

Dear XXXX

I am writing this covering letter with your papers for your forthcoming MDR with a **member of the Bishop's Leadership Team reviewer**. As a licensed chaplain, you are invited to undertake an MDR every two years because the Diocese is aware that you will have an annual appraisal or similar. (Please see the rationale in the longer version of the MDR papers for chaplains.) There is a simpler MDR package for chaplains included with this letter. It is based on the idea that an employer may review the professional expectations of the job but the vocational, priestly nature of ministry may be better reviewed within the Diocesan Scheme.

Thank you for engaging with this process of support and oversight and for all you are doing in your ministry.

MDR is about maturity in Christ and in Christ's service. It is a chance for us as deacons, priests and bishops to stop and take stock of ourselves and the ministry to which we are called, and to be renewed in Christ.

MDR is about affirmation and celebration. In the midst of the busyness and pressures of ordained ministry it is too easy to lose sight of the gifts we have been given and are exercising. MDR enables us to see these again for ourselves and to receive encouragement from others, including our reviewer.

MDR is about honesty and accountability. This is a chance for us to ask ourselves some searching questions and for us to hear how others see us, even if that can be sometimes uncomfortable. It is also about our accountability to the Church.

Fundamentally, MDR is about our own motivation as clergy of the Church of England. This form is your self-review in dialogue with the diocesan leadership. It is designed to help you reflect on the way in which your ministry has been going since your last MDR meeting.

That's the first thing to note. It's not about the last couple of days. If you have done this exercise before, you will need to begin by reflecting on the progress made with the Ministerial Development Objectives you set last time and have possibly re-visited with a peer reviewer. Because of the value of this review, please give it the time it deserves – the time that you deserve. You will share this form with your reviewer, but basically it is your document. Challenge yourself by being both candid about the past and hopeful about the future. The worst thing that can happen here is that this whole business ends up being dull and routine. The idea is that it is renewing and refreshing – and the way you approach this form will have a big impact on the value you get out of the MDR process. It might be best not to do this task all in one sitting. Better to sit down for ten minutes three times than to try to get it done in half an hour. Find some way that allows you to become reflective and hopeful about your ministry. You will then be in a great position to receive and respond to feedback and to work with your reviewer to craft some helpful ministerial development objectives.

As a spiritual preparation for the MDR, we are also attaching a reflection based on the Ordinal as our common basis in vocation and ministry.

Please complete the attached Personal Preparation Form or preferably download and complete the electronic version [\[give location\]](#) and return it to your reviewer a minimum of 3 weeks before your review.

After the review, your reviewer will complete the Agreed Record Form, including your development objectives and send it to you for you to agree and sign. Please do this promptly. The development objectives sheet will then be sent to the Ministerial Development Advisor.

Yours in Christ,

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