

Diocese of Blackburn

Your Guide to the Feedback Exercise

Thank you for agreeing to help with the Feedback aspect of my Ministerial Review. This guide is to help you in working out what you need to put on the Feedback Form, which is the document you need to return. You are asked to identify four areas of strength and two areas for development – you may find this booklet helpful in working out what to say, or you may prefer to jump to the examples at the end.

What you are asked to do

Most of this booklet consists of a list of ministerial tasks. Please read it through carefully. There is space for notes as you go along, if you find that useful, but you only need to return the form, not the booklet.

When you look at this list you will notice that it is quite long. This is not meant to suggest that every minister needs to be good at everything. But ministry involves many different tasks and challenges so, however excellent a minister, there are always some areas for development. Sometimes what is perceived as a task done less well might be an opportunity to develop the ministry of other members of the church, for example baptism administration, hospital visiting etc.

When you have decided on **four** strengths and **two** areas for development, please write them into the summary at the top of the Feedback Form. It may be that something you consider a strength could also be an area for development, so please consider this as well. The next stage is to add a few comments about each area that you have identified. Some help with this is offered towards the end of this booklet.

You might like to know that I am asking several people for feedback including people from the church and from the wider community. There are some extra areas which those from the wider community might find that they can comment on more easily. However, anyone should feel free to tick whichever boxes strike them as most relevant or to add a new area. The point in all this is to help me know where my strengths lie while flagging up areas where training and support might make a real difference.

I am very grateful to you for taking part. I know it is not easy to give feedback like this but please be as honest as you can. And I would be grateful if you would respect the sensitivity and importance of the task and keep your thoughts and remarks confidential and pray for me as I seek to grow in ministry.

WORSHIP & PRAYER

<i>Aspect of Ministry (and examples of questions you might like to consider)</i>	<i>Strength</i>	<i>Development</i>
<p>Leading worship</p> <p>Are they comfortable in leading worship? Do they provide a broad programme of worship? Is there a good balance between participation and leading? Is there evidence of professional preparation?</p> <p><i>Notes:</i></p>		
<p>Preaching</p> <p>Are sermons helpful and inspiring? Does the preacher engage with people 'where they are'? Are different approaches made on different occasions?</p> <p><i>Notes:</i></p>		
<p>Prayer and spirituality</p> <p>Do you consider they are a person of prayer? Do people look to them for spiritual guidance?</p> <p><i>Notes:</i></p>		
<p>Teaching</p> <p>Do they encourage Confirmation and provide proper preparation? Is provision made for Advent/Lent study groups? Are discipleship courses available?</p> <p><i>Notes:</i></p>		

OUTREACH

<i>Aspect of Ministry (and examples of questions you might like to consider)</i>	<i>Strength</i>	<i>Development</i>
Evangelism		
Are they confident in communicating the Gospel message? Do they encourage and develop discipleship? Are people becoming Christians through their ministry?		
<i>Notes:</i>		
Community engagement		
Are they respected in the local community? Do they make an effort to learn about the local context – both historically and in reality? Do they take ministry into the community outside the church? Do they form good partnerships with community groups? Do they champion the poor and needy?		
<i>Notes:</i>		
Schools		
Are they welcome in schools in the parish? Do they work effectively with staff, governors and pupils?		
<i>Notes:</i>		
Young people		
Are young people seen as integral to the life of the church? Do they connect with children and young people? Is adequate provision made for children and young people in the life of the church?		
<i>Notes:</i>		

MINISTRY

<i>Aspect of Ministry (and examples of questions you might like to consider)</i>	<i>Strength</i>	<i>Development</i>
Pastoral care		
Are parishioners cared for appropriately? Is pastoral ministry shared with others?		
<i>Notes:</i>		
Baptism Ministry		
Do they enjoy baptising both babies, children and adults? Are Baptism services positive and joyful occasions?		
<i>Notes:</i>		
Weddings & Funerals		
Is there good preparation? What informal feedback is given from the wider community?		
<i>Notes:</i>		
Ministry to the elderly		
Are they relaxed and confident with the elderly? Are the contributions of older people respected and valued?		
<i>Notes:</i>		
Deanery & Diocese		
Do they attend Chapter meetings? Do they support Deanery Synod? Do they have any wider responsibilities in the Diocese?		
<i>Notes:</i>		

LEADERSHIP & MANAGEMENT

<i>Aspect of Ministry (and examples of questions you might like to consider)</i>	<i>Strength</i>	<i>Development</i>
Developing others		
Do they recognise ability in others? Do they encourage, train and support? Do they allow others the freedom to use their talents?		
<i>Notes:</i>		
Supporting volunteers		
Are people given a clear understanding of their roles? Is effective training and support provided? Is helpful feedback given?		
<i>Notes:</i>		
Handling conflict		
Do they remain calm when things get heated? Is the energy of conflict used to provide a good outcome?		
<i>Notes:</i>		
Chairing Meetings		
Do they do a good job of preparing, running and following up on meetings? Does the business get done? Do people leave feeling they have used the time well?		
<i>Notes:</i>		
Parish Administration		
Is the parish well administered? Is paperwork kept in order? Is there clarity about who does what, where and when?		
<i>Notes:</i>		

PERSONAL WELFARE

<i>Aspect of Ministry (and examples of questions you might like to consider)</i>	<i>Strength</i>	<i>Development</i>
<p>Healthy Lifestyle</p> <p>Do they set an example of a balanced healthy life? Do they provide for the needs of their family and friends? Is there sufficient time for personal leisure and refreshment?</p>		
<i>Notes:</i>		
<p>Personal resilience</p> <p>Do they handle the pressure of ministry well? Do they cope well with difficult people and circumstances? Do they have support networks to care for their personal and spiritual needs?</p>		
<i>Notes:</i>		
<p>Time management</p> <p>Do they live, work and engage at a good pace? Do they have the virtue of patience? Are they punctual? Is time used well?</p>		
<i>Notes:</i>		

OTHER AREAS

Are there any other observations you would like to make?

Feedback for Ministerial Development Review *Some Examples to Help You Provide More Detailed Feedback*

Please feel free to fill in the boxes in a way that works for you. Here are two examples, one involves writing a paragraph, the other just making some points. Whichever way you go about this, your feedback will be greatly appreciated.

Strength in Ministry 1. <i>Preaching</i>

Hilda is an inspiring preacher. Her sermons are thoughtful and interesting and come across as very sincere. They are also challenging and she always makes them fit the occasion. I am sure a lot of work goes into these sermons but they come across as effortless. They always touch the heart as well as the mind. I am sure that God speaks to people through Hilda's preaching.

Areas for Development 1. <i>Chairing Meetings</i>
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This might sound a bit funny – it's not meant to be – but I think Hilda is too nice in meetings. She lets everyone speak and when they have a question or complaint she always tries to answer it. She is careful to make sure we consider everyone's position before making a decision but often we don't actually make the decision. Meetings end late and people get tired and grumpy. Which is a pity because she is always so nice and caring. I don't want to be a complainer but if there is some training available for her I think it might help us all!

Strength in Ministry 1. <i>Supporting Volunteers</i>

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| <ul style="list-style-type: none">• Always clear in what she is asking for.• Never expects the same people to do everything.• Asks others for advice and usually takes it.• Thanks people regularly and sincerely. |
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Areas for Development 1. <i>Time Management</i>
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| <ul style="list-style-type: none">• Always seems to have too much to do.• Tends to leave things to the last minute.• Often works on her day off.• Is too generous with her time and so gets tired and sometimes a little bit tetchy. (I don't think she thinks we notice!) |
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