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| MINISTERIAL DEVELOPMENT REVIEW  Review Form |  |
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| Cleric’s Name |  | Reviewer’s Name |  |
| Cleric’s Role/Title |  | Reviewer’s Role/Title |  |
| Ministerial Context *(e.g. Mission Area, Ministry Area, or Parish if applicable)* |  | Date of the Review Meeting |  |
| Diocese |  |  |  |

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| **WHAT IS MINISTERIAL DEVELOPMENT REVIEW?** |

The Church in Wales bears a responsibility for the pastoral care and professional development of its Clergy, whilst Clergy are responsible to God for the ministry entrusted to them, and to the Church and to one another for the way in which that ministry is exercised.

Ministerial Development Review (MDR) is designed to encourage:

• an ongoing process of reflection and learning based on affirmation and accountability

• a culture of life-long learning and ministerial development

• reflection on ministerial practice

• the setting of challenging, yet achievable, objectives

At your Ordination, you were examined by the Bishop and asked the following question:

***Will you be diligent in prayer, in studying the Holy Scriptures, and in continuing to equip yourself for ministry in the Church?***

This Ministerial Development Review seeks to encourage you to revisit those promises, and to reflect on their relevance in your current ministerial practice and context.

Please reflect on your ministry over the past year using the questions that follow. Reflect also on any goals and objectives that were set last year as part of this same process as these will be discussed at your Review Meeting.

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| **THE MINISTERIAL DEVELOPMENT REVIEW PROCESS** |

**Step 1 *Preparation for the Review Meeting***

This Review Form should be made available to the Cleric a month before the Review Meeting is due to take place. The Cleric should then reflect upon the questions in Section 1 and write notes where space has been left to do so.

The Review Form, with answers to Section 1 completed, should be returned to the Reviewer no less than 10 days before the date of the Review Meeting to allow the Reviewer adequate time for preparation.

**Step 2 *At the Review Meeting***

A brief summary of the Review Meeting is written in Section 2, with both the Cleric and Reviewer having agreed what should be recorded. It need not cover every topic that has been discussed, but should be an accurate reflection of the conversation.

It is anticipated that the Review Meeting should last between 1½ and 2 hours.

Any specific goals or objectives which are agreed should be noted in Section 3, and both the Cleric and Reviewer should sign and date Section 4 of the Review Form before the meeting is brought to an end. A copy of the completed Review Form should be provided to the Cleric at the time of the meeting or, failing that, no less than 1 week later. This should be in electronic format (via email) unless the Cleric specifically requests a paper copy.

**Step 3 *Following the Review Meeting***

A copy of Sections 2, 3 and 4 of the Review Form will be placed on the Cleric’s personal file which is held by the Bishop’s Office. If a diocese also wishes to include a copy of the Cleric’s notes and reflections made in Section 1, they must first gain permission from the Cleric to do so. This is to ensure that conversations are as honest and transparent as possible.

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| **SECTION 1** |

**PRAYER LIFE**

| **Question** | **For completion by the Cleric** |
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| (i) Do you have an established pattern of prayer or rhythm to your prayer life? What does that look like? |  |
| (ii) What structures, people or resources help nurture your prayer life? |  |
| (iii) What would help to deepen your relationship with God through prayer over the coming year? |  |

**SCRIPTURE, STUDY & LEARNING**

| **Question** | **For completion by the Cleric** |
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| (i) Do you follow a particular pattern of studying scripture? In what ways is that helpful? |  |
| (ii) Do you set time aside for study and learning? What Biblical or theological study has excited you in the past year? |  |
| (iii) Have you attended any training courses over the past year? If so, in what ways did it/they impact on your ministry? |  |

**WELFARE & WELLBEING**

| **Question** | **For completion by the Cleric** |
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| (i) How do you maintain a healthy life balance? How could this be improved? |  |
| (ii) Were you able to take a retreat over the past year? If not, why not? |  |
| (iii) Do you have a spiritual director? If so, what do you value about that? Or if not, how are you accountable for your spiritual life and development? |  |

**SAFEGUARDING**

| **Question** | **For completion by the Cleric** |
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| (i) When did you last participate in Safeguarding training? |  |
| (ii) Are you confident that you understand the Church in Wales’ Safeguarding Policy? |  |
| (iii) How do you ensure the Safeguarding Policy is fully and effectively adhered to? |  |

*Please note that this question on Safeguarding will be repeated in full in the conversation summary in Section 2 which forms part of the MDR form that is copied and retained by the Diocese.*

**VOCATION IN THE CHURCH**

| **Question** | **For completion by the Cleric** |
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| (i) In what ways would you say that your ministry has flourished over the past year? If not, what has prevented that? |  |
| (ii) In what ways would you like to see your ministry develop in the coming year(s)?  What would encourage you in that?  What steps could you take towards better equipping yourself in preparation? |  |

**MINISTRY IN THE CHURCH (Context and Collaboration)**

| **Question** | **For completion by the Cleric** |
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| **SECTION 2** |
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**REVIEW MEETING SUMMARY**

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| **PRAYER LIFE** |  |
| **SCRIPTURE, STUDY & LEARNING** |  |
| **WELFARE & WELLBEING** |  |
| **SAFEGUARDING**  (i) When did you last participate in Safeguarding training?  (ii) Are you confident that you understand the Church in Wales’ Safeguarding Policy?  (iii) How do you ensure the Safeguarding Policy is fully and effectively adhered to? |  |
| **VOCATION IN THE CHURCH** |  |
| **MINISTRY IN THE CHURCH**  (Context and Collaboration) |  |

| **SECTION 3** |
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**GOALS AND OBJECTIVES**

| **Record any specific goals and objectives arising from the Review Meeting for the coming year here** | |
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| **SECTION 4** |

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| **To be signed by the Cleric** | |
| Signed: | Date: |

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| **To be signed by the Reviewer** | |
| Signed: | Date: |

A copy of this Report is to be given to the Cleric at the time of the meeting or, failing that, no less than 1 week later.

A copy of Sections 2, 3 and 4 of the Review Form will be held by the Diocese as part of the Cleric’s Diocesan file.

If you have any concerns about the MDR process, please contact the Bishop's Office in your diocese.