**MINISTERIAL DEVELOPMENT REVIEW CONSULTANT**

**Job Description**

**Introduction**

The role of Ministerial Review consultant is to work with individual clergy in the annual Ministerial Review process, facilitating a personal review of their ministry and assisting in setting objectives and priorities for the forthcoming year.

**Ministerial Development Review Process**

The Ministerial Development Review (MDR) process is a long established practice which together with triennial Episcopal Reviews provides clergy with a framework for the ongoing review and development of their ministry. The process is confidential to the participants.

The MDR consultant is central to this as they coordinate the process for their reviewees and facilitate the review as outlined below.

Every two years every licensed member of the clergy undertakes a review of their ministry using a standard format structured on the ordination service and which considers ministerial and personal growth and development, vision for ministry along with the way forward. The completed form is then used as the framework for discussion at the review meeting with the MDR consultant. The outcome of the meeting is a summary document that includes highlights of the review, objectives for the forthcoming year and the identification of any training needs. This summary will be forwarded to the Bishop and the Area Director of Ministry for follow-up.

All clergy are encouraged to participate including those in sector ministries and Self Supporting Ministers.

**Time Involved**

MDR Consultants decide how many clergy they are able to work with and this figure is reviewed each year; normally around three but some chose to do less (and some more).

Clergy are permitted (and encouraged) to see the same consultant for a maximum of three reviews (i.e. six years) but there is no on-going relationship outside the annual MDR reviews.

Consultants will need to allow preparation time for each reviewee (perhaps an hour), and two hours for the review meeting including time to complete the summary document.

Training for this role will be given and there is an annual/biennial evening review meeting for consultants in Areas, often with the Bishop.

**Skills Required**

Consultants will be committed Christians, clergy or lay, familiar with the role and responsibilities of clergy predominantly in a parish setting. They will have proven capability to provide an empathetic and non-directive environment by offering the ability to:

* listen effectively to others
* summarise and feed back the information they receive
* help clergy set realistic (SMART) working objectives, and help clergy to deepen their reflection on their ministry.
* offer encouragement and challenge
* structure and manage the meeting while allowing the minister the time and space to raise and consider the topics of importance to them, i.e. to set the agenda
* offer experience and insights to support the discussion as appropriate
* demonstrate clear understanding of confidentiality
* ensure the objectives form is returned to the Area MDR administrator, ideally by the reviewee, within a week of the consultation meeting.

**Triennial Episcopal Reviews**

Each minister meets with their Area Bishop every three years; this is in addition to the Ministerial Development Review Process.

**Contacts**

In addition to the Area Directors of Ministry who are responsible for MDR each Episcopal Area will have an MDR Adminstrator. S/He will coordinate the process, support both clergy and MDR Consultants and be the first point of contact for queries.

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