



MINISTERIAL DEVELOPMENT REVIEW (MDR)

ROLE DESCRIPTION - BISHOP'S REVIEWER

RESPONSIBILITIES

- To act as Bishop's Reviewers for the Ministerial Development Review (MDR) scheme in this diocese, on behalf of the Bishop of Oxford (on average 4/5 reviews a year)
- To facilitate the review process for each reviewee
- To proactively seek to establish contact and build a relationship with the reviewee(s)
- To liaise with the area bishop and their team, as required
- To prepare for the review(s) they are facilitating beforehand.
- To affirm and encourage ministry, set realistic priorities and learning goals and identify required support and development.
- To listen, probe and challenge the reviewee so that real depth of discussion is achieved.
- To work with the reviewee ensuring the process is completed fully and all paperwork is submitted to the relevant place/people.
- To actively give feedback on their experience of how MDR practice enables clergy to flourish in ministry.
- To signpost reviewees to relevant resources.
- To perform their role within the expectations of safeguarding and confidentiality.
- To share models of good MDR practice with others.
- To enhance their own professional experience by attending regular annual archdeaconry events and keeping up to date with diocesan processes.
- To undertake initial and ongoing diocesan training designed for and delivered to Bishop's Reviewers, including Safeguarding Basic Awareness training.

Experience, skills and gifts they bring to MDR

A Bishop's Reviewer is:

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- a safe and proactive listener.
- insightful.
- able to provide constructive feedback.
- able to facilitate 1:1 discussion.
- a person with effective organisation skills.
- able to probe and challenge as well as help individuals attend to areas of growth.
- able to demonstrate empathy and encouragement.
- able to keep confidences and be relied on for their discretion.

- up to date with current safeguarding requirements.¹
- have a clean and valid enhanced DBS certificate.

They are:

The Bishop's Reviewers are Carefully selected and trained, lay or ordained, individuals who are called to support the MDR scheme in the Diocese of Oxford. They have been appointed by each area bishop for their experience, skills and gifts through a process of discernment. Typically, one Bishop's Reviewer will be conducting 4 or 5 reviews with the year. However, the bishop will take into consideration the individual circumstances (availability and other commitments) when allocating the cases.

Selection process

All those seeking/ nominated to be Bishop's Reviewers are invited to submit an expression of interest, supported by two referees². They attend a semi structured conversation with the Director of HR & Safeguarding and the Director of Formation for Ministry, to explore their call.

When selecting them we are looking for an understanding of:

- mission in the context of the Diocesan Common Vision.
- the role of clergy in the Church of England.
- the experience, gifts and skills required to become a Bishop's Reviewer.
- the MDR as a process of affirmation, accountability and development for clergy.
- the importance of clergy flourishing in ministry.
- challenges for clergy today.

Exit process

As the Bishop's Reviewer role is voluntary, it is understood that any Reviewer wishing to stand down, may do so by informing the Area Bishop of their intention giving reasonable notice.

¹ *Basic Awareness and Foundation Safeguarding training as at 08/04/2021*

² *For any current office holder within the Diocese of Oxford who wishes to participate as a Bishop's Reviewer references have already been taken up.*