



## **MINISTRY DEVELOPMENT**

### **MINISTERIAL DEVELOPMENT REVIEW CONSULTANT**

#### **Job Description**

##### **Introduction**

The role of Ministerial Review consultant is to work with individual clergy in the annual Ministerial Review process, facilitating a personal review of their ministry and assisting in setting objectives and priorities for the forthcoming year.

##### **Ministerial Development Review Process**

The Ministerial Development Review (MDR) process is a long established practice which together with triennial Episcopal Reviews provides clergy with a framework for the ongoing review and development of their ministry. The process is confidential to the participants.

The MDR consultant is central to this as they coordinate the process for their reviewees and facilitate the review as outlined below.

Each year every licensed member of the clergy undertakes a review of their ministry using a standard format structured on the ordination service and which considers ministerial and personal growth and development, vision for ministry along with the way forward. The completed form is then used as the framework for discussion at the review meeting with the MDR consultant. The outcome of the meeting is a summary document that includes highlights of the review, objectives for the forthcoming year and the identification of any training needs. This summary will be forwarded to the Bishop and the Area Director of Training and Development for follow-up.

All clergy are encouraged to participate including those in sector ministries and Self Supporting Ministers.

##### **Time Involved**

MDR Consultants decide how many clergy they are able to work with and this figure is reviewed each year; normally around three but some chose to do less (and some more).

Clergy are permitted (and encouraged) to see the same consultant for a maximum of three years but there is no on-going relationship outside the annual MDR reviews.

Consultants will need to allow preparation time for each reviewee (perhaps an hour), and two hours for the review meeting including time to complete the summary document. Extended Ministerial Review (which may take place every third year) will require a little more preparation time, and 2 two hour sessions.

Training for this role will be given and there is an annual evening review meeting for consultants often with the Bishop.

### **Skills Required**

Consultants will be committed Christians, clergy or lay, familiar with the role and responsibilities of clergy predominantly in a parish setting. They will have proven capability to provide an empathetic and non-directive environment by offering the ability to:

- listen effectively to others
- summarise and feed back the information they receive
- set realistic working goals, and help clergy to deepen their reflection on their ministry.
- offer encouragement and challenge
- structure and manage the meeting while allowing the minister the time and space to raise and consider the topics of importance to them, i.e. to set the agenda
- offer experience and insights to support the discussion as appropriate
- demonstrate clear understanding of confidentiality

### **Extended Ministerial Review**

Extended Ministerial Review is a complementary review, using a 360 degree model. It is based on core competencies and includes additional feedback from people closely involved in the ministry. Clergy are encouraged to have an Extended Ministerial Review every three years as an alternative to a standard Ministerial Review and Consultants will be given additional training to carry out these Reviews as well. No additional skills are required to carry out Extended Ministerial Reviews.

### **Triennial Episcopal Reviews**

Each minister meets with their Area Bishop every three years; this is in addition to the Ministerial Development Review Process.

### **Contacts**

In addition to the Area Directors of training and Development/Director of Ministry who are responsible for MDR each Episcopal Area will have an MDR Administrator. S/He will coordinate the process, support both clergy and MDR Consultants and be the first point of contact for queries.