**Ministerial Development Review**

**Clergy Preparation Questionnaire**

***You did not choose me, but I chose you and appointed you***

***that you should go and bear fruit.*** John 15.16a

Across the Diocese of London over 800 clergy (of whom about 200 are SSMs) work across parishes, chaplaincies and in other contexts. Called by God and ordained and appointed by the bishop clergy are central to the fruitfulness of the church. In the Diocese of London, the MDR process plays a vital part in promoting and supporting healthy and flourishing ministry.

The Church of England describes MDR in the following way:

*Ministerial Development Review (MDR) facilitates a guided discussion framed around an office holder’s ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament. In looking forward it is an opportunity to anticipate the changing demands of the role, identify future objectives and areas for potential development.*

*MDR is founded in the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability includes a preparedness to grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.*

Every two years all licensed and beneficed clergy of the diocese (including SSMs, chaplains and curates in their third year) are asked, as a requirement of Common Tenure, to undertake a Ministerial Development Review (MDR). This provides an opportunity to review with others both personal development as a minister of God and the development of current work and ministry.

MDR is only as valuable as each person chooses to make it. It is effectively a self-led review. In order to benefit time needs to be taken to reflect carefully and prayerfully on personal development and the development of ministry in context. Where you have time, a quiet day can offer an excellent opportunity for this.

The process from 2022 will involve a review every two years with a consultant chosen from a list of clergy and laity trained and appointed by the diocese. An organised way of seeking feedback from others in your setting is also provided (see separate paperwork MDR3 and, for SSMs [MDR3b]). It is recommended, in so far as it is possible that you seek feedback using MDR3 (if seeking feedback from people in the parish) (and, MDR3b for feedback from people you encounter in a secular context) before filling in this form.

*Quite distinct to this process of review, the London College of Bishops are each committed to giving each of their clergy an episcopal review once in every three years, offering reflection in the context of recent MDR summary and goals.*

The MDR questions below are grouped into eight sections. The whole process is based on the ordinal (and time spent reflecting on the ordinal is excellent preparation). Along with extracts from the ordinal are bible verses and documents, offered in the green boxes, to assist in reflection. Completing the review questions below should take between 60 and 90 minutes.

**The London College of Bishops**

**Guidance for SSMs completing the MDR form**

SSMs should be aware that the MDR is designed for those in paid ministry – either in a parish setting or in a chaplaincy. This form for SSMs has been designed for you to reflect on your ministries, both within your church setting, but also, to the extent relevant, your work setting. SSMs in paid employment outside the church are likely to be part of another appraisal system, but the questions here are intended to help you reflect on your ministry in your place of work as well, especially if you identify as being bi-vocational or a Minister in Secular Employment.

|  |  |
| --- | --- |
| Name |  |
| Parish / MinistryAs an SSM/bi-vocational/MSE, please specify any relevant non-parochial context |  |
| Date of Review |  |
| Name of Consultant |  |

**Please complete the following questions in a way that is helpful to you as an SSM, and don’t feel the need to answer every question if it does not fit your setting.**

**Your answers will remain confidential to you and your chosen consultant.**

|  |
| --- |
| A. ContextPlease read through your current Role Description, Parish Profile or other relevant documents in preparing to answer.(You may wish to copy and paste some of what you supplied last time.) |

Please write up to 300 words about your church community, location, mission and ministry, and some separate information about your ministry “outside the church”. This gives your consultant an idea of who you are, where you serve, how you understand your ministry, and what you do. Feel free to attach 2 or 3 photos, if appropriate.

|  |
| --- |
|  |

|  |
| --- |
| B. Personal faith and vocationPlease prayerfully read through the [Ordinal](https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry/common-worship-ordination-0) in preparing to answer these questions. |

1. Are you taking some form of annual retreat or Quiet Day? If not, do you need to review your working agreement with your incumbent to enable it to happen?

|  |
| --- |
|  |

1. Do you have a spiritual director, and/or other support where you can talk about life and faith? How do these encounters help you grow in your faith?

|  |
| --- |
|  |

1. What are you currently reading, writing, or studying to deepen your faith, and grow your theological awareness?

|  |
| --- |
|  |

1. What most regularly nourishes you in your faith and what is your pattern in regard to this?

|  |
| --- |
|  |

1. How content would you say you are with your personal prayer life?

|  |
| --- |
|  |

1. In what ways are you sharing the Gospel with others in the wider community?

|  |
| --- |
|  |

|  |
| --- |
| C. Personal wellbeingPlease read the [12 Self Care Resolutions](https://255urd2mucke1vdd43282odd-wpengine.netdna-ssl.com/wp-content/uploads/2019/12/12-Self-Care-Resolutions.pdf) Wellbeing document on the diocesan website |

**Time off**

1. Are you able to take a proper 24 hour day off, and do you have space to pause during other days? If not, is your pattern of work, ministry and rest sustainable? Are you able to take, say, one Sunday off from your ministry setting a month, or does your working agreement with your incumbent need to be reviewed?

|  |
| --- |
|  |

1. Since your last review have you taken all your annual leave entitlement?

|  |
| --- |
|  |

**Physical health**

1. Are there any concerns about your physical health? Are you keeping healthy?

|  |
| --- |
|  |

**Mental Health**

(You may like to use the [NHS self-assessment tool](https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/depression-anxiety-self-assessment-quiz/))

1. What makes you feel anxious? Does anxiety hinder your flourishing?

|  |
| --- |
|  |

1. What causes you the greatest stress? And how often does stress leave you exhausted?

|  |
| --- |
|  |

1. Have you noticed mood swings that seem extreme and disconnected with your situation?

|  |
| --- |
|  |

1. Have you, since your last review, considered getting help, or been told by someone who knows you well that a visit to the doctor or a counsellor might be useful?

|  |
| --- |
|  |

**Financial Pressure**

1. Do you claim all your ministry working expenses, and are they paid in a timely manner?

|  |
| --- |
|  |

1. Are there other financial pressures that are adversely affecting your life or ministry?

|  |
| --- |
|  |

**Working Environment** (Answer only if appropriate)

1. Have you or one of your Churchwardens assessed your study/office since your last review to consider how healthy an environment you are working in?

*(Lighting/ventilation/desk/seating/display screen equipment/safeguarding risks)*

[Assessment tool here](https://wfh.hermanmiller.com/).

|  |
| --- |
|  |

**Generally**

1. What hobbies, pastimes, social or recreational activities do you enjoy that give you a sense of wellbeing?

|  |
| --- |
|  |

1. How would you assess your ministry morale?

Very high High Good Fair Low Very Low

|  |
| --- |
|  |

|  |
| --- |
| D. Personal relationshipsI urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4.1-3 |

1. What has been the impact of your ministry on your family and closest friends? And vice versa?

|  |
| --- |
|  |

1. Are there any new relationships to celebrate, or lost ones to mourn, since your last review?

|  |
| --- |
|  |

1. How are your relationships with the leaders and staff at your place of ministry?

|  |
| --- |
|  |

1. How are your relationships with any work colleagues outside the church setting?

|  |
| --- |
|  |

D 5. It is said that we all need a Paul (Mentor) to learn from, a Barnabas or a Mary Magdalene (colleague) to walk alongside, and a Timothy to invest in (Mentee). Are you able to identify yours?

|  |
| --- |
|  |

|  |
| --- |
| E. Personal skills and giftingsChrist himself gave the apostles, the prophets, the evangelists, the pastors and the teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Ephesians 4.11-13 |

1. What training have you undertaken since the last review?

|  |
| --- |
|  |

1. What are your real strengths in your current ministry and, if relevant, (secular) employment?

|  |
| --- |
|  |

1. Where do you feel weakest and most in need of development in this role?

|  |
| --- |
|  |

1. Are there underused skills, areas of gifting or passion that you have?

|  |
| --- |
|  |

1. What would other people who know you well say is their biggest concern for you? And what would they be rejoicing in about your life and ministry?

|  |
| --- |
|  |

1. Where would you like to be in your ministry in 5 years’ time?

|  |
| --- |
|  |

1. Choose 5 of the following descriptors that best describe you - you must choose at least one from each row.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Apostle  | Prophet | Evangelist  | Pastor | Teacher |
| Visionary  | Strategist  | Tactician  | Leader  | Hard worker |
| Servant  | Shepherd  | Messenger | Sentinel | Steward  |

*Row 1 is from Ephesians 4 ~ Row 2 describes roles in a delivery team ~ Row 3 is from the Ordinal*

Which two of these fit you best, and are you able to “use” them in your current roles, inside - and outside - the church?

|  |
| --- |
|  |

|  |
| --- |
| F. Ministry and Church DevelopmentI thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now, being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus. Philippians 1.3-6 |

1. What were your ministry goals from last time and how have they progressed?

|  |
| --- |
|  |

1. Since your last review what would you say have been your greatest ministry achievements in setting, and also, as appropriate, in your non-church setting?

|  |
| --- |
|  |

1. Since your last review what would you say have been your greatest areas of struggle?

|  |
| --- |
|  |

1. Where have you been able to contribute towards the Diocesan vision to make *Confident Disciples*, to build *Compassionate Communities* and to see the *Creative Growth* of our churches?

|  |
| --- |
|  |

1. Where have you been able to contribute towards the diocesan vision priorities, around growing the church younger, safer and more racially just?

|  |
| --- |
|  |

1. How have you been able to contribute to the safeguarding culture in your ministry setting?

*If there are any safeguarding matters in the parish or chaplaincy, which you would like to reflect on further these should be discussed with your Safeguarding Officer and/or your Area Safeguarding Adviser (not your consultant).*

|  |
| --- |
|  |
| G. Extra parochial ministryA number of clergy have commitments beyond the parish that stretch them, nourish them, widen their field of influence and call on their time – we want to celebrate these and the review is an opportunity for participants to take stock. |

Please list any extra parochial ministry you are committed to, eg chaplaincies, trusteeships, general synod, area responsibilities, writing, tutoring, mentoring, etc. Add rows as necessary.

Please say which ones bring you a sense of life, and which ones are beginning to cause a cost to you or your place of ministry that needs review.

|  |  |
| --- | --- |
| **Title of ministry** | **A word or phrase of summary** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| H. ChecklistIt is easy to answer the questions above and overlook a key area of ministry that is costing you time, energy, money or spiritual energy. |

Since the last review have you, as an SSM, been kept busy with any of the following? Please rate them from 1 a niggling presence to 5 a nightmare you are living with! Insert anything else prompted by this question

|  |  |  |
| --- | --- | --- |
|  | 1-5 | A title or phrase to describe the situation |
| Safeguarding Issues |  |  |
| Church Building Issues |  |  |
| Church Finances |  |  |
| Staff or Volunteer Issues  |  |  |
| Legal / Court Cases  |  |  |
| Social or Other Media |  |  |
| Other |  |  |
|  |  |  |

Finally…

Is there anything not already in this document that you would like to discuss with your consultant? And what goals – personal and ministerial – for both your church/chaplaincy and your non-church setting - are you considering for the year ahead, to be discussed with your consultant? Expand below as required.

|  |
| --- |
|  |

When you have completed this form, please forward it to your consultant at least ten days before your scheduled MDR meeting, saving a copy for yourself.