**Ministerial Development Review, Diocese of Derby**

**Form 3: Full Review Summary Note, Learning & Development Goals**

This form should be completed together with your reviewer, either as you work your way through your review, or at the end of this review using any notes that were made.  The boxes will expand as you type in them.

The responses given in this form will be kept on your ‘blue file’. Your priorities, learning, and development goals will be shared with your Archdeacon who is available to offer ongoing developmental support should you request this. They are also shared with the Ordained Ministries Development Officer, to inform future learning and development provision within the diocese.

Ideally the write up should do three things:

* Enable the reviewee to remember those things which seemed significant and which they would like to reflect upon further or pursue.
* Enable the reviewee and reviewer to remember salient elements of the conversation in a year’s time to aid the interim review conversation.
* Enable Bishop Libby to have an understanding of your ministry and priorities.

Your completed form should be returned at the end of your MDR meeting by your reviewer to the Bishop of Derby using the email address MDR@bishopofderby.org. Please ensure that your reviewer copies you in on this email.

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| **Review Information** |
| Name of Reviewee |  |
| Appointment /post |  |
| Deanery and Archdeaconry |  |
| Name of Reviewer |  |
| Date of Review |  |

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| **Narrative Summary of Review** |
| Please provide a summary of what was discussed in your review. This can be prose or bullet point.   |
| **Critical Friends Feedback** |
| What did you learn from your critical friends’ feedback. |
| **Priority Setting** |
| In the light of your MDR conversation, you are asked to think about your top three priorities in ministry and mission for the next two years. In order to help you deliver your priorities, please consider the following: * What initial thoughts do you have about actions you can take to achieve these priorities.
* What new skills, knowledge, or learning would help you achieve these priorities.
* How might you gain those skills, knowledge, and learning. For example, specific courses, webinars, reflective practice, mentoring, coaching, supervision, reading.
* What support will you seek and from where.
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| **Priority 1** |
| What is your **first** chosen priority |
| What initial thoughts do you have about actions you can take to achieve these priorities. |
| What new skills, knowledge, or learning would help you achieve these priorities.  |
| How might you gain those skills, knowledge, and learning. For example, specific courses, webinars, reflective practice, mentoring, coaching, supervision, reading. |
| What support will you seek and from where. |
| **Priority 2** |
| What is your **second** chosen priority |
| What initial thoughts do you have about actions you can take to achieve these priorities. |
| What new skills, knowledge, or learning would help you achieve these priorities.  |
| How might you gain those skills, knowledge, and learning. For example, specific courses, webinars, reflective practice, mentoring, coaching, supervision, reading. |
| What support will you seek and from where. |
| **Priority 3** |
| What is your **third** chosen priority |
| What initial thoughts do you have about actions you can take to achieve these priorities. |
| What new skills, knowledge, or learning would help you achieve these priorities.  |
| How might you gain those skills, knowledge, and learning. For example, specific courses, webinars, reflective practice, mentoring, coaching, supervision, reading. |
| What support will you seek and from where. |

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| **Form Submission** |
| When both the reviewer and reviewee are happy with the content of the form, they should each add their name and date below and the form should then be sent by email to the bishops’ office using the email address MDR@bishopofderby.org. Once the form has been submitted, the reviewee has two weeks to reflect and resubmit this form. The user guide explains how to make changes after submission.  |
| **Reviewee’s Name:** | **Date:** |
| **Reviewer’s Name:** | **Date:** |