



Guidelines for Completing the Reader Ministry Review Form

Preparing to fill in the form

You are strongly encouraged to take some time for prayer and reflection before you start filling in the forms. Some find it helpful to make a copy of the forms. For a week or so they keep the forms nearby and add rough notes to them as the questions trigger memory of events, experiences and issues.

You might also re-read the *promises made at the Reader licensing service*.

Filling in the form

The next task is to decide what you actually want to record on the form to discuss with your reviewer (and/or others).

Please don't write too much. Just as much as is needed to enable your reviewer to respond to you, your ministry and your story.

You might find yourself writing more for some questions than others. That is fine. If a question or topic is not relevant to you leave it blank. There is no need to repeat information once offered. Ministry is expressed in different ways and goes under many different names in today's church. The forms assume a variety of ministry contexts. Please adapt them in any way you need to.

You might keep a separate note of things you would particularly like to discuss with your reviewer.

Feedback from a colleague

Choose a ministry colleague or friend to contribute to your review; someone who experiences your ministry first-hand. They need to be people you know to be supportive of your ministry but who will be able and willing to be a critical, as well as appreciative friend in this process. We need others to help us reflect upon our gifts and to help us be more aware of the ways in which our ministry is being offered and received.

If your ministry is expressed in contrasting contexts it may be helpful to invite more than one person. Please email a copy of the attached guidelines and form, to your chosen colleague(s) ensuring they understand the date by which it is needed for the interview, and details of where to send the completed form (yourself and Reviewer).

You are encouraged, as time allows, to meet and talk through this form together.

Incumbent feedback form

Please send your incumbent (or appropriate equivalent person) their review form and guidelines (attached) and inform them of the date of your review and reviewer contact details. Wherever possible they should meet and discuss their comments with you ahead of the review and give you a copy of their report.

Please note: we must ask you to be responsible for checking the progress of these forms to the reviewer. The completed forms should be with the reviewer, and a copy to you, no later than 10 days before the interview.



Gloucester Diocese Reader Ministry Review

These questions are to help you reflect on different aspects of your ministry and discipleship. Please adapt them where needed, to your own context. Where not applicable just leave blank.

A. Since your last review (or over the last three years)

1.	Have there been any significant changes to your personal or ministerial circumstances?												
2.	Over this period what have you most enjoyed in your ministry? What helped to make this so for you? Have there been particular encouragements and achievements?												
3.	Over this period have there been particular struggles or frustrations in your ministry? What were the main factors involved? How have you lived with, and responded to, these times? Are they resolved or on-going?												
4.	Where have you felt most supported in your ministry? With whom do you share your ministry most closely?												
5.	<p>Do you meet regularly with your incumbent and/or others who share your ministry context? Please give details.</p> <p>If 'yes' do these times include: <i>circle as appropriate</i></p> <table data-bbox="228 1877 1457 2033"> <tr> <td>personal feedback on your ministry?</td> <td>regularly</td> <td>infrequently</td> <td>hardly/not at all</td> </tr> <tr> <td>prayer, study and reflection?</td> <td>regularly</td> <td>infrequently</td> <td>hardly/not at all</td> </tr> <tr> <td>sharing vision and planning?</td> <td>regularly</td> <td>infrequently</td> <td>hardly/not at all</td> </tr> </table>	personal feedback on your ministry?	regularly	infrequently	hardly/not at all	prayer, study and reflection?	regularly	infrequently	hardly/not at all	sharing vision and planning?	regularly	infrequently	hardly/not at all
personal feedback on your ministry?	regularly	infrequently	hardly/not at all										
prayer, study and reflection?	regularly	infrequently	hardly/not at all										
sharing vision and planning?	regularly	infrequently	hardly/not at all										



6. In the ministry you exercise do you feel you are in partnership with the wider vision and strategy of the Diocese? Are there ways you would welcome that relationship developing?

Are you involved in the wider life of the diocese and beyond? (eg committees, projects, training) Please give details

B. Gifts and Calling

1. Do you carry areas of particular responsibility in your ministry context? Briefly summarise these.

2. What do you identify as your main gifts in ministry? Do you feel these are growing and developing? Do you feel they are being fully used in your context? Please give details.

3. To what extent is your ministry expressed beyond the church – for example in pastoral and/or evangelistic mission within your local community?

4. Please list where you have drawn on particular sources of support and training for your ministry since your last review/in the last few years. (Where diocesan CMD has been attended we enclose your training record)

Are there resources you would welcome and feel you need but have not managed to find? Please specify.



C. Faith, Life and Prayer

1.	<p>How are you managing to sustain your faith in Christ – eg your patterns of prayer, study of scripture and personal pilgrimage?</p> <p>Are there ways you are seeking to develop this?</p>
2.	<p>How are you managing to resource your ministry through continued reading and theological study?</p> <p>Are there ways you are seeking to develop this?</p>
3.	<p>How are you managing to keep a healthy balance between your work, home, relationships and ministry?</p>
4.	<p>Do you have a spiritual director and/or other significant supports in the faith? If not would you welcome help in developing such supports?</p>



D. Growing your gifts and ministry

In this final section you are invited to focus with your reviewer on your vision for the development of your ministry over the next few years.

1.	Are there areas of ministry you would welcome more support or training?
2.	Are there areas of ministry you feel drawn to and would welcome the chance to explore further?

Please identify no more than three personal goals for your ministry development over the next few years. They need not be large. They should include an element of challenge. But such goals always need to be realistic and sustainable.

The review should seek to identify how they will be practically achievable.

Goal 1:		Resources needed	
Goal 2:		Resources needed	
Goal 3:		Resources needed	

This form is confidential to you and whoever you choose to share it with. The reviewer's copy will be kept for two months after the review and then shredded.