

Diocese of Southwell and Nottingham
Clergy Development Scheme 2010

Introduction

The purpose of the review is support of **your vocation and ministry**. It is intended to further your personal development to enable you to find satisfaction in your role, which includes accountability in relation to diocesan policy and strategy, to have a healthy balance to your life and to be an effective leader in a changing church. For those who have been in post for some time it is intended to enable you to move to an appropriate next phase of ministry. It is *supported Self Review* in which only the outcomes agreed with you are sent to the Bishop and the Clergy Training Officer (and they remain confidential to them). All other material is confidential to you and therefore belongs to you.

The Process

The review itself is part of a process, beginning as you take up a post, have an induction interview with an archdeacon and develop a role description. You will then have a chance after six months to check up on the appropriateness of this description, when you have discovered more of the context for yourself. You are then encouraged to develop ways of reflecting on how you take up your role, the strategies you develop and what the role does to you as a person and how you are affecting it – this can either be in groups or with a mentor or work consultant. Our diocesan leadership training programmes help with this process.

In 2010 we are emphasizing the need for all reviewees to have completed the development of their role description or to have a plan to complete it. For those who have been in post for some time and have been reviewed before it is important now that we look back and check that outcomes from previous reviews have been dealt with. The tools associated with preparing for the review are still available for those who would like to use them; a Two-week diary, a stress inventory, a time management process and a feedback questionnaire for use with Churchwardens or appropriate people in your context. These are not intended to be included in the review documentation unless you wish, but we hope that you will use them to inform your responses to the review questionnaire.

The ethos of all this is intended to be supportive for you, to help you own the review process and allow reviewers to be effective in their role. The conclusion of each review will give you an opportunity to agree with your reviewer new personal and professional objectives.

The Scheme will be delivered by the Clergy Training Officer and administered by Ms. Jenny Andrews, PA to the Bishop of Sherwood. The Director of Ministry and Mission will provide oversight for the Scheme and the work of the reviewers.

There are a number of basic assumptions in the process:

1. No one is good at everything. We all need support.
2. Honest reflection is helpful.
3. Ministry is not just a task but involves our wholeness as a person.
4. The process must consider your needs and those of the organization for whom you work.
5. You are in control of what you offer for review.
6. The review is part but not the whole of your pastoral care and support.
7. The Bishop shares his pastoral care role with Area Deans, Archdeacons, Advisers, Churchwardens and others.
8. Confidentiality to the reviewee of the interviews and materials other than role descriptions and agreed outcomes

9. Values underlying the process
- **honesty**
 - **self-reflection**
 - **vulnerability**
 - **grace**
 - **attention to task**
 - **working well together**
 - **clarity**

Reviewers and their Role

You will be allocated a reviewer from a number of clergy identified by the Bishop as suitable for the role.

Reviewers have been trained in the process and are there to help you in your self appraisal. They will agree with you the conclusions, and then send the agreed outcomes to the Development Department. They will also ask you for feedback on the review and meet with other reviewers to review their practice. They will treat the content of your review confidentially but may feedback Diocesan structural issues as agreed at the review to the other reviewers and to appropriate Diocesan staff for their learning and planning. You will be allocated a reviewer but you have the right to ask for someone else to be allocated, *please inform Jenny as soon as possible if this is the case.*

The reviewer will contact you to arrange a time in the period you have been allocated of not less than two hours actual uninterrupted working time for the review. Also please agree how far in advance you will supply the reviewer with the review questionnaire and/or any other relevant materials. Reviewees need to allocate good time to prepare for the review as it is a major piece of work that only occurs every two years – perhaps you could even take a short retreat or time out. Do treat the questionnaire and tools *flexibly - they are there to help you and if any questions are unhelpful or the tools not relevant then find another way to deal with the issue at stake.*

Outcomes

An agreed summary of your discussion and outcomes is sent to the Clergy Training Officer and the Bishop. This is so the Bishop can pray for you and your work, and be aware of any issues relating to your next move or your pastoral care, and the Clergy Training Officer can provide appropriate training and support.