Areas for Development 1. Chairing Meetings

This might sound a bit funny - it's not meant to be - but I think Hilda is

Diocese of Durham
Ministerial Development Review

Your guide

to the Feedback Exercise

too nice in meetings. She lets everyone speak and when they have a question or complaint she always tries to answer it. She is careful to

make sure we consider everyone's position before making a decision

but often we don't actually make the decision. Meetings end late and people get tired and grumpy. Which is a pity because she is always so nice and caring. I don't want to be a complainer but if there is some training available for her I think it might help us all!

Thank you for agreeing to help with the 'feedback' aspect of my Ministerial Review.

**This booklet is for you to keep. Please do not send it back.**

It explains what you are asked to do. It will help you to fill in the Feedback Form which you need to send in.

What you are asked to do

Most of this booklet consists of a long list of ministerial tasks. Please read it through carefully.

Then

* tick up to four boxes in areas where you think I have strengths, and
* tick one or two where you feel it might help me to focus my efforts to grow and develop in ministry.

Then transfer your ticks to the Feedback Form, and complete the boxes on it.

When you look at this list you will notice that it is quite long. This is not meant to suggest that every minister needs to be good at everything. But ministry involves many different tasks and challenges so, however excellent a minister, there are always some areas for development.

When you have decided where to put your ticks, please copy them onto the summary at the top of the Feedback Form. The next stage is to add a few comments about each area that you have identified. Some help with this is offered on pages 7 and 8 of this booklet.

You might like to know that I am asking six people for feedback, including colleagues, churchwardens, people who are regular at church and people from the wider community. There are some extra areas which those from the wider community might find that they can comment on more easily. However, anyone should feel free to tick whichever boxes strike them as most relevant. The point in all this is not to assess or judge someone's ministry but to help me know where my strengths lie while gently flagging up areas where training and support might make a real difference.

Clearly, the exercise expects 6 different viewpoints, so it is not helpful for you to discuss with others what you might write down, or for this exercise to become a subject of conversation around the parish. You might need to have a confidential conversation with a trusted friend to help you do this. But please respect the sensitivity and importance of the task in the way in which you approach this challenging task.

I am very grateful to you for taking part. I know it is not easy to give feedback like this but please be as honest as you can be about both areas for development and strengths.

**Feedback for Ministerial Development Review**Some Examples to Help You Provide More Detailed Feedback

Please feel free to fill in the boxes in a way that works for you. Here are two examples, one involves writing a paragraph, the other just making some top points. Whichever way you go about this, your feedback will be greatly appreciated.

Strength in Ministry 1. Supporting Volunteers

* Always clear in what she is asking for.
* Never expects the same people to do everything.
* Asks others for advice and usually takes it.
* Thanks people regularly and sincerely.

Areas for Development 1. Time Management

* Always seems to have too much to do.
* Tends to leave things to the last minute.
* Often works on her day off.
* Is too generous with her time and so gets tired and sometimes a little bit tetchy. (I don't think she thinks we notice!)

Strength in Ministry 1. Preaching

Hilda is an inspiring preacher. Her sermons are thoughtful and interesting and come across as very sincere. They are also challenging and she always makes them fit the occasion. I am sure a lot of work goes into these sermons but they come across as effortless. They always touch the heart as well as the mind. I am sure that God speaks to people through Hilda's preaching.

**Supplementary Questions**

**Primarily For those Giving a Perspective from the Wider Community
Please select from these as well as from the longer list.**

**Feedback for Ministerial Development Review
Areas of Strength and for Development**

**Representative Role**

Is s/he known and respected in the wider community? Is s/he a good ambassador for the church?

**Focus on
Develop
ment**

Please iden+fy
1 or 2

**Church in the Wider Community**

Does s/he lead the local church in the ways of social responsibility and engagement? Is s/he a champion and friend of the poor and needy?

**Governance Role**

Does s/he understand the role of governance and exercise responsibility, leadership and teamwork well in this area?

**Community Engagement**

Does s/he take the ministry into the community beyond the church? Is s/he a good partner with others in the wider community?

Other Please add comments about any area which has not been listed.

When you have ticked up to six boxes please turn to the feedback sheet and begin to complete it. The following notes are to help you provide some further comments. 6

**Prayer and Spirituality**

It is hard to know this about someone else. But does s/he have a reputation of being a person of prayer? Do people look to him/her for spiritual guidance and leadership?

 **Strength in
 Ministry**

 Please identify
 up to 4

**Leading Worship**

Is s/he comfortable and positive in their

leadership of worship? Do they get the balance

between participating and leading about right? Is 

the preparation 'professional'?

**Preaching**

Are sermons helpful and inspiring? Does the

preacher meet the congregation 'where they are' 

and use different approaches on different

occasions?

**Strength in Ministry**

**Focus on Development**

**Personal Reputation**

Do members of the wider community respect

the minster and see him/her as a community

leader?

**Knowledge of Local Context**

Has s/he made an effort to learn about the local

context, both historically and in terms of the

realities today?



**Pastoral Care**

Are parishioners cared for appropriately? Do

others share in pastoral ministry?

**Evangelism**

Is s/he confident and clear in communicating the

Gospel message? Are people becoming

Christians through his/her ministry?

 **Focus on Develop ment**

 **Strength in**

**Ministry**

Supporting Volunteers

Are people given clear understandings

of what is expected, appropriate training,

feedback and support?

Baptism Ministry

Does s/he enjoy baptising both babies

and adults? Are these occasions seen

as positive and joyful for all concerned?

Chairing Meetings

Does s/he do a good job of preparing, running

and following up on meetings?

Does the business get done?

Do people leave feeling that they have used

time well?

Handling Conflict

Is s/he able to cope calmly when people

get heated? Is s/he able to use the energy

of conflict to bring about a good outcome?

Personal Resilience

Is s/he carrying the personal pressure of

ministry well? Do they cope well with

difficult people and circumstances?

Parish Administration

Is the parish well enough administered or is

there some confusion about who does what,

when and why? Is all the required paperwork

in good order?

Something Else

Please identify any other area where you

would like to give some feedback.



 **Strength in**

**Ministry**

 **Focus on Develop ment**

 Developing others

|  |  |  |
| --- | --- | --- |
| Does the minister see the ability in others? Does s/he encourage them, train and support them, and set them free to use their talents? |  |  |
| Time Management Does s/he live, work and engage at a good pace? Do they have the virtue of patience? Do events begin and end on 9me and is time used well when s/he is in charge? |   |   |
| Ministry to the Elderly Is s/he relaxed and confident with elderly people, ensuring that they are cared for and respected and that their contributions are valued? |  |  |
| Healthy Lifestyle for Ministry Does s/he set an example of a healthy and balanced lifestyle, handling the needs of his/her family, and his/her own need of leisure and refreshment? |  |  |
| Work with children and /or Young PeopleAre children and young people seen as integral to the life of the church? Does s/he reach out to children and young people and/or enable others to work in this area? |  |  |
| Schools. How effec9vely does s/he work with governors, staff and children in the schools of the parish, so far as that is welcomed? |  |  |
| Weddings and Funerals Is there good prepara9on? What is the informal feedback from |  |  |

 these in the wider community like?