



MINISTERIAL REVIEW

in

THE DIOCESE OF EDINBURGH

The Diocese of Edinburgh is beginning a new Ministerial Review scheme for all stipendiary clergy as a priority for 2009. This is an important expression of Diocesan life. The new scheme aims to:

- Assist the clergy to explore and review their ministry.
- Discern and affirm strengths and address needs in the exercise of ministry, with a view to personal growth and development.
- Provide a more structured form of appraisal, complementary to the provincial 'Peer Appraisal' scheme.

This booklet explains about the process of Ministerial Review and I hope you find it helpful.

+Brian

Participants

It is hoped that all those holding the Bishop's licence will take part in the review scheme, the only exception being those undertaking post-ordination training. Initially the Bishop will review incumbents and those holding licences as stipendiary chaplains in independent institutions. In the meantime it is hoped that incumbents will want to use the new framework for a review meeting with members of their staff team such as non-stipendiary clergy serving in the charge.

Frequency

It is envisaged that Ministerial Reviews will be conducted every two years. The aim is to provide a more systematic and regular approach to pastoral care and encouragement of those in ordained ministry, as well as accountability.

Preparation, documentation and follow-up

a) When a Ministerial Review is due, a letter will be sent from the Bishop's Office inviting the priest to arrange a date for a meeting.

b) As preparation the priest will be asked to give thoughtful consideration to the questionnaire in this booklet. This is to help reflection and stimulate the review meeting. The completed questionnaire should be sent to the Bishop at least 10 days before the meeting to allow for preparation. This will provide the primary material for discussion in the review meeting. This present booklet is based upon an earlier pro-

vincial document which draws on the TISEC competency framework. The framework is currently under revision and the booklet may be altered at a later date in the light of this.

c) The review meeting will last about an hour and a half. Towards the end of the review meeting, major issues will be summarised, particularly those issues of a forward looking / developmental nature. Within the discipline of a side of A4, a summary will be sent to the person reviewed for his/her comment. The agreed document will be kept on file in the Bishop's Office and will provide a starting point for the next review. (NB If there is significant disagreement with some element of the summary on the part of the person who has been reviewed, there will be opportunity to add a note to record this.)

Wider context

It is intended that this new practice of Ministerial Review will contribute to the refreshing and sustaining of all in ordained ministry. The Ministry Review scheme does not fulfil all that is needed for ministerial development or personal support. What it can do is highlight other networks which may be of help through continuing ministerial education, counselling, spiritual direction and work consultancy. At any time, resources in each of these areas can be called upon by any person wishing to explore more fully their potential.

PRE-REVIEW INTERVIEW FORM

This form is to be completed by the priest and returned to the Bishop no later than 10 days before the date of the review

MY SITUATION

Competencies Involved: Servant

- a How do I describe my ministry?**
(A brief pen-picture would be most helpful)

- c What skills should I acquire and what further training do I need? What extra information or help could be useful to me?**

- d What do I want to work at in the coming year?**

- e Are there areas of work or responsibility I would like the chance to experience?**

- f Is there any significant change of direction I should like to make within 6 or 12 months?**

- g Are there any other matters I wish to raise with the Bishop or his delegate?**

MINISTERIAL DEVELOPMENT

Competencies Involved: All

"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

a What in my ministry do those among whom I work as a priest most value?

b How far do I share with others my hopes and aims? With whom do I share? Are there things I wish others knew about me so that they could understand me better? How can I enhance my networks of support?

b What do I most enjoy about it? What do I do well?

c What do I least enjoy? Why? What raises anxiety?

d Roughly, how does the balance of time work out between various commitments? Am I happy with this?

e How is the situation different from, say, a year ago? Am I where I hoped/expected to be?

SPIRITUALITY

Competencies Involved: Prayerful Person/ Critical and Creative Theologian / Theological Resourcer / Communicator

*"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***

a What works of theology have I read in the past year?

b Can I identify any ways in which my theological understanding is developing?

c Am I contributing to these wider structures? What do I bring to them or what could I bring to them in the future?

STRUCTURES

Competencies Involved : Collaborative Worker

*"Will you respect the pastoral direction and leadership of your bishop and be guided by him?" - **Scottish Ordinal 1984**)*

a What do I feel about the wider church and its structures (e.g. regions, diocese, province)?

b In what ways are such structures a resource to me or not? Do I experience any constraints because of these structures?

c In relation to the previous question, can I assess any impact such development is having upon my preaching and pastoral work?

d How do I pray? What part does the Daily Office play in my spiritual life? (cf Canon 17.1)
Do I have a spiritual director/ soul friend/ prayer companion/etc?

e When did I last make a retreat or have a similar time away?

LIFESTYLE

Competencies Involved: Critically Aware Person

*"Will you in all 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***

a How is the relationship between my work and my family life?

b How is the relationship between my work and my friendships? ?

c Which of my abilities are either under-used or neglected at present, and which need further development?

d How do my gifts relate to areas of ministry like mission, evangelism, teaching, pastoral care, admonition, liturgy, working with young people and children?

MINISTERIAL POTENTIAL

Competencies Involved: Effective Self-Assessor

*"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*

a What do I consider my particular abilities?

b Which of these are best used at present?

c What is the balance between my work, my personal development and my recreation?

d How far am I involved in wider issues being faced in our society for example, peace, justice, integrity of creation etc?

INTERACTIONS & COLLABORATION

Competencies Involved: Collaborative Worker

"Will you, as priest and pastor, faithfully administer the sacraments of the new covenant and lead God's people in mission?"- Scottish Ordinal 1984

a In what ways do I find myself in a shared ministry?

- With lay people in or outside the Church?

- With ministerial colleagues?

- What are the ecumenical and inter-faith dimensions of my work?

b How aware am I of the local community, its resources and its needs? Am I in any way helping the church to respond?

c What is the balance of time I spend working within the life of the church and within the life of the community as a whole?