

Additional notes on peer review process:

You will have received a list of Peer Reviewers who have been identified by the bishops and have received training for this role.

1. Choose a Peer Reviewer from the list; ideally choose someone who already might have some idea of your context - perhaps someone from your deanery or archdeaconry. (Peer Reviewers have been asked not to conduct more than three reviews a year because of the time and commitment involved. It is a first come, first served system, so it is worthwhile securing a Peer Reviewer and getting dates in the diary early. Please note that the role of Peer Reviewer is limited to the duration of the peer review and not beyond - although you may ask the same person next time round).
2. Please make contact with the Peer Reviewer and set TWO dates in the diary 10 WEEKS apart. Please e-mail the Area Bishop's PA with the agreed dates.
3. Complete the self reflection form (MDR 6) and send this with your role description (and any context paperwork you think is relevant) to the Peer Reviewer at least TWO WEEKS before the first date (the preparation meeting).
4. **First date: Preparation Meeting**
with the Peer Reviewer to familiarise the Reviewer with the context and to agree choice of up to 4-5 people for reliable, valid and developmental multi-source feedback. This feedback gives a wider picture than just your own self reflection. Experience indicates that clergy receive much affirmation and encouragement from this process as well as indicating areas for development.
5. Ask 4-5 people whether they would be willing to give feedback and obtain their e mail addresses or postal addresses. Send their contact details within two weeks to the Peer Reviewer

The Peer Reviewer will send a letter and feedback document to the nominated people by e-mail or by post, enclosing a stamped, self addressed envelope.

The Peer Reviewer will collate and summarise the feedback received. Some people may wish to share their feedback with you but they are under no pressure to do so. Only the Feedback Summary will remain at the end of the process - other documents will be deleted.

6. **Second date: Ministry Review Meeting**

The Peer Reviewer will share and discuss the Feedback Summary. The Review process then continues as with other MDRs, ie examining various areas of ministry and personal development, agreeing ministerial and personal objectives for the coming year, summarising and agreeing the review, sending the review summary and objectives to the Area Bishop and development and training objectives to the CMD officer.