

# The **Methodist** Church

## Ministerial Development Review- *A Step by Step Guide to the Process*

### **Step 1**

Minister prepares for the start of the process by reflecting on goals set from previous year and using 'Areas for reflection' (blue book, p. 20-23) to focus on priorities for this year's review.

### **Step 2**

Lay contributor makes contact with ordained contributor and minister to set date for review meeting (suggest a date at least two months ahead) and to establish whether preparatory meeting is needed to agree areas for review and people to approach for feedback or can be done electronically/by phone.

### **Step 3**

Minister nominates people to provide feedback, the ordained and lay contributors can also nominate people then the list is agreed by all. Ordained and lay contributor agree who will gather the feedback (green book, p15-18, p.21-27 & templates).

### **Step 4**

Feedback gathered, preferably using template, and sent to all involved at least a week before the review meeting.

### **Step 5**

Review meeting takes place – up to two hours, (green book, 32-36). The lay contributor to chair unless otherwise agreed. Agreements made and reports drafted for Hopes and Goals, Points for Action in the wider context, Areas for Learning and Development (green book p.45-64, templates). Paperwork distributed (green book p.40-45) or destroyed (green book p.19)