**Ministry Development Review 2025**

**Stipendiary Clergy**

**To the Reviewee**

We take Ministry Development Reviews (MDRs) seriously because they are about helping you flourish as a child and servant of God. They provide an essential opportunity to step back, reflect, and receive feedback on how you live and do ministry and an obligation in your Statement of Particulars. We encourage you to set aside ample time to prepare (including a retreat), as the more you invest, the more you benefit.

Ministry Development Reviews (MDRs) focus on **Affirmation, Accountability, and Development**. **Affirmation** reminds us of Jesus’ baptism, where the Father proclaimed him beloved before his public ministry, emphasising that your worth is rooted in who you are. **Accountability** provides a healthy space to reflect with supportive others on how to serve God and the Church more effectively. **Development** acknowledges the increasing complexity of ministry, gently seeking to identify areas for investment and growth. We hope and pray that through this process, you will feel affirmed in your ministry and better understand your gifts and calling. The Review also aims to identify one or two strengths to build on, one or two things to delegate or stop, and one or two areas requiring development for responsibilities that cannot or should not be delegated. **We expect everyone to have development objectives for the next two years.**

Because you only have an MDR every two years, it should be thorough and require some preparation. **Please set aside 1 ½ hours for the meeting**.

Every blessing

Peter Harwood

Director of Mission

**Instructions**

**PLEASE PUT THESE DATES IN YOUR DIARY NOW**

**Review Date:**

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| --- | --- |
|  | **DATE** |
| **Send** out the various forms for feedback **6 Weeks** before your Review dateAsk them to return them in time for your half-day retreat. |  |
| Find a **half day** (or more) away **3-4 Weeks** before your Review dateto reflect on the feedback forms and work through your form |  |
| Return ALL the forms **7 days** before the Review Dateto your Reviewer [Name & email address] |  |

The review materials consist of the following:

1. **FORM A (below) is your Self-Appraisal**
2. **FORM B Colleague in authorised ministry**: If you are an Associate, you should ask the Vicar/Rector to complete this form. If that isn’t the case, please ask the most senior colleague (ideally ordained or licensed) in your church who isn’t a Churchwarden.
3. **FORM C Churchwardens**: It is most helpful if they complete the form together, but if you think they would prefer to complete one each, please send them both a copy. If you are in a multi-parish benefice, please ask a Churchwarden from each parish.
4. **FORM D Member of the Community:** Please ask somebody who is not a member of your church but who knows you in a different context, e.g. Head Teacher, Mayor, work colleague, shopkeeper, local police officer, funeral director . . .
5. **MDR SUMMARY FORM**: This is completed immediately after the review meeting by you and the Reviewer and is intended to capture key discussion areas.The Review will conclude by agreeing on your new personal and ministry objectives. The Summary Form will be kept in your Blue File at Willow Grange (all other forms will be destroyed). In addition, a copy of the Summary Form will be sent electronically to the Bishop of Dorking, your Archdeacon and the Director of Mission. Objectives will be shared with the Training Lead to inform ongoing CMD provision and occasionally to offer individual guidance.

**RESOURCES**

* **MDR self-care assessment:** <https://www.cofeguildford.org.uk/content/pages/documents/mdr-self-care-assessments.docx>
* **Retreat material to prepare for MDR:** <https://www.cofeguildford.org.uk/content/pages/documents/retreat-to-prepare-for-mdr.docx>
* **Incumbent Core Competencies:** <https://www.cofeguildford.org.uk/content/pages/documents/mdr-incumbent-core-competencies.pdf>

**FORM A Self-Appraisal**

This form is designed as the starting point for a broader discussion of your vocation, ministry and mission. If a question is irrelevant to you, move on to the next. Please review your answers against your previous Review if applicable. Remember that this Review is only as helpful as the information provided. Please be thorough, open, and prayerful in responding. Please feel free to put N/A if a question is irrelevant and to use bullet points.

|  |  |
| --- | --- |
| **Name:**  |  |
| **Date of Review meeting:**  |  |
| **Name of Reviewer:**  |  |
| **Date of your last Review and with whom:**  |  |
| **Personal** |
| 1. **Significant life/parish events which have affected you since your last MDR**

***e.g. bereavement of a close relative.*** |
| * ***Write here***
 |
| 1. **Lifestyle. Please share your reflections on the following in the box below:**

*You may like to think about your work/life balance (including ministry, marriage, family, friendships, leisure, free time, holidays, etc.), your health, your domestic situation and/or your workload* |
|  |
| 1. **Spirituality and theological development. Please share your reflections on the following:**

*You are invited to share your current pattern of prayer, what nurtures your faith, how well you are tending to it, whether you have a spiritual director/prayer partner/soul and how you take retreats.*  |
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| **4. PERSONAL OBJECTIVES.***1. What were the objectives and outcomes from my previous Review relating to my personal life?**2. What goals/actions/developments/changes/new initiatives do I want to plan for in this area of my ministry?* *3. What steps must I take to improve or guard my well-being and flourishing?* |
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| **Mission & Ministry** |
| **5. Self-leadership & management. Please share your reflections on the following in the box below:***You may like to think about what you most/least enjoy about your work/ministry, what you do best, and what you least enjoy. How about making time for the important rather than urgent tasks – e.g. planning, reflection, reading, training, etc? How about your support networks (e.g. Cell/Peer Grp, mentor, work coach, etc.) – are they helpful?* |
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| **6. Safeguarding. Please share your reflections on the following:***How do you nurture a culture of safeguarding? You may find this webpage helpful in considering this: https://thirtyoneeight.org/together-magazine/7-top-tips-safer-healthier-culture/* |
|  |
| **7. Leadership. Please share your reflections on the following:***Consider the feedback you have received; how do you respond to it? Perhaps ask: “What do I do that I shouldn’t be doing?”. “What are the things only I can do that I am not doing?”. “How and what can I delegate more?”. Would a mentor/coach* *help?* |
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| **8. Collaborative working. Please share your reflections on the following:***With whom and how far do I share your vision, aims and objectives? You may like to describe how you share your leadership, the teams you are part of and how they are working. It would be good to consider how you relate to the Deanery Synod, Deanery Chapter, local school Heads, and ecumenical and/or interfaith partners. You may like to ask yourself, “How am I handling any problematic relationships or conflict situations?”* |
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| **9. Communications. Please share your reflections on the following:***You may like to reflect on how you communicate with others – verbally, by writing, email, difficult conversations, inviting feedback, etc. You may like to consider any breakdowns in communication and how they happened.* |
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| **10. Parish Management and Organisation. Please share your reflections on the following:***This is a good opportunity to ask yourself these sorts of questions: “What do I do that I shouldn’t be doing?”. “What are the things only I can do that I am not doing?”. “How and what can I delegate more?”* |
|  |
| **11. Outreach. Please share your reflections on the following:***You may like to consider where the balance of mission and ministry lies in your work. “How do I encourage and equip others to share their faith?”. If someone asked you, “What are the pathways that people come to faith in my church?” how might you answer it?* |
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| **12. Worship. Please share your reflections on the following:***It is worth considering how you keep worship fresh and meaningful in your church and nurture the worship of children, young people, young adults and families.* |
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| **13. Preaching. Please share your reflections on the following:***Do/how do you invite feedback? What feedback have you received formally and informally over the last year? How do you hone your preaching skills?* |
|  |
| **14. Everyday Faith and discipleship. Please share your reflections on the following:***You may like to think about your approach to nurturing 24/7 Everyday Faith in others and how you structure classes, groups, processes, programmes and activities to disciple others.* |
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| **15. Pastoral Care. Please share your reflections on the following:***If someone asked you, “How do you support or ensure people receive pastoral care?” how would you answer?* *You may like to consider what your part is in caring for people*. |
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| **16. MISSION AND MINISTRY OBJECTIVES**1. What were the objectives and outcomes from my previous Review relating to my ministry?2. What goals/actions/developments/changes/new initiatives do I want to plan for in my ministry?  |
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| **Feedback and Future** |
| What is your sense of calling?  |
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| Given the time available for your review discussion, what areas of your ministerial development would you most like to focus on? |
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| Are there any personal concerns you wish to discuss in person, e.g. addictive tendencies, debilitating fears, health vulnerabilities? You are invited to raise difficult areas in complete confidence. (please tick) |
|  |
| Please indicate here the level of challenge input from the Reviewer you would prefer during your review discussion: High Medium Low  |
| **Signature:** | **Date:**  |

Please send this and the completed Forms B, C, & D directly to your Reviewer as one batch (unless a Referee prefers to send their form directly to the Reviewer).