



The Church of England
in Essex and East London

Diocese of Chelmsford

Ministerial Development Review Handbook

MDR with a Diocesan Reviewer

Diocese of Chelmsford

[Ministerial Development Review \(website\)](#)

Contents

Contents	1
Introduction	2
MDR Review Process	3
<i>Review steps and timing</i>	3
<i>After the Review</i>	3
Context	4
<i>The Scope and Purpose of Ministerial Development Review</i>	4
<i>The use of reflection</i>	4
<i>Who participates in the MDR scheme?</i>	4
<i>Who are the Reviewers?</i>	5
Frequently Asked Questions	5
<i>Continuing Ministerial Development</i>	5
<i>Confidentiality</i>	5
<i>What happens if a Reviewer and Reviewee are unable to proceed?</i>	6
<i>What happens if a member of clergy serving under Common Tenure declines to participate in MDR?</i>	6
<i>Contacts</i>	6
Appendices (Tools for use)	7
<i>Appendix 1: The Ordinal</i>	7

Introduction

“Ministerial Development Review (MDR) is about practising what we preach as Christians - that people are valuable, deserve proper time and attention and are made in God's image.”
Clergy Terms of Service

“In these challenging times, attending to our shared life of vocation and service is vital. Ministerial Development Reviews are an important opportunity to pause, reflect, and notice what God has done and continues to do in our lives and communities. To enable this our MDR scheme is pared back so that we have a process that is simpler, less paper heavy and concentrates on well-being and recovery. We have purposefully reduced the preparatory requirements and set a limited number of ‘big’ questions that give space for reflection and discussion.

A Ministerial Development Review is only one aspect of the relationship of mutual care and support we offer one another across the life of our diocese. Please continue to speak to us directly and regularly, as bishops and archdeacons we are here to enable you in your life of vocation and service.

This comes with my thankfulness for our shared ministry and my gratitude for all that you contribute to the life of our diocese. Please be assured of my ongoing prayers.”

+ Guli Chelmsford

MDR Review Process

MDRs happen twice within a three-year cycle, alternating between a Diocesan Reviewer and a member of Senior Staff. The MDR administrator will be in contact when a review is due to take place.

Review steps and timing

- About 3 months prior to your review due date, the MDR Administrator will match you up with a Diocesan Reviewer. This is done on a geographical basis in the first instance. You will have a chance to say if you are comfortable with a particular reviewer. This booklet (available online) will be forwarded to you, to allow for informed, reflective preparation for your forthcoming review.
- Your reviewer will contact you, 4 to 8 weeks prior to your review due date
 - A mutually acceptable date and venue (preferably in person) will be fixed
- This date will be sent to the MDR Administrator who will send you a Review Form, via email
 - Please begin your preparations using the Review Form (you can see a sample online)
- You send your completed Review Form (sections 1-4) to your reviewer (two weeks prior to your review date) via email
 - In addition there are optional questions to give your reviewer a fuller background picture of your ministry to date. Please give as much or as little information as you are comfortable with.
- Your review takes place
 - The Review Form will provide a basis for discussion
 - Your reviewer is there to facilitate, understand, encourage and challenge where necessary
 - Questions 5 and 6 on the Review Form will be discussed and answers agreed

After the Review

- Once wording is agreed, your reviewer will send the completed Review Form to the MDR Administrator via email – no notes are kept by your reviewer post review.
- The MDR Administrator will transfer the form into Nitro Sign*, ensuring data security whilst the form is signed by all parties concerned. The form is then sent to you, via Nitro Sign, for signature.
- Once signed, the form is sent automatically to your Reviewer, via Nitro Sign, for their signature.
- Nitro Sign will automatically send the completed form back to the MDR Administrator.

*Please note that Nitro Sign is an automated process that is helping us to streamline workloads and document transfer, ensure data security and be more environmentally mindful. This will all appear seamlessly in your email inbox; no special programs are required.

- The MDR administrator sends an electronic copy of the completed review form to:
 - Bishops court
 - Your Area Bishop's Office
 - Your Archdeacon's Office
 - Your Area CMD Advisor
 - Appropriate Bishop if you are serving in a parish for which alternative episcopal ministry arrangements are in place
- Your Area CMD Adviser will respond to any specific CMD issues raised
 - Please note: **You** are responsible for taking forward CMD requirements
- The date for your next review will be automatically arranged by the MDR Administrator at the appropriate time

Context

The Scope and Purpose of Ministerial Development Review

The purpose of Ministerial Development Review (MDR) is to support and encourage all ministers to flourish in their journey of discipleship, out of which their ministry will develop. An MDR with a Diocesan Reviewer may focus more on the personal than the outwardly ministerial.

The use of reflection

Ministry is a vocation. Vocation is a joyful response to God, but it comes with a wide range of expectations and sometimes, impossibly high demands. To be called to ministry is both privilege and sacrifice which is to be lived out and experienced in the context of the local church, community and Diocese.

MDR is a process of reflection to support those who are called and ordained to ministry and who exercise it with the Bishop's license and authority. It is not 'appraisal' since ministers are not employees. Rather, it is a demonstration of the pastoral and professional care of ministers by the bishop. It is about sharing in that responsibility which God has entrusted to His Church for the well-being and effectiveness of all our ministerial and missionary efforts. MDR is intended to be an empowering process to support and encourage ministers through a guided discussion framed around an office holder's role.

The purpose of the review is to look back and reflect on what has happened over the 18 months, to consider the minister's wellbeing, through the use of the Review Form. Informed by that, the outcome of the review is the development of a clearer vision for what lies ahead, enabling planning for the minister's personal development.

Who participates in the MDR scheme?

Licensed and beneficed clergy in the diocese participate. This includes: clergy with enhanced leadership and oversight responsibility, such as Area Deans and Team Rectors; incumbents, including Priest-in-charge and House-for-Duty; Interim Ministers and LLMs in charge; Pioneer

leads including SDF/SMMIB funded clergy and lay ministers. *All clergy who hold office under Common Tenure will be included in these arrangements and the same invitations will be made to freehold clergy with the expectation that all clergy will benefit from review.*

Who are the Reviewers?

Diocesan Reviewers are appointed because of their skills and gifts in listening to others, in summarizing and helping ministers to reflect on what has been said, thus deepening their reflection on their ministry. They are both ordained and lay members of the church. All Diocesan Reviewers are trained and supported by the Diocesan MDR team. Before meeting your Diocesan Reviewer, you will be sent their contact details and a short introductory paragraph of background information.

Frequently Asked Questions

Continuing Ministerial Development

MDR is a process and not just a conversation. A central focus of the review is to identify development priorities. The outcomes of your review may include priorities for further study or training. Your Area CMD Adviser will be pleased to work with you to discern the best way to meet your particular development needs.

MDR is part of a package of support which includes development through:

- A Continuing Ministerial Development (CMD) grant
- Transitional Mentoring (new Incumbents and Area Deans)
- Action Learning Sets or Learning Communities
- Coaching or Work Consultancy
- Resilience and Refreshment Days
- Courses
- Spiritual Direction
- Extended Study Leave
- Access to Counselling and Therapy

Further information about these support elements is available through the [Diocesan web site](#) or by contacting your local [CMD Advisor](#).

Confidentiality

A cornerstone of the MDR process is confidentiality. Returned forms remain confidential to Area Bishops, Archdeacons, Area CMD Adviser, MDR Administrator, and your personal MDR reviewer. You are free to share information with others if you wish.

Reviewers will respect your confidentiality as far as it is lawful to do so. Reviewers are not at liberty to disclose the content of review discussions or preparatory forms outside the MDR system. No notes or copies of forms are held by Diocesan Reviewers.

What happens if a Reviewer and Reviewee are unable to proceed?

If you or the reviewer find that it is impossible to proceed with a satisfactory review, the matter is to be referred to the Diocesan MDR Adviser. They will consult with both you and the reviewer before deciding how to proceed, and if considered necessary refer it to the Area Bishop. If the issue concerns an Area Bishop or Archdeacon, the matter will be referred to the Diocesan Bishop for resolution.

What happens if a member of clergy serving under Common Tenure declines to participate in MDR?

The MDR Administrator will notify the Diocesan MDR Adviser in the first instance, who will then speak with the member of clergy. As a diocese we are committed to the principle of mutual flourishing. MDR is a vital expression of our shared commitment to growth, development, and flourishing in our discipleship and ministry. If a difficulty around MDR relates to choice of reviewer we will work to resolve that. If a difficulty around MDR is a matter of timing, e.g. around dates of maternity leave, or Extended Study Leave, then the timing and review cycle can be adjusted. If after a conversation with the Diocesan MDR Adviser the member of clergy continues to decline to participate in an MDR, the Diocesan MDR Adviser will speak with the Area Bishop.

Contacts

Ministerial Development Review (MDR) for clergy in the Diocese of Chelmsford is the responsibility of the Diocesan Lead Adviser on MDR, Revd Andy Griffiths and the MDR Administrator, Sarah Wilson.

For further information, please contact:

Email: swilson@chelmsford.anglican.org

Post: MDR Administrator
Diocesan Office
53 New Street
Chelmsford
CM1 1AT

Tel: 01245 294452

Appendices (Tools for use)

Appendix 1: The Ordinal

The Ordination of Deacons

God calls his people to follow Christ, and forms us into a royal priesthood, a holy nation, to declare the wonderful deeds of him who has called us out of darkness into his marvellous light.

The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom.

To serve this royal priesthood, God has given a variety of ministries. Deacons are ordained so that the people of God may be better equipped to make Christ known. Theirs is a life of visible self-giving. Christ is the pattern of their calling and their commission; as he washed the feet of his disciples, so they must wash the feet of others.

The Ordinands stand before the Bishop, who addresses the congregation:

Deacons are called to work with the Bishop and the priests with whom they serve as heralds of Christ's kingdom. They are to proclaim the gospel in word and deed, as agents of God's purposes of love. They are to serve the community in which they are set, bringing to the Church the needs and hopes of all the people. They are to work with their fellow members in searching out the poor and weak, the sick and lonely and those who are oppressed and powerless, reaching into the forgotten corners of the world, that the love of God may be made visible.

Deacons share in the pastoral ministry of the Church and in leading God's people in worship. They preach the word and bring the needs of the world before the Church in intercession. They accompany those searching for faith and bring them to baptism. They assist in administering the sacraments; they distribute communion and minister to the sick and housebound.

Deacons are to seek nourishment from the Scriptures; they are to study them with God's people, that the whole Church may be equipped to live out the gospel in the world. They are to be faithful in prayer, expectant and watchful for the signs of God's presence, as he reveals his kingdom among us.

From: <https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry/common-worship-ordination-0>

The Ordination of Priests

God calls his people to follow Christ, and forms us into a royal priesthood, a holy nation, to declare the wonderful deeds of him who has called us out of darkness into his marvellous light. The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom.

To serve this royal priesthood, God has given particular ministries. Priests are ordained to lead God's people in the offering of praise and the proclamation of the gospel. They share with the Bishop in the oversight of the Church, delighting in its beauty and rejoicing in its well-being.

They are to set the example of the Good Shepherd always before them as the pattern of their calling. With the Bishop and their fellow presbyters, they are to sustain the community of the faithful by the ministry of word and sacrament, that we all may grow into the fullness of Christ and be a living sacrifice acceptable to God.

The Ordinands stand before the Bishop, who addresses the congregation:

Priests are called to be servants and shepherds among the people to whom they are sent. With their Bishop and fellow ministers, they are to proclaim the word of the Lord and to watch for the signs of God's new creation. They are to be messengers, watchmen and stewards of the Lord; they are to teach and to admonish, to feed and provide for his family, to search for his children in the wilderness of this world's temptations, and to guide them through its confusions, that they may be saved through Christ for ever. Formed by the word, they are to call their hearers to repentance and to declare in Christ's name the absolution and forgiveness of their sins.

With all God's people, they are to tell the story of God's love. They are to baptize new disciples in the name of the Father, and of the Son, and of the Holy Spirit, and to walk with them in the way of Christ, nurturing them in the faith. They are to unfold the Scriptures, to preach the word in season and out of season, and to declare the mighty acts of God. They are to preside at the Lord's table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. They are to bless the people in God's name. They are to resist evil, support the weak, defend the poor, and intercede for all in need. They are to minister to the sick and prepare the dying for their death. Guided by the Spirit, they are to discern and foster the gifts of all God's people, that the whole Church may be built up in unity and faith.

From: <https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry/common-worship-ordination-0>