

## Ministerial Development Review Scheme Guidance Notes

### Aims

The Diocesan Ministerial Development Review (MDR) scheme derives from a shared responsibility for ministry in which the Diocesan Bishop and his immediate colleagues, offer a ministry of both affirmation and accountability. Within the exercise of the Bishop's pastoral oversight of the diocese, the scheme aims to:

- Assist the clergy, church army officers and other licensed lay-workers to explore and review their ministry.
- Discern and affirm strengths and address needs in the exercise of ministry, with a view to personal growth and development.
- Meet the requirements of the Clergy Terms of Service legislation.

### Participation

It is a requirement of all those holding the Bishop's licence that they take part in the review scheme, the only exception being those in training posts. For those whose appointment includes its own review or appraisal arrangements (for example in the case of a full-time hospital chaplain), it offers an opportunity alongside other institutional requirements, to explore and review ministry from a personal and vocational perspective, as well as a professional one.

National guidelines make on-going, regular review for clergy on Common Tenure mandatory. Within the Diocese of Manchester, clergy, church army officers and other licensed lay-workers can expect to have a review approximately every 18 months. This is a significant undertaking by the Bishop and colleagues, but one to which they are committed as providing a more systematic and regular approach to pastoral care and encouragement of those in licensed ministry, as well as accountability.

### The Reviewers and Review Patterns

The aims stated above indicate that the review is part of the Bishop's pastoral oversight and responsibility. This is extended and exercised on his behalf by his fellow bishops, the archdeacons and by other trained reviewers, ordained and lay, appointed by the Bishop.

Reviews will work to a two-part cycle. The pattern will be that one review will be with an archdeacon, area dean, or suffragan bishop, and the next will be with one of the other reviewers. Please note that the Bishop of Beverley will also be conducting reviews where this is specifically requested.

Together with the suffragan bishops, archdeacons and area deans, the other reviewers appointed by the Bishop are:

Revd Jan Ainsworth	Revd Ann Meadowcroft
Revd Matt Calladine	Revd Janet O'Neill
Jo Gibbs	David Onabanjo
Revd Canon Ian Jorysz	Revd Kathreen Shahbaz
Mr Richard Lait	Louise Smail
Revd Luke Maguire	Revd Canon Grace Thomas

As part of the preparation for the review meeting, there will be a built-in element of peer review known as 360-degree feedback. This will provide a means of gathering feedback on personal ministry from two or three nominated colleagues according to the guidelines laid out on the form. Written comments will be invited from these under a series of headings and then forwarded to the person being reviewed. This is intended to help the practice of self-reflection on ministry, as well as to give opportunity for affirmation and increase self-awareness.

### **Preparation, Documentation and Follow-up**

1. When a ministerial review is due, an e-mail will be sent from the Bishop's Chaplain giving the name of the reviewer. The necessary preparation documents and guidance notes can be downloaded from the diocesan website or paper copies can be supplied from Bishops court
2. The reviewer will be in touch to arrange a date for the review meeting. It is to the reviewer that the completed enquiry form should be sent, together with the 360-degree feedback responses and your role description at least 10 days before the meeting, to allow for preparation. This will provide the primary material for discussion in the review meeting. Please note that the review meeting cannot go ahead without 360-degree feedback responses.
3. The review meeting will last about an hour to an hour and a half. Towards the end of the review meeting, major issues will be summarised, particularly those issues of a forward looking / developmental nature. Within the discipline of no more than two sides of A4, a summary will be sent to the person reviewed for his/her comment. Please note that anything discussed in the interview may be included in the summary: within the overall confidentiality of the MDR scheme, the interview itself is not confidential. The agreed document will be forwarded to the Diocesan Bishop via their Senior Chaplain and kept on file at Bishops court. It will provide a starting point for the next review. If there is significant disagreement with some element of the summary on the part of the person who has been reviewed, there will be opportunity to add a note to record this.
4. The Bishop will write to acknowledge receipt of the summary and the completion of the review. Although the review is not an appraisal, the Bishop will share the summary document with the relevant suffragan bishop and archdeacon in order to inform the ongoing support they aim to provide to ministers. Any training needs that have been identified will be shared with the CMD Officer who is able to offer advice on how expected outcomes can be taken forward. However, it remains the reviewee's responsibility to progress any identified needs.

5. Six months after the date of the Review an email will be sent by the Bishop's Senior Chaplain to enquire how progress is going with the Objectives. Some people find it helpful to have a follow-up conversation with their reviewer six months after their meeting, in order to review progress with any matters raised. MDR reviewees are welcome to ask for this, but it is at their initiative.

## Objectives

In Section 12 of the Preparation Form you are asked to identify some (no more than 6) objectives. At least one of these should focus on your development, at least one on the ministry you exercise and at least one on your wellbeing. It is also asked that you work out what your first steps are to achieving each objective and if there is any training or support that would help you.

Learning and Development		
Experience a spiritual tradition which is unfamiliar to me.	Consult websites as to what is available and of interest.	Find cover to arrange visits and investigate CMD Grant to buy resources.
Ministry and Mission		
Build stronger links with the Mission Community.	Speak to the Mission Community Leader about options and possibilities.	Possibly link in with Diocesan Support.
Wellbeing		
Get more exercise.	Check out the local swimming pool times. Get bike serviced.	Ask a friend to join me for a regular swim, bike ride or walk.

## CMD Page

Please complete the CMD page as fully as possible, including the different forms of training and development that you have undertaken since your last MDR (or the end of Curacy if this is your first Review).

## Wider Context

It is intended that this practice of Ministerial Development Review will contribute to the refreshing and sustaining of all in ordained and licensed lay-ministry.

The Ministry Development Review scheme does not fulfil all that is needed for ministerial development or personal support. What it can do is highlight other networks which may be of help through Continuing Ministerial Development, Counselling, Spiritual Direction, Coaching and Work Consultancy. At any time, resources in each of these areas can be called upon by any person wishing to explore more fully their potential.

If you have any queries, please contact the Bishop's Senior Chaplain, Rev Canon Anne Edwards, who oversees the scheme on behalf of the Bishop:

0161 792 2096 [bishopschaplain@manchester.anglican.org](mailto:bishopschaplain@manchester.anglican.org)

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