**CONFIDENTIAL**

**MINISTRY DEVELOPMENT REVIEW FORM 2024**

**FORM B Colleague in Authorised Ministry**

**To the Reviewee:** This form should be given to the clergyperson to whom you are directly accountable if there is one, e.g. Team Rector or Rector. If this is inappropriate, please ask an ordained colleague in the parish, deanery or diocese, or a Licensed Lay Minister, ecumenical colleague or Pastoral Assistant – and try to ask somebody who will be a critical friend.

**To the Referee:**

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 our worth is rooted in who we are. **Accountability** provides a healthy space to reflect with the support of 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, they will feel affirmed in their ministry and better understand their 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.**

The questions under each heading are a guide; you do not need to answer them all. Please write anything related to the subject area and leave out anything you do not wish or cannot answer.

**Please be robust in your feedback,** we want to identify how to invest in your minister to help them feel equipped in their demanding and complex role.

Please complete and return this form electronically **to the Reviewee at least 1 week before they plan to complete their form – which is often taken as a Retreat**. Discussing what you have written with the person being reviewed would be helpful.

**If you have confidential comments you wish to make, please contact the Reviewer directly. To find out who the Reviewer is, contact admin@cofeguildford.org.uk.**

Thank you for taking the time and trouble to participate in this process.

**Peter Harwood**

**Director of Mission**

**FORM B Colleague in Authorised Ministry**

|  |  |  |
| --- | --- | --- |
| Name of Reviewee: |  | |
| Name and role of Referee: |  | |
| Date: |  | |
|  | | |
| 1. **Significant life/parish/work events** which have affected the Reviewee and which you would like us to note and/or discuss? *e.g. bereavement of a close relative.* | | |
| ***Write here*** | | |
| 1. **Self-leadership and Management**   *You might want to comment on his/her work/life balance, personal administration, planning, and organisation. Also his/her ability to chair meetings, interpersonal skills and taking time off? Does he/she have a coach?* | | |
|  | | |
| 1. **Spirituality**   *You might want to comment on his/her spiritual disciplines, support networks, reading habits, theological development. E.g. Retreats, spiritual director etc.* | | |
|  | | |
| 1. **Leadership**   *You might want to tell us about the leadership style s/he exercises, or whether s/he has clear vision for the local Church. Does she/he inspire others and energise them in their faith? Is s/he good at delegation? Does s/he release others well into leadership? Does s/he welcome feedback? Would s/he benefit from having a coach?* | | |
|  | | |
| 1. **Safeguarding**   *How does s/he nurture a safer culture in the church?* | | |
|  | | |
| 1. **Working Collaboratively**   *How does s/he work with others? Could s/he work more collaboratively? If yes, how?* | | |
|  | | |
| 1. **Communications**   *How does s/he communicate? Could s/he communicate better? If yes, how?* | | |
|  | | |
| 1. **Parish Management and Organisation**   *How does s/he delegate administration and tasks to others? Could s/he delegate more? If yes, how? Are good policies and processes in place?* | | |
|  | | |
| 1. **Outreach and evangelism**   *How does s/he encourage, nurture and model sharing faith? How does the church help people come to faith?* | | |
|  | | |
| 1. **Worship**   *How does s/he nurture and lead the worship life of the church? How are children and youth included?* | | |
|  | | |
| 1. **Preaching**   *Please comment on how s/he preaches. You might want to give examples of the variety of ways in which s/he communicates the faith to others. Does s/he invite or open to feedback?* | | |
|  | | |
| 1. **Discipling others**   *How does s/he help people grow in their faith?* | | |
|  | | |
| 1. **Pastoral Care**   *How does s/he ensure or support good pastoral care in the church?* | | |
|  | | |
|  | | |
| **In Summary**  1. **What are the 3 key things you wish to celebrate about his/her life and ministry?** | | |
|  | | |
| 1. **Are there ways in which s/he needs to be gently challenged?** | | |
|  | | |
| 1. **What training or development might she/he benefit from? See the tool below.** | | |
|  | | |
| 1. **Is there anything else which you would like to bring to our attention?** | | |
|  | | |
|  | | |
| Signature: | | Date: |

**OPTIONAL: Please ask him/her whether the feedback below would be welcome.**

**It is helpful to know what areas the Reviewee needs to develop most.** Ideally, we want to identify:

* 2 strengths that could be developed into something excellent,
* 2 things that might be delegated to others and
* 2 underdeveloped areas that could become strengths with further training.

**The following table would help him/her prioritise his/her development. Please be robust in your feedback,** we want to identify how to invest in your minister to help them feel equipped in their demanding and complex role.

**Please use as you see fit for the person’s ministry (e.g. some questions won’t be relevant for SSMs).** There are two blank lines at the bottom to add more areas if needed.

Read the information and rate each one on the following scale:

1. **Development or delegation is needed.**
2. **Some development or delegation would be beneficial.**
3. **As expected.**
4. **A strong point**
5. **Shows excellence.**

**N/A – not applicable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Her/his strengths and areas s/he can develop** | 1 | 2 | 3 | 4 | 5 |
| **Lifestyle:** Does s/he set an example of a healthy and balanced lifestyle, handling the needs of family, and my own need of leisure and refreshment? |  |  |  |  |  |
| **Prayer and Spirituality:** Would you describe her/him as a person of prayer? |  |  |  |  |  |
| **Prayer and Spirituality:** Do people look to her/him for *spiritual* guidance and leadership? |  |  |  |  |  |
| **Developing others:** Are others appropriately encouraged, trained, supported and set free to use their talents? |  |  |  |  |  |
| **Mission:** Is s/he confident and clear in communicating the Gospel message? |  |  |  |  |  |
| **Strategy and Vision:** Is s/he able to communicate the vision of the church and identify priorities from it? |  |  |  |  |  |
| **Work with children and Young People:** Are children and young people integral to the church and offered effective ministry ? |  |  |  |  |  |
| **Schools:** Does s/he work well with governors, staff and children in the schools of the parish, so far as that is welcomed? |  |  |  |  |  |
| **Preaching and Teaching:** Are sermons helpful and inspiring, using different approaches appropriately on different occasions? |  |  |  |  |  |
| **Nurturing faith:** Is s/he encouraging all age groups to grow as disciples? |  |  |  |  |  |
| **Safeguarding:** Does s/he promote a culture of safeguarding – through teaching, policies, modelling etc? |  |  |  |  |  |
| **Pastoral Care** : Areothers encouraged to share in pastoral ministry? |  |  |  |  |  |
| **Wider Church:** Is s/he involved in aspects of Christian ministry beyond the parish that both enrich him/her and his/her parish ministry? |  |  |  |  |  |
| **Church in the Wider Community:** Does s/he lead in social responsibility and engagement? |  |  |  |  |  |
| **Leading Worship:** is s/he effective in his/her leadership of worship including getting the balance between participating and leading about right? |  |  |  |  |  |
| **Time Management:** Do events begin and end on time and is time used well when s/he is in charge? |  |  |  |  |  |
| **Chairing Meetings:** Does s/he do a good job of preparing, running, completing business and following up on meetings to the extent that people leave feeling that they have used time well? |  |  |  |  |  |
| **Handling Conflict:** Does s/he cope well with difficult people and circumstances, including staying calm when people get heated? |  |  |  |  |  |
| **Administration:** Is administration well managed with all required paperwork in good order? |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |