

Diocese of Durham
Ministerial Development Review

Your guide
to the Feedback Exercise

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

This booklet is for you to keep. 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, two churchwardens, two people who are regular at church and two 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
Areas of Strength and for Development

	Strength in Ministry <i>Please identify up to 4</i>	Focus on Develop ment <i>Please identify 1 or 2</i>
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'?	<input type="checkbox"/>	<input type="checkbox"/>
Preaching Are sermons helpful and inspiring? Does the preacher meet the congregation 'where they are' and use different approaches on different occasions?	<input type="checkbox"/>	<input type="checkbox"/>
Pastoral Care Are parishioners cared for appropriately? Do others share in pastoral ministry?	<input type="checkbox"/>	<input type="checkbox"/>
Evangelism Is s/he confident and clear in communicating the Gospel message? Are people becoming Christians through his/her ministry?		
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?	<input type="checkbox"/>	<input type="checkbox"/>
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 <i>spiritual</i> guidance and leadership?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
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 time and is time used well when s/he is in charge?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Work with children and /or Young People Are 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?	<input type="checkbox"/>	<input type="checkbox"/>
Schools. How effectively does s/he work with governors, staff and children in the schools of the parish, so far as that is welcomed?	<input type="checkbox"/>	<input type="checkbox"/>
Weddings and Funerals Is there good preparation? What is the informal feedback from these in the wider community like?	<input type="checkbox"/>	<input type="checkbox"/>

**Strength
in
Ministry**

**Focus on
Develop
ment**

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.

Supplementary Questions
Primarily For those Giving a Perspective from the Wider
Community

Please select from these as well as from the longer list

	Strength in Ministry	Focus or Developme
<p>Representative Role Is s/he known and respected in the wider community? Is s/he a good ambassador for the church?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Personal Reputation Do members of the wider community respect the minister and see him/her as a community leader?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Governance Role Does s/he understand the role of governance and exercise responsibility, leadership and teamwork well in this area?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other Please add comments about any area which has not been listed.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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.

Areas for Development 1. *Chairing Meetings*

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