



DIOCESE OF PORTSMOUTH

Readers' Board



Reader Ministry Review/Development

All licensed ministers in the diocese, lay and ordained, are provided with the opportunity for regular review of their performance in ministry, the direction in which it might be developed and the support or training necessary for that.

Readers and their parish incumbents undertake such a review every three years, as a single process across the diocese, prior to the renewal of Reader licences by the Bishop. The review will focus on the Reader's contribution to ministry in the parish and the support offered to the incumbent or ministry team. While providing a valuable opportunity for professional critique of ministry, it is to be undertaken in a spirit of mutual respect and desire to enhance the work of the parish's ministry team.

Notes

The review should be undertaken, within the timescale noted below for all readers in active ministry (both licensed and with permissions to officiate). In interregna, the review should be carried out by the Rural Dean, Churchwarden, or Deanery Sub-Warden.

(If for any reason the review cannot be carried out, please contact the Head of Mission & Discipleship, the Revd Canon David Isaac)

The Ministry Agreement drawn up prior to licensing for Reader ministry in the parish will serve as the Job Description for purposes of review and may be amended in the course of the review. An up-to-date copy must be returned with the completed review form to the Head of Mission & Discipleship.

Process

Review forms will be sent to Readers for handing on to their Incumbents. Review forms to be completed, prior to review meeting, by both Reader and Incumbent.

Agreed review form to be signed by Incumbent and Reader.

Agreed review form to be returned to Mission & Discipleship Dept.

Timetable – see overleaf



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Timetable

12 Feb 2008	Documentation is distributed to Readers Advisory note sent to Incumbents
18 Feb 2008	Incumbent to have received documentation from Reader
3 Mar 2008	Incumbent and Reader to have completed their individual documents
18 Apr 2008	Review to have taken place and all documentation to have been completed
25 Apr 2008	All Documentation to have been received by Head of Mission & Discipleship
May/June 2008	Review returns processed prior to: Preparation of licences for signing by Bishop CMD requirements noted for attention
20 Sept 2008	Licences issued at Readers' Service



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Reader Ministry Review/Development Review Form

PERSONAL DETAILS

Reader's Name:

Date of Birth: / /

Status: Licensed / Permission to Officiate / Other (please delete)

Date of First Licensing: / /

Incumbent's Name:

Parish(es):

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Other Ministry:(eg. Hospital Chaplain)

Deanery:

Reviewer: (If not incumbent)

Date of Review: / /

Other Appropriate Information:

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Ministry Agreement

Date of initial ministry agreement	
Date of most recent ministry agreement review	
Adjustments to ministry agreement made or pending	
Are Reader ministry gifts being fully used? What changes are proposed to ministry agreement?	

Record of Reader Ministry

Has a record of activity in ministry been kept?	
Has the annual return of Reader activity been viewed and agreed by the incumbent?	
Has the annual return for 2007 been sent in? (If not, please send with the review form when complete)	

Ministry Development 2008 – 2010

Objectives

Have previously agreed development objectives been achieved? Are any still incomplete?	
What ministry roles can be developed further?	
What objectives for development in ministry roles have been agreed for 2008 – 10?	



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Training

What training have you completed in the last 3 years?

Date	Course	Provided by:

What training will contribute to your development in ministry?

Personal development	Professional development	When in the next 3 years do you hope to do this?	Training provider, if known

Other comments:

When agreed and signed as below, this form to be returned to:
The Revd Canon David Isaac, Head of Mission & Discipleship, Peninsular House,
Wharf Road, Portsmouth, PO2 2HB

Signatures

Reader Date.....

Reviewer Date.....

(For office use: date received and added to Reader files.....)