

## Key Stages in the NCD Mentoring Cycle

<b>NCD Cycle Stage</b>	<b>Meeting</b>	<b>Purpose</b>	<b>Who</b>
<b>START</b>	Initial meeting	Discuss the whole process, advise on making a presentation to the PCC and subsequently forming a Support Team made up of 'key influencers'	Member of Healthy Churches Team & Incumbent
...	Pre-survey Planning meeting	Arrange all the practical issues of conducting a survey	Mentor with Incumbent & Support Team
<b>ASSESS</b>	Survey Itself	Carry out the survey	Incumbent, Support Team, Participants and sometimes mentor
<b>DISCERN</b>	Incumbent Feedback	Initial feedback of highlights to incumbent - this can be over the phone if appropriate to do so but is much better face to face	Incumbent & Mentor
...	First Feedback Meeting	Explaining results of survey to the support team; agreeing what to feedback to PCC and congregation, plan further meetings needed to understand the data and start to plan	Mentor with Incumbent & Support Team
...	Subsequent "Understanding" Meetings	Arrange as needed - Mentor invited as appropriate. May involve consulting different groups in the congregation	Incumbent & Support Team
<b>PLAN</b>	"Planning" Meetings	Deciding on actions to address key issues identified and agree Month for next survey. Mentor invited as appropriate.	Incumbent & Support Team
<b>ACT</b>	PCC Meeting	To sign off on the Action Points	PCC
	Report Form	Incumbent sends NCD Cycle Summary form to the Healthy Churches Development Mentor	Incumbent
<b>REFLECT</b>	Mentor Check-In	Every 2 months after Action Points agreed Mentor rings Incumbent for update.	Mentor
	Review	Mentor meets with support team 10 months after Action Points agreed to review process and plan for next survey.	Mentor with Incumbent & Support Team

## **Minimum Commitment**

The time commitments will vary significantly depending on the parish and its circumstances. This minimum assumes working with a parish and incumbent who are familiar with the NCD cycle.

- meeting with Support Team to discuss the implementation of the survey - briefing sheet on web site (1.5 hours)
- personal feedback to incumbent when results are in (1 hour)
- feedback to Support Team (1.5 hours)
- follow-up meeting with Support Team as they begin to develop plans (1.5 hours)
- occasional telephone contact with incumbent during the ensuing months
- 10 months after Action Points are implemented meet Support Team to review and to plan next survey (1.5 hours)