

DIOCESE OF ST EDMUNDSBURY & IPSWICH MINISTERIAL DEVELOPMENT REVIEW

Person and Job Specification for Reviewers and the Review Process

Skills

Reviewers are chosen for their proven ability in

- listening to others
- interpreting written information
- asking questions
- summarising conversations orally and in writing
- understanding of human character and development
- knowledge of the Church and its structures
- good organisation

Training

All potential reviewers are required to undertake training in the purpose of MDR, in the skills needed for review, and in the procedures and organisation involved.

All reviewers are expected to attend an annual meeting with the Bishop and other diocesan staff, when good practice can be shared, and periodically to undertake refreshment of their training.

Confidentiality

The information gained in review remains confidential to the reviewer and reviewee, other than what is expressed in the agreed written statement, which will be seen by the Bishop, the Bishop's chaplain, and any other member of senior staff subsequently responsible for the person's Episcopal Review. The Continuing Ministerial Education portion only is also seen by the CME Adviser.

Procedures *(see also accompanying flow-chart)*

When appointed, reviewers must provide a brief biographical outline and stipulate the maximum number of reviews they are prepared to conduct in any one year. It is expected that all reviewers will be prepared to undertake between three and five reviews per year.

When a priest is scheduled for their first year review s/he is given a list of reviewers from which to choose to approach someone to see if that person is willing to undertake their review. A reviewer may decline. If the reviewer assents then a meeting of up to two hours should be scheduled at the reviewer's office or home. The reviewee is responsible for informing the HR Manager of the name of their reviewer and the date of the review. The relevant papers are normally downloaded by the reviewee from the diocesan website. If a fuller review is to be part of the process, Paper 4a or 4b should be forwarded by the reviewee to a maximum of eight selected people.

Paper 3a, responses to Paper 3b and copies of Paper 4 (if used) are to be sent to the reviewer at least one week before the review meeting. The reviewee's self-assessment on these forms constitutes the main subjects for discussion, but this does not preclude the raising of other appropriate questions.

At the end of the meeting, goals for the coming year are agreed and written by the reviewee on a first draft of the summary statement and action plan (Paper 5). This is to be completed, signed and returned to the reviewer within ten days. The reviewer may request clarification of the wording and should add his or her comments before signing it and returning. The summary statement is sent to the Bishop with both parties retaining a copy.

Approximately nine months later, the reviewee will receive a reminder via the MDR administration system to arrange the follow-up meeting with the reviewer. An hour and a half should be set aside for this for the goals specified on the action plan to be discussed. A shorter summary statement is drafted by the reviewee and agreed by both parties.

It is estimated that a first-stage review will involve about five hours of work (but more when the option of a fuller review is taken up by the reviewee) and a follow-up review about four hours.

Expenses

Agreed expenses incurred in reviewers' work will be reimbursed by the diocese on receipt of a completed and duly authorised expenses claim form.