback on two or three important areas of your ministry. Then, in the light of constructive feedback your Peer Reviewer will help you decide two or three development objectives.

The MDR scheme will be administered in Areas, through Area Bishops and Archdeacons. In any one year we envisage that one third of clergy will have an MDR meeting with their Area Bishop; another third with their Archdeacon; and a further third with a Peer Reviewer.

One of our CMD Officers will follow up with you any training or development needs you identify, and will help you resource them as necessary.

### The MDR Process

MDR has been mandatory since January 2011 for all clergy on Common Tenure. Under Clergy Terms of Service diocesan bishops are charged with ensuring that all licensed clergy receive MDR. Those who remain **on freehold** will be offered MDR.

### Before the Review

The Area Bishop's office will write to you each year enclosing a copy of the MDR Scheme and all preparation documents. These documents will also be available on the diocesan website. The letter will inform you who will be conducting your review in each of the three years of the review cycle i.e. the area bishop, an archdeacon or a peer reviewer.

If you are due a review with the area bishop or archdeacon, the reviewer's PA will be in touch to arrange a date for the review meeting. It is to that the bishop or archdeacon that review of previous objectives (MDR 3), the completed self review document (MDR 4 or 5) and your role description (if available) should be sent at least TWO WEEKS before the meeting, to allow for preparation.

If you are due a Peer Review it will be your responsibility to contact a Peer Reviewer from the list supplied to initiate the process, arranging dates for two meetings. Completed self review documents should be sent together with your role description, at least 2 weeks before the first preparation meeting (see MDR 2 for process).

### Role Description

(We are aware that some people who were in post before Common Tenure was introduced do not yet have a role description: this is a piece of work to be undertaken shortly)

Your Role Description will be one of the papers you get when you are appointed to a post. This will be discussed and revised during the three year cycle at your review meeting with the Archdeacon. You are specifically asked to send your Role Description to the Archdeacon before your meeting with him/her. It is helpful to provide it in other reviews too as it enables the Reviewer to have some background context.

**Note:** Please ensure that you send the correct documents which relate to your particular review, ie

Meeting with Area Bishop:	MDR 3 + MDR 4 + role description
Meeting with Archdeacon:	MDR 3 + MDR 5 + role description
Meeting with Peer Reviewer:	MDR 3 + MDR 6 + role description

## Preparation

The MDR is expected to be searching and requires both the Reviewer and the Reviewee to prayerfully prepare beforehand. Reviewees need to allocate good time to prepare for the review - you may want to take a day/retreat away or complete over several sittings. Do not treat the questionnaires and tools flexibly - they are there to help you, not to be the master. You may want to find another way to describe the issues and that is permissible. Although you will share the review document with your reviewer, basically it is your document so why not take a few risks and fly a few kites. Challenge yourself by being both candid about the past and hopeful about the future. One aim is that the process will be refreshing and renewing; your approach will have an impact on outcomes.

## The Review

The Review meeting will take between one and two uninterrupted hours to complete. You will examine and discuss various areas of ministry and personal development. Values underlying the process include honesty, self reflection, vulnerability, grace, attention to task, working together and clarity.

The Reviewer is there to facilitate, probe, to challenge, to understand and encourage you. During the discussion you will also give consideration to last year's development objectives; how they have been met or refined, how fruitful they have been.

The Reviewer will work with you to identify agreed objectives for the coming year. You should aim for a maximum of six objectives; three relating to furthering your ministry and three focused on personal development. In the case of dual role posts, it might be necessary to increase the number of ministerial objectives (but no more than 5). You should aim for objectives which are specific and achievable, realistic within a time period; objectives which enable you in your ministry (see MDR 10). You will also identify training needs (essential and desirable) and discuss realistic ways of fulfilling them.

## After the Review

A summary of the review and objectives will be written up by the Reviewer and sent in draft to the Reviewee. Both parties should agree the final summary which should be held by the Area Bishop and sent to him/her by the Reviewer. The Reviewee should retain a copy; this will form the starting point for the next year's review. The Area Bishop's PA should send a copy of the objectives and training needs identified ('MDR CMD/Objectives') to the CMD officer.

The Area Bishop will write to acknowledge receipt of the summary and the completion of the review. A copy of the completed review summary will be sent by the Area Bishop to the Diocesan Bishop (to be kept in the blue file which is a file held by the bishop and which is passed on if you move dioceses). The summary will resource the Bishop in his pastoral care of you as well as resourcing ministry development.

## **Continuing Ministerial Development**

Whilst responsibility for your own development remains primarily with you, it is shared with those to whom the Diocesan Bishop entrusts the work of CMD. A copy of the summary page (MDR/summary) will be sent to your CMD officer who will offer advice/support regarding training opportunities. Each person's CMD in service training allowance will be linked primarily to his/her intended development objectives. If your CMD officer has not made contact within three months of the review, please contact them.

## **Support and Resources**

The Ministry Development Review Scheme is only one part of the pastoral care a bishop gives to clergy and does not preclude time being requested and given on specific pastoral matters or other reasons.

An MDR review does not fulfil all that is needed for ministerial development or personal support. What it can do is highlight other networks and resources which may be of help e.g. through ministerial education, counselling, spiritual direction, retreats, work consultancy, coaching, sabbaticals etc. At any time, resources in these areas can be discussed with the CMD officer. Counselling, however, can be accessed completely independently and confidentially (see diocesan website for details).

## **Feedback on Process (optional)**

You are invited to fill in a Review and Reviewer Feedback form (MDR 12) and return it first to the Area Bishop's PA who will ensure that the Reviewer receives a copy. Reviewers meet annually to discuss the role and meet with other Reviewers to review their practice. Feedback from Reviewees about the conduct of reviews will be most helpful in this process of reflection and development.