



## **MINISTRY DEVELOPMENT**

### **MINISTERIAL DEVELOPMENT REVIEW CONSULTANT**

#### **Job Description**

#### **Introduction**

The role of Ministerial Review consultant is to work with individual clergy and licensed lay ministers (LLMs) in the 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 Episcopal Reviews for clergy provides ministers 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 and 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.

The process is very similar for LLMs but they do two reviews within a five-year cycle: before their quinquennial re-licensing, and at the midway point between quinquennials. The process includes a review with the incumbent to whom the LLM is licensed.

All LLMs and clergy, whether self-supporting or stipendiary are encouraged to participate, including those in sector ministries.

#### **Time Involved**

MDR Consultants decide how many ministers they can work with, and this figure is reviewed each year; normally around five or six, but some choose to do less (and some more).

Ministers are permitted (and encouraged) to see the same consultant for a maximum of three reviews 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 is required and there is an annual evening review meeting for consultants 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 feedback the information they receive
- set realistic working goals and help the reviewee to deepen their reflection on their ministry.
- offer encouragement and challenge
- structure and manage the meeting while allowing the reviewee 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

### **Episcopal Reviews**

Each member of the clergy meets with their Area Bishop every two - 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 Administrator. S/He will coordinate the process, support both ministers and MDR consultants and be the first point of contact for queries.

NRE January 2016  
Revised NTWT December 2022  
Revised SEA August 2025