**CONFIDENTIAL**

**MINISTRY DEVELOPMENT REVIEW FORM 2023**

**FORM C Member of the Community or Workplace**

**To the Reviewee:** This form should be given to a member of the community or your workplace (if SSM/OLM) – someone who will be a critical friend.

**To the Referee:**

Ministry Development Reviews (MDRs) are the Church’s equivalent to Annual Appraisals but are conducted every two years. We take them seriously because they are about helping the person flourish in their work/ministry.

MDRs are about Affirmation, Accountability and Development.

1. **Affirmation**

Before anything else, we want for him/her to hear and feel affirmed in who they are before we consider what they do. One Christian writer said, “*The glory of God is the human fully alive, but the life of the human is the vision of God* ".

Some clergy feel either overworked or overwhelmed. The following is to help them reflect on whether they are doing the right things and encourage them to do things smarter.

1. **Accountability**

As it is often said, “very few people want to do a job badly”. Having someone who is for us (like you) ask questions and have you tell them what you see about them that they can’t see themselves is a gift as they seek to do work/ministry better.

1. **Development**

Society, leadership, and church work have become much more complex over the years, and most clergy haven’t been trained for the range of skills necessary for their callings. This Review is to gently, and with the attitude of ‘we are on your side, we want you to excel in your role’, identify those areas that need developing.

**Hoped for outcomes.**

1. The person feels affirmed in who they are.
2. Their strengths are clarified and appreciated.
3. They have a renewed sense to stay or explore moving on to something new.
4. The identification of
	1. One or two things they are good at, with a plan to make them even better in those strengths.
	2. One or two things they shouldn’t be doing, with a plan to delegate or stop.
	3. One or two things they can’t or shouldn’t delegate but aren’t their strengths, with a plan to upskill them.

The questions under each heading are a guide; you do not need to answer them all. Please write anything related to the subject area and leave out anything you do not wish or cannot respond to.

**Please complete and return** this form electronically to the Reviewee **within 7 days.**

Discussing what you have written with the person being reviewed would be helpful.

If you have **confidential comments** you wish to make, please contact the Reviewer directly. To find out who the Reviewer is, contact admin@cofeguildford.org.uk.

Thank you for taking the time and trouble to participate in this process.

**Peter Harwood**

**Director of Mission**

**FORM C Member of the Community or Workplace**

|  |  |
| --- | --- |
| **Name of Reviewee:** |  |
| **Name and role of Referee:** |  |
| **Email Address of Referee”** |  |
| **Date:** |  |
|  |
| 1. **What I most appreciate is …**
 |
| ***Write here*** |
| 1. **What I think are the most positive aspects of the Reviewees activities….**
 |
|  |
| 1. **Areas I think could be developed further….**
 |
|  |
| 1. **Is there any other feedback you would like to offer?**
 |
|  |
|  |
| **In Summary**1. **What are the 3 key things you wish to celebrate about his/her life and work/ministry?**
 |
|  |
| 1. **Are there ways in which s/he needs to be gently challenged?**
 |
|  |
| 1. **What training or development might she/he benefit from?**
 |
|  |
| 1. **Is there anything else which you would like to bring to our attention?**
 |
|  |
|  |
| Signature:  | Date:  |