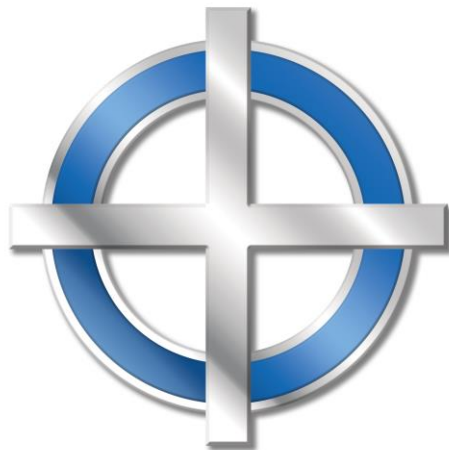


DIOCESE OF
YORK

Personal Development in Ministry For licensed Readers



*Remember, O Lord, what thou hast wrought in us and not what we deserve;
and as thou hast called us to thy service, make us worthy of our calling;
through Jesus Christ our Lord.*

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The forms below are available individually on the Diocesan website: Supporting People/Readers/ Personal Development in Ministry.

<http://dioceseofyork.org.uk/supporting-people/readers/personal-development-in-ministry/>

Personal Reflection form	To help you prepare for your PDM conversation
Incumbent Feedback form	Feedback from your incumbent
Colleague Feedback form	Feedback from another friend or colleague
Summary form	To summarise the conversation and identify any learning or development needs.
Ministry Agreement form	Includes guidelines and a template form.

The material reproduced below is adapted by permission from material produced by the Ministerial Development Review committee of the Central Readers' Council.

SECTION I: INTRODUCTION

Personal Development in Ministry (PDM) review is founded on the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability is about preparedness to grow and develop on the basis of experience and the learning gained from it. It is also about how the work is done and how individual ministry can make a real difference. It is about affirmation and encouragement as well as challenge.

The PDM process provides a structure for that accountability to God, to the parish, benefice or congregation, to the Archbishop as our diocesan bishop whose licence we hold, and to the wider Church and society. It reminds us of our shared responsibility with our colleagues in ministry and our responsibility to ourselves.

The national church now expects all clergy and Readers in licensed ministry to undertake a periodic review of their ministry. The material in this booklet is particularly designed for Readers. It has parallels with the material that is being used for Ministerial Development Review among clergy, but it takes into account the varied and voluntary nature of Reader ministry.

How Personal Development in Ministry works

A pattern of Personal Development in Ministry every three years is now established for all serving Readers in the Diocese of York. Working on a rolling programme, every serving Reader will be reminded, at the beginning of the appointed year to contact their PDM conversation partner.

Who is your PDM conversation partner?

Normally, the Sub-Warden of Readers for your deanery will be your conversation partner. There may be circumstances that mean it would not be appropriate for your Sub-Warden to be your conversation partner — e.g. if the Sub-Warden is a colleague in your own benefice. You might feel able in such an instance to make an arrangement via your Sub-Warden for the conversation to take place with the Sub-Warden of a neighbouring deanery. But if this situation presents you with any kind of difficulty or embarrassment, please contact the Warden of Readers' Administrative Assistant. Deputy Wardens will act as conversation partners for Reader Sub-Wardens, and the Warden of Readers will meet with the Deputy Wardens.

SECTION 2: THE PROCESS FOR THE READER

- **Arrange a date for the conversation** (please do this early: do not leave it until late in the 12-month period).
- **Ask the priest with whom you minister to complete the Incumbent Feedback form and return it to you (in a vacancy please ask the Area Dean or another priest with whom you have worked closely).**
- **Ask a colleague or friend who can give honest and constructive feedback to complete the Colleague Feedback form and return it to you.**
- **Assemble any other relevant supporting papers** (e.g. evidence of engagement in Continuing Ministerial development).
- **Review and, if necessary or desired, contact your incumbent/Area Dean and arrange to meet to revise your Ministry Agreement.**
- **Complete the Personal Reflection form and include future priorities and aspirations.** Section 3 below may be helpful in completing this form.
- **Send the three completed forms with a copy of your Ministry Agreement and any supporting papers to your conversation partner.**
- **Meet with your conversation partner on the date arranged. The discussion should be confidential and honest. It is designed to be positive, affirming and challenging.**

As part of the discussion, you and your conversation partner may identify particular aspirations and objectives for your future development and ministry. This may include areas you wish to prioritise in your ministry, for instance, responsibilities to be fulfilled, or skills and disciplines to be developed.

It would be sensible to keep any specific aims to a maximum of three.

This checklist may be useful:

- What changes would you like to bring about? How will you do this?
- What support, training or development will you need to engage with to facilitate this change?
- Will this objective support your church/ parish/ deanery or diocesan mission strategy?
- Would an action plan be helpful?

- **At the end of the conversation (or soon afterwards) agree a report on the conversation with your conversation partner using the Summary Form. Use the same form to identify and detail the Continuing Ministerial Development you intend to undertake during the forthcoming PDM cycle.**

- **Send the Summary form and the Incumbent Feedback form to the Warden of Readers.** The Warden of Readers will forward the forms to your Bishop and ask for your licence to be renewed (normally for a three year period). The Bishop will keep the forms on file. The Warden of Readers will also send a copy of the Summary form to the Director of Reader Studies.

- **Ensure that you take forward any relevant Continuing Ministerial Development and training as discussed.**

SECTION 3

As you prepare for your discussion you may wish to think about your role and responsibilities in the following areas:

Your responsibility to yourself and the development of your own vocation

- in the church/benefice in which you minister
- to your colleagues in ministry
- in wider church life — deanery, diocese, ecumenically — in your employment and the community
- within your family circle

You may also wish to think about the general context that has shaped your ministry in the last 3 years or so. This may include issues and challenges that have arisen, for example, changing family and domestic circumstances, changes of key people within the church/ parish/ benefice, a diocesan mission plan, church and society discussions, or anything else that may have influenced your ministry.

Each Reader's ministry has distinctive and personal aspects and there is no one model of Reader ministry. The development in ministry process is aimed at ensuring that the rich variety of Reader ministry is acknowledged and respected. This printed material is intended as a guide and not as a definitive list. The context of your own ministry and your own understanding of your vocation will shape the discussion.

REFLECTION BASED ON PROMISES MADE AT LICENSING

You may find these points helpful to shape your thinking as you prepare for your structured conversation. You are encouraged to reflect on those that you find more challenging as well as those you find easier, but please do not treat them as a list of 'exam questions' for which you must have polished answers.

A Do you believe that God has called you to this ministry?

- How do I view the sense of vocation that brought me to where I am now?
- Am I being true to my calling under God?
- Is my ministry flourishing and growing – can I set objectives for the future that will develop my ministry and help me to fulfil my vocation further?
- Does my ministry include elements of evangelism and mission that seek to further the kingdom of God?

B Will you be faithful in leading the people of God in worship, and in preaching the word to them?

- Are there areas of public worship in which I need further training?
- To what extent do I receive feedback or reactions that are helpful and constructive from my colleagues and congregation members?
- Do I give enough time and attention to preparation and background reading to preach?

C Will you be diligent in prayer, in reading holy Scripture, and in all studies that will deepen your faith, and fit you to bear witness to the truth of the Gospel?

- Are my patterns of prayer, personal reflection and study sustaining and challenging me as a minister of Christ?
- How far has Continuing Ministerial Education helped me to grow, and contributed towards my ongoing discipleship and development?
- Have I implemented what I have learned and discovered over recent years?

D Will you endeavour to fashion your life according to the way of Christ?

- As I reflect on my daily life, does it honour the pattern I know to be true to the Christian gospel, and take account of the relationships within it?
- Do I give sufficient opportunity for time and space for myself and my family, with days off, holidays, perhaps a retreat?
- Are there concerns for my own welfare and that of my family or colleagues?

E Will you promote unity, peace and love in the church and in the world and especially among those whom you serve?

- As I reflect on my daily working life, how do I take my ministry to the people among whom I find myself?
- Is my ministry effective in environments other than church and public worship? Are my relations with the world reflective of the gospel?
- Is my pastoral ministry in the community adequately resourced?
- Where are the challenging places in my ministry?

F Will you work closely with your colleagues in ministry and encourage the gifts of others?

- How are my relationships with my ministry colleagues — do we encourage growth in each other?
- Are there ways in which we could improve our working relationship and methods of working?
- What gifts can I/do I offer to others in their spiritual journey?

SECTION 4

GENERAL GUIDELINES

- 1 Confidentiality of papers:** The Readers Reflection form and Colleague Feedback form are confidential to the conversation partner and Reader. The Reader should send the Incumbent's Feedback form and the Summary form to the Warden of Readers, who will read them and forward them to the Bishop. The Bishop will keep these forms on file. The Director of Reader Studies will see a copy of the Summary form.
- 2** Readers participate in Development in Ministry in the Diocese of York **once every three years.**
- 3 Readers with Bishop's Permission to Officiate** (Readers over 70) may opt into the pattern if they wish to do so. The bishop's discretion, in consultation with the Reader, to decide the duration of a PTO, is separate from the Personal Development in Ministry process.
- 4 Further review:** If the conversation and follow-up is felt to have been unhelpful or unsatisfactory by either the partner or the Reader, or there are special circumstances, then either is able to consult with the Warden of Readers with a view to a further consultation with either the Warden or a third party.
- 5 Ministry Agreement:** All Readers should have a Ministry Agreement mutually agreed with their incumbent or Area Dean. Guidelines for drawing this up can be found within the Ministry Agreement form, available on the Diocesan Website [Supporting people/Readers/PDM]
- 6 Readers Emeritus** (fully retired from regular public ministry) are not required to participate in the Personal Development in Ministry process.

Thank you for all that you do as a Reader and thank you for participating in Personal Development in Ministry.