



MINISTERIAL REVIEW AND DEVELOPMENT

in

THE DIOCESE of EDINBURGH

At our ordination we make vows before God and the church, praying that the Holy Spirit will shape our lives and ministry for the glory of God. These vows reflect the foundation of who we are and who we are becoming in Christ, which is why I have used them to shape my approach to ministerial review in Edinburgh Diocese. Moreover, our ministry is never an individual one. Our call is collegial, both between the bishop and the individual priest or deacon, and between priests and deacons. So for years now, as your bishop and sharing in your ministry, I have asked you to undertake a Ministerial Review with a colleague chosen by me. During the forthcoming period of episcopal vacancy, I encourage you to continue in this pattern.

This review is based on your self-reflection, held in a relationship of confidential accountability with a colleague, your reviewer. You are invited to walk with the same reviewer for a few years, so you may get to know each other and feel open to sharing honestly about your hopes and dreams, your fears and worries. It also enables a systematic and coherent approach to your personal, professional, and spiritual development. Do use the Action Agreement to monitor your own progress, supported as needed by the Advisor for Christian Life.

The Bishop's Summary will be a key document in the coming year: these will be held in a confidential folder, ready for the next Bishop's arrival. Providing an appropriately rounded summary of your discussions will be very useful when they step into post and seek to understand the ministry and people of the Diocese quickly and thoroughly. If, upon reflection on this document, you wish to speak with a Bishop, then Bishop Mark will make himself available. Dean Frances will also be available to speak with you about most of the day-to-day and year-to-year aspects of your ministry. Contact Hannah Marcus for an appointment in either case.

My prayer remains that this process will affirm you all in ministry, that it will help shape you as deacons and priests, and that it will deepen your sense of belonging together in serving God, the world and the church "after the pattern of Jesus Christ".

MINISTERIAL REVIEW, GROWTH & DEVELOPMENT: ROLES & RESPONSIBILITIES

The review process exists to encourage clergy to reflect on their vows and on-going vocation, to review their current situation, and to set goals for further development. Completing this time of reflection and discernment each year allows you to take stock, see progress, and notice patterns. Each participant in the process will bring different styles and gifts to bear, and we seek to honour that diversity in the choice of format offered.

The Reviewee

Ownership of the pre-review paperwork rests with you, and you should spend some time with it ahead of your review meeting. It will provide the framework for meaningful discussion with your reviewer. There is no right or wrong way to complete it and there are no wrong answers – the important thing is to reflect on your ministry. Primarily, you are asked to reflect on the last 12 months, the present, and your hopes for the next 12 months. There is also scope to look further ahead, to see where God might be calling you in the future.

Feel free to be creative with the prompts: two different styles of approach have been included to encourage you in this. The order in which you answer the questions, how you do it, what material you use, and how long you take, are all up to you. Whilst writing everything down might feel like a lot at the time, there is much value in having a document that fully reflects your ministry now and your areas for growth, for it enables you to celebrate the growth that often goes unnoticed and pinpoint what you want to discuss with the Bishop.

There are 2 forms which are completed after your review conversation has taken place. The purple one is a summary, which is sent to the Bishop and seen only by him. The yellow form is a “Practical Action Agreement”, which is for you; it is also shared with the Advisor for Christian Life (ACL) so they can support you in your endeavours. These forms are completed in consultation with the Reviewer and can either be written at the end of your review conversation, or you can take longer to reflect on your discussions and complete them later. However they are done, please ensure the documents capture what you want to share with, or ask of, the Bishop and ACL.

The Reviewer

The reviewer is the Bishop’s representative, supporting individual clergy in their process of review and development. Their role is of empathic listener and facilitator, creating a safe space for the reviewee to understand and reflect on his/her ministry. The reviewer is not any of:

- Spiritual Director
- Therapist
- Counsellor
- Supervisor
- Colluder

The reviewer does not take on the role of advisor. If the reviewee seeks specific advice or mentoring, then this would be an area of development and the reviewer can support the individual in thinking through how this support could be found. Alternatively, it can be noted on the feedback for ACL or Bishop.

A good description of the reviewer’s role is to be a critical friend who will:

- Listen closely to what the reviewee says.
- Ask questions to enable the reviewee to reflect more deeply on his/her development.
- Prompt and challenge the reviewee to look to the future, to work towards finding solutions and support, and to engage in personal and professional development.
- Help the reviewee to consider creative solutions but without being directive.

- Be honest and compassionate.
- Value the reviewee and affirm what is positive and successful in life and work.
- Manage the process to ensure that the reviewee can give full attention to the task of reflection and development.
- Ensure that agreed feedback is sent to the Bishop and ACL respectively. How the paperwork is completed and sent is for reviewer and reviewee to decide. The reviewer will inform the ACL that a review has taken place.

The Bishop

The Bishop's focus is to support the clergy. The Bishop will:

- Work with the ACL to recruit reviewers and match reviewees and reviewer.
- Read an agreed summary of the discussions.
- Meet with you following your review, if requested, and at least every 2 years.
- Meet with the reviewers once a year to ensure that they fully understand the review process, the role they have, and that they are fostering positive relationships with reviewees.
- Meet with the ACL to ensure that reviews are happening and that the process is working well.

The Advisor for Christian Life

The ACL's focus is the reviewers. It is the responsibility of the ACL to:

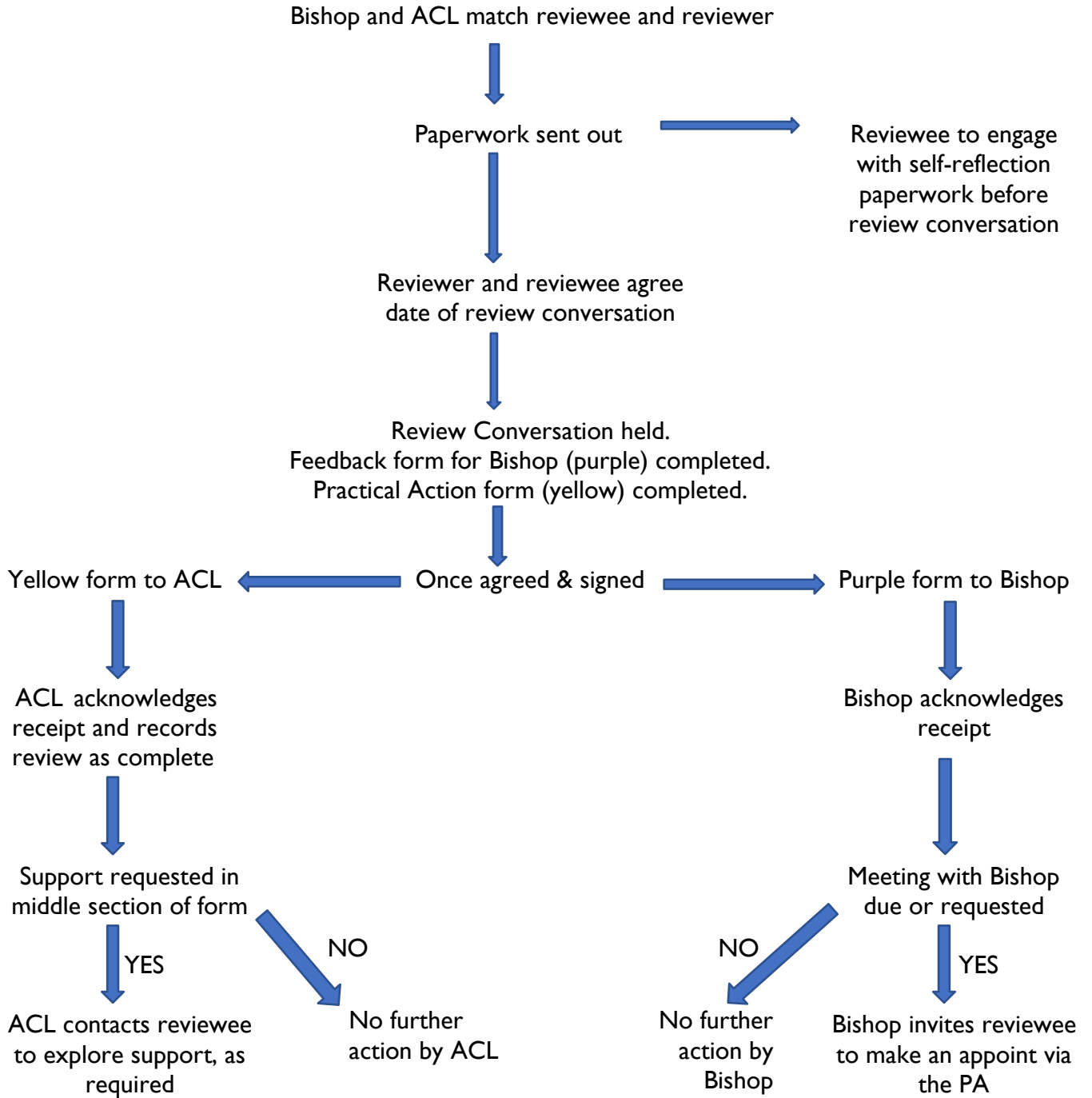
- Ensure the initial introductions are made and paperwork passed on.
- Keep track of the process with the help of the DMMC Admin Assistant.
- Contact each reviewer at least once in each annual cycle.
- Organise annual meetings with the reviewer group to reflect on the process.
- Recruit new reviewers as and when necessary.
- Answer questions and advise when required.
- Offer supervision as appropriate.
- Support the Bishop in his role.
- Work with the Bishop to match the reviewee and reviewer.

CONFIDENTIALITY POLICY

The Bishop expects the reviewer to care for and respect the reviewee, honouring all they hear with discretion. He also expects that the reviewee to respect the person who is their reviewer. In particular:

- Reviewers are to maintain complete confidentiality about who they are reviewing. This means that they will not reveal this information to anyone.
- Reviewers may not pass on information given to them in review meetings, and at the end of the reviewer/reviewee relationship they will delete information held electronically and shred hard copies.
- The purple form is mutually agreed by the reviewee and reviewer and will be sent by the reviewer to the Bishop. Discussions leading to that record will not be reported to the Bishop or ACL.
- A supervision agreement exists between the ACL and reviewers. As such, if a reviewer is finding some part of their role difficult, they may discuss this in absolute confidence with the ACL.
- Should issues of illegality or safeguarding arise, confidentiality is suspended, and the reviewer must discuss with the ACL and the Bishop.
- If a matter of concern, such as a mental health issue, should arise during a review meeting, there is an expectation that the reviewer will seek to satisfy him or herself that the reviewee is receiving appropriate help. Ideally, there will be an open discussion which will allow the reviewee to seek additional support if necessary. There may, however, be situations which the reviewee chooses not to discuss in detail.

OUTLINE OF PROCESS



INDICATIVE TIMESCALES

Action	August	Start of a quarter	Within 4 weeks	Within 2 weeks	Within 3 weeks
Matching	*****				
Email paperwork	*****				
Reviewer contacts reviewee to arrange meeting		*****			
Reviewee completes blue form			*****		
Review meeting held			*****		
Purple form to Bishop				*****	
Yellow form to ACL				*****	
ACL contacts reviewee regarding growth points (where requested)					*****

Notes

Each reviewer has more than one reviewee, and will spread reviews throughout the year, wherever possible. They will contact each reviewee in turn, approximately one year after the previous review meeting, where applicable. Each

We anticipate that each review will take about half a day to complete plus finalising/sending the paperwork. Reviewers may decide to build the relationship with the reviewee by spending time 'walking in their shoes' in their area. This is a decision for them.

The venue for the review should be agreed when the meeting is arranged.

We very much want the process to be one of collaboration between reviewer and reviewee; however, the reviewer has ultimate responsibility for ensuring that all paperwork is completed and sent to the Bishop and ACL.



DIOCESE OF EDINBURGH MINISTERIAL REVIEW: Self-reflection Questionnaire

Please use this form as seems best to you – the Ministerial Review invites you to reflect on how things are changing and your hopes for the coming year. This form has been created so that the first part of section can be completed by the reviewee prior to the meeting. Please continue on a separate sheet / expand boxes as necessary. There is a box for recording your discussions,

This form is not to be sent to the Bishop or ACL – it is to help the reviewee to undertake the process of personal reflection, and to have something to refer back to over the coming year(s).

Name:	Date of Review:	Reviewer:	
1. MINISTRY: “Will you be a diligent minister of the Word of God, proclaiming the Gospel, teaching the Christian faith and upholding catholic doctrine founded on the Scriptures?” Scottish Ordinal 1984			
Reflect on	<ul style="list-style-type: none"> • Enjoyment • Balance between commitments 	<ul style="list-style-type: none"> • Anxieties • Sense of purpose 	<ul style="list-style-type: none"> • Frustrations • Achievements • How to move forward • Strengths and weaknesses
Describe your ministry			Next Steps / Opportunities
My ministry now	How have things changed in the last 12 months?	What do I hope for the coming year?	
Summary of discussion at meeting			

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2. DIOCESE, VESTRY AND PROVINCE: “Will you respect the pastoral direction, leadership and guidance of your bishop?” Scottish Ordinal 1984

Reflect on	<ul style="list-style-type: none"> Are you engaged with the wider structures? 	<ul style="list-style-type: none"> How do the wider structures enable your ministry? 	<ul style="list-style-type: none"> How is your relationship with vestry members? What can you offer to your colleagues / diocese?
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Describe your ministry			Next Steps / Opportunities
My ministry now	How have things changed in the last 12 months?	What do I hope for the coming year?	

Summary of discussion at meeting

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3. MISSION: “Will you, as a priest and pastor, faithfully administer the sacraments of the new covenant and lead God’s people in mission?” Scottish Ordinal 1984			
Reflect on	<ul style="list-style-type: none"> • Evangelism • Community needs and partners 	<ul style="list-style-type: none"> • Shared ministry • Ecumenical work 	<ul style="list-style-type: none"> • Inter-faith work • Balance between your congregation and your community
Describe your ministry			Next Steps / Opportunities
My ministry now	How have things changed in the last 12 months?	What do I hope for the coming year?	
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4. SPIRITUALITY: “Will you devote yourself to prayer, to reading the Holy Scriptures and to all studies that will increase your faith and deepen your understanding of the truth?” Scottish Ordinal 1984

Reflect on	<ul style="list-style-type: none"> • How you pray • Your spiritual direction/soul friend 	<ul style="list-style-type: none"> • Retreat / Study • Unexpected gifts of grace 	<ul style="list-style-type: none"> • How this impacts on your preaching, teaching and pastoral work
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Describe your ministry	Next Steps / Opportunities
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My ministry now	How have things changed in the last 12 months?	What do I hope for the coming year?	
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Summary of discussion at meeting

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**5. PERSONAL LIFE: “Will you, in all of your dealings with others, in the life of the Church and in your home, seek to show an example of obedience to the way of Christ?”
Scottish Ordinal 1984**

Reflect on	<ul style="list-style-type: none"> • Relationships • Friendships 	<ul style="list-style-type: none"> • Significant people • Creativity 	<ul style="list-style-type: none"> • Balance • Physical and mental wellbeing
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Ask yourself: “How am I?”

Points you may wish to share with the reviewer

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Summary of discussion at meeting

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6. MINISTERIAL DEVELOPMENT: “May the Lord who has called you to this work, and given you the will to undertake it, also give you grace to perform it.” Scottish Ordinal 1984			
Reflect on	<ul style="list-style-type: none"> Any areas covered in the previous questions Do you need a move to further your ministry? 	<ul style="list-style-type: none"> Any areas not covered in the previous questions Do you need a sabbatical to further your ministry? 	
What do you consider to be most important in your development?		Where do you see yourself in 5 years’ time?	
		Discussion points for the meeting with reviewer	
Summary of discussion at meeting			



The review is based on the Scottish Ordinal 1984 and falls into 6 parts. Consider each of these parts in light of the past 12 months, current position, and future 12 months (and more, where appropriate).

Area	Vow / Statement	Things to consider
MINISTRY	Will you be a diligent minister of the Word of God, proclaiming the Gospel, teaching the Christian faith, and upholding catholic doctrine founded on the Scriptures?	Enjoyment Balance between commitments Anxieties Sense of purpose Frustrations Achievements Strengths and weaknesses How to move forward
ECCLESIOLOGY	Will you respect the pastoral direction, leadership and guidance of your bishop?	Reflect on your engagement with Vestry, Diocese & Province. Are you engaged with these wider structures? How do these structures enable your ministry? How is your relationship with vestry members? What can you offer to your colleagues / diocese?
MISSION	Will you, as a priest and pastor, faithfully administer the sacraments of the new covenant and lead God's people in mission?	Evangelism Shared ministry Ecumenical work Inter-faith work Community needs and partners Balance between your congregation & your community
SPIRITUALITY	Will you devote yourself to prayer, to reading the Holy Scriptures, and to all studies that will increase your faith and deepen your understanding of the truth?	How you pray Retreat / study Spiritual direction / accompaniment Unexpected gifts of grace How this impacts your preaching, teaching & pastoral work
PERSONAL LIFE	Will you, in all of your dealings with others, in the life of the Church and in your home, seek to show an example of obedience to the way of Christ?	Relationships Significant people Friendships Balance Creativity Physical and mental wellbeing
DEVELOPMENT	May the Lord who has called you to this work, and given you the will to undertake it, also give you grace to perform it.	Reflecting on areas covered above, & anything missing: Do you need a move to further your ministry? Do you need a sabbatical to further your ministry? Where do you see yourself in 5 years' time?



**DIOCESE OF EDINBURGH MINISTERIAL REVIEW
PRACTICAL ACTION AGREEMENT
(Also shared with the Advisor for Christian Life)**



This document is filled in after the review conversation. It may be that it is done 'there and then' as a conclusion to the meeting, or it may be taken away for further reflection before completion. Either way, the Reviewee should keep a copy as an aide-memoire / plan of action, and a copy should be sent to the Advisor for Christian Life. (Note that it is not compulsory to complete every section of this form!).

Name:

Date of Review:

Name of reviewer:

I undertake to do the following ...

I would like help / support to grow in the following area(s), be it through training, opportunities, mentorship or something else ...

I can offer to the Diocese / Province / colleagues

Signed by Reviewee:

Signed by Reviewer:

DIOCESE OF EDINBURGH MINISTERIAL REVIEW SUMMARY FOR THE BISHOP



This document is completed after the review conversation. It may be that it is done 'there and then' as a conclusion to the meeting, or it may be taken away for further reflection before completion. Either way, this should be sent to the bishop, with the subject line marked CONFIDENTIAL.

Name:

Date of Review:

Name of reviewer:

The following is a summary of the discussion as it relates to the individual:

The following is a summary of the discussion as it relates to the congregation(s) within which they minister:

During this period of Episcopal vacancy, if you wish to meet with Dean Frances or Bishop Mark, please contact PA Hannah Marcus to arrange an appointment: HHarcus@dioceseofedinburgh.org.

Proposed date for next review conversation:

Signed by Reviewee:

Signed by Reviewer: