

Ministerial Development Reviews (MDR) Reviewer Guide

Document Owner	Bishop of Derby
Document Author and reference point	Director of People & Ministry Development
Policy Monitoring	Annually
Document Reference	DBF 046
Last Review date	April 2025

Review and Amendment Log

Version Number	Amendment date	Updates Made
V1	Unknown	Creation date.
V2	May 2024	Full review
V3	April 2025	<p>Newly formatted.</p> <p>‘Purpose and diocesan vision strategy’ added.</p> <p>Scope added.</p> <p>Contacts updated after handover from Archdeacon of Peaks and Dales to the Director of People and Ministry Development.</p> <p>Reference to MAP added.</p> <p>Process changes with review forms being completed online to streamline administration.</p>

1. Overview

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.'

2. Purpose

The Ministerial Development Review facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is for the reviewee 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 for the reviewee 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.

The Diocesan vision is shared for your prayerful consideration as you help your reviewee reflect and discern how their ministry is developing in their local context.

The Diocesan Vision is:
The Kingdom of God: Good news for all
Transformed Lives through Growing Church and Building Community

As we pursue this Vision, we pray for the following Outcomes:

- ***Deepening our relationships with God***
- ***Serving in our local contexts***
- ***Challenging injustice***
- ***Making new disciples***

As we go about this work, we've discerned that our Priorities will be:

- ***Contexts of social & economic deprivation***
- ***Growing younger***
- ***Growing more diverse***
- ***Being greener***

As we do these things, we'll live out our Values:
Generous Faith, Courageous Hope, Life-giving Love

3. What are the aims of MDR?

MDR is a shared process of reflection and discernment in which the reviewer and the reviewee and 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 is 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 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 clergy and to those they minister amongst. Their wellbeing as a person and as a priest is 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. Thank you for the vital role you play in making the most of this opportunity so that their ministry can flourish and thrive.

May this process be a blessing to you and to the reviewee. Do not hesitate to approach us if you have any questions (see the contact list in section 10).

4. National Guidance on MDR (scope)

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 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.

5. Diocesan Process of MDR – Diocese of Derby 4 Year Cycle

This diagram shows the different stages of the four-year cycle, which will be continuous with clergy allocated different starting points.



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

6. Forms and Documents

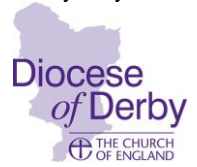
The following forms are used to administer the MDR process under each stage:

Form Number	Stage	Form	Purpose
Form 1	Full MDR	Critical Friends Feedback Form	Critical Friends use this form to provide their feedback
Form 2	Full MDR	Personal Reflection Form	Used by the reviewee to prepare for their full MDR
Form 3	Full MDR	Full Review Summary Note, Learning and Development Goals Form	The Review Form used to document the full MDR discussion. This is available online or in Word format.
Form 4	Interim MDR	Interim Review Summary	Used to record the interim review discussion. This is available online or in Word format.

Other documents required as reference documents during this process are the role description, the parish or context [Mission Action Plan \(MAP\)](#), however it is currently expressed, and the [Ordinal for the Ordination of Priests](#).

7. Step by Step through the FULL MDR

- 7.1 You will be contacted with the names and contact details of those who you will review. Please let your Archdeacon know by email as soon as possible if you don't think you are the right reviewer for any of those named.
- 7.2 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.
- 7.3 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.**
- 7.4 The MDR conversation will take place using the '*MDR conversations – what will they consist of*' guide on page 9 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 online 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 and the form is submitted.
- 7.5 When you submit the completed online form (Form 3) at the end of the MDR meeting, the form will automatically be sent to the Bishop's Office. The Bishop's Chaplain will return a copy of the



completed form to you and your reviewer within approximately 3 working days.

If you are not able to complete the form using the online version, you may use the Word version instead. In which case you should send a copy of the completed Full Review Summary Note, Learning and Development Goals Form (Form 3) to the Bishop's Office using the email MDR@bishopofderby.org, copying your reviewee into this email.

This will allow the reviewee the opportunity to reflect on their MDR.

- 7.6 The Bishop will write to the reviewee to conclude the MDR process for this year and will keep a copy of Full Review Summary Note, Learning and Development Goals Form (Form 3) together with their response, in their personnel file (blue folder). The bishop's office will also send their priorities, learning, and development goals to their Archdeacon, who can offer support if requested. They will also be shared with the Ordained Ministry Development Officer (OMDO) and Director of People and Ministry Development, to assist in informing diocesan provision of further training and development.
- 7.7 Reviewers should retain a copy of the Full Review Summary Note, Learning and Development Goals Form in order to conduct the interim review, but all other paperwork should be destroyed.
- 7.8 After both the Full MDR and Interim MDR it is the responsibility of the reviewee to ensure that, so far as is possible, agreed learning and development objectives are met. Their Archdeacon will be available to advise and offer support in this, and the OMDO will be available should they need help identifying relevant training, mentoring or other support for their ongoing development.

For more information on Continuing Ministerial Development, reviewees can visit the website here: <https://derby.anglican.org/en/church-admin/continuing-ministerial-development.html>. The website outlines the training opportunities available throughout the year.

8. Step by Step through the INTERIM MDR

- 8.1 You will be contacted to remind you of the names and contact details of those who you will review. Please let your Archdeacon know by email as soon as possible if you don't think you are the right reviewer for any of those named.
- 8.2 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.
- 8.3 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.
- 8.4 There is no preparation paperwork for the interim MDR however the previous years completed copy of the Summary Note Form and Learning and Development Goals Form (form 3) will facilitate this conversation and you should read through these forms ahead of the review.
- 8.5 When the MDR conversation takes place you should use the new online 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.



- 8.6 At the end of the MDR conversation, you should complete the online 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 and the form is submitted.
- 8.7 When you submit the completed online form (Form 4) at the end of the MDR meeting, the form will automatically be sent to the bishop's office. The Bishop's Chaplain will return a copy of the completed form to the reviewee within approximately 3 working days. You will not receive a copy of this form.
- 8.8 If you are not able to complete the form using the online version, you may use the Word version instead. In which case, after the meeting comes to a close, you should send a copy of the completed Interim Review Summary (Form 4) to the Bishop's Office using the email address MDR@bishopofderby.org, and copy your reviewee in to this email.
- This will allow the reviewee the opportunity to reflect on their MDR.
- 8.9 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.
- 8.10 After both the Full MDR and Interim MDR it is the responsibility of the reviewee to ensure that, so far as is possible, agreed learning and development objectives are met. Their Archdeacon will be available to advise and offer support in this, and the OMDO will be available should they need help identifying relevant training, mentoring or other support for their ongoing development.

9. Out of standard cycle MDR for those starting in the Diocese

9.1 New starters with the Diocese of Derby

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

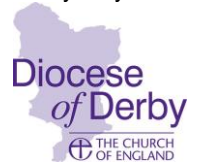
Those who join the Diocese of Derby in the last 6 months of any year will have a 6 month review conversation in the next calendar year and will start the MDR cycle in the following calendar year.

8.2 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 2-year cycle of MDR alternating between a full and interim MDR with the Bishop. 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.

8.3 MDR for clergy working in Employed Roles (e.g. DBF employees, Chaplains, MSE's)

Your employer should offer you an appraisal (Staff Development Review (SDR)) 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.

10. Concerns and Grievance

If you have a concern about the way your MDR has been conducted then please have an initial conversation with your reviewer. If that doesn't bring about a satisfactory resolution then please talk to your Archdeacon. If your Archdeacon is your reviewer then please contact the suffragan Bishop.

11. Contacts and Support

Administration Support

MDRAdmin@derby.anglican.org

Bishops Office Support

MDR@bishopofderby.org

Procedural Guidance

HR@derby.anglican.org

Ordained Ministries Development Officer

Dwayne.ENGH@derby.anglican.org

Further reading, forms and guides

[The Ministerial Development Review Scheme - Diocese of Derby](#)

12. Equality, Diversity and Inclusion

Equality, Diversity and Inclusion plays a vital role in creating an environment in which everyone can flourish. If you have a health or neurodivergent condition that requires reasonable adjustments to allow you to fully engage with this MDR process, please speak to your reviewer so that you can be supported.

13. Confidentiality

The diocese upholds the rights of data subjects to have their information processed in a lawful, transparent, and fair manner, in accordance with the Data Protection Act 2018 and the requirements of the General Data Protection Regulation 2018 and will process all personal information in line with its own Privacy notices.

Appendix A

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 the relevant form.

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.

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

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.