# Reader Ministry Development Review at the time of Relicensing

## Rationale

Ministry is a gift and a trust for which each individual holds account. The review is about affirmation, celebration and encouragement as well as challenge. The Ministry Development Review provides a structure for accountability to God, to the parish/benefice/ congregation, to the Bishop whose licence we hold, and to the wider Church and society. (See Bishops’ Regulations for Reader Ministry, 5.4). It also reminds us of our shared responsibility with our colleagues in ministry and our responsibility to ourselves.

## The Ministry Development Review Document

Annually the Diocese asks each reader to do a self-evaluation form to be discussed with their incumbent and submitted to the Archdeaconry Warden. At the time of relicensing we ask all Readers, with their incumbents to carry out a more substantial review prior to redrafting the ministerial specification. The Review is in the format recommended by the national Central Reader's Council. The annual self-evaluation forms may be used as a starting point for this review.

## Process for the Reader

* fix appointment with reviewer
* take your own time for reflection and preparation (questions are provided)
* assemble relevant supporting papers (e.g. Working Agreement, Annual Return)
* bring reflection and feedback from colleagues to your review discussion
* complete Review Information and send to the Reviewer prior to your meeting
* Together review the past 5 years since previous licence and set new objectives
* Reader to return summary form to Diocesan office along with other renewal documents in line with the Diocesan checklist
* Find appropriate Continuing Ministerial Development and training as discussed

Your preparation:

* Reflect on the various areas identified in the Review in order to prepare for the discussion.
* It is recommended that input from others amongst whom you minister, lay or ordained, is also sought before the review; (guidance notes and a form is provided for this. )

Roles and Responsibilities:

As you prepare for your Review discussion you may wish to think about your role and responsibilities in the following areas:

* Your responsibility to yourself and the development of your own vocation
* Your responsibility for, and roles within, the church/benefice in which you minister
* Your responsibilities to your colleagues in ministry
* Your roles and responsibilities in employment and the community
* Your responsibilities in the wider church life - deanery, diocese, ecumenically
* Your responsibilities within your family circle

You may also wish to think about the general context that has shaped your ministry since your last review. This may include issues and challenges that have arisen, for example, changing family and domestic circumstances, changes of key people within the church/parish/benefice, a diocesan mission plan, church and society discussions, anything else which may have had an impact on your ministry.

The documentation

Each Readers’ ministry has its own features and nuances, and the use of a structured format for discussion and record information, should not imply that there is only one model for meeting our responsibilities. Rather it should ensure that the rich variety of Reader ministry is acknowledged and respected.

The review is intended as a guide and not as a definitive list. The context of your own ministry and your own understanding of your vocation will shape the discussion. It should include reference to the priorities that were established in your previous review and agreed parish plans or diocesan strategies if appropriate.

The discussion:

* This should be confidential and honest.
* It is designed to be positive, honest, affirming and challenging.

Your future:

As part of the discussion, you and your Reviewer will identify and agree objectives and action. This will include areas you want to prioritise in your ministry, for instance, responsibilities to be fulfilled, skills and disciplines to be developed. Objectives for personal development can also be set.

It would be sensible to keep these to a maximum of three Objectives for your Ministry and three Personal Objectives.

Objectives should be SMART: Specific, Measurable, Achievable, Realistic, Time bound.

When identifying your objectives consider the following:

* What changes would you like to bring about? How will you do this?
* Do you need support, training or development to facilitate this change?
* Will this objective support your church/parish/deanery or diocesan mission strategy?
* Would an action plan be helpful?

Following the Review meeting:

* A summary of the discussion will be written and agreed between the Reviewer and the Reader.
* The summary will include outcomes and actions that you have identified.
* The summary will include identified Continuing Ministerial Development needs.
* The summary is sent to the Warden of Readers who will forward a copy to the CMD officer, and the Archdeaconry Warden.
* It is the responsibility of the Reader with the aid of the incumbent and the Archdeaconry Warden to access appropriate CMD. The Diocese will seek to provide appropriate CMD but is unable to meet every individual need, therefore it may be necessary to look to other resources such as the developing CRC programmes, guided reading, local courses etc.

# PRIOR REFLECTION BASED ON PROMISES MADE AT LICENSING:

1. Do you believe that God has called you to this ministry?

* Am I being true to the vocation that has brought me to this point?
* Is my ministry flourishing and growing - can I set objectives for the future that
* will develop my ministry and help me to fulfil my vocation further?
* Does my ministry include elements of evangelism and mission that seek to further the kingdom of God?

1. Will you be faithful in leading the people of God in worship, and in preaching the word to them?

* Are there areas of public worship in which I need further training?
* Is the feedback I receive from my colleagues and members of the congregation helpful, constructive, revealing points that need addressing?
* Do I give enough time and attention to preparation and background reading to preach?

1. Will you be diligent in prayer, in reading holy Scripture, and in all studies that will deepen your faith, and fit you to bear witness to the truth of the Gospel?

* Are my patterns of prayer, personal reflection and study sustaining and challenging me as a minister of Christ?
* Has the CMD I have undertaken in the last year helped me to grow and contributed towards my development and personal objectives?
* Have I implemented what I have learned and discovered over the last year?

1. Will you endeavour to fashion your life according to the way of Christ?

* As I reflect on my daily life does it honour the pattern I know to be true to the Christian gospel, and take account of the relationships within it.
* Do I give sufficient opportunity for time and space for myself and my family, with days off, a retreat, holidays?
* Are there concerns for my own welfare and that of my family or colleagues?

1. Will you promote unity, peace and love in the church and in the world and especially among those whom you serve?

* As I reflect on my daily working life, how do I take my ministry to the people among whom I find myself?
* Is my ministry effective in environments other than church and public worship and are my relations with the world reflective of the gospel?
* Is my pastoral ministry in the community adequately resourced?
* Where are the “scratching places” in my ministry?

1. Will you work closely with your colleagues in ministry and encourage the gifts of others?

* How are my relationship with my ministry colleagues - do we encourage
* growth in each other?
* Are there ways in which we could improve our working relationship and
* methods of working?
* What gifts can I/do I offer to others in their spiritual journey?

# Reader Ministry Development Review Information

These pages should be completed and sent to the Reviewer before the meeting. They are confidential to the Reader and Reviewer.

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| Name:  Benefice/Chaplaincy/Deanery:  Place of Ministry:  Date of your last safeguarding training:  Date of Review:  Name and Role of Reviewer: |

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| 1 Were there any major changes in my personal or ministerial circumstances during this time? How should the development of my ministry reflect this? e.g.   * Has the context of your ministry changed recently? E.g. new members of ministry team, new personal circumstances * Have there been changes in your home/family/work life? * Are you usually able to take a minimum of 24 hours uninterrupted time off each week * How is your health and personal life (with family, friends and leisure)? |

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| 2. If you have had a previous review, summarise achievements in regards objectives and note objectives still in progress. Personal Objectives:  Ministry Objectives |

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| 3 What have been the most rewarding and/or satisfying experiences in my ministry? e.g.   * What have been the most positive and energizing aspects since your last review? * What has been most fulfilling or most important? * What factors (in the situation and/or myself) contributed to these rewarding experiences of ministry? |

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| 4 What experiences of ministry in this period gave me frustration or dissatisfaction? e.g.   * What areas of ministry have been difficult or unrewarding, daunting or burdensome? * What problems or hindrances have you identified? * What skills have been underused? * What needs changing? * What factors (in the situation and/or myself) contributed to |

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| 5. Where do I see the activity of God in my experiences during this period, and how might this influence my understanding of what God is asking of me now? |

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| 6 What have you been learning since your last review? e.g.   * There may be formal learning training courses, conferences and qualification as well as more informal learning and new experiences. * What have you been reading? * What feedback do you get about the effectiveness of your ministry? |

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| 7 What structures are in place to support you in your ministry? e.g.   * How is your prayer and spiritual life? Who or what helps you? * Do you have a spiritual director, or other source of spiritual support? * When did you last have a Retreat or similar time of spiritual refreshment? * Do you have the occasional opportunity to worship without ministerial responsibility? |

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| 8. Does your Working Agreement adequately describe what you do and the context in which you serve? What, if any, changes may be required for your new one? e.g.   * Do you sense a calling to a wider ministry? * Are you called to stay in your present place of ministry? * Might God be calling you to something new? * Are there aspects of ministry you need to lay down or hand on to others? |

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| 9. What do I see as the priorities in my ministerial vocation for the next period? Personal  Ministerial |

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| 10. Please note any reflections on the input to this process received from others |

## SPECIFIC CONCERNS

The intention is to allow you to suggest specific priorities for attention during your review meeting. These do not limit the scope of discussion, but identifying them ensures that they can be given due time and attention.

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| 1. Particular areas on which I would like to focus in this review. e.g.   * any concerns, questions or relevant information which does not arise out of the process so far |

# Ministerial Development Review Agreement

These pages should be completed during or straight after the meeting and are confidential to the Reader, Reviewer your Archdeaconry Warden of Readers and the Warden of Readers.

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| Name:  Benefice/Chaplaincy/Deanery:  Place of Ministry:  Date of your last safeguarding training:  Date of Review:  Name and Role of Reviewer: |

Date: from to:

During your review discussion, you will be identifying and agreeing targets for the next phase in your ministry. It may be helpful to reflect and refine your objectives over a few days and return to finalise them with your reviewer. You are encouraged to include a **maximum** of three objectives in ministry and three personal development objectives. Also note some indication of the following;

* key steps to be taken to move towards the objective
* training and other resources required to support this.
* If targets are SMART , it will be easier to identify their completion.

## Personal Targets

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| Target 1 including resources needed and completion date |

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| Target 2 including resources needed and completion date |

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| Target 3 including resources needed and completion date |

## Ministerial Targets

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| Target 1 including resources needed and completion date |

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| Target 2 including resources needed and completion date |

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| Target 3 including resources needed and completion date |

# FEEDBACK FROM A COLLEAGUE

## GUIDANCE

Receiving feedback on your ministry is an opportunity for a Reader to learn more about what works well and what is not working. You, as a friend, are being asked to give feedback because you have been identified as someone whose views would be valued as part of the Reader’s ministry development.

Try to

* act as a ‘critical friend’, giving feedback that will both encourage and affirm but also identify areas where there are challenges that may need to be faced.
* give feedback based on your own experience, not what others have said.
* be honest, your feedback will help the Reader gain understanding of his or her strengths and development opportunities. The focus of this process is development and improvement.
* express your feedback sensitively.

Try to avoid

* letting any recent, exceptional, events influence your feedback either positively or negatively. Try to reflect typical performance.
* letting a single incident or experience disproportionately affect the feedback you give.
* letting your personal relationship with the person disproportionately affect the feedback you give, try to focus objectively on performance.
* giving bland responses that avoid positive or negative comments.

# READER REVIEW COLLEAGUE FEEDBACK

This is confidential to the Reader who will however summarise key points for discussion in their Review.

Feedback for:

Feedback from:

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| Please tell me what you think my gifts are as a minister? |
| Are there ways I could use these gifts more effectively? |
| Please tell me where you think my ministry needs to grow and change: |
| Do you think those amongst whom I minister have significant needs I am not currently meeting? |
| Please tell me if there are any relationships I should try to improve |
| Have you any other comments which could be helpful in my preparation for my Ministry Review? |