



The Church of England
in Essex and East London

Diocese of Chelmsford

Ministerial Development Review Handbook

MDR with Senior Staff

Diocese of Chelmsford

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

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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

- Your Area Bishop's or Archdeacon's office will be in touch to set a date when needed and inform the MDR Administrator.
- A Review Form and this booklet (available online) will be sent to you by the MDR Administrator (4 to 8 weeks prior to the review date) via email
 - Please begin your preparations, using the Review Form (you can see a sample online)
- You send your completed Review Form (sections 1-2) to your Archdeacon's or Area Bishop's office, depending on who is conducting your review (2 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
 - Questions 3 and 4 on the Review Form will be discussed and answers agreed

After the Review

- Once wording is agreed, the relevant Area Bishop's or Archdeacon's Office will send the completed Review Form to the MDR Administrator via email
- 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 automatically sent to your Reviewer, via Nitro Sign, for their signature and any final comments
- The completed, signed form will be sent automatically via Nitro Sign 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 to:
 - Bishops court
 - Relevant Area colleague to the reviewer
 - Your Area CMD Adviser
 - 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 member of Senior Staff is a chance to talk to Senior Staff about your context and ministerial development.

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?

The Reviewers are Bishops and Archdeacons.

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 and Area CMD Advisers where necessary. 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.

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>