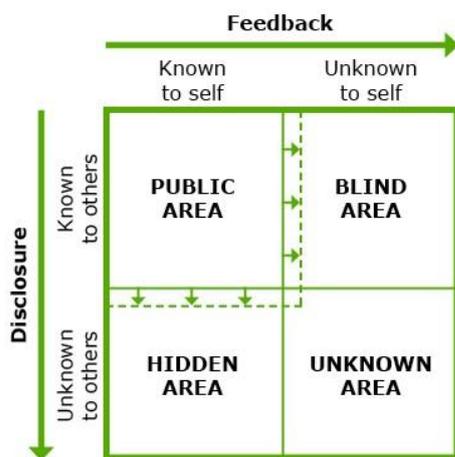


Dear Curate,

This letter is to explain the process, and the steps involved, for your 360-degree review of ministry to enable significant formational learning and development during your curacy.

This process has been created to enable you to learn from others who have seen and experienced your ministry in different ways. It is hoped that their perspective will be informative and helpful in affirming your self-awareness, highlighting areas for development and encouraging your ministerial growth. Others' views and opinions can often help us to see and know things about ourselves that are otherwise difficult to notice (see image below). This is true for all of us.



### The Johari Window

In order to try and gather learning most effectively we ask you to identify between 5-7 reviewers who can offer feedback to you. Please do not ask your Training Incumbent to be a reviewer as they have other opportunities to offer feedback to you. Please try and find people who can cover the areas/roles below (it may be that one person can stand for more than one area):

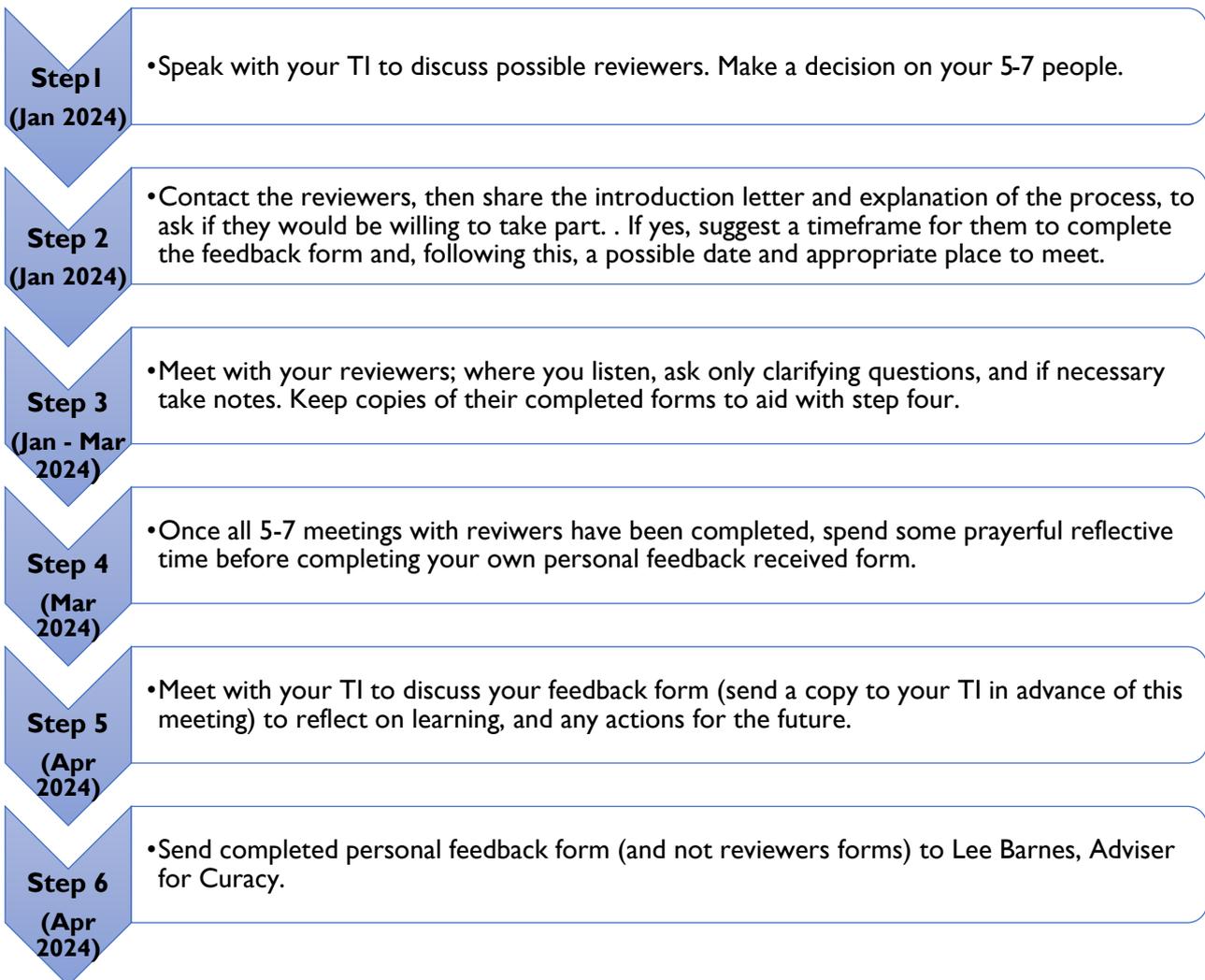
- Someone who has experienced you leading a team/project that they were a part of.
- Someone who has experienced you being part of a team/project that they were leading.
- Someone to whom you are responsible (not TI).
- Someone who is responsible to you.
- Someone you would consider outside of your 'inner circle' of support.
- Someone who is not a regular worshipper.
- Someone who is a church officer.
- Someone from the local community related to: School • Civic • Business • Partnership

It is worth noting that our natural inclination is to ask people who we believe would respond positively to our ministry. The reviewer, in their introduction letter, is encouraged to use the acronym T.H.I.N.K. before giving feedback: 'Is it *True*? Is it *Helpful*? Is it *Inspiring*? Is it *Necessary*? Is it *Kind*?'. The questions have been carefully curated, as this is neither a test to be passed or a performance review, in order to give an opportunity to learn and develop, so please give some prayerful thought to whom you could ask (January 2024). You may discuss who to ask with your TI but, ultimately, it is your decision.

*We can't just sit back and wait for feedback to be offered, particularly when we're in a leadership role. If we want feedback to take root in culture, we need to ask for it. ~ Ed Batista.*

Once your reviewers have agreed to taking part, send them the introduction letter and feedback form (January 2024), suggesting a timeframe and arranging when and where to have an informal meeting (January – March 2024). The reviewer brings their form to the meeting, we suggest 30-60 minutes, and does not share it in advance. At the meeting you will have the opportunity to ask any clarifying questions but mostly to listen to what is shared and take notes if that is helpful.

Once you have met with your 5-7 reviewers complete your own personal feedback form, reflecting on what you have heard and learnt through the process (March 2024). Once this is completed arrange to meet with your TI to discuss further, solidify learning and explore any outcomes (April 2024). After this meeting, send me a copy of your personal feedback form to me to add to your curacy folder (April 2024). So, to clarify, the process is as follows:



If you have any questions about this process then please contact me at [lee.barnes@bristoldiocese.org](mailto:lee.barnes@bristoldiocese.org) or 07521 755358

Many thanks,

*lee*

Lee Barnes                      Adviser for Curacy & Fresh Expressions of Church

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