**MDR 4 The Review Summary – to be sent to the Bishop**



*After the Review meeting has taken place, the Reviewee should complete*

*Sections 1 & 3 and the Reviewer, Sections 2 & 4*

Reviewee …………………………………. Reviewer…………………………….

Date……………………..

## Section 1 Review of objectives set last time.

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| --- | --- | --- |
| Ministry Objectives | Measure of progress | Review/completion date |
| 1. 2.3. |  |  |
| Reflections now |
| Personal Objectives | Measure of progress | Review/completion date |
| 1.2.3. |  |  |
| Reflections now |

## Section 2 Summary and reflection on feedback.

The Reviewer is asked to summarise the feedback received from the Reviewee and others, and the Reviewee’s response to this feedback.

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**Section 3 Objectives for the coming two years.**

**Reviewee ……………………………………………………………………………………………**

**Reviewer …………………………………………………………………………………………….**

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| --- | --- | --- |
| Ministry Objectives | Measure of progress | Review/completion date |
| 1.2.3. |  |  |
| Personal / Developmental Objective | Measure of progress | Review/completion date |
| 1.2.3. |  |  |

## Summary of development needs.

From the objectives you have set above, what learning and development needs have you identified?

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| Learning and development needs identified |
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| How can these learning needs be met? What action are you going to take - and by when? |
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| Anything further the Reviewee would like to record |
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**Involvement with Continuing Learning**

Please list here what Continuing Ministerial Development work / courses have been done since your last MDR.

1.

2.

3.

**Section 4**

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| Reviewer’s further comments (including any mention of particular ministerial skills that might be made more widely available) |
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| Recommendations about revision of the Role description |
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| --- | --- | --- |
| Reviewee name and signature |  | Date of Review |
| Reviewer name and signature |  |

After you have made and agreed your comments, the Reviewer will send the completed form to the Bishop for any comment and for filing on your blue file (the file held by the bishop and which is passed on if you move between dioceses). The Reviewee should keep a copy and is responsible for following up the objectives and actions agreed in the review**.** The Reviewer will send a copy of Section 3 to the CMD Officer.

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| Bishop’s comments |
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