

Mission and Ministry Development Review

Review Conversation Summary and Feedback



How to use this PDF

These PDFs are provided as a practical aid for anyone who prefers to prepare their responses on paper or in another format before completing the official online forms. They mirror the structure and questions of the online forms, allowing you to think through your answers, draft wording, and gather any necessary information at your own pace. Once you are ready, you can transfer your agreed responses into the online form for submission. This approach helps ensure accuracy, clarity, and confidence in what you share.

Where to find this form

The web address for the online version of this form is:

<https://www.cognitoforms.com/DioceseOfStAlbans/MMDRReviewConversationSummaryAndFeedback>

Guidance on agreeing the summary

The online form is intended to enable you record an agreed summary of the conversation held during the MMDR review meeting. Please first draft answers to the questions below in an email and share them with the minister. Once you've both agreed the wording, complete and submit the online form. In the unlikely event that you're not able to reach an agreement, please contact the Deputy Director of Mission and Ministry for advice.

The questions on this form

Your Name (Title, First Name, Middle Initial, Surname)

Minister's Name (Title, First Name, Middle Initial, Surname)

Date of Review

Personal Risk Assessment

If you would like guidance on conducting a personal risk assessment, click [HERE](#).

Have you conducted a personal risk assessment. (Yes/No)

Agreed Summary of Conversation

Please use the boxes on the form to record an agreed summary of your review conversation. This should reflect the key points discussed and any actions or objectives you and the minister have agreed together. Draft your responses in an email first, share them with the minister, and only submit the online form once both parties are happy with the wording.

Key Points Discussed

Please summarise the main themes and insights from the conversation.

Affirmations

Please record agreed affirmations about ministry strengths, with examples where possible.

Agreed Actions

Please outline specific actions agreed during the review.

Support Recommendations

Please note any agreed recommendations for support, training, or resources (e.g., CMD courses, mentoring, pastoral supervision, wellbeing resources)

Anything Else?

Please include any additional agreed points, or comments you'd like to offer.

The online form requires a signature to indicate that you have shared and agreed the summary and feedback.