



The Church of England  

---

Diocese of Ely

# **Clergy Ministerial Development Review [MDR]**

**A Revised Process**

January 2023

## Foreword by the Bishop of Ely and the Bishop of Huntingdon

To all clergy colleagues,

The COVID-19 Pandemic enforced us all to stop much of what had been taking place over a number of years. As with many areas of church-life, as the pandemic restrictions were lifted, there has been the opportunity to review many of our systems and processes. The Ministry Development Review Process has been one of those areas that has been under review.

This booklet contains information about the new process which is being implemented towards the end of the Summer Term 2023. Whilst it is a legal requirement under the Ecclesiastical Offices Terms of Service for all clergy on common tenure to participate in a clear MDR process, we believe that access to a good MDR also enables us to nurture and develop as leaders within the Diocese of Ely.

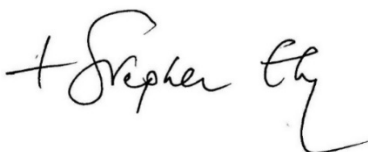
An effective MDR should help us develop and grow, equipping and resourcing us as we strive to fulfil the call of a priest, outlined in the declarations of the Ordination service: ([Common Worship Ordination Services | The Church of England](#)).

The MDR process is also one of the ways in which bishops seek to fulfil their call, articulated at their consecration: *“Bishops are called to serve and care for the flock of Christ. Mindful of the Good Shepherd, who laid down his life for his sheep, they are to love and pray for those committed to their charge, knowing their people and being known by them. As principal ministers of word and sacrament, stewards of the mysteries of God, they are to preside at the Lord’s table and to lead the offering of prayer and praise. They are to feed God’s pilgrim people, and so build up the Body of Christ.”*  
*Common Worship Ordination Services: Ordination and Consecration of Bishops*

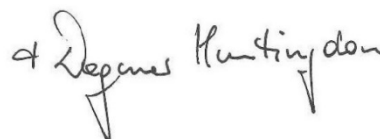
The updated MDR process has a number of essential elements: the pre-MDR preparation, the conversation with a trained reviewer (journey partner), the creation of a ministry development plan and a revised CMD programme that is linked to the MDR process.

Our prayer is that this MDR process will play a role in helping to ensure the flourishing of all clergy across the Diocese of Ely.

The MDR process will be administered through the office of the Mission and Ministry Department and any questions or queries should first be directed to Peter Leech (Deputy Director of Mission and Ministry) [peter.leech@elydiocese.org](mailto:peter.leech@elydiocese.org)



**The Rt Revd Stephen Conway**  
Bishop of Ely



**The Rt Revd Dr Dagmar Winter**  
Bishop of Huntingdon

## Table of Contents

Ministerial Development Review: the principles underpinning the process.....	4
Review .....	4
Celebrate.....	4
Plan.....	4
The Reviewer .....	4
Ministerial Development Review (MDR) and Scripture.....	5
Ministerial Development Review and our calling .....	5
Baptism .....	5
Ordinal .....	5
Ministerial Development Review and the Ecclesiastical Offices (Terms of Service) .....	6
Legalities .....	6
Role of the Bishop .....	6
Ministerial Development Review and the Diocesan Vision .....	6
Within the Diocese of Ely, we seek to:.....	6
Ministerial Development Review: the new process.....	7
Year 1 (the stages involved).....	7
Year 2 (the stages involved).....	8
Questions or Concerns .....	9
Templates and Guidance .....	9
“Needs” Questionnaire - MDR.....	10
Preparation Form [Year 1] - MDR .....	11
Preparation Form [Year 2] – MDR.....	14
Details .....	14
Factors that have had a significant impact on progress/development since the “Year 1” MDR ..	14
What areas would be helpful for the “Year 2” MDR conversation to focus on? .....	14
Other Perspectives [Year 1] - MDR.....	15
Other Perspectives Feedback Form.....	16
MDR Record Form.....	17
Tools to help your Reflection (Year 1) - MDR.....	18
Tool One: Vocational discernment (after St Ignatius of Loyola) .....	18
Tool Two: Ministry clock - what does flourishing look like? .....	18
Tool Three: Checklist.....	20
Ministry Development Plan - Example.....	21
Ministry Development Plan - Template.....	22

## Ministerial Development Review: the principles underpinning the process

We do not operate in isolation, but rather we operate within a variety of different contexts. Each of these contexts has an impact on how ministry is undertaken.

The Ministerial Development Review (MDR) process is designed to be broad and flexible enough to embrace all expressions of ministry and contexts, yet at the same time sufficiently focussed and targeted to ensure that ministers can be equipped and empowered in their role.

Any MDR process should provide opportunities for those involved to:

- Review
- Celebrate
- Plan

### Review

The process of Review involves stepping back and reflecting on what has been, the joys, sorrows, and challenges. It allows for the work of the Spirit to be highlighted.

### Celebrate

It is right that the things that are going well are celebrated. Many church leaders find this aspect difficult. It is easy in the busyness of ministry to miss what God is doing and deny ourselves (and the church) that opportunity to celebrate.

### Plan

The process of planning involves discerning where the Spirit is leading as well as identifying what is needed.

In that process, there will also be an element of challenge. MDR and CMD ([Continuing Ministerial Development](#)) are closely aligned. As priorities are set, it is possible to identify what support and training may be needed to ensure the priorities are achieved.

### The Reviewer

Alongside the three (Review, Celebrate, Plan) key elements of the MDR process is a Reviewer (or Journey Partner) whose role it is to listen, question, appropriately challenge and journey with individuals (the “Reviewee”) as they review, celebrate and plan.

The Reviewer take the role of the ‘critical friend’ as we seek to grow God’s church through the nurturing of leaders.

## Ministerial Development Review (MDR) and Scripture

*“You did not choose me. I have chosen you and appointed you to go and bear fruit.” John 15:16*

Underpinning the Ministerial Development Review (MDR) process is the understanding that each one of us has been called to ordained ministry in all its various expressions. Many have felt (and continue to feel) significantly ill-equipped on their own to fulfil the ministry God has called them to.

Moses approached the burning bush and God called him to lead the Israelites to the promised land. The conversation between Moses and God that then ensued highlighted Moses’ belief that he was ill-equipped to lead. But God persisted in his call and promised to equip Moses for all that lay ahead. In leadership, God promises to equip.

The MDR process is part of the process of equipping for leadership those who God is calling.

## Ministerial Development Review and our calling

### Baptism

*“Baptism marks the beginning of a journey with God which continues for the rest of our lives, the first step in response to God’s love.” [Pastoral Introduction – Christian Initiation – Baptism liturgy CofE]*

Baptism is the sacrament that confirms our belonging and identity as children of God. Baptism is also when we are commissioned to a lifetime of discipleship and service. In Baptism, we are called to join together in the mission of God.

### Ordinal

*“Priests are called to be servants and shepherds among the people to whom they are sent. With their Bishop and fellow ministers, they are to proclaim the word of the Lord and to watch for the signs of God’s new creation. They are to be messengers, watchmen and stewards of the Lord; they are to teach and to admonish, to feed and provide for his family, to search for his children in the wilderness of this world’s temptations, and to guide them through its confusions, that they may be saved through Christ for ever. Formed by the word, they are to call their hearers to repentance and to declare in Christ’s name the absolution and forgiveness of their sins.*

*With all God’s people, they are to tell the story of God’s love. They are to baptise new disciples in the name of the Father, and of the Son, and of the Holy Spirit, and to walk with them in the way of Christ, nurturing them in the faith. They are to unfold the Scriptures, to preach the word in season and out of season, and to declare the mighty acts of God. They are to preside at the Lord’s table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. They are to bless the people in God’s name. They are to resist evil, support the weak, defend the poor, and intercede for all in need. They are to minister to the sick and prepare the dying for their death. Guided by the Spirit, they are to discern and foster the gifts of all God’s people, that the whole Church may be built up in unity and faith.” [Ordination of Priests: Common Worship]*

The Ministerial Development Review (and subsequent [Continuing Ministerial Development](#) provision and other identified support) provides a means of equipping and empowering clergy to help them fulfil this calling to ordination.

## Ministerial Development Review and the Ecclesiastical Offices (Terms of Service)

### Legalities

There is a legal requirement for dioceses to have a clear Ministerial Development Review (MDR) process and for clergy on common tenure to participate.

*“All clergy, including those with freehold, should be offered MDR. All clergy on common tenure are required to participate in MDR and arrangements for this should be agreed as part of their conditions of service on appointment and reviewed when circumstances change.”* [Ministry Development Review Guidance: Archbishop’s Council 2010]

The guidance states that that whilst it is recommended that some form of review take place every year, an MDR, in accordance with the regulations, must be carried out not less than once every two years.

### Role of the Bishop

It is clear within the national guidance that the MDR process is episcopally led with the freedom to delegate certain functions such as (in this case) the design of the process and the administration associated with the process’s implementation.

## Ministerial Development Review and the Diocesan Vision

### Within the Diocese of Ely, we seek to:

**Engage** fully and courageously with the needs of our communities, locally and globally.

**Grow** God’s church by finding disciples and nurturing leaders.

**Deepen** our commitment to God through word, worship, and prayer.

The Ministerial Development Review (MDR) process has a clear place in helping to enable God’s church to grow by nurturing leaders, it is a way of helping to ensure that any further support/development is well targeted and effective.

It is expected that a successful MDR process will have a much wider impact and continue to equip clergy as they lead the church in engaging with the needs of their communities, growing disciples and leaders, and deepening the church’s commitment to God.

## Ministerial Development Review: the new process

The Ministerial Development Review (MDR) process is now a 2-year rolling cycle comprising a “Year 1” set of activities and then in the following year a set of “Year 2” activities. Once a full 2-year cycle is complete (“Year 1” and “Year 2”), the process repeats afresh again from “Year 1”.

### Year 1 (the stages involved)

A Review with an appointed and trained Reviewer. We expect that the “Year 1” Ministerial Development Review (MDR) will take place in person. In this stage participants (the “Reviewer” and the “Reviewee”) will require the following templates/guides.

- “Needs Questionnaire”
- “Other Perspectives –Year 1” form
- “Ministry Development Plan Template”
- “Preparation Form – Year 1”
- “MDR Record Form”

1. Three months before the “Year 1” Review is due to be carried out, the Mission and Ministry Office will contact the member of clergy (the “Reviewee”).
2. Given the importance of the MDR, it is expected that a significant amount of time is set aside by the Reviewee to complete the supporting paperwork.
3. Within the MDR supporting paperwork, several different tools for reflection have been included. We encourage each individual Reviewee to select the tool that is most helpful for them (or use another reflective tool of their own).
4. The Reviewee will be sent the MDR supporting paperwork (with the previous “*Ministry Development Plan*” for reference) and asked to complete and return a “*Needs Questionnaire*”.
5. Once the Reviewee has returned the “*Needs Questionnaire*” to the Mission and Ministry office, the office will contact the Reviewer. The Reviewer will, as far as possible, be the same person who carried out the previous “Year 1” MDR, or in the case of a new clergy member, a Reviewer will be assigned.
6. The Mission and Ministry office will send the Reviewer the Reviewee’s “*Ministry Development Plan*” that was drawn-up following the previous “Year 1” Review.
7. Reviewers are then asked to contact the Reviewee and arrange a suitable date, time, and venue for the Review to take place. (based on the “*Needs Questionnaire*”). It is expected that the MDR “Year 1” conversation will take no longer than 1.5 hours.
8. Ahead of the Review, the views of ‘trusted others’ should be invited by the Reviewee. This can be done via the “*Other Perspectives*” form. These ‘trusted others’ should be people who are able to provide a different perspective and offer constructive feedback. It should include at least one churchwarden and may also include the views of others within the wider community. It is the Reviewee’s responsibility to organise a



conversation, gain the feedback (with the option to use the forms provided) and highlight significant elements of the feedback within their submission(s) to the Reviewer.

9. The Reviewee will submit their supporting reflections (collected in the “*Preparation Form – Year 1*”) directly to the Reviewer at least two (2) weeks before the Review is due to take place.
10. During the Review, the Reviewer and Reviewee will together complete the “*Ministry Development Plan*”. It is recommended that there are no more than 3 (three) priorities set within the “*Ministry Development Plan*” and that one of these is focussed on wellbeing.
11. Following the Review, and within two weeks, the Reviewer will record (in bullet point format) the key areas that were discussed. These should be recorded on the “*MDR Record Form*”. They (the Reviewer) should also ‘finalise’ the “*Ministry Development Plan*” in this time.
12. The Reviewer will then send the “*Ministry Development Plan*” and the “*MDR Record Form*” to the Reviewee for final checking, accuracy and agreement. The Reviewer will then email the final electronic version of “*Ministry Development Plan*” and the “*MDR Record Form*” to the Deputy Director of Mission and Ministry for review and filing.
13. The Deputy Director of Mission and Ministry will forward the “*Ministry Development Plan*” to the Bishop. The Reviewer will then delete all notes and any copies of the procedural forms they hold of the MDR process.
14. The Bishop or Deputy Director of Mission and Ministry will then write to the Reviewee acknowledging the completion of the “Year 1” Review.

## Year 2 (the stages involved)

A conversation with a Senior member of staff. It is expected that the “Year 2” Ministerial Development Review (MDR) conversation will take place in person. During this stage, participants will require the following templates/guides.

- “*Preparation Form – Year 2*” – to be newly completed
- “*Ministerial Development Plan*” – to be used in the Review from the “Year 1” process
- “*MDR Record Form*”

1. Two (2) months before the “Year 2” conversation is due to be carried out, the Mission and Ministry office will contact the Reviewee. The Reviewee will be asked to complete the “*Preparation Form – Year 2*”.
2. The Mission and Ministry office will contact one of the Senior members of staff (the “Year 2” Reviewer). As far as possible, this will be a different person from the previous “Year 2” conversation that may have been held. The Mission and Ministry office will issue this Senior member of staff (the Reviewer) with the Reviewee’s Year 1 “Ministry Development Review”.



3. The Reviewer is then asked to contact the Reviewee to arrange an appropriate time for the “Year 2” conversation.
4. There is a minimal amount of pre-conversation preparation that is expected to be undertaken by the Reviewee. However, they should send their completed “*Preparation Form – Year 2*” form directly to the Reviewer (Senior staff member) carrying out their “Year 2” MDR. This should be sent at least two (2) weeks before the conversation is due to take place.
5. The Reviewer will use the Reviewee’s “*Ministry Development Plan*” and “*Preparation Form – Year 2*” as the basis for the conversation, but should not be constrained by them. The focus is on the individual (the Reviewee) and their ministry.
6. It is expected that the “Year 2” MDR conversation will take approximately an hour.
7. Following the “Year 2” conversation, the Reviewer will produce a set of bullet points summarising the significant aspects of the conversation. These should be recorded on the “*MDR Record Form*” and emailed to the Reviewee who will review them for accuracy and agreement.
8. The Reviewer should then email the agreed “*MDR Record Form*” to the Deputy Director of Mission and Ministry for final review and filing.
9. A letter will be sent to the Reviewee acknowledging the completion of the “Year 2” conversation.

## Questions or Concerns

If you have any questions or concerns after reading this updated guidance, please do not hesitate in contacting Peter Leech (Deputy Director of Mission and Ministry) to arrange a conversation: [peter.leech@elydiocese.org](mailto:peter.leech@elydiocese.org).

## Templates and Guidance

The following section(s) contains the templates, forms and guidance tools for users to use and populate as part of the Ministerial Development Review process. These items are included within this PDF document for completeness. In order to access and download MS Word versions of these forms, please visit the Diocesan website here -

<https://www.elydiocese.org/church-roles/parish-clergy/ministry-development-review/>

Click on any of the links below to be taken to the section of the website where individual editable copies can be downloaded.

- [Needs Questionnaire - MDR](#)
- [Preparation Form \[Year 1\] - MDR](#)
- [Preparation Form \[Year 2\] – MDR](#)
- [Other Perspectives \[Year 1\] - MDR](#)
- [Other Perspectives Feedback Form](#)
- [MDR Review Form - \(to be used for both Year 1 and Year 2 processes\)](#)
- [Tools to help your Reflection \(Year 1\) - MDR](#)
- [Ministry Development Plan - Example](#)
- [Ministry Development Plan - Template](#)

## “Needs” Questionnaire - MDR

(to be used in the Year 1 Ministerial Development Review process)

The Reviewee should please complete and return this form by email to the Mission and Ministry Team as soon as possible: [wendy.ivey@elydiocese.org](mailto:wendy.ivey@elydiocese.org)

<b>Name of Reviewee</b>	
<b>What is your ‘usual’ rest day?</b>	
<b>Are you willing and able to host the MDR?</b>	Yes / No (Delete as appropriate)

We want to ensure that your Ministerial Development Review (MDR) is as helpful as possible and we recognise that how and where the MDR is conducted has an important part to play in achieving that. Even if you answered ‘Yes’ to being able to host the MDR, we ask that all Reviewee’s please also mark their preferences below for where the MDR is held.

	<b>Answer(s)</b>	<b>Tick all that apply</b>
That the MDR takes place at a venue convenient to the Reviewer? (i.e. such as their home)	YES	
	NO	
	DON'T MIND	
That a suitable ‘neutral space’ venue is hired?	YES / NO (delete as appropriate)	

Is there anything that we can provide that will help you access the MDR well?	
---	--

Our MDR Reviewers are a group of gifted and well-trained clergy and lay individuals that represent the diversity of the Diocese.

<b>Question</b>	<b>Option(s)</b>	<b>Answer</b> (mark your preferred option below)
Would you prefer your MDR to be carried out by (tick the appropriate box)	Someone ordained	
	Someone lay	
	Either is fine	

## Preparation Form [Year 1] - MDR

Reviewees should please complete this form and email it to their Reviewer two (2) weeks prior to the date set for the Ministerial Development Review (MDR).

Please set aside a significant amount of uninterrupted time to focus on preparing for your MDR.

This document is provided as a guidance to help you identify what you may bring to the MDR conversation. Please do not feel compelled to fill in each box.

### Details

<b>Name of Minister (Reviewee)</b>	
<b>Role</b>	
<b>Date and Place of planned MDR meeting</b>	

### Context

*Please give a brief description of the primary context/s of your ministry, whether parochial, chaplaincy, or other area of employment. It will help your Reviewer to know how long you have been in your current context and if this is your first appointment post-curacy*

## Current Ministry and Priorities

**1. What aspects of your ministry have you most enjoyed over the last year - and why? Have there been any changing circumstances in your ministry and context over the past year or so?**

*What has been most positive, fulfilling, energizing and/or inspiring? What has been important or fulfilling? What has stretched or challenged you?*

**2. What aspects of your ministry have caused you disappointment or frustration and why do you think that is?**

*What areas of ministry have been unrewarding, daunting, or burdensome? What hindrances have you identified? What skills have been underused? What needs changing?*

**3. What have you been learning over the last year?**

*What have you been learning about yourself – from experiences or feedback? What have you been learning about God?*

--

**4. Spiritually – what nurtures and feeds you now?**

*Spiritually – how is your prayer and what helps?  
have you got a spiritual director, cell group or other source of spiritual support?  
When did you last take a retreat or time of spiritual refreshment?*

--

**5. What do you wish you could give more time to?**

*Personally, spiritually, home-life, in your role as a minister*

--

**6. What do you need to do for greater balance and health?**

*Please include one (or more) simple thing and one (or more) radical thing*

--

**7. How are you supported in your ministry?**

--

**8. How have you been engaging with Safeguarding?**

*Keeping training up to date, leading policy implementation, supporting the work of the PSO*

--

**9. Are there any areas of pressure or conflict in your ministry?**

*Have you spoken to anyone else about this? Are you accessing any additional resource or support to address these areas?*

**10. Have you got any sense of where God might be calling you in the next few years?**

**11. Reviewing your 'external perspective' conversations**

*What did they affirm? What did they suggest for future focus and personal development?*

**12. How is Ely 2025 enabling/helping you in your role within the parish**

**13. Have you got gifts or interests that you feel you are not able to use fully in your present situation?**

**14. What would be helpful to talk about in the review?**

*What themes are emerging for you?  
Is there a particular issue/challenge that you would appreciate thinking through with a reviewer?*

**15. In a year's time, how will you know if this review has been helpful?**

*To you? To your parish/chaplaincy/workplace? To the Diocese? To the kingdom of God?*

## Preparation Form [Year 2] – MDR

The Reviewee should please complete this form and email it to their “Year 2” Reviewer two (2) weeks prior to the date set for your Ministerial Development Review (MDR) conversation.

This document is provided to help ensure that the Review conversation is as profitable as possible. Please do not feel compelled to fill each box.

### Details

<b>Name of Minister (Reviewee)</b>	
<b>Role</b>	
<b>Date and Place of planned meeting</b>	

### Factors that have had a significant impact on progress/development since the “Year 1” MDR

*Please refer back to the Ministry Development Plan that was created as a result of the Year 1 MDR. The person carrying out the Year 2 conversation will have access to your Ministry Development Plan. These factors could be personal or institutional, internal or external. The factors could be positive or negative*

### What areas would be helpful for the “Year 2” MDR conversation to focus on?

*These may primarily relate to the Ministry Development Plan. The areas identified should be focussed on your own ministerial development. The person carrying out the review may also come with some suggested areas to explore.*

## Other Perspectives [Year 1] - MDR

The Ministerial Development Review (MDR) process involves a guided discussion around the ministry of a Licensed Minister.

The purpose of the MDR is to reflect on what has happened over the past two years of ministry, to begin to discern what may lie ahead in which future objectives and areas for development can be identified.

With the Diocese of Ely MDR process, clergy are asked to identify three people who are invited by the priest to offer feedback as part of the MDR process.

It is recommended that one of the three would be a Churchwarden for a priest involved in parochial ministry and can also include someone from the wider community.

It is recommended for those serving in a team then one of the 'other perspectives' would be a Team Rector if you are a Team Vicar or a Team Vicar if you are a Team Rector.

Those giving feedback should not be a family member or close personal friend.

The priest will make contact to arrange an opportunity to have a conversation with each person.

The role of this feedback is to offer a within-context perspective in order to help the priest reflect on their ministry.

It takes the form of a conversation and should focus around two main questions:

1. What has gone well in this person's ministry in the last year or two?
2. What might be the principal areas for future focus and personal development?

During the conversation, the person giving feedback is encouraged to:

- pay attention to the priest's ministerial skills, knowledge, and relationships.
- be affirming and encouraging as well as appropriately challenging, exploring where there might be opportunities for growth and development.
- identify strengths that might be made more widely available.
- keep the conversation confidential.
- Keep the feedback short and manageable.

After the conversation, the priest writes a concise summary of what has been discussed (bullet points are ideal).

On the paperwork they submit for their MDR the priest is asked to reflect on what has emerged from these conversations.

Nothing will be attributed to a named person and no notes from the conversations will be passed to anyone else involved in the MDR.



## Other Perspectives Feedback Form

Name of Minister (the "Reviewee")	
--------------------------------------	--

Question	Answer
<b>1. What particular areas of the individual's ministry do you feel able to comment on?</b>	
<b>2. What do you think are the gifts and strengths of the minister?</b>	
<b>3. Where might the individual's ministry need to grow and change?</b>	
<b>4. How does the individual manage time, for example, between their various ministerial commitments and time for rest and relaxation?</b>	
<b>5. Have you other comments that would be helpful in preparation for the individual's Ministerial Development Review?</b>	

## MDR Record Form

[for use in both Year 1 and Year 2]

The Reviewer should please use this form to record (in succinct bullet point form) significant elements of the Ministerial Development Review (MDR) conversation with the Reviewee.

In the Year 1 process, it should be used to then inform the completion of the Ministerial Development Plan. The Reviewer should then destroy their record, the Reviewee is welcome to keep it for their records.

In the Year 2 process, this form should be completed and agreed by the Reviewer and the Reviewee before being emailed to the Deputy Director of Mission and Ministry ([peter.leech@elydiocese.org](mailto:peter.leech@elydiocese.org)). Once the Deputy Director of Mission and Ministry has been emailed a copy, the Reviewer should destroy any records they hold.

<b>Name of Reviewee</b>	
<b>Name of Reviewer</b>	
<b>Review Date</b>	

## Tools to help your Reflection (Year 1) - MDR

Here are three ways which might be helpful – **they are optional** - use what works for you.

### Tool One: Vocational discernment (after St Ignatius of Loyola)

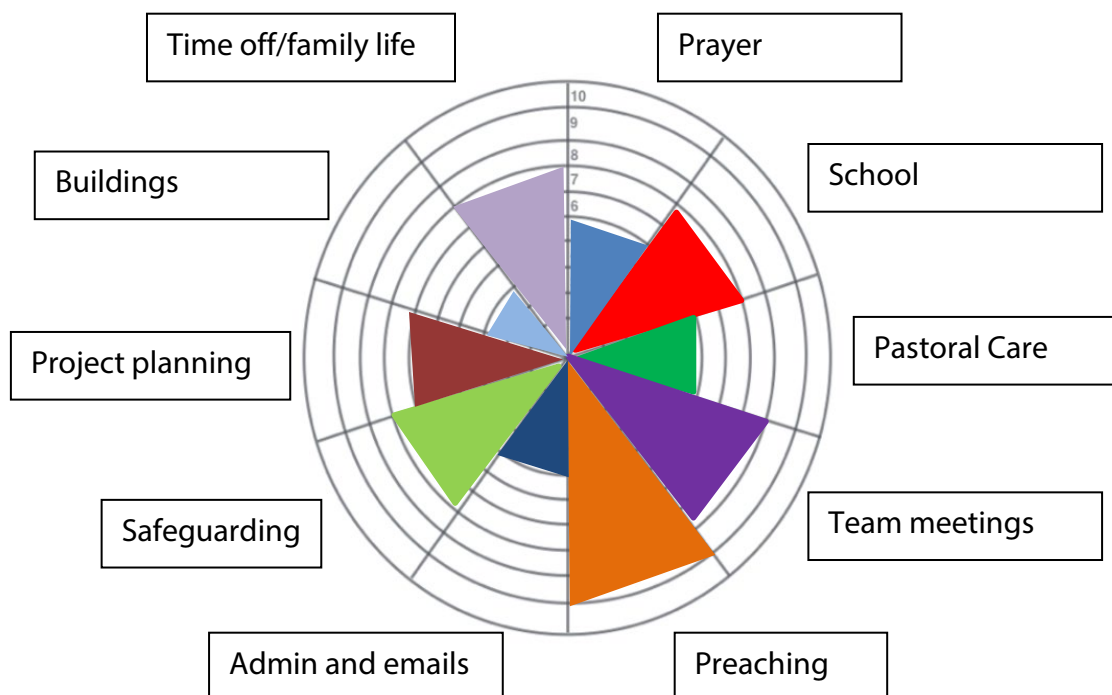
As I look over my ministry this last few years...

- What am I most grateful for?
- What am I least grateful for?
- Where do I come alive?
- Where am I diminished?
- What affirms me in my sense of vocation?
- What undermines my sense of vocation?
- What might God be saying to me now?

### Tool Two: Ministry clock - what does flourishing look like?

- Choose what categories you want to write in the boxes.
- If 10 is flourishing and 0 is withering, Colour in where you think you are for each segment.
- Then choose the ones that seem significant and ask yourself 'what might take me one step further towards flourishing?' (Flourishing can be about confidence, resourcing, experience etc.)

The clock below is an example and not meant to be prescriptive – but gives an idea as to what this might look like:



*Have a go at the clock on the next page.*

Other categories you might want to use could include

- The workplace
- Voluntary work in the community
- Caring responsibilities
- Chaplaincy
- Discernment about a future post
- Involvement in the wider diocese
- Study
- Relationships with colleagues
- Social media
- Supervising staff

My ministry clock - what does flourishing look like for you?

The diagram is a large circle divided into 10 radial segments, numbered 1 to 10 from the center outwards. Each segment is surrounded by a rectangular box for labeling. The boxes are arranged as follows:

- Segment 1 (top): box above
- Segment 2 (top-right): box to the right
- Segment 3 (right): box to the right
- Segment 4 (bottom-right): box below
- Segment 5 (bottom): box below
- Segment 6 (bottom-left): box below
- Segment 7 (left): box to the left
- Segment 8 (top-left): box to the left
- Segment 9 (top): box above
- Segment 10 (top): box above

## Tool Three: Checklist

As you scan down the checklist, ask yourself:

- What is taking a lot of my attention?
- What is taking a lot of my time?
- What causes me anxiety?
- What makes my heart sing?
- What do I want to give some time and attention to develop?

Item	Your notes
Your primary contexts for ministry – parish or place of work	
Other opportunities for engaging in ministry	
Worship – seasons, liturgy, and annual cycle	
Occasional offices	
New services/initiatives	
Sermon and teaching	
Prayer and spirituality	
Parish visiting, supporting collaborative ministry	
Church family life	
Mission opportunities	
Safeguarding	
Institutions in the parish – schools, hospitals, and so on	
Church presence locally	
Administration, diary management, telephone/IT, office	
Parish planning	
Deanery or other roles, meetings, chapters etc	
Diocesan, regional, or national roles	

## Ministry Development Plan - Example

<b>Name (Reviewee)</b>		<b>Date of Review</b>	
<b>Name (Reviewer)</b>		<b>Date of Plan</b>	

Developments I want to see (identified through MDR conversation)	Changes that need to happen	Training and what will you do to achieve this?	Learning with and from others and what will you do to achieve this?	Learning through experience and what will you do to achieve this?	What should be different in 12-18 months
Church Warden about to retire, lack of lay leaders in the parish – new vocations and new ministries needed	Build relationships Build confidence Identify potential Change my approach Build culture of appreciation and gratitude	Course in Appreciative Inquiry, coaching or growing lay leaders	Identify partners, eg. Ministry team, deanery colleagues, others from course to reflect with – plan to meet 2 or 3 times in 18 months	Review culture of PCC Identify potential leaders and build relationships ? include review in APCM ? Ask congregation how they feel	More volunteers Current volunteers more confident people
A better work/life balance, renewed joy in prayer and worship	Help to address issues Time set aside to solve problems New skills / people to talk to	Course in Time Management or Clergy Wellbeing	Pastoral Reflection Group, Cell Group, Spiritual Director	Diary management Retreat and holiday Take up a hobby Make time to enjoy sport / walking	Congregation and family notice the difference in me, I feel renewed in ministry and ready for the next five years.
I want more confidence in leadership and project management	Acquire new skills Know what is involved in building project Identify allies in parish	Internet research or find lay person with project management skills	Mentor or Work consultant, consult diocese and DAC	Build team, establish time line, include time to plan/do/reflect Ask for feedback	Building project underway and everyone confident in management, not too many distractions

## Ministry Development Plan - Template

Please note that resources identified in this Ministry Development Plan will help target the use of your Clergy Ministerial Development (CMD) allowance and other CMD resources that may be available through the Diocese. If you would like a conversation about your development plan, please contact the Deputy Director of Mission and Ministry ([peter.leech@elydiocese.org](mailto:peter.leech@elydiocese.org))

Name (Reviewee)		Date of Review			
Name (Reviewer)		Date of Plan			
Developments I want to see (identified through MDR conversation)	Changes that need to happen (identified through MDR conversation)	Training and what will you do to achieve this?	Learning with and from others and what will you do to achieve this?	Learning through experience and what will you do to achieve this?	What should be different in 12-18 months (Identified through MDR conversation)



