

Clergy Ministry Development Review Guidelines 2019

Introduction

The calling of clergy by God is at the core of their being and clergy want to respond with all their heart to this vocation. Being a deacon, priest or bishop has to do with “being” and identity, as well as function, and it is important that any process of development review incorporates this understanding. Clergy ministry is at the same worked out in the everyday world of employment practices and directives.

As a Diocese, we recognise that contemporary well-being practices from the broader society may also be of benefit to our clergy. This is particularly recognised as we face a changing and even stressful ministry environment.

As a Diocese, we are thankful for the faithful and diligent clergy who serve the mission of God and God’s church here. The Diocesan well-being practices are a commitment to supporting our clergy in their mission and ministry.

These practices include enabling professional supervision, encouraging spiritual direction, outlining healthy working expectations, and engaging in regular Ministry Development Reviews (MDRs) of one’s ministry.

The Clerical Ministry Ordinance 2009 makes provision for Ministry Development Reviews for the purpose of:

- reflection on current ministry and practice;
- receiving helpful feedback;
- setting development goals; and
- assisting clergy in planning for their future.

The Clerical Ministry Ordinance also provides that the Bishop may vary the MDR processes from those set out in that ordinance, as may be deemed appropriate to the life of the Diocese.

A Ministry Development Review is a guided process involving a partnership between the clergyperson, the clergyperson’s MDR companions, and the Bishop.

The current Ministry Development Review guidelines are designed to be used alongside the 2018 Strategic Directions document and the Ordinal (APBA).



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Process 1: Goal Setting and the Diocesan Strategic Directions

The Strategic Directions Work Plan¹ calls us to be a diocese and a people who are *“Flourishing by Grace”*. This plan focuses our ministry around core ministry areas:

- **WORSHIP:** *“Heartfelt Prayer and Worship”*
- **EDUCATION & FORMATION:** *“Living by the Scriptures and Sacraments”*
- **EVANGELISM & OUTREACH:** *“Creative Evangelism and Teaching”*
- **COMMUNITY ENGAGEMENT & SERVICE:** *“Loving Service”*
- **PASTORAL CARE:** *“Genuine Care”*
- **PRAYER & SPIRITUALITY:** *“Faith Filled Engagement”*
- **SOCIAL & ENVIRONMENTAL CONTEXT:** *“Environmental Responsibility”*

The Clergy Ministry Development Review invites members of the clergy to reflect on their own ministry and future directions under these same broad areas. It is envisaged that members of the clergy would reflect on each of these key ministry areas, and from this set specific and achievable goals to work in a more focussed way.

When setting personal goals it is important that these be specific and achievable. For this reason, it is envisioned that 2-4 goals in would be appropriate in any given year.

NOTE: Whilst this is the lead section of the MDR document, it may be helpful if this were completed after considering the sections on Self-Review and “Reflection and Appraisal through feedback”.

Process 2: Self-Review and The Ordinal

The second part of these guidelines invite you to reflect on your current ministry practice and well-being alongside the promises made at your ordination. This is a worthy self-reflection opportunity.

Process 3: Reflection and Appraisal Through Feedback

Part three of the Ministry Development Review involves engagement with and feedback from others in the clergyperson’s ministry sector. The purpose of this section is to enable the clergyperson to hear from others their perceptions of the ministry of the clergyperson. This section may also be helpful in developing goals in section one.

In undertaking this section of the Ministry Development Review you should choose three or four trusted people whom you are confident will provide honest, constructive and balanced feedback. This should include a lay leader from your ministry environment, and may also include other lay people from your parish or chaplaincy, another clergyperson, a community member, or someone from your peer group.

¹ See <http://newcastleanglican.org.au/wp-content/uploads/2018/04/Strategic-Directions-and-Work-Plan-2018—2021-web.pdf>

Some Background Information

Wider Engagement

It is expected that a Ministry Development Review would be completed within three months of the anniversary date of your appointment . Once completed the MDR documents are to be submitted to the Bishop's office.

The Diocesan Bishop will meet with each member of the clergy across a two-year period to reflect on goals and development plans.

What are the benefits?

Each clergyperson will:

- have the opportunity to pray and reflect on your vocation and ministry;
- be able to reflect on and set goals for your ministry over the next 12 months;
- identify areas for further development;
- be able to participate in discussion about your ministry, its joys and challenges, how you are going with your goals, and to receive constructive feedback;
- have regular communication with their bishops, and others involved in supporting and guiding your ministry.

MDR Companions will:

- be able to provide constructive feedback, as there will be specific goals and aspirations around which to focus;
- be able to identify possible areas of both potential and support;
- be able to work with individual clergy and assist them in setting goals.

The Anglican Church Newcastle can ensure

- that the gifts of clergy are identified and developed appropriately;
- that it has access to useful information to identify development needs of clergy within the Diocese as a whole;

Who is responsible for what?

The Clergyperson:

The MDR will normally be undertaken with:

- a bishop appointed by the Diocesan Bishop for stipendiary Clergy in Parish ministry;
- the agency manager (or Archdeacon for Chaplains if so directed) for clergy in Chaplaincy positions (excluding school chaplains);
- school principals for school chaplains; and
- rectors for clergy in local ministry and other active self-supporting clergy.



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In undertaking MDRs clergy are responsible for:

- their own development, including ongoing reflection on the goals they have set themselves;
- reflecting on their ministry practice and identifying ministry goals;
- reviewing goals that have not proven to be achievable and discussing these as needed; and
- actively participating in discussions.

The MDR coordinator is responsible for:

- creating a supportive and trusting environment

The Diocesan Bishop is responsible for:

- overseeing and encouraging the MDR process;
- meeting with clergy at least once every two years.

Confidentiality

All discussions that are part of this MDR are strictly confidential between the parties involved. Having said that, as this is your information, you are welcome to discuss your development goals and ministry appraisal with your supervisor, spiritual director, and/or peer group.

A note on Goal Setting – Background Information

Goal setting and review does require an investment of time for all involved in the process. It is not something that can be done in a few minutes or simply agreed verbally. It is a 'must do' for every clergyperson to complete the process, so that people have clear understandings of expectations.

Goals set for each clergyperson should reflect the overall Anglican Church Newcastle's goals. The Marks of Mission of the Anglican Communion and the Diocesan Strategic directions form the framework for this.

Goals will be set (and reviewed) on the anniversary of a clergyperson's appointment to the current ministry.

A well-written goal should be **SMART**

- Specific: Can you describe the details so there is clear agreement on expectations?
- Measurable: Can you measure the goal using either quantitative or qualitative assessments?
- Achievable: Can you achieve your goal within the current environment, with existing resources? What other resources will you access (how and when)?
- Relevant: Does the goal relate to the overall strategic directions and ministry focus of the Anglican Church Newcastle?
- Time-framed: Have you set a deadline for your goal within the period of MDR?

Ongoing Reflection

Whilst it can be time consuming to develop goals, it is always worth the effort. It is helpful to reflect on your goals throughout the year. For example, you could ask of your goal, has it:

- clearly surpassed expectations
- met all aspects of the goal
- made progress, but missed some aspects of the goal
- required significantly more work to achieve the goal
- not been the right goal ... how might I consider an alternate plan.

Ongoing the review of your goals in this way will also allow scope for reviewing or fine-tuning them.

Preparing for the next Ministry Development Review

As you begin to prepare for your next MDR you may find it helpful to use a process such as that set out below:

1. Review the goals set in the Ministry Development Review at the beginning of the MDR period, and your notes from each MDR meeting.
2. Work through the MDR form systematically from start to finish.
3. Make an initial assessment of achievement against each goal using the Reflection Questions above to assist you.
4. Note any other significant achievements, or record reasons why goals were not achieved.
5. Review any previously agreed development plans and agreed points from previous MDRs. Review the actions you have taken to support these plans.
6. Identify additional desirable skills or knowledge and identify possible ways of acquiring or developing these.
7. Review all notes and discussions you have had throughout the year regarding performance.
8. Identify any other items you wish to discuss during your MDR meetings.

After the MDR

On completion of the MDR, a copy will be kept by the clergyperson, with another copy included the clergyperson's file.

Each clergyperson will meet with the Diocesan Bishop every second year to discuss their ministry as focussed through this Ministry Development Plan.