

**DIOCESE OF ST EDMUNDSBURY AND IPSWICH  
MINISTERIAL DEVELOPMENT REVIEW**

***Agreed Summary and Action Plan***

***Process***

It is the responsibility of the person being reviewed to complete this form. This may take longer than you think but it can be a very positive exercise that will be helpful to you in the long term.

This is a WORD document and so you can write as much as you wish under each question. You will be able to draw on your initial reflections in response to the questions from the Ordinal (Paper 3b) and on evidence from others (Paper 4), as well as on the conversation with your reviewer.

Once you have completed and printed this form it should be submitted to your reviewer (**within 10 days**) who is free to add comments and then sign it. The form will then be returned to you so that you can sign it and submit to the diocesan Bishop.

If you disagree with any comments that the reviewer has made this should also be noted prior to the form being signed by yourself and submitted to the Bishop.

A copy of Section 7 will be sent by the Bishop to Revd Dr John Parr for CME.

*Please answer each of the following questions. This is a simple WORD document so you can add as many additional lines, paragraphs or pages as required.*

*Then please print and return the form promptly to your reviewer for any comments that they may wish to add. The form will be signed and dated by the reviewer, who will return it to you.*

*After any additional comments you wish to add, the document should then be signed and dated and submitted promptly to:*

*The Bishop of St Edmundsbury and Ipswich  
Bishop's House  
4 Park Road  
Ipswich  
IP1 3ST*

**DIOCESE OF ST EDMUNDSBURY AND IPSWICH  
MINISTERIAL DEVELOPMENT REVIEW**

***Agreed Summary and Action Plan***

Your Name:

Name of Reviewer:

Date of Review:

- 1. A general summary of the review, listing items and issues covered.** This could include:
  - What has been most rewarding about your ministry in the past year, and why?
  - Are there any aspects of your ministry which you have found less satisfying, and why?
  - What changes have there been in your work and journey of faith over the past year?
  
- 2. Review of past objectives or priorities and completion / movement towards them.** For each objective you should state:
  - What was the objective?
  - Has this been achieved, or has there been significant movement towards completion?
  - What resources are needed?
  
- 3. Review of relationships with parishioners, colleagues and others.**
  
- 4. Summary of input from other people, including colleagues, and your response to this.** This can draw on evidence from review forms completed by others (Paper 4).
  
- 5. State any changes that have occurred or are likely to occur in your Role Description:**
  
- 6. A note of your ministerial skills that might be more widely available:**

*~~~~~ This section should be printed on a separate page ~~~~~  
so it can be copied to the CME Adviser*

- 7. New objectives or priorities (no more than five in total).** The objectives should relate to both mission and ministry and also any personal objectives that you set in your discussion. Put any personal objectives on a separate page if you do not want them to be copied to the CME Adviser

**For each objective, please state:**

- What the objective is
- Why you have chosen it
- How will you do it, and who with?
- By when?
- How will you know that you have achieved it?
- What resources (including CME) are needed?