

Ministerial Development Review (MDR)

Reviewer's Guide

The Spirit of the Lord is upon me, because he has anointed me to bring good news Luke 4. 18

Jesus proclaimed the Kingdom of God, Good News for all. In the Diocese of Derby, we look to reflect that 'Kingdom of God: Good News for all' in 'transformed lives, through growing church and building community'. Ministerial Review is set in this context. MDR is in itself good news, helping clergy to thrive in their ministry, and to work effectively together with lay and ordained colleagues with 'generous faith, courageous hope, and life-giving love.'

What are the aims of MDR?

MDR is a shared process of reflection and discernment in which reviewee and the reviewer assigned by the Bishop explore and articulate how the reviewee's ministry is developing in their local context.

As disciples of Christ, we all seek to go on learning and growing in faith, and this especially so for those of us who serve, lay and ordained, as leaders in the church. We do so in mutual relationship, as part of Christ's body. The Ordinal speaks of a shared ministry, a working together within the Body of Christ. This implies a mutual accountability. Our wellbeing and further development in ministry invites regular reflection in changing times and contexts.

We pray that this will be a blessing both to licensed clergy and to those they minister amongst with their wellbeing as a person and as a priest at the heart of this process. It is our hope that all clergy will find MDR both affirming and encouraging, as together we consider the part we play in God's mission here in this Diocese of Derby.

National Guidance on MDR

Ministerial Development Review in the Diocese of Derby is set up under guidance issued under Regulation 18 of the Church of England's Ecclesiastical Offices (Terms of Service) Regulations 2009, as amended by Archbishops' Council in March 2022. It is recommended for all and is a requirement for all those licensed under Common Tenure. This guidance describes the purpose of MDR in this way:

Ministerial Development Review facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry, and, informed by that, to look forward, to plan, anticipate, and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward, to anticipate the changing demands of the role, identify future objectives and areas for potential development.

MDR is founded in the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability includes a preparedness to

grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.

MDR Reviewers

Good practice in the church and in other professions indicates that regular review helps develop reflection, wisdom, and creativity. You have been asked to serve as one of the Bishop's Reviewers, conducting MDRs with a small number of our licensed clergy each year. This paper explains what the role involves.

MDR involves:

Review: Looking back at our recent experience in ministry.

Reflection: Discerning new insights from affirmation, from encouragement, and from challenge, about ourselves in role. Some questions and guidance for these conversations are offered at the end of this paper, but you will have your own ways to keep the conversation real, live, and focused, without being over-managed.

Re-imagining: Looking ahead and identifying objectives for self-care, development and ministry.

Report: A summary of the conversation is agreed by the reviewee and reviewer and sent to the Bishop of Derby, along with a separate note indicating agreed learning and development goals.

Response: The Bishop writes to all clergy following receipt of their MDR summary and shares agreed learning and development goals with the Archdeacon and the Ordained Ministry Development Officer.

Record: The Bishop retains a copy of the agreed summary note and the learning and development goals, which is kept on the clergy personnel file. The reviewee also keeps a copy.

Repeat: Clergy will engage with MDR every year – but *Full MDR* will alternate with a shorter *Interim MDR* focusing on priorities set previously.

Diocese of Derby 4 Year MDR Continuous Cycle



Reviews will be conducted by either a member of the Bishop's Leadership Team (BLT) or a reviewer appointed by the Bishop. The review process will be the same whether conducted by a BLT member or a reviewer appointed by the Bishop.

Your guide to the MDR Process

Full MDR

1. You will be contacted with the names and contact details of those who you will review. Please let Archdeacon Nicky know by email (nicky.fenton@derby.anglican.org) as soon as possible if you don't think you are the right reviewer for any of those named.
2. You should contact each of your reviewees to agree on a date, time, and place for the review conversation. You should allow 2 hours for a Full MDR. We suggest a date at least four weeks ahead to give time for preparation. Once a date is agreed, this should be confirmed with your reviewee using the template confirmation email provided. Please copy the MDR administrator in this email using the email address mdradmin@derby.anglican.org.
3. The reviewee is expected to work through the Personal Reflection Form (Form 2) and to enlist four 'Critical Friends' to comment on their ministry using the Critical Friends Feedback (Form 1). They should send you these completed forms at least 14 days before the MDR conversation. They are also asked to send you a copy of their role description. **You should ensure you have received all of these documents within 14 days of the review date.**
4. The MDR conversation will take place using the '*MDR conversations – what will they consist of*' guide on page 4 of this document. You should agree who will take notes during the conversation. At the end of the MDR conversation, you should work through the Full Review Summary Note, Learning and Development Goals Form (Form 3) with the reviewee, using the notes for reference. You should both be happy with the content of the completed form before the meeting comes to an end.
5. Before the meeting comes to a close, the completed Form 3 should be emailed to the Bishop's Office using the email address MDR@bishopofderby.org, and the reviewee should be copied in to this email. This will allow the reviewee the opportunity to reflect on their MDR.
6. Reviewees have the opportunity to make any changes to their form within 2 weeks of their review. If a reviewee would like to make any changes to their paperwork following submission they are asked to send their revised paperwork by email to the bishop's office, making sure to copy you in so that you have the most recent paperwork ahead of their interim review next year.
7. The Bishop's Chaplain will acknowledge receipt of Form 3, and the Bishop will write to the reviewee highlighting any matters to be emphasised. The bishop's office will also send the priorities and learning and development goals to the reviewee's Archdeacon, who can offer support if requested, and the Ordained Ministry Development Officer (OMDO), to assist in informing diocesan provision of further training and development.
8. Reviewers should retain a copy of Form 3 in order to conduct the interim review, but all other paperwork should be destroyed.
9. After both the Full MDR and Interim MDR the reviewee is responsible for identifying support in realising their agreed objectives. They should begin action on this as soon as the objectives have been agreed. Both the reviewee's Archdeacon and the Ordained Ministry Development Officer is available to advise and offer support in this.

Interim MDR

1. You will be contacted to remind you of the names and contact details of those who you will review. Please let Archdeacon Nicky know by email (nicky.fenton@derby.anglican.org) as soon as possible if you don't think you are the right reviewer for any of those named.
2. You should contact each of your reviewees to agree on a date, time, and place for the review conversation. You should allow 1 hour for an interim MDR. We suggest a date at least four weeks ahead to give time for preparation. Once a date is agreed, this should be confirmed with your reviewee using the template confirmation email provided. Please copy the MDR administrator in this email using the email address mdradmin@derby.anglican.org.
3. The purpose of the Interim MDR is to meet with the reviewee to hear how they are, review progress on priorities set a year ago, consider how they see their current priorities, and to explore what is coming up in their area of ministry, and whether there are particular learning and development needs to consider in the coming year. The previous years completed copy of the Summary Note Form and Learning and Development Goals Form will facilitate this conversation and you should read through these forms ahead of the review.
4. There is no preparation paperwork for the interim MDR. However, when the MDR conversation takes place you should use the new Interim Review Summary (Form 4) as a prompt for the areas to be discussed. You should agree on who will take notes during the conversation. At the end of the MDR conversation, you should work through the Interim Review Summary (Form 4) with the reviewee, using the notes for reference. Both you and the reviewee should be happy with the form content before the MDR meeting comes to an end.
5. Before the meeting comes to a close, you should send the completed Interim Review Summary (Form 4) by email to the bishop's office (MDR@bishopofderby.org) and the reviewee should be copied in to this email. This will allow the reviewee the opportunity to reflect on their MDR.
6. Reviewees have the opportunity to make any changes to their form within 2 weeks of their review. If a reviewee would like to make any changes to their paperwork following submission to they are asked to send their revised paperwork by email to the bishop's office.
7. Having carried out the interim review, the two year cycle of MDR is complete and you should ensure that the required paperwork has been submitted before you destroy all paperwork and electronic files in relation to your reviewee.
8. After both the Full MDR and Interim MDR the reviewee is responsible for identifying support in realising their agreed objectives. They should begin action on this as soon as the objectives have been agreed. Both the reviewee's Archdeacon and the Ordained Ministry Development Officer are available to advise and offer support in this.

MDR for those starting a new role within the Diocese of Derby

Those who join the Diocese of Derby in the first 6 months of any year will have a six month review conversation before the end of the same year, and they will start the MDR process the year after they initially joined us.

Those who join the Diocese of Derby in the last 6 months of any year will have a six month review conversation in the next calendar year and will start the MDR cycle in the following calendar year.

MDR for Clergy within the Bishop's Leadership Team

Clergy within the Bishop's Leadership team and members of the SLDP learning community will have a two-year cycle of MDR alternating between a Full and Interim MDR with Bishop Libby. The process will be the same as for other clergy within the diocese but asking for feedback from 6 critical friends rather than 4 and with additional questions in the written reflection relating to the specificity of each role. The AAAD also provide an online 360 feedback system that the Dean can choose to use instead of our diocesan critical friend's feedback form.

MDR for Clergy Working in Employed Roles e.g. DBF employees, Chaplains, MSEs

Your employer should offer you an appraisal that will focus on the efficient and effective delivery of the elements within your role description. MDR does not look at the delivery of your role. The MDR conversation focuses on your priestly vocation and calling – what does it mean to you to be a priest. It will focus on areas such as your personal discipleship, ministry offered outside of your job, the difference that being a priest makes to how you deliver your employed role and engage in that workplace context, the impact of working in a non-parochial and potentially secular environment upon your priestly calling and your ongoing vocational journey.

MDR Conversations – what will they consist of?

We suggest using a coaching conversation framework.

Beginning – putting people at their ease and contracting how you will work together.

Middle – listening, exploring, deciding actions.

Ending – discussing priorities, and allocating actions, next steps and learning development goals, and writing these up on form 3.

Time allocation is entirely up to you, but we would recommend approximately: 10 mins beginning, 60 minutes listening, exploring, deciding and 40 minutes ending looking at plans for completing the paperwork and reviewing.

Elements to be included in the conversation.

The table below gives the various elements we would expect to be covered during each conversation. **The balance of them, the order in which they occur and what is actually covered in each area will vary from conversation to conversation.** There are no set questions to use but there is an expectation of covering everything within the second column of the framework in every conversation.

Section	Elements	Explanation and examples
Start	Welcome Worship Working	Put the person at ease, introductions, drinks, toilets, social niceties etc.... Might pray either in silence or out loud, might want to light a candle. Contract how you want to work together (meeting your needs and theirs) <ul style="list-style-type: none">• Subjects, what are the areas you each need to cover?• Timeframe, how long to leave for forms and review?• Outcomes – any they are looking for, targets, forms?• Know – how will you gauge success of conversation?• Roles – how will you work together?• Start – where shall we start?
Middle	Wellbeing Well done Wondering Worries Work	How are they? What's been going well? What are they struggling with? How is their spiritual life? Are they taking holidays and time off? Ensure you commend, praise, encourage at some points. Things the paperwork made you wonder, asking for clarification, checking on your instincts, assumptions. Things in the paperwork or conversation that concern you where you might want to offer challenge. The key things the person wants to work on today.

	Working with others	How are working relationships going, any areas of conflict or concern?
	Critical friends	What resonates, what did you disagree with, what will you do differently?
	Safeguarding	Need to ask <i>How have you had to address safeguarding in your context?</i>
	Vision	Ideally make links with the diocesan vision and values.
End	Working	Chance to recontract how you will work in the final section.
	What next	Set targets and consider support and next steps. Which bits of learning form and review note will you complete today?
	Write up	Agree process and timeframe for writing up and completing paperwork.
	Review	How has the conversation been today?
	Worship	Might want to close in prayer (silent or aloud)

Importance of Planning the Conversation Ahead

We suggest both parties plan ahead to get the most out of the conversation. Form 2 is designed to help the reviewee do this and they are specifically asked about areas they want to focus on during the conversation to give you advance warning. This is a two-way conversation and there are things the reviewee wants and needs to get out of the conversation but there are also things that you need and want to get out of it too. We suggest planning ahead will help you work out what you need to cover in the conversation by considering – what did you read in the paperwork that you want to commend, what do you want to ask for clarification about, what worried you and you would like to challenge? What areas do you think the paperwork covered well? Are there any gaps you need to explore? The reviewee will have given you an indicator of the areas they most want to cover in the paperwork.

The contracting enables you both to name what you want and need from the conversation and work out the plan to deliver all those things.

Creative Approaches

It is fine to use creative approaches if you think they might help the person move forward in their thinking. You might like to create an MDR toolkit which contains things like paper, coloured pens, scissors, bricks, post it notes, shapes, model characters playdoh, etc..... and have those things on the table where either of you can use them if it would help.

Any questions?

If you have any questions about anything in this guide, or anything relating to the MDR process, please email MDRadmin@derby.anglican.org