

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

**AGREED SUMMARY AND ACTION PLAN**

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. **Each box may be enlarged to accommodate all that you wish to write.** Once you have completed this form it should be submitted the reviewer **(within 7 -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.

When complete the form should be sent to  
The Bishop of St Edmundsbury and Ipswich  
Bishop's House  
4 Park Road  
Ipswich  
IP1 3ST

A copy of section 7 will be sent to Canon Chris Burdon for CME

Your name		Name of reviewer		Date of Review	
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1	A general summary of the review, listing items / 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?

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<b>2 Review of past objectives or priorities and completion / movement towards them</b>			
Objective	Has this been achieved / significant movement towards completion?	Is there further work to do? (If an objective is included as an objective for this review please state see below)	What resources are needed?

<b>3 Review of relationships with parishioners, colleagues and others</b>	

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<b>4</b>	<b>Summary of input from lay people, colleagues and your response to this</b>
<b>5</b>	<b>Any changes in role description that have occurred or are likely to occur</b>
<b>6</b>	<b>A note of particular ministerial skills that might be more widely available</b>

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This section should be maintained on separate pages so that it can be copied to the CME Adviser

7	<b>New objectives or priorities. No more than 6 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</b>			
	Objective (what)	How will I do it? How will I know that I have achieved it?	By when?	What resources (including CME are needed?)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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	Comments by the reviewer	
	<b>Signed</b>	
	<b>Date</b>	
	Additional comments you wish to make	
	<b>Signed</b>	
	<b>Date</b>	