

# Ministerial Development Review

## What Does It Involve?

The Diocese of Sheffield is called to grow a sustainable network of Christ-like, lively and diverse Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

### Introduction

Ministerial Development Review is an opportunity to reflect upon ministry on a regular basis with one of the Bishop's Reviewers. It is a supportive conversation focusing upon the ministerial development of the Reviewee and is part of the Bishop's commitment to his clergy.

### Why?

#### Theological Rationale

- Bible: all disciples need to keep learning and growing, including those who serve as leaders in the church. We do so in mutual relationship, as part of Christ's body.
- Tradition: the Ordinal speaks of mutual accountability and development in ministry which invites regular reflection in changing times and contexts.
- Reason: good practice in other professions indicates that regular review helps develop reflection, wisdom and creativity.

### What?

#### Purpose

- To express the Diocesan Bishop's support for the ongoing formation, development and wellbeing of the clergy.
- To enable clergy to be more reflective and effective servants of Jesus Christ in the light of the Diocesan vision and strategy.

#### Process

- At the heart of MDR is a one-to-one conversation with a trained Reviewer appointed by the Diocesan Bishop.
- MDR involves:
  - *Review*: looking back at our experiences in ministry over the past two years.
  - *Reflection*: experiencing both encouragement and challenge through finding new insights about oneself in role.
  - *Re-imagining*: looking ahead and identifying objectives for self-care, development and ministry.
  - *Report*: a summary of the conversation is agreed by the reviewee and reviewer and sent to the Bishops
  - *Bishop's Response*: The Diocesan Bishop responds to all MDR Reports.



- MDR is confidential to the Reviewee, the Reviewer, the Diocesan and Suffragan Bishops.
  - The Diocesan Bishop keeps a copy of the Summary Note and the Bishop's response in the Clergy File.
  - A copy of the Summary Note and Bishop's response is sent to the Suffragan Bishop.
  - A copy of the Objectives and training & support needs will normally be passed separately to the OMD officer.
  - In order for their agreed Objectives to be understood and achieved, Reviewees are invited to share some or all of them with their PCC or equivalent body. The Reviewee should certainly keep a copy and refer to it over the two-year period to help in seeking to attain the agreed objectives.
  - The Reviewer will retain a copy of the Summary Note, unless they are not your Reviewer next time, in which case they will destroy it.
  - All other supporting paperwork is destroyed following the review.
  - When a new Reviewer is appointed s/he will be allowed access to the Summary Note from past reviews.
  - Confidentiality will not be held if issues relating to safeguarding or harm are raised.

## **When?**

MDR takes place every two years unless circumstances, such as transition points or other needs suggest supplementary reviews.

At the end of the MDR conversation, an optional informal interim review is also offered. This conversation takes place 12 months after the MDR discussion and takes the form of a 45-minute conversation with the same reviewer, based on the objectives from the most recent MDR. The optional interim conversation is not written up.

In one of these two-year cycles, the Reviewer will be a member of the Bishop's Senior Staff Team. In the following two-year cycle, the Reviewer will be chosen from a wider group of peers (lay and ordained).

## **Where?**

The location for the MDR conversation is agreed between the Reviewee and the Reviewer. It is advisable that a location be agreed which allows for between 1.5 and 2 hours of uninterrupted time and is a place in which both are at ease.

## **A Summary of the MDR Process**

1. The Diocesan Bishop sets the timetable for each year of MDR and allocates Reviewers.
2. The Reviewer contacts the Reviewee to arrange a preliminary phone call, which is held two months before the likely date for the MDR conversation. This call covers:
  - agreeing the review conversation date,
  - the Self-Reflection questions,
  - the optional Two-Week Diary tool,
  - who to invite to give feedback and the process for seeking this feedback,



- a reminder to refer to the two-year objectives set in the previous MDR and, if these can't be located, to approach the Bishop's Chaplain to ask for a copy to be made from the clergy file.
  - and any points for clarification or of concern.
3. At least one month before the MDR conversation, the Reviewee contacts the agreed people to invite their feedback: 3-6 individuals, most or all of them lay people, who encounter the Reviewee in their ministry. At least one should be a PCC member and another a churchwarden; someone from the wider community beyond the church should also be included. A Feedback on Ministry form needs to be provided for those who agree; this is returned when completed to the Reviewee.

*Note – if the context is one in which giving written feedback will be challenging, the Reviewer and Reviewee may agree a different way to gather the feedback. A spoken message which is recorded would be one example of this.*

4. The Reviewee gradually works through their Self-Reflection questions.
5. The Reviewee sends copies of their completed Self-Reflection questions and the returned Feedback on Ministry forms to the Reviewer, at least a week before the MDR conversation.
6. The MDR conversation takes place.
7. The Reviewer prepares a report (the Summary Note) of the conversation, including agreed Objectives for self-care, development and ministry during the next two years. This is first sent in draft form to the Reviewee. Once the text has been finalized, this Summary Note is sent to the Bishop, usually two or three weeks after the MDR conversation.
8. The Bishop acknowledges receipt, writing to the Reviewee and highlighting anything he wishes to emphasize. The Bishop's office copies the Summary Note & Bishop's response to the Suffragan Bishop and also sends a copy of the Objectives from the Summary Note to the OMD Officer, to inform provision of further training and development.
9. Soon after the MDR conversation, the Reviewee thanks each person who provided feedback and gives an indication of its usefulness.
10. The Reviewee is responsible for identifying and seeking support in realizing their agreed Objectives. They should begin action on this as soon as the Objectives have been agreed. Sharing some or all of the Objectives with PCCs can be an important and helpful part of this process.

