



Dear Reviewer,

Firstly, thank you so much for being willing to answer these questions as part of a 360-degree review, and the time and thought you give to this is really appreciated, and will be very helpful. We want our curates to continue to learn and grow and develop as ordained ministers. to be as best prepared for the future as possible. Your response will help to celebrate their ministry and provide an opportunity for personal self-reflection. You do not need to write your name on your feedback form as the curate will keep their own record of this.

The purpose of this process is not about carrying out a performance review of the curate but an opportunity to receive the gift of helpful feedback from you. It is also not about reviewing how you answer or respond to the questions. There is no right or wrong answer just write and share in whatever way you are comfortable. I suggest giving about 30-45 minutes to complete the form and, if possible, do so digitally.

The curate will work with you to find both an agreed date and appropriate place to meet after you have completed the form. I suggest giving 30-60 minutes for this informal meeting. Please only share your feedback form at this meeting, and give your form to the curate at the end of the meeting.

During this meeting, you will have an opportunity to share what you wrote in response to the questions on the feedback form, in a helpful manner, to invest in the curates' development. At this meeting the curate will mainly listen, may take notes, and only if necessary ask questions to clarify their understanding of what you are saying.

Once the curate has met with you and other reviewers they will then take some time to reflect on what they have learnt through the process by completing a personal feedback form. They will then meet with their Training Incumbent to reflect together solely on their own learning, related to their form. Your feedback form will not be shared with anyone beyond the curate.

Finally, please be as honest as possible in your response but, importantly, remember that receiving feedback is not always easy. Therefore, please use the acronym T.H.I.N.K. before writing and giving your feedback and ask yourself: 'Is it *True*? Is it *Helpful*? Is it *Inspiring*? Is it *Necessary*? Is it *Kind*?'. If you are able, please explain the reasons and give examples rather than short answers.

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

Many thanks,

Lee Barnes

Adviser for Curacy & Fresh Expressions of Church

*The key to learning is feedback. It is nearly impossible to learn anything without it. ~ S. Levitt.*