# Ministerial Development Review

# Introduction and Guidance Notes

*You did not choose me. I have chosen you and appointed you to go and bear fruit. John 15.16*

*Deacons are called to work with the Bishop and the priests with whom they serve as heralds of Christ's kingdom. They are to proclaim the gospel in word and deed, as agents of God's purposes of love. They are to serve the community in which they are set, bringing to the Church the needs and hopes of all the people. They are to work with their fellow members in searching out the poor and weak, the sick and lonely and those who are oppressed and powerless, reaching into the forgotten corners of the world, that the love of God may be made visible.*

*Priests are ordained to lead God’s people in the offering of praise and proclamation of the gospel. They share with the Bishop in the oversight of the Church, delighting in its beauty and rejoicing in its well-being. They are to set the example of the Good Shepherd always before them as the pattern of their calling. With the Bishop and fellow presbyters, they sustain the community of the faithful by the ministry of word and sacrament, that we may grow into the fullness of Christ and be a living sacrifice acceptable to God.* (The Ordinal)

**Purpose**

Ministerial Development Review (MDR) is an expression of the Bishop’s oversight of ministers. It forms part of a pattern of developmental support, to foster the ministries of individual priests and the pastoral and missionary calling of the whole church.

*The purpose of the review is to reflect on your vocation and ministry, to acknowledge all there is to be thankful for and anything that is a matter for lament, and to anticipate the changing demands of the role, identify future objectives and areas for potential development.*

(The Archbishops’ Council - Jan 2010)

Any review of our ministry is a reminder of the Ordinal’s mandate for our ministry within the Church of England. You may wish to prayerfully re-read the Ordinal as part of the preparation for your MDR. These guidance notes aim to help you decide what you want to bring to your MDR meeting – which has been called ‘keeping someone company while they think’.

There are a number of basic assumptions in the process:

1. We all need support, affirmation and accountability.
2. Ministry is more than just tasks - it draws on all aspects of our whole self.
3. You are the arbiter of what you offer for review.
4. The review is one aspect of your pastoral care, development and support.
5. The review process works best when there is honesty, self-reflection, vulnerability, grace, affirmation, and clarity.

**The MDR process** follows a two-year cycle:

• Year 1: MDR with a Reviewer from the Review Team

• Year 2: MDR with your Area Bishop or Archdeacon or the Dean.

(The Archdeacon’s visitation to a parish church(es) takes place at a separate time.)

**Year 1**

1. You will be sent the name of a suggested Reviewer together with a short bio.
2. The Reviewer will contact you to arrange the time and location of your MDR.
3. Ministry Perspectives: Arrange to have conversations with three people within your ministry context who are willing to help you reflect on your ministry.

*(nb. If you are a Training Incumbent, please do not ask a curate colleague)*

1. Suggestions for these conversations are in the Ministry Perspectives document (a copy of which you give to the three people you choose).
2. Please write your reflections from these conversations on the form you send to your Reviewer (MDR2): nothing should be attributed to a named person and no notes from the conversations will be passed to your Reviewer.
3. Plan uninterrupted preparation time, and complete the MDR Reflection Aid (MDR2).
4. Send your completed MDR Reflection Aid to your Reviewer at least two weeks before your meeting – and keep a copy for yourself.
5. All MDR documents are available for download via the Diocesan website; electronic completion and sending of forms is preferred wherever possible
6. You and your Reviewer meet for a conversation. You discuss your reflections and agree priorities for your ministry, listing these on the Priorities Form.
7. Type up your Priorities Form, sign electronically, and send it to your Reviewer.
8. Within two weeks after your meeting, your Reviewer will send you a report of your conversation, which you will then have the opportunity to discuss and amend – within two weeks.
9. Once you have agreed the report, your Reviewer will send it, together with your Priorities Form (MDR4), to your Area Bishop, Archdeacon and Bishop of Norwich (the CMD Officer receives a copy of the Priorities Form).
10. Please complete the Reviewer Feedback form and send it to the scheme administrator, Marleen Madinda.
11. The Bishop of Norwich will respond to each MDR, after receiving the report.
12. Your Reviewer will destroy all paperwork associated with your review including the report itself and your Reflection Aid which remains solely your property

**Year 2**

1. You are contacted about 3-4 months before your Senior Staff MDR is due, to book a meeting with Area Bishop/Archdeacon/Dean. The relevant PA initiates this.
2. The relevant PA sends the Priorities Form and Report from the previous year. They will also send the Year 2 Reflection Guide (MDR6) which you complete and return to the Area Bishop/Archdeacon/Dean, at least two weeks before your meeting.
3. Area Bishop/Archdeacon/Dean will also read & reflect on the Priorities Form and MDR6
4. The meeting with Area Bishop/Archdeacon/Dean will be a conversation reviewing the past year, what new needs have emerged, wellbeing and anything else you would like to raise. Together you complete a new Priorities Form if that is needed.
5. If a new Priorities Form is completed it should be sent to Area Bishop/Archdeacon/or Dean and the CMD Officer.
6. The Area Bishop/Archdeacon/ or Dean will send a pastoral letter arising from the conversation. They will copy in the Area Bishop or Archdeacon, who wasn’t seen.