



## Ministerial Development Review (MDR)

### Reviewer's Guide 2022/2023

*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. We shall bring the team of reviewers together for initial training before the revised process begins, and in subsequent years will get together to share learning on the basis of their experience.

### 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



Those starting MDR in 2023 with a Full MDR will see the same reviewer two years in a row. Those starting with an Interim review in 2023 will see a different reviewer in 2024 for Full MDR and will then remain with this reviewer for their Interim MDR the year after.

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.

When MDR starts in 2023, half the clergy will start with either a Full or Interim review with a member of the BLT, and the other half will start with a Full or Interim Review conducted by a reviewer appointed by the Bishop to perform this task on their behalf. **For 2023 only, the interim review will take the format of a shortened MDR review.**

### **Your guide to the MDR Process:**

1. Ben Griffiths, the Ordained Vocations Officer (OVO) will contact you with the names and contact details of those who you will review. Please let the OVO know ASAP if you don't think you are the right reviewer for any of those named.

2. Please contact your reviewees by email to arrange a date, time, and place for the review conversation allowing for 1.5 hours for those due a *Full MDR*, and 45 minutes to 1 hour for those starting with an *Interim MDR*. We suggest a date at least four weeks ahead to give time for preparation. Once you agree any review dates, please share these with the OVO. The expectation is that you decide whether you want the reviewee to come to you, or you would prefer to travel to them, or you would prefer to give them the choice.

### **Full MDR (See appendix for a flowchart timeframe)**

3. In the case of *Full MDR* the reviewee works through their pre-MDR self-reflection questions (Form 2) and sends you their completed form at least 14 days before your MDR conversation. They will also enlist four 'Critical Friends' to comment on their ministry and will send you the comments returned by their critical friends in Form 1. 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 *Full MDR* conversation then takes place. Guidance notes are attached at the end of this paper. Both you and your reviewee note down anything that may be needed for the Summary Note (Form 3) which is completed following the meeting. During the review you should also discuss and agree any further learning and development needs or opportunities for the reviewee and these should be summarised on Form 4.

5. At the end of the review, you should book a follow up Interim MDR for 12 months' time. This should take no longer than 45 minutes to 1 hour. Please advise the OVO of this date when it is confirmed.

6. Within 2-3 days of the review, while still fresh in the mind at the point of writing, the reviewee will send you their draft Summary Note (Form 3) and you should respond with any amendments. This form may go to and fro until an agreed summary is produced. The content of Form 4, focusing on objectives for learning, development and self-care, should also be reviewed. Once the content of both Forms 3 and 4 are agreed, these should be signed by both the reviewer and reviewee. The reviewee should then send both Form 3 and Form 4 by email to the Bishop's office using the email address [MDR@bishopofderby.org](mailto:MDR@bishopofderby.org). These should be sent within two or three weeks of the MDR conversation.

7. The Bishop will acknowledge receipt of Forms 3 and 4, writing to the reviewee and highlighting any matters to be emphasised. The Bishop's office also sends Form 4 (learning and development objectives) to the Archdeacon who is available to offer support at your request and the Ordained Ministry Development Officer (OMDO), to inform diocesan provision of further training and development. You should retain a copy of Form 3 and 4 in order to conduct the interim review, but all other paperwork should be destroyed.

8. After both *Full MDR* and *Interim MDR* the reviewee is responsible for identifying support in realizing their agreed objectives. They should begin action on this as soon as the objectives have been agreed. Both the Archdeacon and the Ordained Ministry Development Officer is available to advise and offer support in this.

### **Interim MDR in 2023 (see appendix on MDR flow chart time frame)**

1. **In the case of those starting with an *Interim MDR* in 2023** - in 2023 only, as we recommence the MDR process, the interim review will take the format of a shortened MDR. Please meet with your reviewee and discuss how ministry is going, how they feel they are doing, and what priorities they may want to articulate for the coming year. In 2023 only, we are asking you to help your reviewee fill in Form 4, naming agreed priorities for learning and development. There is no requirement for them to obtain critical friends feedback, or to fill in forms 2 and 3, although they may of course do so if it helps them.
2. Once form 4 is completed, this should be signed by yourself and the reviewee, and the reviewee will then send this by email within 2 weeks to the Bishop, using the email address [MDR@bishopofderby.org](mailto:MDR@bishopofderby.org). The Bishop will acknowledge receipt of this form and it will be kept on the reviewees 'blue' personnel file. It will also be shared with the Archdeacon who will be able to offer support at their request and the Ordained Ministry Development Officer to inform provision for learning and development within the diocese.
3. Those who have an interim review in 2023 will move on to a full review with a different reviewer in 2024 and any paperwork which you have relating to the interim review should be destroyed.

### **Interim MDR from 2024 onwards (see appendix on MDR flow chart time frame)**

1. Those reviewees who had a Full MDR in 2023 will undertake an Interim MDR in 2024. During the Full MDR process in 2023 you should have set a date with your reviewee for the Interim MDR to take place. You should contact your reviewee 4 weeks prior to this date to check the date is still convenient for them.
2. 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 with you 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 year's forms 3 and 4 will facilitate that conversation but there is no expectation of your reviewee completing the critical friend feedback, or of using form 2, although they may of course do so if it helps them.
3. During the interim review your reviewee should look to complete Form 5, and this should then be signed by both the reviewer and reviewee. The reviewee will then send this to the Bishop within 2 weeks using the email address [MDR@bishopofderby.org](mailto:MDR@bishopofderby.org). The bishop will acknowledge receipt of this

form and it will be kept on the reviewee’s blue personnel file. It will also be shared with their Archdeacon who is available to offer support at their request.

4. After both *Full MDR* and *Interim MDR* the reviewee is responsible for identifying support in realizing their agreed objectives. They should begin action on this as soon as the objectives have been agreed. Both the Archdeacon and the Ordained Ministry Development Officer is available to advise and offer support in this.

**This now completes the reviewee’s first full and interim MDR and you should ensure that you have destroyed all paperwork in relation to this reviewee as any relevant paperwork will be held on file by the Bishop.**

### **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 – allocating actions and next steps to the learning development form 4, agreeing how to write up the learning note form 3 and reviewing the conversation.

Time allocation is entirely up to you, but we would recommend approximately: 10 mins beginning, 60 minutes listening, exploring, deciding and 20 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	Put the person at ease, introductions, drinks, toilets, social niceties etc....
	Worship	Might pray either in silence or out loud, might want to light a candle.
	Working	Contract how you want to work together (meeting your needs and theirs) <ul style="list-style-type: none"> <li>• Subjects, what are the areas you each need to cover?</li> <li>• Timeframe, 90 mins, how long to leave for forms and review?</li> <li>• Outcomes – any they are looking for, targets, forms?</li> <li>• Know – how will you gauge success of conversation?</li> <li>• Roles – how will you work together?</li> <li>• Start – where shall we start?</li> </ul>
Middle	Wellbeing	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?
	Well done	Ensure you commend, praise, encourage at some points.

	Wondering	Things the paperwork made you wonder, asking for clarification, checking on your instincts, assumptions.
	Worries	Things in the paperwork or conversation that concern you where you might want to offer challenge.
	Work	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

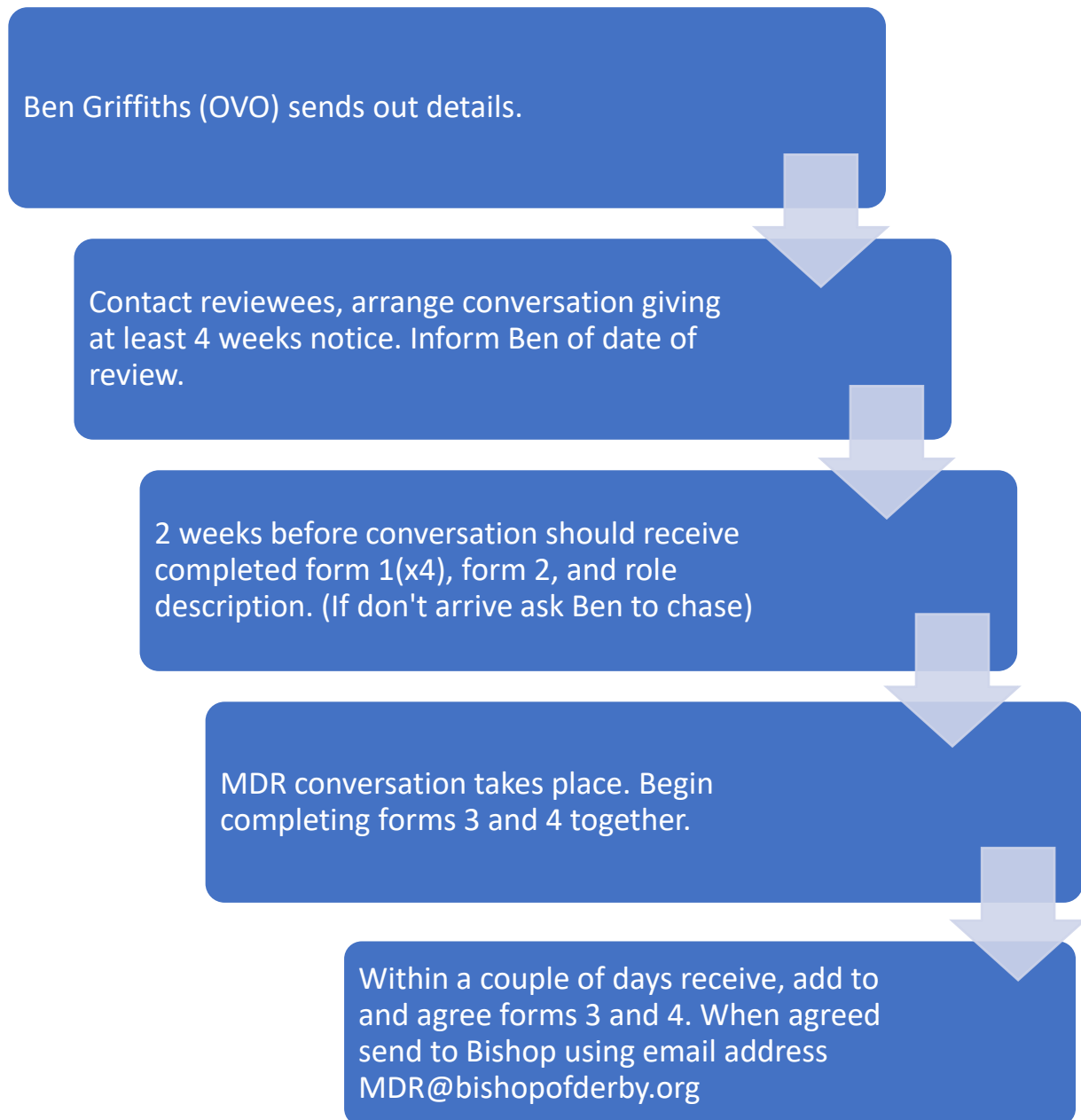
It is fine to use creative approaches if you think they might help the person move forward in their thinking. You might like to create an MDR toolkit which contains things like paper, coloured pens, scissors, bricks, post it notes, shapes, model characters playdoh, etc..... and have those things on the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

## Any questions?

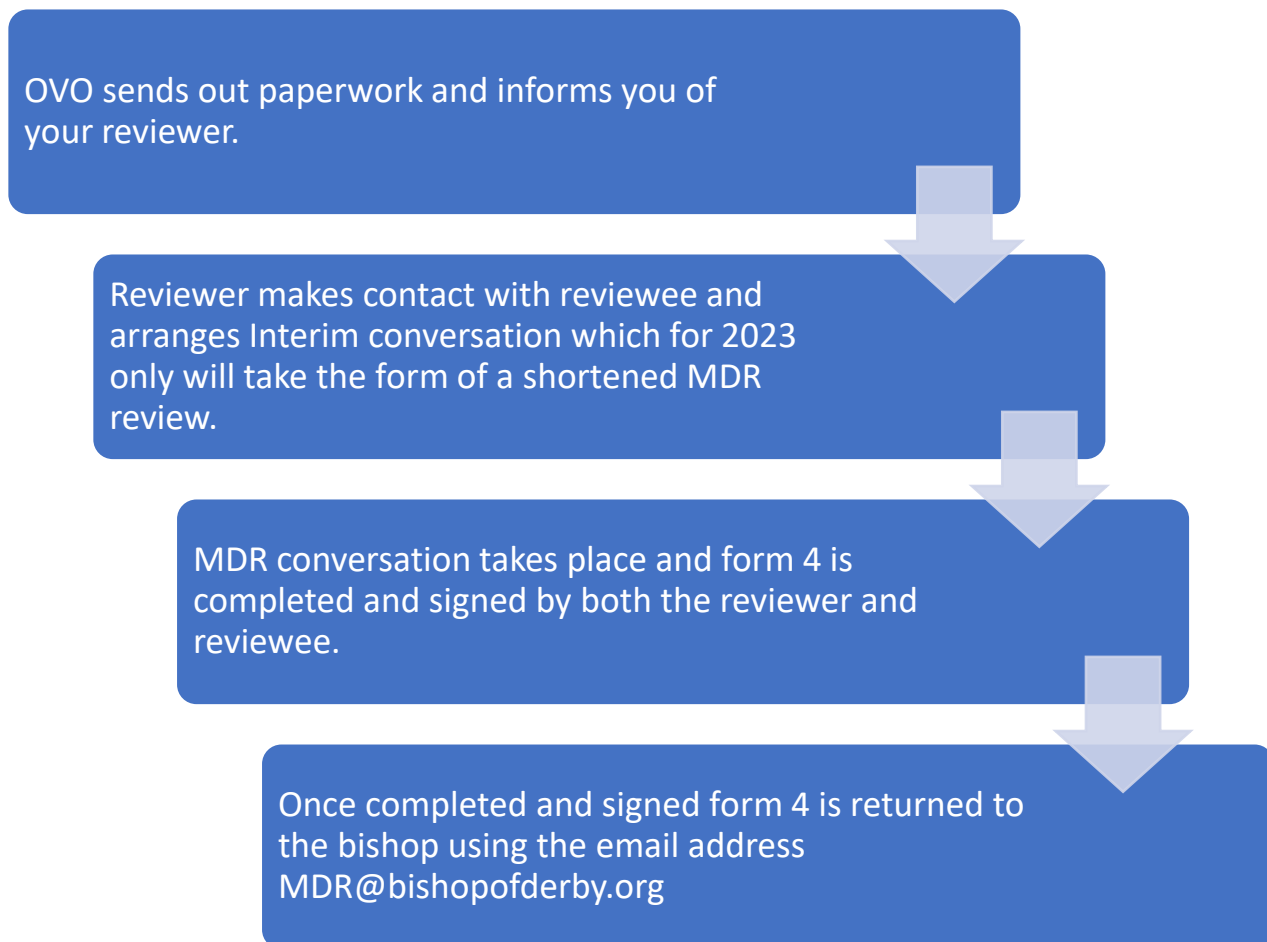
If you have any questions about anything in this guide, or anything relating to the MDR process, please email [MDRadmin@derby.anglican.org](mailto:MDRadmin@derby.anglican.org)

## Appendices

### Full MDR Timeframe Chart



## MDR Interim Review Flow Chart and Timeframe for 2023



## MDR Interim Review Flow Chart and Timeframe for 2024 onwards

