

MDR FAQs

Abbreviations:

MDO = Ministerial Development Officer – Canon Jules Gomes

HRO = Human Resources Officer – the Bishop’s Chaplain in this Diocese – Canon Margaret Burrow

CR = Consultant Reviewer

PDP = Personal Development Plan

SoP = Statement of Particulars

Question	Answer
Who is required to go through MDR?	All clergy under Common Tenure.
Why?	As part of your Conditions of Service
Why are we introducing a new process?	The previous process ground to a halt, through a combination of circumstances rather than anyone’s fault. A new MDO was appointed and the Bishop’s chaplain changed twice. In amongst this the process got derailed and we apologise for this.
What is different?	The new process is simpler and should be easier to operate and manage. It is based on the scheme used in Canterbury Diocese where it is run by an HRO for 130+ clergy. IOM has under 20 people who fall under Common Tenure.
How does the process start?	You will receive an email asking you to nominate 4 co-workers with their contact details. These will be people who work alongside you in ministry but could also be people you work with outside the church setting: e.g. the head of the local school, the local undertaker You choose.
Step 2?	The HRO will email (or post where necessary) a questionnaire to you and your co-workers. These are completed within 3 weeks and returned to the HRO. With the questionnaire you and your co-workers will receive a document with some sample responses.
What happens if you do not return the questionnaire?	You will be sent a reminder by email. It is easy for these things to be overlooked so the first reminder is gentle. It is hoped that this will be sufficient.
What happens to the questionnaires?	The HRO will transfer the responses onto a summary document and prepare a separate document incorporating all the responses from the co-workers.
Who will see these questionnaires?	The HRO, in the mechanical process of transferring the answers, you and your CR. They will not be seen by the MDO, Archdeacon or Bishop.
Who will be the CR?	A CR will be suggested to you along with a brief biography of that person. You will be free to request an alternative suggestion and if necessary a third.
When and where do I see the CR?	Once you have agreed your CR, they will be sent your details, your questionnaire answers and the answers of your co-workers. They will contact you and arrange a meeting at a time and location convenient to you. They will put aside 2 hours for the meeting. You may wish to send a copy of your SoP, role description and any contextual material relating to your ministry that may be helpful to the review. The HRO should be notified of the date of the meeting.

Who will see the notes of the meeting.	No-one. You or the CR may make notes for your own benefit but these will not be seen by anyone else. The review is confidential to you and the CR.
What will be the outcome of the meeting?	At the conclusion of the meeting a PDP will be composed. (You will receive a copy with some sample responses the first time through the process.) You and the CR will agree this and both sign it.
What happens to the PDP?	You or your CR (by agreement) will forward a copy of the PDP (preferably in electronic format) to the HRO within 2 weeks of the meeting. A copy of the PDP will be forwarded to the MDO, the Archdeacon and the Bishop.
What happens to the questionnaires?	On receipt of the PDP the HRO will destroy the questionnaires.
What does the MDO do?	Within 3 weeks of receipt of the PDP the MDO will contact you and arrange to meet with you within a further 3 weeks to follow up the development points raised in the PDP and to look at courses and/or provision within CMD.
What does the Bishop do?	About 6-9 months later you will meet with the Bishop. This will be a pastoral discussion in which he will also review the PDP.
What does the Archdeacon do?	Between 18 and 24 months after the start of the process you will meet with the Archdeacon. This will be a review of your PDP and a discussion of matters affecting your ministry that fall within his remit.
Is this the end?	3 years from the start of the process it will begin again.
Is the PDP fixed for 3 years?	No. The PDP is a 'live' document that should be reviewed during the 3 years. The PDP is your property. You may update it at any time. You may request a further meeting with the MDO to discuss your PDP at any time. Your PDP, with updates, will be integrated into your new PDP.