

## SECTION C MINISTERIAL DEVELOPMENT REVIEW (MDR)

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### C1 Ministerial Development Review (MDR)

The purpose of the review:

- Affirmation
- Accountability
- Self review

The process of the review:

#### (i) **Notification**

The administrator will write to you notifying you that your review is approaching and will send you a list of reviewers. The reviewers have been authorised and trained for the role. You should choose four people and send those names to the administrator who will allocate one of them as your reviewer.

You then contact the reviewer and arrange to meet. You should allocate at least two hours for the review. This is a very important meeting and you should not be disturbed or diverted during it. Arrange the meeting sufficiently far ahead to enable sufficient reflection and preparation, at least a month.

#### (ii) **Reflection**

You should allocate time for prayerful reflection on your life and work, particularly over the next two years. You may find it helpful to remind yourself of the promises that you made when you were ordained. These are set out in form 'B' with some questions that arise from them.

#### (iii) **Preparation**

- a. Key areas from your reflection. Probably three or four key areas will emerge and these can be the focus of the review. Write some brief notes on these.
- b. Role description. If you have not already done so, write a description that sets out the particular needs and opportunities of your office. You should develop this in collaboration with other colleagues.
- c. Consider any changes that have occurred since the last review (if you have had one) and whether the role description needs to be changed in the light of this.
- d. Progress in relation to your previous objectives. Consider the objectives set at your last review and the extent to which they have been met or changed and how fruitful they have been, if you have had one.

- e. Feedback from others. You might involve ministerial colleagues, churchwardens or others in the church community who might be able to contribute to the review process. You could give to each of those selected (usually two but up to a maximum of four) a copy of the promises you made on ordination and the additional questions in forms 'B' and 'C'. Ensure that they have sufficient time to reflect before they complete the form and return it to you.
- f. Refreshing your objectives. In advance of the review discussion you should start to identify your objectives for the coming year or two. These should be SMART (specific, measurable, achievable, realistic and time based) and kept to a maximum of three personal objectives and three ministry objectives. These are not necessarily to be the final objectives but could be a starting point for a discussion with reviewer in which they may be refined, further developed or altered.
- g. You may wish to consider some of the following:
  - What change do you want to bring about?
  - Is that covered by your role description? (If you have one)
  - How will that support the parish, deanery or Diocesan mission plans?
  - How will you do it?
  - Do you need support, training or development to make this change and what will you do to arrange this?
  - What will success look like?
  - What are the milestones to success?
  - How will you keep track of progress?
- h. Complete as far as you are able the 8 questions in form 'B'.

**(iv) The Review Discussion**

Ensure your Reviewer has received your forms 'B' & 'C' with sufficient time to consider them and at least 2 weeks before your arranged review.

You will probably do the majority of the talking. The reviewer is there to help you do this, to probe, to challenge, to understand and to encourage.

You will agree objectives with the reviewer.

He or she will prepare a written summary on form 'D' either at the end of the meeting or within a few days of it, including these objectives.

The reviewer will hand or send to you a copy of the summary and you can add your comments to it. You should sign it and send it to the Bishop of Truro who will keep it on your personal file.

He will forward matters relating to training to the Director of Ministerial Formation and Development. You can contact him to discuss your own needs.

(v) **Twelve Month Review**

About twelve months after your review meeting the administrator will remind you and the reviewer and you can contact the reviewer for a brief check on progress. This can be by letter, email or phone or you might like to arrange another meeting. This will help you to ensure that the objectives you have set are on course to be achieved.

## SECTION C APPENDIX ONE

### MDR – QUESTIONS FOR REFLECTION AND REVIEW BASED ON THE ORDINAL

This model of review preparation is designed to encourage exploration of the fulfilment of your vocation and how this is demonstrated and lived out in your ministry. It is based on the Ordinal and the promises made by priests when they are ordained. It is set within the context of a changing and evolving church. It is only a guide and is not intended as a definitive list. The context of your own ministry and your own understanding of your vocation will shape your preparation and the review discussion, in addition to the priorities that you established in your previous review and those arising from current diocesan strategies.

<p>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?</p>	<p>Consider your patterns of prayer, personal and corporate ministerial development and study, and their sufficiency in sustaining you as a minister of Christ. How have you implemented what you learned/discovered from these?</p>
<p>2. Will you lead Christ's people in proclaiming his glorious gospel, so that the Good News of salvation may be heard in every place?</p>	<p>Observations about initiatives in evangelism and mission that have continued or been started and observations about the overall situation within your parish or primary context of ministry.</p>
<p>3. Will you faithfully minister the doctrine and sacraments of Christ as the Church of England has received them, so that the people committed to your charge may be defended against error and flourish in the faith?</p>	<p>Observations about the patterns of worship and teaching in the parish(es) over the last year/two years and about ministry associated with the occasional offices</p>
<p>4. Will you, knowing yourself to be reconciled with God in Christ, strive to be an instrument of God's peace in the Church and in the world?</p>	<p>During the last year/two years, what joys and difficulties have occurred in working with any of the following:</p> <ul style="list-style-type: none"> <li>• ordained colleagues?</li> <li>• lay colleagues in or outside the church?</li> <li>• ecumenical and inter-faith partners?</li> <li>• the local community, with its resources and needs?</li> </ul>
<p>5. Will you endeavour to fashion your own life and that of your household according to the way of Christ, that you may be a pattern and example to Christ's people?</p>	<p>Consider the relationship between your work and your personal/family life during the last year/two years. Observations about the relationship between your work and the maintaining of friendships. During the last year/two years did you:</p> <ul style="list-style-type: none"> <li>• take sufficient opportunities for time/space for yourself?</li> <li>• take regular days off, retreat, and sufficient time for holiday?</li> </ul> <p>Do you have any particular concerns about your own health and that of your family? How might this have affected your ministry?</p>

<p>6. Will you work with your fellow servants in the Gospel for the sake of the kingdom of God?</p>	<p>Observations on the way in which you have been able to discern, develop and deploy the gifts of others in the service of God.</p>
<p>7. Will you accept and minister the discipline of this Church and respect authority duly exercised within it?</p>	<p>During the last year/two years have you had concerns about the church structures you work within: the parish (PCC etc)/other primary context of ministry, deanery, diocese, national church?</p> <p>In what ways were you supported by the Bishop(s); Archdeacon; Diocesan Departments; Diocesan Office; Deanery?</p> <p>Were there any difficulties or constraints you experienced from them? In what ways are you a resource to them? How have you supported them? What gifts do you / can you offer to them?</p>
<p>8. Will you then, in the strength of the Holy Spirit, continually stir up the gift of God that is in you, to make Christ known among all whom you serve?</p>	<p>How far have the objectives you set at your last review been realised? What general objectives do you have so far for the coming year/two years in your ministry?</p> <p>What hopes do you have for your ministry in the longer term? Is there any significant change in direction that you would like to make now - in twelve/twenty-four months?</p> <p>What training or study would assist your ministerial development?</p> <p>What significant local opportunities have there been for mission?</p> <p>Where do you believe God is working in your deanery or broader context of ministry?</p>

**SECTION C**  
**APPENDIX TWO (a)**  
**MDR – CONSULTATION BEFORE MINISTERIAL DEVELOPMENT REVIEW**

*Feedback offered by*

*Name*

*Position or role*

*Date*

**Generally speaking, how do you think I am getting on in my ministry?**

**Please tell me what you think are my gifts 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 meeting?**

**Please tell me if you think there are any relationships I should try to improve**

**Have you other comments, which could be helpful in my preparation for my MDR?**

# FORM D

## SECTION C APPENDIX THREE MDR – REVIEW SUMMARY

### *Review of objectives set last time.*

Take each objective in turn. Review how far they have been met or refined. How fruitful have they been in the life of your parish/benefice/the focus of your ministry? How fruitful have they been for you personally?

Ministry Objectives	Measure of progress	Review/ completion date
1. 2. 3.		
Reflections at the end of the year		
Personal Objectives	Measure of progress	Review/ completion date
1. 2. 3.		
Reflections at the end of the year		

**Summary and reflection on feedback.**

Summarise the feedback received from others including feedback offered by your Reviewer, and your response.

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Objectives for the coming two years.

Ministry Objectives	Measure of progress	Review/ completion date
1 2 3		
Personal / Developmental Objective	Measure of progress	Review/ completion date
1 2 3		

**Summary of development needs.**

From the objectives you have set above what learning and development needs have you identified?

Learning and development needs identified
How can these learning needs be met? What action are you going to take by when?

A copy of this will be sent to the Director of Continuing Ministerial Education and Formation.

Reviewee comments

Reviewee name and signature		Date of Review
Reviewer name and signature		

After you have made your comments the Reviewer will send the completed form to the Bishop for any comment and for filing on your blue file (the file held by the bishop and which is passed on if you move between dioceses). The Reviewer and you should keep copies. You are responsible for following up the objectives and actions agreed in the review.

Bishop's comments

Empty box for Bishop's comments.

Signed ..... Date.....

## EXTENDED MINISTERIAL AND DEVELOPMENT LEAVE (EMDL)

### SECTION C APPENDIX FOUR

#### 2 Extended Ministry Development Leave (EMDL)

(i) **Purpose**

EMDL offers the opportunity to step back from the normal work of ministry in order that the minister may reflect on his/her current ministry and consider the future. The EMDL should include elements of education, retreat, relaxation and travel.

(ii) **Duration**

Normally EMDL will last for a period of 3 months and it is recommended that it be taken as a block in order to allow the person taking it to settle into a different rhythm and pattern of life.

Annual leave should not be counted as part of EMDL.

(iii) **Eligibility**

Each case will be considered on its individual merits and 'eligibility' is not to be construed as entitlement.

Under normal circumstances once clergy have been ordained for at least 10 years they will be eligible for EMDL and then every 7 years thereafter. Readers will also normally be eligible for consideration for EMDL where appropriate and where they have been licensed and admitted for at least 10 years - this may particularly be the case for those in oversight roles. Lay staff are also eligible for EMDL once they have been employed for at least 10 years.

EMDL should not normally be taken within 3 years of retirement or 2 years of moving into a post.

(iv) **Procedure**

The initial suggestion for EMDL may arise from the Ministerial Development Review process. Alternatively, the minister seeking EMDL may directly approach a bishop to discuss the possibility. If the Bishop agrees in principle and is satisfied with the outline plan the individual seeking the EMDL will normally then be asked to have a discussion with the Director of Ministerial Formation and Development about more detailed proposals for the EMDL. It is estimated that a period of EMDL will normally take about 12 months to prepare for and the applicant will generally be asked to complete an EMDL application form six months before the proposed start of the EMDL. It is essential that the minister involves the PCC(s) in discussions about the proposed EMDL once it has been agreed in principle. The Director of Ministerial Formation and Development will consult with the Bishop and his staff who will decide whether final approval is given to the proposed EMDL.

Normally, during any one year up to 5 people may be granted EMDL.

(v) **Cover**

Those taking EMDL will be asked to consult with their Rural Dean to ensure that proper cover will be in place and that the deanery is aware of the EMDL. It is the responsibility of the person asking for the EMDL to ensure that proper cover is in place for pastoral duties and services during the time of the EMDL. It is expected that PCCs will normally assist in arranging cover and take responsibility for any costs involved. It is good practice to ensure that PCCs and any other ministry team members are fully aware of plans well ahead of time and that where a first-post curate/reader is involved, that arrangements have been made for 'supervision' for the period EMDL.

(vi) **Finance**

Licensed clergy and Readers will be entitled to a grant of up to £750.

There are additional sources of EMDL funding, and the following list may be useful:

- The Ecclesiastical Insurance Group: Ministry Bursary Awards Scheme  
The EIG Bursary Award Scheme is open to those in full time stipendiary ministry in a Christian church and can provide a grant towards a work-related project, contribute to a study course away from a demanding ministry, or support research in the UK or abroad. Applicants must normally have completed at least 10 years full time stipendiary ministry, either in the Anglican Church or in one that is fully recognised within the mainstream of Christian Churches in the UK. Successful applicants have used their awards to help fund projects such as travel, study courses and pilgrimages, as well as periods of reflection and retreat. The closing date for applications for awards for each year is generally the end of September of the previous year. For more detail, see the EIG website, call Iain Hearn of EIG on 01452 528533 ext. 2104 or email [ecclesiastical@eigmail.com](mailto:ecclesiastical@eigmail.com)
- The Alexis Trust: Small grants (c£50) for Christian based activities. Write to Prof D W Vere, 14 Broadfield Way, Buckhurst Hill, Essex, IG9 5AG
- The St. George's Trust: Grants to people involved in the service of the Church of England and churches in communion with her, including clergy grants towards EMDL expenses. Write, with details of the project its likely cost and an indication of available funds, as far in advance as possible before March or September each year, with an sae to St. George's Trust, Senior Trustee, Saint Edward's House, 22, Great College Street, Westminster, London, SW1P 3QA.
- Women may also make applications to: the Women's Continuing Ministerial Education Trust - contact the Ministry Division at Church House for details, 0207 898 1000.

Please do inform the Director Ministerial Training of any other useful sources of funding you come across so that these can be shared more widely.

(vii) **Getting the most from your EMDL**

Please consider the following when preparing for your EMDL.

(a) **Education**

This is the element of professional and ministerial development which might well take the greatest part of your three months. It can involve some element of learning probably through study and theological reflection. It should be designed to widen horizons or deepen thinking in a particular area, rather than simply revisiting familiar territory. Most people have some idea of what they want to do with this time, but it is good to ensure that it is something which benefits a variety of needs including your own ministry now and in the future and the wider work of the church.

(b) **Retreat**

The EMDL should include some time which is by nature of retreat. For some people that may mean going on a "Retreat". But there are other ways of retreating. The principle is that some time of your EMDL should be set aside for you and your own relationship with God. This means retreating from church, work, family and responsibility to refresh your own personal spiritual life in a way which is best for you. Careful discussion with your spouse/dependants (if any) is essential. A spouse should not be expected to run the parish(es) in your absence. It is wise to discuss this retreat element with your spiritual director if you have one.

(c) **Relaxation**

EMDL is not a holiday. Nonetheless it is appropriate and necessary that the three month includes some time of physical rest and refreshment.

(d) **Travel**

It is expected that travel will form part of EMDL in order that the minister may experience a different context in which to develop. It is likely that the travel will be to a place which is particularly relevant to the study which the minister is undertaking.

(viii) **Report**

You will normally be expected to report to the Director of Ministerial Formation and Development on your EMDL when it is completed. This report should include reference to what has been gained through the different elements of the EMDL and your own theological reflections and personal learning arising from the time. In addition to this brief report, some people will wish to prepare a longer more detailed report of their work for the benefit of others. This is fine. It is good to give some consideration to ways in which what has been learned from your EMDL may be of use and benefit to the wider church in the Deanery or the Diocese.

## EMDL – EXTENDED MINISTRY DEVELOPMENT LEAVE APPLICATION

To the Director of Ministerial Formation and Development

<b>Name:</b>	
<b>Post:</b>	
<b>Length of time in post:</b>	
<b>Year of ordination to the diaconate:</b>	
Details of any other EMDL you have had in this diocese or in other Churches or dioceses. Include date(s) and main focus/foci of previous EMDL:	
When do you hope to take your leave?	
<b>EMDL PROPOSAL</b> (Please give details of the main objective(s) of your EMDL. You will be asked to complete a report following EMDL which should focus on these objective(s).	
How will your EMDL contribute to your ministerial and personal development?	

How will your EMDL contribute to your wider ministry within the church or Diocese?	
Where will you reside during your EMDL?	
If you have any family at home have you discussed issues relating to your EMDL with them? YES/NO  If you are married will your spouse be coming with you for any period(s) of time when you are away? YES/NO Please give details:	
Have you discussed your proposed EMDL with your PCC(s)? YES/NO	
Have you discussed cover arrangements with your ministry team (including churchwardens) and rural dean? YES/NO Please give outline how cover will be arranged (you are also asked to give detailed arrangements to your ministry team and rural dean).	
Please outline details of the costs of your proposed EMDL:  How will this be funded?	
<b>SIGNED:</b>	<b>DATE:</b>

**For office use only**

<b>Date Form Received:</b>	<b>Date of leave requested:</b>
<b>Approved by:</b>	<b>Date:</b>
<b>Date grant payment requested:</b>	

Please return your completed form to Dr Jonathan Rowe, Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro, TR4 9NH