**Feedback request**

Dear *x*

In order to help *y* prepare for their annual review with their bishop/archdeacon and to inform our discussion, we are gathering thoughts from those who know them well. We would be most grateful if you were able to reply to this email with brief responses to these questions:

* What is it that you value about this person and their ministry?
* How do they demonstrate Christ’s love in their working practices?
* What are their particular strengths and gifts?
* Where would you suggest that they would benefit from some support?
* What would you like to see them doing that they don’t at present?
* Could you sum up your thoughts about them in one sentence?

Please send us your response by *x date*