

Diocese of Southwell and Nottingham
Clergy Development Scheme

Diocesan Review Questionnaire 2010

This questionnaire is designed for those preparing for a clergy development review and will form the heart of the discussion that takes place in the review. It is expected that you will spend some time preparing for the review – even taking a short retreat or time out. This should at the very least mean completing the questionnaire for the reviewer to see in advance. There are also various tools available on the diocesan website (download section) which you can use to review how you are working as follows;

- A 14 day diary or journal of two typical weeks in your work
- A stress and/or burnout inventory
- A simple feedback questionnaire for those you work with and minister amongst

In addition to these it may be helpful to re-read the ordinal and/or return to your Parish profile. A preparatory session with your mentor/work consultant using the questionnaire may also be useful.

If you do not have a role description yet which sets out the boundaries of how you understand your role then preparing one for the review will be important – as this will become an outcome of the review this year if you do not have one.

We believe that there are three areas to focus on in any clergy development review, but that the emphasis may change depending on the stage the review takes place. These are:

Personal – Relational (Vocation, lifestyle, spirituality, theological development and ministerial discipline)

Professional – Strategic (How I carry out my role. How I engage in mission and ministry. How I work with others, find support and set objectives.)

Diocesan – Structural (How I relate to Diocesan and Deanery policy, initiatives and the wider Church of England and ecumenical context)

It is therefore necessary in the review to look back at what has been happening in these areas and to plan for future development in each of them. It is expected that there may be outcomes of the review that relate to each of these three areas – both in terms of action to be taken and further training and CME development.

Can we stress again that this is supported self review and the values which we hope will underlie this process are:

- **honesty**
- **self reflection**
- **vulnerability**
- **grace**
- **attention to task**
- **working well together**
- **clarity**

As this is supported self review **do not feel confined** by the questions or the tools you have been given, interpret them as you will and if you feel important issues are not addressed include them in your responses and your discussion with your reviewer.

1. Personal – Relational

1.1 Lifestyle

- 1.1.1 What are the key elements of my vocation? (or what is my 'personal mission'?)
- 1.1.2 How is my relationship to myself in solitude? or how comfortable am I in my own company?
- 1.1.3 Is my "work-life balance" appropriately adjusted? On average how many hours a week am I working? What recreation do I take?
- 1.1.4 What is the pattern of my free time, days off and holidays?
- 1.1.5 For single clergy:
How is the relationship between my work, family and friends?

For married clergy:
How is the relationship between my work, my partner, our children (if any) and our family life? (*Your spouse may like to comment here*)
- 1.1.6 How is my health? How does this affect my work?
- 1.1.7 Do I have anxieties or issues I would like to share concerning my domestic circumstances? – e.g. ageing parent(s), schooling, the house, finance etc.

1.2 Spirituality

- 1.2.1 What is my current pattern of prayer and spiritual life?
- 1.2.2 In what ways is my faith and spiritual life nurtured? Who or what helps me?
- 1.2.3 Do I have a spiritual director or soul friend/companion? If so how has this been helpful recently?
- 1.2.4 When did I last make a retreat or have a time of spiritual refreshment away?

1.3 Theological development

- 1.3.1 What helps to inform and develop my theological understanding?
- 1.3.2 What have I read or interacted with in the last year or two that has been theologically fruitful?

1.4 Outcomes

- 1.4.1 What were the outcomes of any previous review in the Personal-Relational area? Have they been achieved?

- 1.4.2 What actions / developments / changes / new initiatives do I want to plan for in the personal-relational area?

2. Professional – Strategic

2.1 Mission and ministry

- 2.1.1 What is my current role description? (Summarise the key points or attach a copy)
- 2.1.2 (Optional for dual role ministry) Describe briefly your other role (and any role description) and if it is to be reviewed alongside the one described in 2.1.1
- 2.1.3 What are my current objectives in relation to the role description(s)?
- 2.1.4 (Optional for dual role ministry) Where, if at all, do my two roles come into conflict?
- 2.1.5 What have I accomplished in the period under review? (You could refer to the objectives at 2.1.3 or there may be other innovations you have made)
- 2.1.6 Are there any responsibilities I feel I have which are not listed on the role description or amongst my objectives? What have I accomplished, if anything in these areas?
- 2.1.7 In the light of all this does the role description need amending?
- 2.1.8 Where does the balance of mission and ministry lie in my work? i.e. where do I direct most of my efforts – in the Church, on the fringes or outside the Church?
- 2.1.9 What time do I make for important but not urgent tasks – e.g. planning, reflection, reading, training etc.?
- 2.1.10 What do I most enjoy about my work/ministry? What do I do best?
- 2.1.11 Which of my gifts and skills are best used at the moment?
- 2.1.12 What do I least enjoy? Where are the frustrations?
- 2.1.13 Which of my gifts and skills are under used?
- 2.1.14 Overall what is my assessment of my morale on the scale of Very high / High / Good / Fair / Low / Very Low
- 2.1.15 Where, if at all, is there a 'resources gap' between what I am asked to do and my ability to do it? What could be done to fill this 'gap' or change what I am asked to do?
- 2.1.16 Is there a particular aspect of mission or ministry in my present appointment I should like to discuss?

2.2 Collaborative Ministry

- 2.2.1 How do I share leadership with others or what ministerial teams, if any, am I a part of? How well do the teams or the collaborative processes function?
- 2.2.2 In what ways do I find myself in collaborative ministry with lay people in or outside the church? What is the quality of these relationships?
- 2.2.3 Who are the ecumenical and / or inter-faith partners in my work? What is the quality of these relationships?
- 2.2.4 How am I handling any problematic relationships or conflict situations?

2.3 Support and resourcing

- 2.3.1 What feedback and support do I get from others (those in the church or outside of it, family etc.) concerning the effectiveness of my ministry? How do I respond to that feedback?
- 2.3.2 What is my public image and how do I become aware of it? (This is a question both about the expectations and reality of your public perception)
- 2.3.3 With whom and how far do I share my vision, aims and objectives?
- 2.3.4 What are my supportive networks and how helpful are they? E.g. Cell/Peer group, Parish support group, mentor/work consultant etc.
- 2.3.5 What CME courses or other training have I undertaken in the last two years? What have I learnt from these courses?

2.4 Outcomes

- 2.4.1 What were the outcomes of any previous review in the Professional-Strategic area? Have they been achieved?
- 2.4.2 Reviewing 2.1 and 2.2 above, what are my objectives for the next two years?
- 2.4.3 What key issues need to be addressed or skills acquired to meet these objectives?
- 2.4.4 Does my role description need adjusting? If I do not have one when will it be prepared by?
- 2.4.5 What training do I see myself needing to increase my potential or help me move into new possibilities / increase my capacity?
- 2.4.6 What further professional support do I need, if any? (2.3)

3 Diocesan – Structural

3.1 Diocese

3.1.1 How do I feel about the present Church of England structures and leadership?

3.1.2 How has the reorganisation of deaneries and their strategic planning to reduce clergy numbers by 2012 affected my role? How do I feel about it?

3.1.3 How do I relate to and participate in:

- neighbouring parishes/clergy and/or my cluster
- Deanery Synod
- Deanery Chapter
- Other local churches

3.1.4 How do I relate to the Diocese and its structures? In what ways are they supportive of my ministry?

3.1.5 How do I relate to the Diocesan Natal Link?

3.2 Wider structures

3.2.1 How have I participated in:

- the Church of England
- public life
- para-church organisations
- ecumenical life
- the world-wide church

3.3 Diocesan Policy

3.3.1 Have I engaged with the strategic template for mission including the four mission values; discerning God; enabling change; serving community; valuing people?

3.3.2 Are there things that have been stopped / let go of as a result?

3.3.3 Are there new initiatives I have taken up or would like to?

3.3.4 Have I responded to the idea and call to develop Fresh Expressions and/or entrepreneurial initiatives?

- 3.3.5 Are there other aspects of Diocesan policy that impinge upon my work that I would like to discuss?

3.4 The future

- 3.4.1 Are there areas of work or responsibility that I would like the opportunity to experience?
- 3.4.2 Could I contribute to the training programmes of the Diocese? – e.g. tutoring on lay discipleship or ministry training programmes or contributing a session in an area of my expertise to the CME programme?
- 3.4.3 Is there any significant change in direction I would like to make in the near future?
- 3.4.4 Where would I like to be in five year's time?
- 3.4.5 What hopes do I have for my ministry in the longer term?

3.5 Outcomes

- 3.5.1 What were the outcomes of any previous review in the Diocesan-Structural area? Have they been achieved?
- 3.5.2 What actions / developments / changes / new initiatives do I want to plan for in the Diocesan-structural area? (3.1.1 – 3.3.)
- 3.5.3 What actions / training / changes / new initiatives do I want to plan for my personal future? (3.4 – 3.4.5)
- 3.5.4 What feedback do I want to give through my reviewer into the "Diocese" – its process, policy and structures?