

Ministerial Development Reviews (MDR) User Guide

Document Owner	Bishop of Derby
Document Author and reference point	Director of People & Ministry Development
Policy Monitoring	Annually
Document Reference	DBF 045
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	Newly formatted. 'Purpose and diocesan vision strategy' added. Scope added. Contacts updated after handover from Archdeacon of Peaks and Dales to the Director of People and Ministry Development. Reference to MAP added. Process changes with review forms being completed online to streamline administration.

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.'

Your MDR is due to begin. This note should guide you through the steps required to get the most from your review.

2. Purpose

The 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.

The Diocesan vision is shared for your prayerful consideration as you reflect and discern how your ministry is developing in your 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:

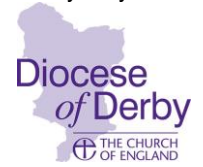
- ***Contexts of social & economic deprivation***
- ***Growing younger***
- ***Growing more diverse***
- ***Being greener***

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 you and the reviewer assigned to you by the Bishop explore and articulate how your ministry is developing in your 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 you and to those you minister amongst. Your 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. We hope that you will make the most of this opportunity so that your ministry can flourish and thrive.

May this process be a blessing to you and to those with whom you share your ministry. 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.

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 your FULL MDR

7.1 You will be contacted with the name of your reviewer. Please let your Archdeacon know by email if



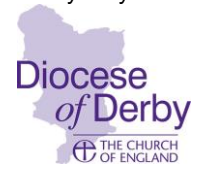
there are pastoral or professional reasons which make you feel that your allocated reviewer is not the right reviewer for you. In this case your request will be considered, and you be assigned another reviewer at the discretion of the Archdeacon.

- 7.2 Your reviewer will contact you to confirm a date and venue for your review and will notify the MDR administrator of this date. A Full MDR should take around 2 hours.
- 7.3 Once the date of your MDR is confirmed, please identify four 'Critical Friends', normally to include both lay and ordained, who will be willing to offer helpful comments on your ministry. They should be people who know you and your work. Please send the Critical Friends Feedback Form (Form 1) to each of your Critical Friends and ask them to return this to you within 7 days. These forms, once completed, will remain confidential, shared only between your reviewer, yourself, and the critical friend.
- 7.4 Set aside some time (at least 2 hours) to complete the Personal Reflection Form (Form 2). As part of this, you should also revisit your Role Description and give attention to your Missional Action Plan (MAP).
- 7.5 At least 14 days before your MDR conversation, you should send the following paperwork to your MDR reviewer:
- 7.5.1 Critical Friends Feedback Form (Form 1) x 4
 - 7.5.2 Completed Personal Reflection Form (Form 2)
 - 7.5.3 A copy of your role description
- 7.6 As part of your preparation, please spend some time thinking about what your priorities for the coming two years could be, especially in the light of our Diocesan Vision and of locally agreed Mission Action Planning. It might be appropriate to revise your role description in the light of that reflection.
- 7.7 Your Full MDR conversation will take place. You should agree with your reviewer 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 your reviewer, using the notes for reference. Both you and your reviewer should be happy with the content of the completed form before the MDR meeting comes to an end and the form is submitted.
- 7.8 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, your reviewer will 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 address MDR@bishopofderby.org, and you will be copied in to this email.

This will allow you the opportunity to reflect on your MDR.

- 7.9 The Bishop will write to you to conclude the MDR process for this year and will keep a copy of your



Full Review Summary Note, Learning and Development Goals Form (Form 3) together with their response, in your personnel file (blue folder). The bishop's office will also send your priorities, learning, and development goals to your 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.

- 7.10 It is recommended that you keep a copy of all of the MDR paperwork. Your reviewer will retain a copy of the Full Review Summary Note, Learning and Development Goals Form (Form 3) to assist with the interim review but will destroy all other MDR paperwork in their possession.
- 7.11 Following your review, it is your responsibility to ensure that, so far as is possible, agreed learning and development objectives are met. Your Archdeacon will be available to advise and offer support in this, and the OMDO will be available should you need help identifying relevant training, mentoring or other support for your ongoing development.

For more information on Continuing Ministerial Development, 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 your INTERIM MDR

- 8.1 If you had a full MDR last year, you will have the same reviewer this year. You will be contacted to confirm this. If there are any pastoral or professional reasons which mean that you feel that your allocated reviewer is not the right reviewer for you, please let your Archdeacon know by email. In this case your request will be considered, and you will be assigned another reviewer at the discretion of the Archdeacon.
- 8.2 Your reviewer will contact you to confirm a date and venue for your review and will notify the MDR administrator of this date. An interim MDR will take around 1 hour.
- 8.3 The purpose of the Interim MDR is for your reviewer to meet with you again, to hear how you are, review progress on priorities set a year ago, consider how you see your current priorities, and to explore with you what is coming up in your 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 year's completed Summary Note Form and Learning and Development Goals Form (form 3) will facilitate this conversation, and you should read through these forms ahead of your review. Your reviewer will 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.
- 8.5 At the end of the MDR conversation, you should complete the online Interim Review Summary (Form 4) with your reviewer, using the notes for reference. Both you and the reviewer should be happy with the form content before the MDR meeting comes to an end and the form is submitted.
- 8.6 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 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, after the meeting comes to a close, your reviewer will send a copy of the completed Interim Review Summary (Form 4) to the Bishop's Office using the email address MDR@bishopofderby.org, and you will be copied in to this email.

This will allow you the opportunity to reflect on your MDR.

- 8.7 Following your review, it is your responsibility to ensure that, so far as is possible, agreed learning and development objectives are met. Your Archdeacon will be available to advise and offer support in this, and the OMDO will be available should you need help identifying relevant training, mentoring or other support for your ongoing development.

This now completes your 2-year cycle of MDR.

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.

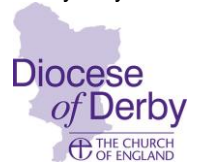
Those who join the Diocese of Derby in the last 6 months of any year will have a 6 month review conversation in the next calendar year and will start the MDR cycle in the following calendar year.

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

Material to assist with your pre-MDR reflection

From the Ordinal:

The Ordination of Deacons

God calls his people to follow Christ, and forms us into a royal priesthood, a holy nation, to declare the wonderful deeds of him who has called us out of darkness into his marvelous light.

The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom.

To serve this royal priesthood, God has given a variety of ministries. Deacons are ordained so that the people of God may be better equipped to make Christ known. Theirs is a life of visible self-giving. Christ is the pattern of their calling and their commission; as he washed the feet of his disciples, so they must wash the feet of others.

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.

Deacons share in the pastoral ministry of the Church and in leading God's people in worship. They preach the word and bring the needs of the world before the Church in intercession. They accompany those searching for faith and bring them to baptism. They assist in administering the sacraments; they distribute communion and minister to the sick and housebound.

Deacons are to seek nourishment from the Scriptures; they are to study them with God's people, that the whole Church may be equipped to live out the gospel in the world. They are to be faithful in prayer, expectant and watchful for the signs of God's presence, as he reveals his kingdom among us.

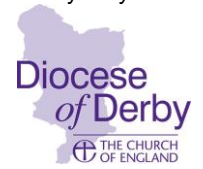
For relevant biblical references see: <https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry/common-worship-ordination-0>

The Ordination of Priests

God calls his people to follow Christ, and forms us into a royal priesthood, a holy nation, to declare the wonderful deeds of him who has called us out of darkness into his marvelous light.

The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom.

To serve this royal priesthood, God has given particular ministries. Priests are ordained to lead God's



people in the offering of praise and the 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 their fellow presbyters, they are to sustain the community of the faithful by the ministry of word and sacrament, that we all may grow into the fullness of Christ and be a living sacrifice acceptable to God.

Priests are called to be servants and shepherds among the people to whom they are sent. With their Bishop and fellow ministers, they are to proclaim the word of the Lord and to watch for the signs of God's new creation. They are to be messengers, watchmen and stewards of the Lord; they are to teach and to admonish, to feed and provide for his family, to search for his children in the wilderness of this world's temptations, and to guide them through its confusions, that they may be saved through Christ forever. Formed by the word, they are to call their hearers to repentance and to declare in Christ's name the absolution and forgiveness of their sins.

With all God's people, they are to tell the story of God's love. They are to baptize new disciples in the name of the Father, and of the Son, and of the Holy Spirit, and to walk with them in the way of Christ, nurturing them in the faith. They are to unfold the Scriptures, to preach the word in season and out of season, and to declare the mighty acts of God. They are to preside at the Lord's table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. They are to bless the people in God's name.

They are to resist evil, support the weak, defend the poor, and intercede for all in need. They are to minister to the sick and prepare the dying for their death. Guided by the Spirit, they are to discern and foster the gifts of all God's people, that the whole Church may be built up in unity and faith.

For relevant biblical references see: <https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry/common-worship-ordination-0>

Further reference documents:

- Your current role description (this may be available from your Archdeacon or the Bishops Office).
- The parish or context 'Mission Action Plan' however it is currently expressed.
- The Diocese of Derby's Vision: <https://derby.anglican.org/en/resources/vision-resources.html>
- The Church of England's national vision and strategy: [Vision and Strategy | The Church of England](#)