**Draft letter to Commentators**

Email address

Address

Address

Address

Post Code

Telephone

Date

To:

Name

Address

Address

Post Code

Dear

**Ministerial Development Review**

You may know that the Church of England has a process of Ministerial Development Review for all clergy and those lay people who work as Supporting Ministers. The Bishop of Newcastle has asked me to be on the panel of Reviewers and [*Reviewee’s name]* has asked that I work with *[him/her]* on the review.

*[Reviewee’s name]* has given me your name as someone who will be prepared to comment on *[his/her]* ministry over the past two years. All aspects of this ministry will be reviewed and your contribution will help me to prepare for the review meeting. It is very kind of you to give your time to this process.

***What is required?***

1. Enclosed is a form that I invite you to complete. I hope you will feel able to be as clear and honest as you can. This is your chance to affirm the good things in this person’s ministry and to highlight where there are things that can be developed further.

2. Please answer each question based on your experience of *[name’s]* ministry. Try to act as a ‘critical friend’ – giving feedback that will both encourage and affirm. Don’t be afraid to identify areas where there are challenges that may need to be faced. Try to reflect ‘typical’ performance rather than any recent exceptional events that could influence you positively or negatively. If there are questions you can’t answer, please just indicate that. If the form seems too daunting, please just write me a letter sharing your experience of [*N’s]* ministry.

1. We encourage you to share what you have written with *N*. You might like to hand over a copy of it direct and some fruitful discussion (to everyone’s benefit) could take place. I will be sharing the content of your report with *him/her*.
2. What you have written will not be kept after my conversation with the Reviewee and any copy kept by you should also be destroyed. Please keep an appropriate **confidentiality** about this process and what you have contributed to it.
3. After the review meeting a report (agreed with the reviewee) will be sent to the Bishop that will be of help to *[name]* as *[he/she]* plans for ministry over the next two years. You or s/he may want to encourage a further discussion then.

7. It may be that you find the specific questions in the form do not apply to your particular experience of *xxxxx’s* ministry. In which case please simply write indicating the ways in which *his/her* ministry has been helpful to you, or could have been more helpful. I’d be very grateful if you would return the form to me **by the date shown**: *xxxxxxx*

I am grateful to you for being prepared to take part in this Scheme. I will be happy to help if you have any questions or difficulties regarding the enclosed form, or the process. I have no doubt that it will all be of benefit to *[name]*.

Yours sincerely

(Name of sender) Enc: Commentator form