

# The Bishop of Worcester's

## Ministerial Development Review Scheme Guidance

### (MDR 1)

#### Our Calling - Thinking it through

Whether lay or ordained, our calling to be Kingdom People begins with our baptism, at which prayers are said asking that we may receive guidance and strength in order to serve God in faith and in love. We are called to live and grow in Christ, responding in different ways to his exciting and challenging invitation.

*“In those days Jesus came from Nazareth of Galilee and was baptized by John in the Jordan. And just as he was coming up out of the water, he saw the heavens torn apart and the Spirit descending like a dove on him. And a voice came from heaven, “You are my Son, the Beloved; with you I am well pleased.” (Mark 1: 9-11)*

Baptism is the sacrament that confirms our belonging and identity – we are children of God. Added to this, the moment of baptism is when we are commissioned to a lifetime of discipleship and service. Indeed, in ‘Ministerial Development Review speak’ the sacrament of baptism gives us our first and most important Role Description for it is here that we are called to become sharers of the mission of God – this is our introduction to being a part of the *Missio Dei*, our first step in joining together in the transforming mission of God.

In preparation for your review you might re-read the [Baptismal liturgy](#), prayerfully re-engaging with its symbols and metaphors, that they might inform your reflections on where you are in this God-given ministry and how you might continue being shaped and developed in order to fulfil your baptismal vocation in your current context.

The Ordinal reminds those who are ordained as deacon and priest to witness to God in Jesus who is to be honoured by all our endeavours. Any review of our ministry is a reminder of the Ordinal’s mandate for our ministry within the Church of England. Therefore those who are ordained will wish to prayerfully re-read the [Ordinal](#) as part of the preparation for their MDR.

Against the background of the Baptismal and Ordination liturgies, please use the MDR as is appropriate for your vocation and context – using the self-reflection and conversations as a means of further discerning God’s will for your life.

## Introduction to the Review Process

Ministerial Development Review is an expression of the Bishop's oversight of ministers within the Diocese; it is part of a pattern of pastoral and developmental support, which is intended to foster both the ministries of individual priests and deacons, and the pastoral and missionary calling of the whole church.

In January 2010 the Archbishops' Council issued Ministerial Development Review guidance giving the following purposes:

- (1) The MDR facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipate the changing demands of the role, identify future objectives and areas for potential development.*
- (2) MDR is founded in the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability includes a preparedness to grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.*

This all involves continuing to listen deeply to God, taking account of the specific spiritual, ecclesial and organisational settings of your current role. It is an opportunity for you to think about what has gone well and to consider the reasons for this. It is also a chance to think about what has not gone so well, and to respond accordingly.

MDR is undergirded by the belief that ministry is fruitful when personal capacities and passions are related to the particular context of ministry. It is intended to further your development to enable you in your role, to have a healthy balance to your life, and to be an effective leader in a changing church and world. For those who have been in post for some time it is intended to inform what may be an appropriate next phase of ministry.

The ethos of all this is intended to be supportive for you, to help you own the review process, and allow reviewers and consultants to be effective in their roles. There are a number of basic assumptions in the process:

1. No one is good at everything. We all need support, affirmation and accountability.
2. Honest reflection is helpful.
3. Ministry is more than just tasks - it draws on all aspects of our self and our capacities.
4. The process correlates your needs to those of the church whom you represent.
5. You are primary arbiter of what you offer for review and which people locally you invite to reflect with you about your ministry, offering an external perspective.
6. The review is one aspect of your pastoral care, personal development and support.
7. The review process works best when there is honesty, self-reflection, vulnerability, grace, affirmation, attention to task, and clarity.

## The Bishop of Worcester's Scheme

The Bishop of Worcester's scheme for MDR follows [guidance](#) approved by the Archbishops' Council in January 2010 and is, therefore, similar to schemes in other dioceses. The requirements for MDR, which is formally part of the pattern for all clergy on Common Tenure, are set out in [The Ecclesiastical Offices \(Terms of Service\) Regulations 2009 part IV](#). This is a revision of the Scheme made in 2010 and it is kept under review.

This document describes the MDR scheme for our Diocese. The scheme is administered and supported by the MDR Administrator in the Bishop's Office.

All the documentation for MDR is to be found on the Diocesan website, as follows:

- MDR 1 – Ministerial Development Review Scheme Guidance (this document)
- MDR 2 – Ministerial Development Review Reflection Aid
- MDR 3 – Priorities Form
- MDR 4 – Feedback Form following MDR and Interim Consultation

## Overview

There are three interrelated parts to the scheme:

1. Producing or updating a Role Description for your current role.
2. The Ministerial Development Review meeting, with one of the four MDR reviewers (see below). You will have an MDR every two years. You will normally see the same reviewer for three consecutive MDRs, over a six-year period.
3. An Interim Consultation occurs in each intervening year, with one of a pool of selected and trained Review Consultants. The Interim Consultation is orientated around the priorities set at the previous MDR.

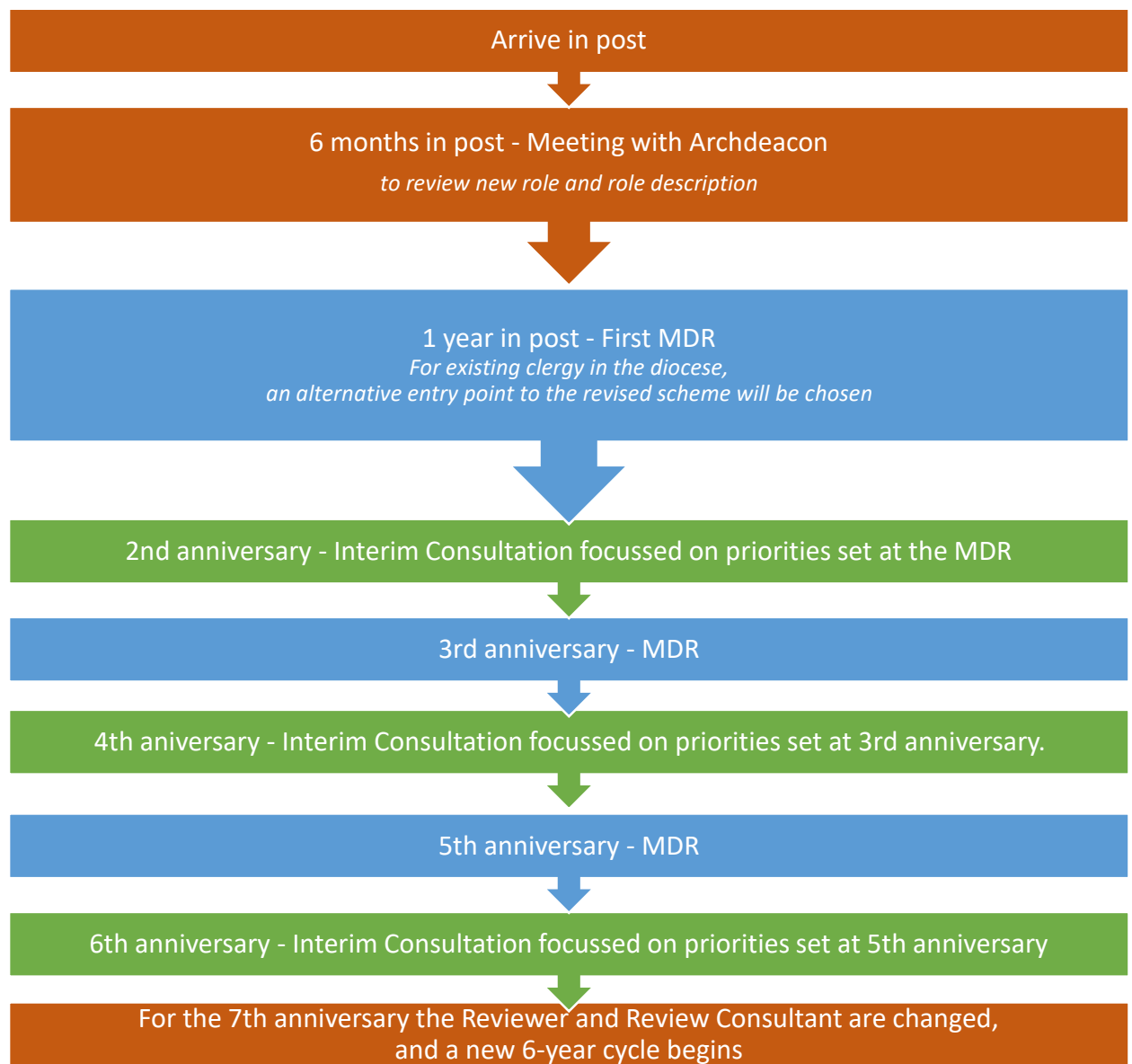
## Key People

MDR Administrator – based in the Bishop of Worcester's office

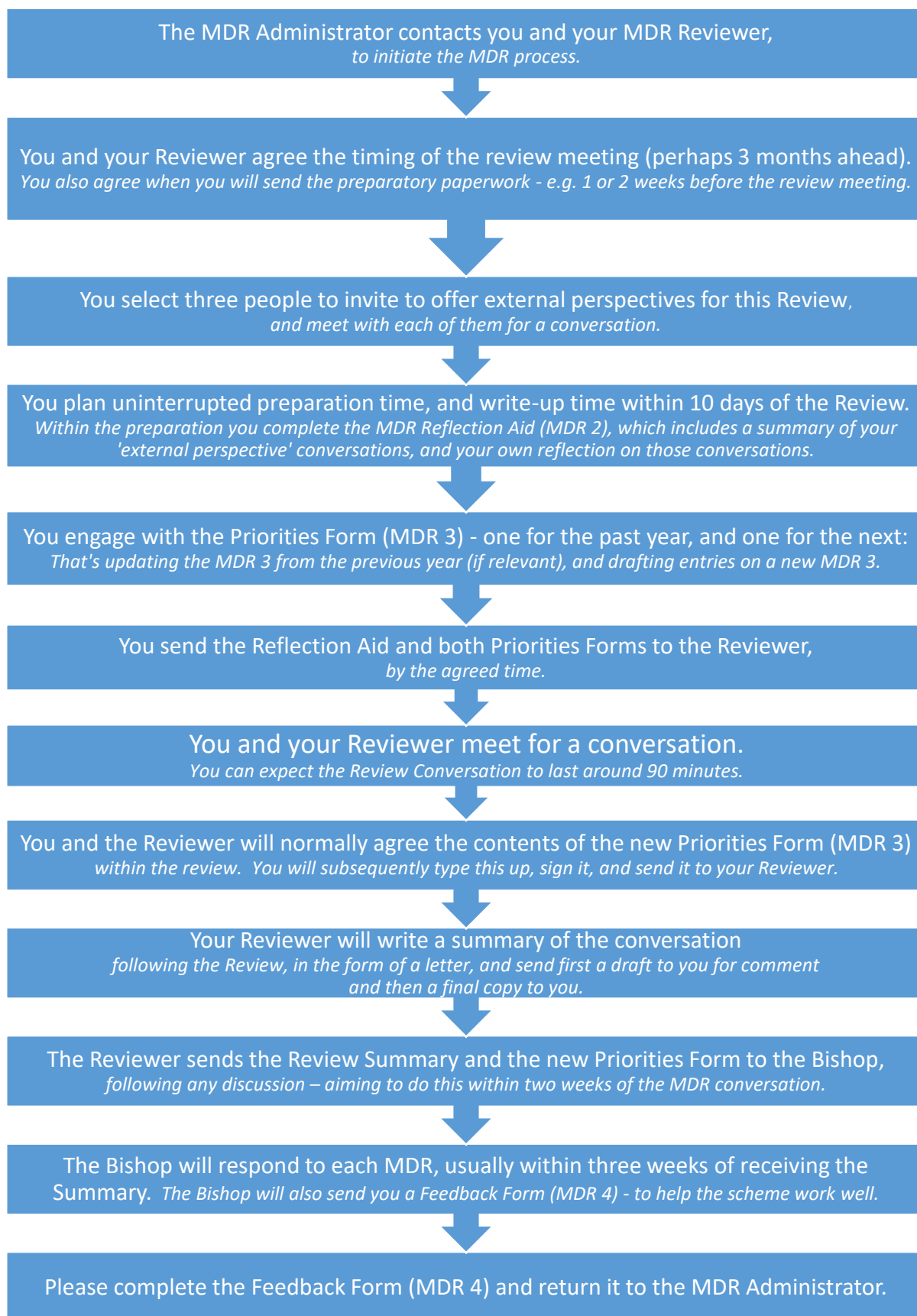
MDR Reviewers – The Bishop of Dudley, Bishop Robert Paterson, the Archdeacon of Dudley and the Archdeacon of Worcester.

Review Consultants – lay and ordained people selected and trained for the role.

## Overview Timeline – 6-year cycle



## Timeline for a single MDR



## Timeline for a single Interim Consultation



## **STAGE 1 – THE ROLE DESCRIPTION**

All parish clergy or stipendiary lay workers new in post, as part of the arrangements for holding office in Common Tenure, should have a Role Description and these are gradually being introduced for those who have been longer in post. Copies of your Role Description are available from the Archdeacons' Office or, if still to be written, the Archdeacons can offer help and advice.

If you are new in post you will normally meet with your Archdeacon six months into the new role to enable you to review your role description.

Spend some time reflecting prayerfully on what you have been called to do and to be, and the 'cure of souls' with which you have been entrusted.

You will want to read through your Role Description or work with the Archdeacon in its preparation prior to your MDR.

If however you are employed, for example a chaplain employed by an NHS Trust, you will have a job description. Unlike a Role Description for a post held on Common Tenure, a job description is a contractual document prepared by your employer. Nevertheless it will provide an important context for your prayerful reflection.

## **STAGE 2 – THE MINISTERIAL DEVELOPMENT REVIEW**

### **(a) TIMING OF MDR**

The MDR is part of a process, beginning as you take up a post. The first MDR will take place around the first anniversary of being in post, and every two years thereafter.

### **(b) NOTIFICATION OF AN MDR**

A message from the MDR Administrator (usually by email) will be sent to you and your Reviewer to say that you are due an MDR and for this to take place in the coming 3 months. You will be allocated the Bishop of Dudley, Bishop Robert Paterson or one of the Archdeacons as your Reviewer. You usually see the same Reviewer for three MDR cycles over 6 years.

### **(c) MAKING THE APPOINTMENT**

The Reviewer will:

- make contact with you;
- make an appointment for the MDR and agree the location;
- agree with you when you will need to send them preparatory materials in advance of the MDR conversation;
- inform the MDR Administrator that the arrangements have been made.

Having agreed the date for your MDR, please then plan in some uninterrupted preparation time before the MDR, and then a further shorter period of time to complete the writing up afterwards.

### **(d) DOCUMENTS FOR THE MDR**

All MDR documents are available for download via the Diocesan website; electronic completion and sending of forms is preferred wherever possible.

You will need:

- MDR 1 – Ministerial Development Review Scheme Guidance (this document)
- MDR 2 – Reflection Aid
- MDR 3 – Priorities Form – a new copy for the year ahead
- Your MDR 3 Priorities Form from your last Interim Consultation (if relevant)
- Your Role Description.
- Copies of the Baptismal liturgy and Ordinal

Your Reviewer will need:

- MDR 1 – Ministerial Development Review Scheme Guidance
- MDR 2 – Your completed Reflection Aid
- MDR 3 – Your draft Priorities Form for the year ahead
- MDR 3 – Your updated Priorities Form from last year
- Your Role Description.
- A copy of the last Interim Consultation report



## **(e) PREPARATION FOR THE MDR**

### **(i) External perspectives – gaining feedback**

As part of preparing for your forthcoming MDR, please would you arrange to have individual conversations with three people who would be willing to offer ‘external perspectives’ to help you reflect on your ministry since your last review, and consider future developments.

The questions to look at in each conversation are

1. What has gone well in my ministry in the past year or two?
2. What might be the main areas for future focus and for personal development?

It is suggested you invite two people connected with your main ministry role, plus one person who is either connected with another role you might have or who can offer a different perspective on your main role. It would be helpful to you if you invite people who are able to appropriately challenge as well as affirm your ministry, and if you invite different people for each round of MDR.

For Parish Clergy, one of the 3 people will ideally be a Churchwarden. Another would be somebody from outside the congregation - e.g. the head teacher of a local school. For Incumbents, a member of the clergy team in the benefice might be one of the three to offer feedback – and *vice versa* for team clergy. On occasions the Bishop may wish to nominate individuals who should be approached for feedback.

When people have agreed to join you in conversation, please send them **Appendix 1** which includes a description and the questions, explaining that this will be a confidential meeting between the two of you and that you will distil the main points to include in your MDR preparation.

After the meeting you should summarise the conversation and ask those who offered external perspectives to agree the accuracy of your summary. Aim for 250-500 words per conversation. Bullet points would be fine!

On the MDR form you will be asked to summarise and reflect on what has emerged from all the conversations. Nothing from them should be attributed to a named person.

These conversations form one important strand of your preparation. The other main strand is your personal reflection.

### **(ii) Personal reflection**

In order to get the most out of this opportunity, you are encouraged to spend time reflecting on your recent experience of life and ministry. You might find it helpful to have a quiet day or time away from the context of your ministry. You will want to begin by reading the Baptism liturgy, and Ordinal if appropriate.

The review Reflection Aid (MDR 2) is designed to help you build your thoughts across a number of areas of life and ministry. You will want also to draw into this reflection the comments made by those you have met with to provide external perspectives on your ministry.

The Reflection Aid seeks to offer a fairly systematic framework for thinking about your life and ministry. Most of us find it quite easy to miss out important things: the questions in this Aid are designed to reduce that risk. However, please use the systematic structure sensibly and flexibly. Do

exercise your judgement in deciding which areas deserve substantial responses, and which can be addressed much more concisely. Or again, if a particular question doesn't fit with your own context, please adjust or even ignore it as appropriate.

From your reflections please begin to populate the Priorities Form (MDR 3) for the year ahead which will potentially evolve further as a result of your MDR. You should end up with no more than six priorities – and focusing on four may be even better. Please also revisit last year's MDR 3 (unless this is your first MDR), and update the final column to indicate the current state of play.

**Please then send your MDR 2 and both MDR 3 forms to your Reviewer**, by the time you both agreed when setting up the review conversation. This will help your Reviewer prepare properly, and thus benefit you both.

#### **(f) RECORDING THE REVIEW**

Two documents will be produced following your MDR. One is the Priorities Form (MDR 3) for the year ahead, on which you will have begun work before the review. You and the Reviewer will normally agree its final form within the MDR conversation. Following the review conversation, you will normally type up any amendments, sign the form (electronically), and send it to your Reviewer.

The second document is a written summary of the MDR review that is made by the Reviewer in the form of a letter. After the review, the Reviewer will type up the letter and send the draft to you. If you are content with this final draft, you will be asked to sign it (electronically) and return it to the Reviewer for counter-signing. Both you and your Reviewer will be able to note areas of disagreement, if any.

The original document will then be sent to the Bishop by the Reviewer and copied to you. The aim is to get this completed within two weeks of the MDR.

#### **(g) ACKNOWLEDGING RECEIPT OF THE COMPLETED MDR LETTER AND PRIORITIES FORM**

The Bishop will respond to each MDR usually within three weeks of receiving the summary letter and Priorities Form (MDR 3).

#### **(h) REVIEW FEEDBACK**

Once the Bishop has received the completed material from the MDR you will be invited to complete a Feedback Form (MDR 4) about the review process. You are encouraged to respond, as this information is very helpful for the ongoing improvement of the MDR process.

#### **(i) COMPLAINTS**

Everyone involved in MDR is encouraged to try and resolve any disputed matters informally in the first instance. However, if you and your Reviewer cannot find common ground and either you or the Reviewer find that it is impossible to proceed with a satisfactory review, the matter would be within the scope, for those who hold office on Common Tenure, of the Grievance Procedure. This can be found via [Paper A20](#) of the Diocesan Compendium.

The Code of Practice to the Grievance Procedure is issued by the Archbishops' Council under section 8 of the Ecclesiastical Offices (Terms of Service) Measure 2009 and Regulation 32(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009. Anyone dealing with a grievance raised by any person holding office on Common Tenure must have regard to that Code of Practice.

## **STAGE 3 – THE INTERIM CONSULTATION**

### **(a) PURPOSE AND TIMING OF THE INTERIM CONSULTATION**

You will have an interim consultation about a year after each MDR. The purpose of the Interim Consultation is to revisit the Priorities Form (MDR 3) from the review the year before, and to clarify priorities for the year ahead. Some of the previous year's priorities will have been completed, some forgotten, some ongoing, and for others there may have been a change of direction or more pressing things will have emerged during the year. The Interim Consultation aims to take stock of this and to help you gain new clarity and decide on appropriate next steps.

### **(b) MATCHING WITH A REVIEW CONSULTANT**

The Bishop has invited a number of ordained and lay people to act as Review Consultants and they have received training for this ministry. In consultation with the Director of Ministry and Discipleship, the MDR Administrator will normally suggest at least three possible Review Consultants who might be appropriate for you to work with, including a pen portrait of each. You will have the option of indicating any preference, or of indicating that there is a good reason not to work with one of those proposed. A good match should then be possible. You will usually see the same Review Consultant for three MDR cycles over 6 years.

### **(c) NOTIFICATION OF AN INTERIM CONSULTATION**

Around the second anniversary of being in post (or year 2 in the six yearly cycle), and then every two years thereafter, a message from the MDR Administrator (usually by email) will be sent to you and your Review Consultant to say that you are due an Interim Consultation and for this to take place in the coming 3 months.

### **(d) MAKING THE APPOINTMENT**

The Review Consultant will:

- make contact with you;
- make an appointment for the Interim Consultation and agree the location;
- agree with you when you will need to send them preparatory materials in advance of the Interim Consultation conversation;
- inform the MDR Administrator that the arrangements have been made.

Having agreed the date for your Interim Consultation, please then plan in some uninterrupted preparation time beforehand, and then a further shorter period of time to complete the writing up afterwards.

### **(e) PREPARATION FOR THE INTERIM CONSULTATION**

In preparing, please refer to the completed Priorities Form (MDR 3) and the letter written to you by your Reviewer following your last MDR, and reflect on how things have evolved over the last year. You will want to ask yourself:

Which priorities from the MDR have been:

- completed, and what has the result been for my ministry?
- started and are ongoing, and what's important now?
- forgotten, and how do I re-engage with them (if at all)?
- superseded by other changes, and why?
- are there any new priorities that have emerged?
- what training, development or support do I need over the coming year?

All MDR documents are available for download via the Diocesan website; electronic completion and sending of forms is preferred wherever possible.

For the Interim Consultation you and your Review Consultant will need:

- [MDR 1 – Ministerial Development Review Scheme Guidance \(this document\)](#)
- [MDR 3 – The Priorities Form from your last MDR, updated to indicate the state of play](#)
- [MDR 3 – Another one, this time with your draft priorities for the year ahead](#)
- [Your Role Description](#)

You have the option to send a copy of your MDR letter that was written to you by the Reviewer the year before, and the Review Consultant's summary from 2 years before.

#### **(f) RECORDING THE INTERIM CONSULTATION**

After the review, the Review Consultant will type up a summary of the conversation in the form of a letter and send it to you. The focus of this summary is around the Priorities Form for the year ahead (rather than any more general review of your ministry). It should summarise your engagement and progress with the previous year's priorities, including the role played by external factors and opportunities. It should also summarise the priorities you will be focussing on in the coming year and provide any necessary background to the accompanying MDR 3 form.

If you are content with this final draft, you will be asked to sign it (electronically) and return it to the Review Consultant for counter-signing. Both you and the Review Consultant will be able to note areas of disagreement, if any.

You will be asked to update (if necessary) the Priorities Form (MDR 3) for the year ahead and return this to your Review Consultant.

Both documents will then be sent to the MDR Administrator who will give copies to the Bishop and your MDR Reviewer. The aim is to get this completed within two weeks of the Interim Consultation.

#### **(g) ACKNOWLEDGING RECEIPT OF THE COMPLETED INTERIM CONSULTATION REPORT FORM AND UPDATED PRIORITIES FORM**

The MDR Administrator will acknowledge receipt of each Interim Consultation summary and Priorities Form (MDR 3) to both you and the Review Consultant.

#### **(h) INTERIM CONSULTATION FEEDBACK**

Once the MDR Administrator has received the completed material from the Interim Consultation you will be invited to complete a Feedback Form (MDR 4) about the Interim Consultation process. You are encouraged to respond as this information is very helpful for the ongoing improvement of the MDR process.

## **(i) COMPLAINTS**

Everyone involved in MDR is encouraged to try and resolve any disputed matters informally in the first instance. However, if you and your Review Consultant cannot find common ground and either you or the Review Consultant find that it is impossible to proceed with a satisfactory consultation, the matter would be within the scope, for those who hold office on Common Tenure, of the Grievance Procedure. This can be found via [Paper A20](#) of the Diocesan Compendium.

The Code of Practice to the Grievance Procedure is issued by the Archbishops' Council under section 8 of the Ecclesiastical Offices (Terms of Service) Measure 2009 and Regulation 32(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009. Anyone dealing with a grievance raised by any person holding office on Common Tenure must have regard to that Code of Practice.

## **OTHER POINTS**

### **CONFIDENTIALITY**

MDR Reviewers and Review Consultants are given clear instruction to keep the content of every MDR discussion **confidential**. However, the post review letter is seen by the Bishop and the other MDR Reviewers (the Bishop of Dudley, Bishop Robert Paterson and the Archdeacons) as part of their shared oversight with the Bishop. The minister has the option of forwarding the post review letter to their Review Consultant. The Priorities Form (MDR 3) is seen by the same people, and also by the Director of Ministry and Discipleship.

### **ACTION REGARDING TRAINING AND DEVELOPMENT NEEDS**

The Priorities Form (MDR 3) will be sent for information to the Diocesan Director of Ministry and Discipleship, in part to help with the planning of future CMD events through identifying common trends. Primary responsibility for follow-up action lies with you.

### **ACTION REGARDING YOUR ROLE DESCRIPTION**

If the MDR has identified possible changes to your Role Description please be in touch with your Archdeacon to talk about this.

### **WHO WILL HOLD THE RECORD OF THE REVIEW?**

You are encouraged to keep copies of the MDR letter, Interim Consultation summary and Priorities Forms for future reference. The Bishop will place a copy of each in your 'blue file'. (This file is held by the Bishop, and is passed on if you move to a different diocese). The Reviewers and Review Consultants usually keep these documents from the last time they met you, but they shred or delete other material that you have sent to them.

### **FOLLOW-UP AFTER THE REVIEW**

The primary responsibility for follow-up action after MDR lies with you and the Bishop. The Bishop may delegate aspects of follow-up to designated officers in the Diocese. However, MDR is one part of the oversight the Bishop gives to you and does not preclude time being requested and given on specific pastoral matters, or for advice about a move. The Bishop may himself suggest to you a meeting to follow up matters raised in the review.

## **APPENDIX 1**

### **MDR what's it all about?**

#### **A summary for those offering external feedback.**

##### **Introduction**

Thank you for agreeing to help with the preparation for a Ministerial Development Review (MDR). As part of the preparation for an MDR the reviewee will be having individual conversations with you and two other people as part of preparing for their forthcoming MDR.

For Parish Clergy, one of the 3 people will ideally be a Churchwarden and another somebody from outside the congregation - e.g. the head teacher of a local school. For Incumbents, a member of the team clergy in the benefice might be one of the three to offer feedback – and *vice versa* for team clergy.

Your role is to offer 'external perspectives' to help the reviewee reflect on their ministry since their last review, and consider future developments.

##### **Our scheme**

The Bishop of Worcester, in line with national policy, has a MDR scheme in which all licensed clergy and ministers participate every two years. The MDR is conducted on behalf of the Bishop by a Reviewer (either the Bishop of Dudley, Bishop Robert Paterson or one of the two Archdeacons). In the interim year the minister works with a Review Consultant to review and re-clarify priorities.

##### **The purpose of the MDR**

The MDR facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipate the changing demands of the role, identify future objectives and areas for potential development.

Ministerial Development Review is an expression of the Bishop's oversight of ministers within the Diocese; it is part of a pattern of pastoral and developmental support, which is intended to foster both the ministries of individual priests and deacons, and the pastoral and missionary calling of the whole church.

## **The conversation**

The questions to look at in your conversation are

1. What has gone well in this person's ministry in the last year or two?
2. What might be the main areas for future focus and for personal development?

During the conversation:

- Try to be honest and speak from a broad perspective rather than things that are personal to you.
- Pay particular attention to the reviewee's ministerial skills, knowledge and relationships.
- Bring affirmation and encouragement, as well as appropriate challenge, exploring where there might be development.
- You may wish to suggest particular strengths that might be made more widely available within, say, a deanery or within the diocese.
- Please ensure that the conversation is kept confidential.

After the meeting the reviewee will summarise the conversation and ask you to agree the accuracy of the summary. The aim is for 250-500 words per conversation, perhaps as bullet points.

On their MDR form the reviewee will be asked to summarise and reflect on what has emerged from all the conversations. Nothing from them should be attributed to a named person.

**Thank you for your help.**



## **APPENDIX 2**

# **The Bishop of Worcester's Ministerial Development Review Scheme**

## **Review Consultant Role Description**

### **Broad Background**

Each diocesan bishop of the Church of England has a scheme for Ministerial Development Review (MDR), which follows guidance approved by the Archbishop's Council in January 2010. MDR is an expression of the Bishop's oversight of ministers within the diocese; it is part of a pattern of pastoral and developmental support, which is intended to foster both the ministries of individual priests, deacons and stipendiary lay workers, and also the pastoral and missionary calling of the whole church.

Ministerial Development Review is an expression of the Bishop's oversight of ministers within the Diocese; it is part of a pattern of pastoral and developmental support, which is intended to foster both the ministries of individual priests and deacons, and the pastoral and missionary calling of the whole church.

### **Overview of the Bishop of Worcester's MDR Scheme**

For each participating minister, the Bishop of Worcester's MDR scheme follows a two-year cycle. In the first of the two years, the minister has a Ministerial Development Review with one of four Reviewers (the Bishop of Dudley, Bishop Robert Paterson and the two Archdeacons). The Ministerial Development Review as a whole incorporates preparation, a Review meeting, and writing up. As initial preparation, the minister engages in conversation with three people offering 'external perspectives', and uses a Reflection Aid (MDR 2) to take stock of their recent life and ministry. Out of the Ministerial Development Review meeting come both a summary letter to the Bishop, and also a Priorities Form (MDR 3). The Priorities Form contains up to 6 areas of focus and development for the life and ministry of the office holder over the following year or two.

In the second year of the two-year cycle, the minister meets with a Review Consultant. The purpose of this Interim Consultation is twofold. First, conversation will focus on the priorities identified the previous year, as encapsulated on the Priorities Form. Minister and consultant together will consider how far these priorities have been achieved, superseded, started, or indeed neglected, and why. Second, looking forwards, they will refocus and clarify what should be fitting priorities for the year ahead. Some or all of these may overlap with the ones previously identified. The current state of play is captured on the previous year's Priorities Form, and a fresh Priorities Form is produced for the year ahead. The Review Consultant also writes a Consultation Summary, in the form of a letter to go to the Bishop and the minister's MDR Reviewer. A draft of this letter goes first to the minister themselves for signing (with the option of noting any area of disagreement).

Overall, then, Review Consultants play a vital role within the overall diocesan scheme, complementary to that of the Ministerial Development Reviewers.

## Review Consultants: Overview

- The group of Review Consultants will include both lay and ordained, female and male, and will number around 20 to 25 people.
- Each Review Consultant will typically be allocated about 6 ministers, and will meet with each of these once in each two-year rhythm of the scheme.
- A Review Consultant will normally meet with any given minister for three consecutive Interim Consultations, over a six-year period. (During the initial phases of this revised scheme, however, there may be exceptions to this.)

## Selection and Training of Review Consultants

- Potential Review Consultants will be recommended by Rural Deans and Lay Chairs, and invited to an information session to find out about the role. If they are still interested, they will be asked to attend a training session. This whole process will be about mutual discernment as to whether the gifts these people bring would be best used in this sort of context. A potential consultant may decide, at any stage of the process, that this is not for them, or the diocese may make a similar judgement.
- The initial training will be mandatory, and will be relevant both to Review Consultants and Ministerial Development Reviewers. It will include the practicalities of the scheme (which are also described in the MDR Scheme Guidance (MDR 1)), but focus especially on the qualities looked for in Review Consultants and Reviewers.
- There will be annual refresher training and reflection, which will include the chance to share any concerns. More pressing concerns should of course be raised when they arise, most likely with the MDR Administrator or the Director of Ministry and Discipleship.

## The Role

- Prompted by the MDR Administrator, to arrange Interim MDR Consultations with ministers, and follow the required process through to completion. (Full details in the MDR 1 Scheme Guidance. See especially the flow chart 'Timeline for a single Interim Consultation')
- To shape each Interim Consultation in a way that is encouraging and affirming, characterised by respectful listening, and enabling honesty on the part of each minister. Within this:
  - to be able to probe gently when appropriate;
  - to facilitate the minister's own reflection and learning;
  - to help the minister clarify realistic and appropriate future priorities;
  - to help the minister identify needs for training and support, as appropriate.
- To ensure the proper writing up of the Interim Consultation, with the minister, in the form of an updated Priorities Form (MDR 3) and a Consultation Summary – see next section.
- To be open and committed to learning from feedback received from ministers.
- Full confidentiality during and after the review process is essential.

## The Consultation Summary

- The focus of the Consultation Summary should be around the Priorities Form (rather than any more general review of ministry).
- It should summarise the minister's engagement and progress with the previous year's priorities, including the role played by external factors and opportunities.
- It can then go on to the identification of priorities for the year to come.
- It can be viewed as providing any necessary background to the accompanying MDR 3 form.

## **Review Consultant Person Description**

- Someone with a working knowledge of parish/ministerial life and the demands of clergy roles.
- Some experience of supervising/mentoring or other related role.
- An active member of a Christian Church.
- Able to establish rapport and trust, and to set a tone that enables the minister to reflect and learn.
- Committed to the principles of the MDR scheme, as one facet of the pastoral and developmental support of clergy and other ministers.
- Having sufficient time to prepare, meet with ministers, and write up subsequent paperwork.
- Able to use a computer, email, and basic word processing software.
- Committed to their own development and learning in this area, both through training/support sessions (both initial and ongoing), and through engaging with feedback from ministers.