

Ministerial Development Review (MDR) Diocese of Derby A User'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.'

Your MDR is due to begin. This note should guide you through the steps required to get the most from your review. The relevant MDR forms are attached here and are also available on the diocesan website.

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 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 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.

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.

Diocesan Process of MDR – Diocese of Derby Four Year Cycle

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



Launching MDR in 2023

When MDR starts in 2023, half the clergy of the diocese will have a Full MDR, and the other half an Interim MDR. Those starting 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 their Full MDR and will remain with this reviewer for their Interim MDR the year after. Clergy will engage with MDR every year – with *Full MDR* alternating with a shorter *Interim MDR* focusing on reviewing priorities set previously. **For 2023 only, the interim review will take the format of a shortened MDR review.**

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.

Step by step through your MDR

1. Ben Griffiths, the Ordained Vocations Officer (OVO) will contact you with the name of your reviewer. Please let the OVO know by return if there are pastoral or professional reasons why that person is not the right reviewer for you, in which case you will be assigned to another reviewer.
2. In 2023 half the clergy of the diocese will have a Full MDR, and the other half an Interim MDR. Your letter will explain which of these you are doing this year. If you have a Full MDR this year then next year you will have an Interim MDR – and vice versa.
3. Your reviewer will contact you to confirm a date for your review and will notify the OVO of this date. A Full MDR should take around 1.5 hours, an Interim MDR around 45 minutes to 1 hour.

In the case of Full MDR (see appendix on MDR flow chart time frame)

4. As soon as 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 for your reviewer. They should be people who know you and your work and can provide helpful feedback. Please then send Form 1 to each of your Critical Friends and ask for it to be returned to you within 7 days. It is important to ensure that this timescale is met. These forms, once completed, will remain confidential, shared only between your reviewer, yourself, and the critical friend.
5. Set aside some time (at least 2 hours) to complete the pre-MDR self-reflection questions in Form 2. As part of this, please also revisit your Role Description. Send the completed Form 2, copies of your Critical Friends' comments (Form 1) and a copy of your Role Description to your reviewer at least 14 days before your review. If you don't have access to your role description, please try Mandy Francis in HR at Church House to see if there is a copy there.
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. If your Role Description is no longer up to date one of these priorities might be to meet with your Archdeacon to address this.
7. Your Full MDR conversation will take place. We recommend that you take notes throughout this process to assist you with the completion of the summary note (Form 3) following the review. During the review you should also agree on your further learning and development needs or opportunities and summarise these in Form 4.

8. At the end of the review, your reviewer will book in a shorter follow up Interim MDR in 12 months' time, to review your priorities and your progress with learning and development. This should take no more than 45 minutes to 1 hour.
9. After your review, you and your reviewer should aim to complete the agreed summary note (Form 3) of your meeting together. As reviewee it is your responsibility to prepare a draft within a few days after the meeting and share it with your reviewer, who may wish to discuss it further with you or offer any extra comments as appropriate. You should also both review and agree the contents of Form 4 (MDR learning & development goals).
10. Once Forms 3 and 4 have been agreed they should be signed by yourself and your reviewer, and you should then send these by email to the Bishop of Derby's office using the email address MDR@bishopofderby.org Form 4 will then be shared with your Archdeacon who is available to offer support at your request and the Ordained Ministry Development Officer to inform provision for learning and development within the diocese.
11. The Bishop will then write to you to conclude this year's MDR and will keep Form 3 and Form 4, together with the bishop's response, in your personnel file (blue folder).
12. It is recommended that you keep a copy of all of the MDR paperwork. Your reviewer will retain a copy of Form 3 and 4 to assist with the interim review but will destroy all other MDR paperwork left in their possession.
13. Following your review, it is your responsibility to ensure that, so far as is possible, agreed learning and development objectives are met. The Ordained Ministry Development Officer will be available should you need help identifying relevant training, mentoring or other support for your ongoing development.

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

1. In 2023 only, as we recommence the MDR process, the interim review will take the format of a shortened MDR, and we are asking all those having an interim review in 2023 to work with their reviewer to complete Form 4 during their review. There is no requirement to obtain critical friends feedback, or to complete forms 2 and 3, although you may of course do so if it helps you.
2. Once form 4 is completed, this should be signed by both the reviewer and the reviewee and you should return this to the bishop's office by email within 2 weeks, using the email address MDR@bishopofderby.org. The bishop will acknowledge receipt of this form and it will be kept on your blue personnel file. It will also be shared with your Archdeacon who is available to offer support at your request. It will also be shared with the Ordained Ministry Development Officer to inform provision for learning and development within the diocese.
3. Following your review, it is your responsibility to ensure that, so far as is possible, agreed learning and development objectives are met. The Ordained Ministry Development Officer will be available

should you need help identifying relevant training, mentoring or other support for your ongoing development.

4. In 2024 you will start your first full cycle of MDR. If your interim MDR was with a reviewer appointed by the Bishop then your Full MDR will be with a member of the BLT, and they will be in touch with you to arrange this when it is due. If your interim MDR with a reviewer from the BLT then your Full MDR will be with a reviewer appointed by the Bishop, and they will be in touch with you to arrange this when it is due.

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

1. Those who had a Full MDR in 2023 will undertake an Interim MDR in 2024 and this will take place with the same reviewer that carried out your Full MDR in 2023. During your Full MDR your reviewer should have set a date for your Interim MDR to take place. Your reviewer will contact you 4 weeks prior to this date to check the date is still convenient for you.
2. 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. The previous year's forms 3 and 4 will facilitate that conversation and there is no expectation of completing critical friend feedback or of using form 2, although you may of course do so if it helps you.
3. During your interim review you should look to complete Form 5, and this should then be signed by both the yourself and your reviewer. You should then send this to the Bishop within 2 weeks using the email address MDR@bishopofderby.org. The bishop will acknowledge receipt of this form and it will be kept on your blue personnel file. It will also be shared with your Archdeacon who is available to offer support at your request.
4. Following your review, it is your responsibility to ensure that, so far as is possible, agreed learning and development objectives are met. The Ordained Ministry Development Officer will be available should you need help identifying relevant training, mentoring or other support for your ongoing development.
5. This now completes your first full and interim MDR. If you started your MDR with a reviewer appointed by the Bishop then your next MDR will be with a member of the BLT, and they will be in touch with you to arrange this when it is due. If you started your MDR with a reviewer from the BLT then your next MDR will be with a reviewer appointed by the Bishop, and they will be in touch with you to arrange this when it is due.

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.

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 have a conversation with your Archdeacon. If the Archdeacon is the reviewer then please contact Bishop Malcolm.

May this process be a blessing to you and to those with whom you share your ministry. Don't hesitate to approach the Ordained Vocations Officer, the Revd Ben Griffiths, if you have any questions.

The relevant forms 1-4, and further reading to help you prepare, are available on the diocesan website and can be downloaded via this link:

.....

+Libby Derby

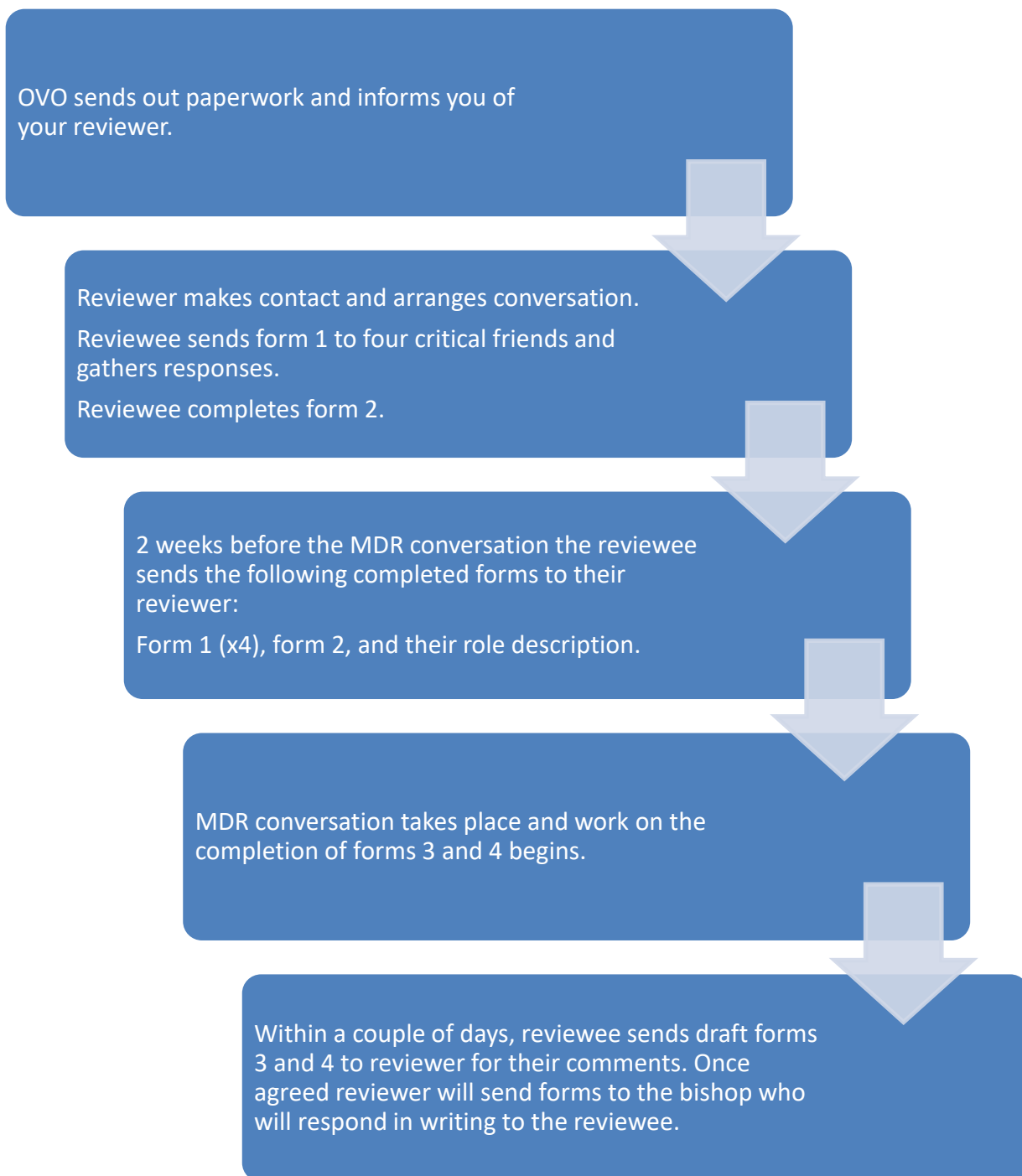
April 2023

Any questions?

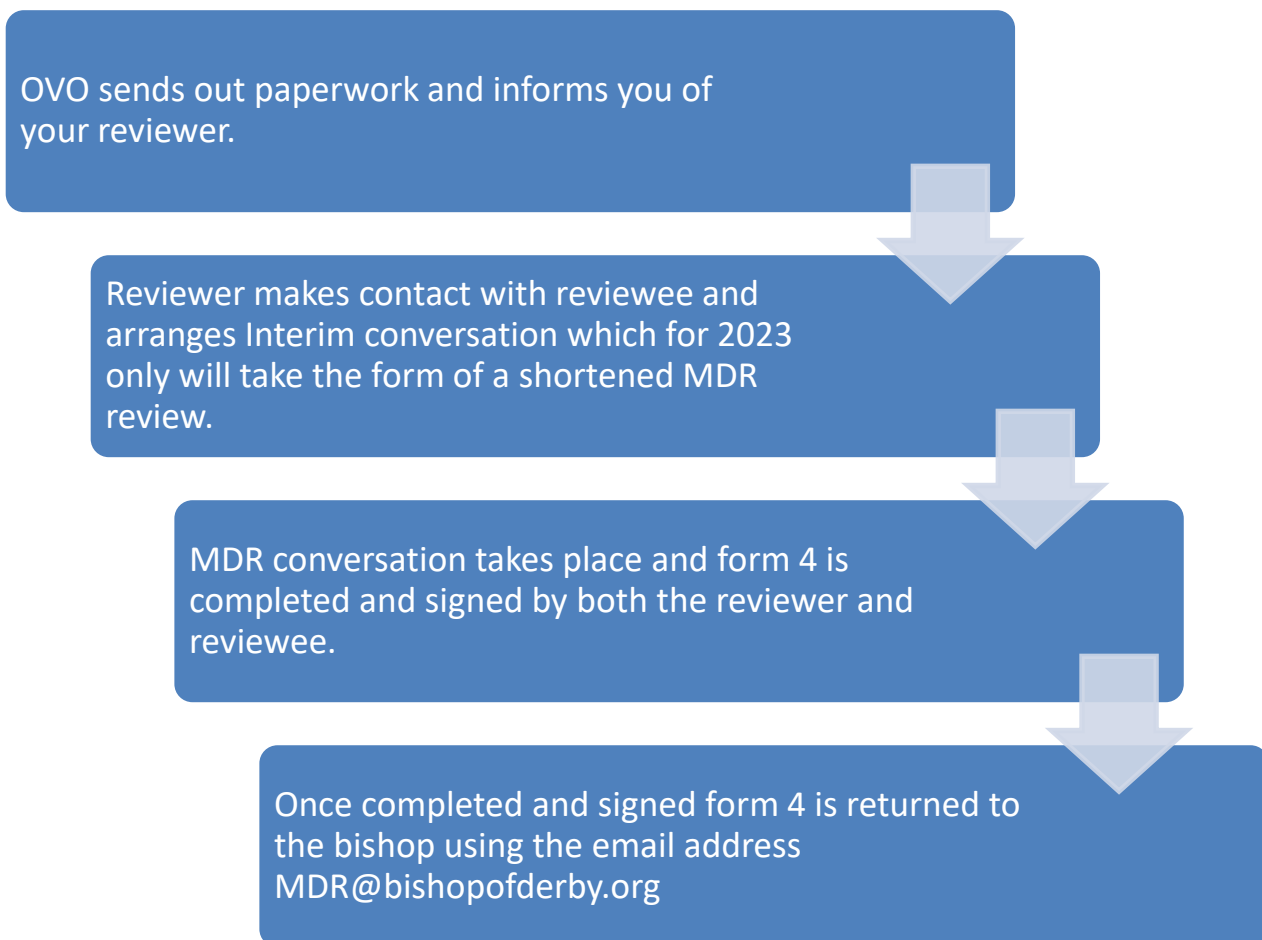
If you have any questions about anything in this guide, or anything relating to the MDR process, please email MDRadmin@derby.anglican.org

Appendices

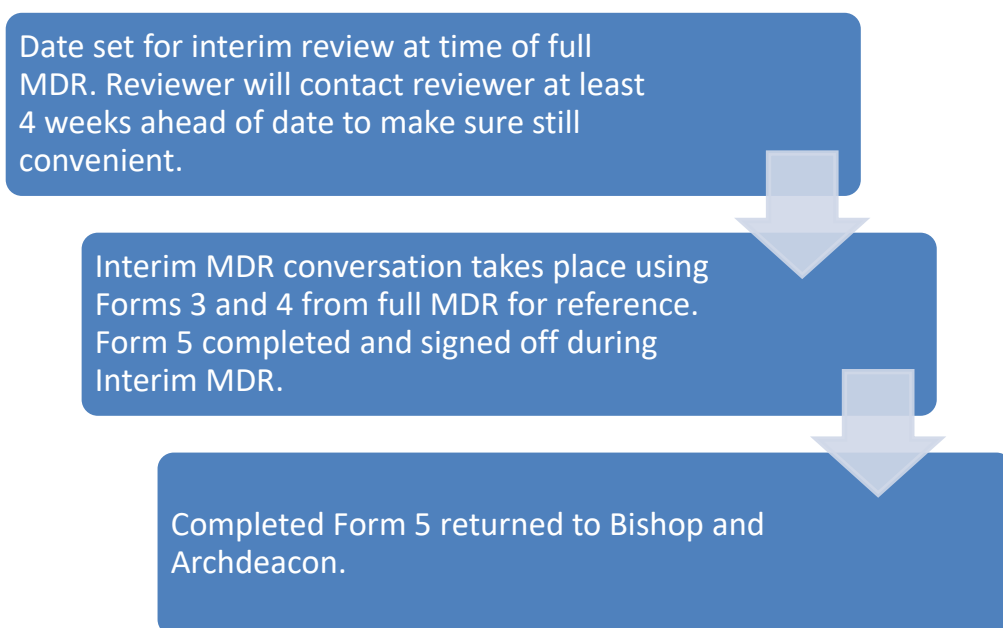
MDR Full Review Flow Chart and Timeframe



MDR Interim Review Flow Chart and Timeframe for 2023



MDR Interim Review Flow Chart and Timeframe for 2024 onwards



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 marvellous 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 marvellous 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 for ever. 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>

Also:

- Your current role description (this may be available from HR Manager Mandy Francis at Church House.
- 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](#)