

## MDR Step-by-step

Select three people from your ministry context(s) who as 'critical friends' can give you constructive feedback on your ministry. Following St Paul these 'critical friends' we are calling co-workers (Rom 16:9, 21; Phil 4:3), those who are with you in the ministry in one way or another. If in your context it would be beneficial to have more than three co-workers, please let Lynne know at step 1, below.

Two of these people should hold a formal post in relation to you (e.g. Churchwarden, Line Manager, ministerial colleague, PCC member, etc) **and one other person who observes your ministry and who is from a secular setting** (for example a school governor). Co-workers must be over 18 and non-family members. If you have participated in the MDR previously, you may select new co-workers this time, or, for continuity if you prefer, the same co-workers, or a mix. Please talk through the process with your co-workers and ensure that they are willing and able to offer their comments electronically. You might find it helpful to give your prospective co-workers the attached 'MDR letter to colleagues' (in PDF format, please). Indicate to these people that feedback will be anonymous; names are never attached to comments or questionnaires.

1. Forward email addresses and phone numbers for your co-workers to Lynne Preston [lpreston@diocant.org](mailto:lpreston@diocant.org)  
**Let your co-workers know that they should expect an email from Lynne and to check their junk/spam folder.**
2. [Complete your own self-review here](#)  
You may find it helpful to print the pdf questionnaire to consider your answers before going online. Part-completed online questionnaires cannot be saved to return to later.
3. Two documents will be produced, one containing your own questionnaire responses and the other the responses from your co-workers. These will be sent to you together with a biography of a Consultant Reviewer (CR). We attempt to match the minister and CR but you are free to request an alternative if necessary. After three consecutive MDR meetings with a particular CR you will automatically be allocated a different CR.
4. The CR will contact you to arrange a suitable time to meet. You may wish to send the CR a copy of your role description and any contextual material relating to your ministry that may be helpful for the Review.
5. The Review is confidential to you and the CR. A Personal Development Plan (PDP) is composed at the conclusion of the Review meeting and is to be signed off by both parties. It is the responsibility of the CR to send the PDP to Lynne; an electronic copy is preferable. Lynne will forward a copy to the Director of Mission and Ministry (Neville Emslie), Bishop Rose and the Archdeacon.
6. All other documents and notes related to the MDR are destroyed by the CR.

7. If requested, the Director of Mission and Ministry will contact you to follow up development points raised in your PDP.
8. Any queries regarding the process can be addressed to either:
  - Neville Emslie, Director of Mission and Ministry [nemslie@diocant.org](mailto:nemslie@diocant.org)  
or
  - Marianne Hambrook, PA to the Director of Mission & Ministry & Senior Administrator [mhambrook@diocant.org](mailto:mhambrook@diocant.org)