**Ministerial Development Review**

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

(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.
* 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 Archdeacon Jeanette (archdeacon.jeanette@cofesuffolk.org). Receipt will be acknowledged.

Apart from yourself and your reviewer, only the Bishops and Archdeacon Jeanette will see this completed document. The Bishop may ask someone else to follow-up a particular point if he feels it appropriate.

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? How far have they helped you to Grow in God?
		1. …
		2. …
		3. …
	2. What other matters were discussed as you reviewed the previous year (e.g. relating to your vocation, faith, other work-related or personal matters)?
	3. Does your Role Description need updating? (Reviews with an Archdeacon in particular will discuss this.)
2. **Looking ahead**
	1. **Areas for development.** What broad areas for *personal* and *ministerial* development and growth were identified in your review?
	2. **Personal goals, 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, 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**, Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, Tel: 01473 298500). Please be proactive in contacting him if you have a specific request for support from diocesan staff. He 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 equipping, 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 or Role Description.

**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 Archdeacon Jeanette Gosney and to your reviewer within 3 weeks of your review, preferably by email, or by post:**

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

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

Thank you