



Gloucester Diocese Reader Ministry Review Guidelines for completing Reader review summary

This is a *concise* summary of the review conversation - not of the review paperwork.

Please do not use the interview time for writing this summary.

1. Begin by **summarising gifts, qualities and achievements** that have been apparent in the reviewee's ministry. Numbering or bullet points for each section is helpful.
2. Note any **factors that have been significant** in the fulfilling of the Reader's ministry over this time – eg personal health, changes at work, retirement, family concerns etc.
3. Summarise any **specific concerns** you have as a reviewer.
 - *these should have already been expressed in some form in the review conversation.*

Examples:

'I encourage x and their incumbent to meet and review the x's ministry load in the light of the pressure they are presently under at work/home'.

or

'x's Working Agreement needs to be brought up to date and shown to the PCC.'

4. Itemise the agreed goals and targets for ministry development, training or support.

Summarise beside identified resources these goals need if they are to be achieved eg training resources, retreat, mentoring etc.

Agreeing the summary

Once a draft of the summary has been completed the reviewer sends it by email attachment to the reviewee for their agreement. The reviewee responds with any matters of fact or wording. In the event of disagreement over something the reviewer is concerned to mention a compromise wording might be '*I [Reviewer] had a concern about the x's ministry workload and the pressure they seemed to be under. However x did not agree this was an issue and was confident they were managing well with all they were undertaking*'.

When the reviewee is happy with the report summary they are to type in their name and the date at the foot of the page to return the report to the reviewer. The reviewer does the same and returns it the reviewee.

The review process is complete when:

The Reviewee copies the agreed summary to their incumbent
The Reviewer copies the summary to the Warden of Readers.

Please complete this summary process within 10 days of the review.

Review papers should be retained by the reviewer for a maximum of six months and then disposed of.



Gloucester Diocese Reader Ministry Review Review Summary

Name of Reviewee:

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| Reviewer's comments (including support and training needs identified). | |
| 1. | Briefly summarise Readers significant gifts, qualities and achievements since their last review/over the last few year. |
| 2. | Have any factors that have been significant in the fulfilling of the Reader's ministry over this time – e.g. personal health, changes at work, retirement, family concerns? |
| 3. | Are there any specific concerns or issues to mention? |



4. List agreed goals and suggestions for further training support
(Please highlight here where a response is required from the Warden of Readers)

Name of Reviewer:

Date:

Name of Reviewee:

Date:

Once the summary is agreed by you both **the Reader should email a copy of this summary sheet to their incumbent and to the Warden of Readers.**

Please keep a copy of your review paperwork for future reference. Your reviewer will keep their copy for two months and then it they will dispose of it.