**Clergy Ministerial Development Review [MDR]**

**Year 2 process**

Revised July 2024

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# Preparation Form [Year 2] – MDR

Please complete this form and email to your Year 2 Reviewer 2 weeks prior to the date set for the MDR conversation.

This document is provided to help ensure that the review conversation to be as profitable as possible. Please do not feel compelled to fill each box.

## Details

|  |  |
| --- | --- |
| **Name of Minister (Reviewee)** |  |
| **Role** |  |
| **Date and Place of planned meeting** |  |

## Factors that have had a significant impact on progress/development since the Year 1 MDR

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| *Please refer back to the Ministry Development Plan that was created as a result of the Year 1 MDR.*  *The person carrying out the Year 2 conversation will have access to your Ministry Development Plan.*  *These factors could be personal or institutional, internal or external. The factors could be positive or negative* |
|  |

## What areas would be helpful for the Year 2 MDR conversation to focus on?

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| *These may primarily relate to the Ministry Development Plan.*  *The areas identified should be focussed on your own ministerial development.*  *The person carrying out the review may also come with some suggested areas to explore.* |
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# Ministry Development Plan - Example

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| **Name (Reviewee)** |  | **Date of Review** |  |
| **Name (Reviewer)** |  | **Date of Plan** |  |

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| --- | --- | --- | --- | --- | --- |
| Changes and Developments I want to see | Changes that need to happen | Training and what will you do to achieve this? | Learning with and from others and what will you do to achieve this? | Learning through experience  and what will you do to achieve this? | What should be different in 12-18 months |
| Church Warden about to retire, lack of lay leaders in the parish – new vocations and new ministries needed | Build relationships  Build confidence  Identify potential  Change my approach  Build culture of appreciation and gratitude | Course in Appreciative Inquiry, coaching or growing lay leaders | Identify partners, eg. Ministry team, deanery colleagues, others from course to reflect with – plan to meet 2 or 3 times in 18 months | Review culture of PCC  Identify potential leaders and build relationships  ? include review in APCM  ? Ask congregation how they feel | More volunteers  Current volunteers more confident people |
| A better work/life balance, renewed joy in prayer and worship | Help to address issues  Time set aside to solve problems  New skills / people to talk to | Course in Time Management or Clergy Wellbeing | Pastoral Reflection Group, Cell Group, Spiritual Director | Diary management  Retreat and holiday  Take up a hobby  Make time to enjoy sport / walking | Congregation and family notice the difference in me, I feel renewed in ministry and ready for the next five years. |
| I want more confidence in leadership and project management | Acquire new skills  Know what is involved in building project  Identify allies in parish | Internet research or find lay person with project management skills | Mentor or Work consultant, consult diocese and DAC | Build team, establish time line, include time to plan/do/reflect  Ask for feedback | Building project underway and everyone confident in management, not too many distractions |

# Ministry Development Plan - Template

Please note that only resources identified in this Ministry Development Plan will be eligible for CMD funding and many resources may be available through the Diocese. If you would like a conversation about your development plan, please contact [mdr@elydiocese.org](mailto:mdr@elydiocese.org).

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (Reviewee)** |  | | | **Date of Review** | |  | |
| **Name (Reviewer)** |  | | | **Date of Plan** | |  | |
|  |  | | |  | |  | |
| Changes and Developments I want to see  (identified through MDR conversation) | Changes that need to happen  (identified through MDR conversation) | Training and what will you do to achieve this? | Learning with and from others and what will you do to achieve this? | | Learning through experience  and what will you do to achieve this? | | What should be different in 12-18 months  (Identified through MDR conversation) |
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# MDR Record Form

[for use in both Year 1 and Year 2]

The Reviewer should please use this form to record (in succinct bullet point form) significant elements of the Ministerial Development Review (MDR) conversation with the Reviewee.

In the Year 1 process, it should be used to then inform the completion of the Ministerial Development Plan. The Reviewer should then destroy their record, the Reviewee is welcome to keep it for their records.

In the Year 2 process, this form should be completed and agreed by the Reviewer and the Reviewee before being emailed to [mdr@elydiocese.org](mailto:mdr@elydiocese.org).

Once the Mission and Ministry Team has been emailed a copy, the Reviewer should destroy any records they hold. The Reviewee is again welcome to retain a copy for their own records if they wish.

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| **Name of Reviewee** |  |
| **Name of Reviewer** |  |
| **Review Date** |  |
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