**MDR Process 2022**

THE FRAMEWORK

1. All licensed and beneficed Clergy (including SSMs & curates in their final year) and chaplains participate in a ministerial development review once every two years. The review process includes a confidential 90–120-minute review session with a trained MDR Consultant
2. The process includes provision for 180o feedback
3. Objectives are set by the clergy person within the framework set out on the objective setting sheet at the end of the session with the consultant and once signed off are sent to the MDR Administrator who forwards it to the Bishop and Area Director of Ministry (or CMD Officer)
4. The Area Director of Ministry (or CMD Officer) will respond, noting development needs
5. The bishop will respond, acknowledging receipt with comments as appropriate.
6. Bishops will separately conduct an Episcopal Review with each member of the clergy once every three years. The format of this review will vary according to bishop concerned, and will include reviewing the most recent MDR objectives and summaries

THE MDR PROCESS

1. Clergy are sent an initial email by the Area Administrator outlining the MDR process, asking them to choose a consultant inviting them to identify ideally at least four 180o reviewers from the following list:

* Church warden or PCC member
* Staff member or regular volunteer
* Church member
* Deanery or parish clergy colleague *(Area deans are asked to include a deanery colleague)*
* Local headteacher or other appropriate community leader
* SSMs or Ministers in Secular Employment are invited to make at least one reviewer a work colleague (see below) and at least one from their church/ministry setting (as above)

2. Appropriate forms are provided with the invitation. Clergy participants invite reviewers to complete form MDR 3 (MDR3b for SSMs and for reviewers who do not see clergy in a church setting) and return it to them by a given date, in plenty of time for the review session with their chosen consultant.

3. Clergy participants complete their online forms at least 10 days before the review appointment takes place and this is forwarded to the consultant.

4. The MDR review session takes place

5. At the end of the review session; draft objectives are discussed and drafted between clergy and consultant, these are then agreed within 5 days of the review session and sent to the MDR Administrator, who forwards them to the Bishop and the Area Director of Ministry.