



# Diocese of Carlisle

## Ministerial Development

### Review Handbook

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## **MDR Scheme**

### **Year 1 – new appointments / change in role**

1. At appointment - three objectives are agreed with the Archdeacon in line with the SOP, the role description and the Mission Community profile.
2. Six months after appointment one of the Bishops visits.

### **Year 1 – cyclical**

1. Meeting arranged by the Archdeacon's EA
2. MDR by the Archdeacon, Archdeacon's EA sends the reports, where available, from previous two years to the Archdeacon. The MDR review report should be completed in draft and returned to the Archdeacon's EA one week prior to the meeting.

### **Year 2 - Episcopal Review**

1. Episcopal Review, appointment made by the Bishops' Offices, who sends the reports, where available, from the previous two years
2. The Bishop's Office sends MDR Episcopal Review Questionnaire to be completed and returned one week prior to the meeting.

## Introducing Ministerial Development Review (MDR)

### The Bishop's MDR Scheme

Participation in MDR is a legal requirement for those on Common Tenure. MDR can be seen as an important support and encouragement for all clergy. As part of his pastoral duty to offer individual care to each one of us, the Bishop expects all the clergy to take part in MDR. Bishops have their own MDR scheme; the Bishop of Carlisle is reviewed by the Archbishop of York.

Ministerial Review is intended to facilitate both ministerial *enrichment* and ministerial *effectiveness*.

It is widely recognised that when people reflect systematically and regularly about their work it enables them to feel good about it and to become more confident in doing it. It is even more important for people like clergy whose work is also a vocation. This vocation is a joyful response to God, but it can easily excite expectations which are unreasonable both in the clergy person themselves and those around them. It is all-encompassing and it can seem that clergy are answerable to everybody and to nobody both in what we do and how we do it.

To be called to ministry is both privilege and sacrifice which is lived and experienced in the context of the local church, the Diocese and the wider church. MDR is a process through which local church and the Bishop's senior colleagues work together to support those who are called and ordained to ministry and who exercise it with the Bishop's licence and authority. It is not conceived in the same way as 'appraisal' since clergy are not employees. It is about sharing in responsibility under God for the well-being of the clergy and the effectiveness of all the ministerial and missionary efforts.

MDR is a tool to help clergy to develop the self-awareness that is integral both to the dignity of the office they hold and to carrying out the duties of office well.

The MDR process is designed to help clergy to grow in self-awareness. All parts of the process feed into this:

- working on the preparation
- leading to drawing up a report with its objectives
- discussing the objectives with a Bishop and Archdeacon.

Growth in self-awareness then continues as those objectives begin to come to

life in various ways over the following couple of years. All this is no accident. Being appropriately aware of who we are and how we come across to others, learning where we have strengths and weaknesses and developing the capacity to ask for help and listen creatively to criticism, are all integral to the mature exercise of public ministry.

### **Where can I find the documents?**

All the documents you will need for your review are available to download from the Resources for Clergy section on the diocesan website. You will find it helpful to refer to the summary guide of the process supplied with this handbook.

### **Role Description**

All those on Common Tenure should have a Role Description (RD). The RD is intended to be a broad outline of your ministry, rather than a detailed or prescriptive timetable. As part of the MDR process it would be helpful to read it through and see if it is still accurate. If it does need attention that should be flagged up on the MDR Review Report Form, for discussion after the MDR process has been completed.

### **How does it work?**

Every year (starting a year after you took up your present post) you will receive a reminder as to which part of the cycle you should follow for that year.

The biannual meetings with a Bishop and Archdeacon are an opportunity to discuss the key issues that have emerged from your report; they will have things they wish to raise as a result of reading your report, but if there are things you particularly wish to discuss with them it would be wise to identify them in advance of the meeting on the 'MDR Episcopal Review Questionnaire' for the meeting with the Bishop or the 'MDR Review Report' for the meeting with the Archdeacon.

## **Personal preparation**

You will need to set aside a chunk of time for prayerful preparation. This time might include all or some of the following:

- Revisit your last review, especially the objectives (you will need to record progress on your Report Form for this review.)
- As part of your personal preparation we suggest you use the review report and questionnaire for your review with the Archdeacon and the Episcopal Review Questionnaire for your meeting with the Bishop.
- Look at your parish or Mission Community strategic planning (but remember that one of your objectives should be about your personal well-being; MDR is different from your Mission Community strategy, but should dovetail with it.) Or, if new in role the Mission Community Profile you applied for.
- Read your Role Description (see note above) to ensure that you have considered the key aspects of your ministry recorded in it.

You may wish to start summarising your review on your 'MDR Report' at this stage. If you start to identify objectives, remember the advice that at least one should be about your own personal well-being and development.

## **Formulating objectives**

This is a key part in making your MDR effective. We suggest around three objectives. These should be about you and your ministry, personal rather than Mission Community objectives. At least one should be about your own well-being. The MDR review report has a template to help you formulate your objectives effectively.

Good objectives should be focused and specific (so 'Read more' would not be a very helpful objective!). The MDR Review Report Form suggests some steps towards making your objectives as effective as possible, so there is space to think about how you will set about achieving the objective and to identify key milestones and the all-important first step you need to take. It might be helpful to draft this part of the MDR Review Report Form during the review conversation, and to ask your Archdeacon to help you formulate the objectives effectively.

**What next?**

At the meeting you will both sign a copy of the Review Report (the document you have written) and this will be the definitive copy which will be placed on your 'Blue File' at Bishop's House on annual basis. Make sure you keep your own copy as well, as you will need it as you begin working on your new objectives. Please don't put it away in the drawer until your next MDR!

The MDR officer will read the report and identify any areas for continuing ministerial development. They will signpost you to find appropriate support and training to fulfil your objectives, and grants for training events have priority if they go towards fulfilling an MDR objective. They also use objectives to help identify appropriate issues for diocesan training events.