**Ministerial Development Review**

**Meeting with Bishop or Archdeacon**

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| --- | --- |
| **Name of reviewee** | Name here |
| **Name of Bishop/Archdeacon** | Name here |
| **Date of Review meeting** | Date here |

[When this form has been completed please delete all the notes i.e. everything in 11-point italic.]

1. Issue or areas of work that the reviewee brings to the meeting.

Start typing here

The reviewee will have prayerfully considered these before the meeting and can set the agenda by bringing the areas to talk about.

Both Reviewer and Reviewee may wish to look at any objectives which were set by the Reviewee earlier in the MDR cycle.

2. Areas of work that the reviewer might introduce into the conversation if the areas have not been considered under part one.

Start typing here

These might include anything that is in the accompanying document MDR Self-review questions: Meeting with Rural Dean.

3. Areas of work that might need resourcing or professional development.

Start typing here

*Information included here may be shared with the Diocesan CME Officer*

4. Setting objectives.

Start typing here and include anything identified under previous sections.

E.g. for the next 12 months and/or four years for your ministry, and any training plans

5. Agree process and date to complete paperwork.

Start typing here

Who writes the first draft is negotiable, but **normally** the Reviewer would do this and then send the copy to the Reviewee – a follow up phone call may be required to agree the final copy. The Reviewee emails the final ‘signed’ copy to the MDR office.

Signed and dated.

**Reviewee**

Reviewer final comment (optional)

If the Reviewee agrees the Reviewer may add a comment here (but Only if the Reviewee agrees). For the MDR scheme, all that is required is the Reviewer signs to confirm that they have read the final report sent to the MDR office.

**Reviewer**

‘Signed’ means that, if possible, a digital signature is added, or at least the person’s name.

The evidence for the MDR office that both Reviewee has had the final say on the content of the review document, and that the Reviewer has seen it, is that the Reviewee emails the document from their own personal or work email, with the Reviewer copied in.

[When this form has been completed please delete all the notes i.e. everything in 11-point italic.]