**Ministerial Development Review**

**Agreed Summary and Action Plan (Readers)**

(To be completed after the review)

* All sections in this WORD document can be expanded for you to write as much as you wish. There is no need to write a detailed account of your review. Bullet points may be appropriate in some cases.
* Complete sections 1 and 2. Please note that section 2 (c) will be forwarded to Dave Gardner, Director of Mission and Ministry, and to Ruth Dennigan, Discipleship and Ministry Development Officer.
* Send your summary to your Reviewer and ask them to add any comment and sign and date section 3. Your Reviewer should then return the form to you.
* You may add any further comment in section 4. Then sign and date the form and send it to your Reviewer and to the Bishops’ Ministry Officer (Jeanette.gosney@cofesuffolk.org). Receipt will be acknowledged and it will then be forwarded to Malcolm Rittman, Deputy Warden of Readers and Licensed Lay Ministers.

Apart from yourself and your Reviewer, only the Bishops, the Deputy Warden of Readers and Licensed Lay Ministers, and the Bishops’ Ministry Officer will see this completed document.

Your Name:

Parish/Benefice/Place of Work:

Name of Reviewer:

Date of Review:

1. **Looking back**
	1. How far had you achieved the goals you agreed at your previous MDR?

* + 1. …
		2. …
		3. …
	1. What other matters were discussed as you reviewed the previous year (e.g. relating to your vocation, faith, other work-related or personal matters)?
	2. Do you need to take any action relating to your Working Agreement?
1. **Looking ahead**
	1. **Areas for development.** What broad areas for *personal* and *ministerial* development and growth were identified in your Review?
	2. **Personal goals, training, support and learning.** What *personal* goals (max 3) have you set for the coming year to help you to address these areas for development and to Grow in God?
		1. …
		2. …
		3. …

Is there any further support or information you need to enable you to fulfil these goals?

* 1. **Ministry goals, training, support and learning (CMD)**

*This section (c) will be sent to the Revd Canon Dave Gardner, Director of Mission and Ministry, (**dave.gardner@cofesuffolk.org**) and Ruth Dennigan, Discipleship and Ministry Development officer, (**ruth.dennigan@cofesuffok.org**) , both based at Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ, tel: 01473 298500). Please be proactive in contacting either of them if you have a specific request for support from diocesan staff. They may get in touch with you or use the information to help shape future CMD events.*

* Which of your parish’s/benefice’s goals are you focussing on in the coming year

(max 3)?

* + 1. …
		2. …
		3. …
* What further training, support or resources do you need to enable you to fulfil these ministry goals?
	1. **Other matters**

What other key points were discussed (e.g. relating to your vocation, faith, other work-related or personal matters)?

*Now please send this to your Reviewer to complete section (3)*

1. **This section is for the Reviewer**

Are there comments which you would like to add? These might relate, where appropriate, to comments arising from the External Perspectives forms.

**Reviewer’s name/signature** (typed name accepted as signature if submitted electronically):

**Date:**

*Now please return this form to the Reviewee*

1. **This section is for you, the Reviewee**

If you disagree or wish to comment on anything in section 3, please indicate here or attach a separate page.

**Your name/signature** (typed name accepted as signature if submitted electronically):

**Date:**

**Please send this completed, agreed, signed and dated Summary to The Revd Jeanette Gosney, Bishops’ Ministry Officer, and to your Reviewer within 3 weeks of your Review, preferably by email, or by post. It will then be forwarded to Malcolm Rittman, Deputy Warden of Readers and Licensed Lay Ministers:**

**By email:** jeanette.gosney@cofesuffolk.org (Please put ‘MDR summary’ and your name in the ‘subject’ box)

**By post:** The Revd Jeanette Gosney, The Bishop’s Office, 4 Park Road, Ipswich IP1 3ST (Please mark the envelope ‘confidential’.)

Thank you