ANNUAL CONVERSATION

Preparation Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Reviewer’s Name  |  |
| Role/Title |  | Date of Meeting  |  |

|  |
| --- |
| **WHAT IS THE ANNUAL CONVERSATION?**  |

*‘You cannot bear the weight of this calling in your own strength.’* The Ordinal sets before those to be Priests and Deacons the challenges and the joys of Ordination and reminds us that the enterprise is a shared one. We cannot serve alone but draw strength both from God and his Church.

The Diocese of Blackburn therefore bears a responsibility for the pastoral care and professional development of its Clergy. As part of the way in which this is achieved every Licensed priest or deacon has an Annual Conversation with a Bishop or an Archdeacon. (This will not include curates in their Title posts who have alternative structures under IME2).

The Annual Conversation will fulfil the requirements of Ministerial Development Review (MDR) and is intended to:

* Ensure that every licensed priest/deacon has a good quality, structured conversation with a Bishop or Archdeacon about their ministry every year.
* Enable healthy, close and prayerful pastoral relationships between clergy and the Bishops and Archdeacons
* Ensure that clergy feel a continued sense of purpose, challenge and direction in their ministry
* Acknowledge and praise fruitful ministry and to share and address areas where there is struggle
* Identify ongoing training needs
* Set challenging yet achievable objectives.

|  |
| --- |
| **THE ANNUAL CONVERSATION**  |

**Step 1 *Preparation for the Annual Conversation***

You should receive the Review Form a month before the Annual Conversation is due to take place. Please reflect upon the questions in Section 1 and write notes where space has been left to do so. You may also wish to reflect also on any goals or objectives that were set at previous MDRs or Annual Conversations. Please leave the other sections blank until the Conversation.

The Review Form, with answers to Section 1 completed, should be returned to the Bishop/Archdeacon no fewer than 10 days before the date of the Annual Conversation to allow them adequate time for preparation.

**Step 2 *At the Annual Conversation***

It is anticipated that the Annual Conversation should last around 1½ hours.

A brief summary of the Annual Conversation is written in Section 2, with both you and Bishop/Archdeacon having agreed what should be recorded. It need not cover every topic that has been discussed, but should be an accurate reflection of the conversation.

Any specific goals or objectives which are agreed should be noted in Section 3, and you and the Bishop/Archdeacon should sign and date Section 4 of the Annual Conversation form before the meeting is brought to an end. A copy of the completed Review Form will be provided to you at the meeting or within a week.

**Step 3 *Following the Annual Conversation***

A copy of Sections 2, 3 and 4 of the Review Form will be placed on your personal file which is held by the Bishop’s Office.

**PRAYER LIFE**

| **Question** | **For completion by the Priest/Deacon** |
| --- | --- |
| (i) Do you have an established pattern of prayer or rhythm to your prayer life? What is it? |  |
| (ii) What structures, people or resources help nurture your prayer life? |  |
| (iii) What would help to deepen your relationship with God through prayer over the coming year? |  |

**SCRIPTURE, STUDY & LEARNING**

| **Question** | **For completion by the Priest/Deacon** |
| --- | --- |
| (i) Do you follow a particular pattern of studying scripture? In what ways is that helpful? |  |
| (ii) Do you set time aside for study and learning? What Biblical or theological study has excited you in the past year? |  |
| (iii) Have you attended any training courses over the past year? If so, in what ways did it/they impact on your ministry?  |  |

**WELFARE & WELLBEING**

| **Question** | **For completion by the Priest/Deacon** |
| --- | --- |
| (i) How do you maintain a healthy rhythm of life, making space for ministry, prayer, family etc? How could this be improved? |  |
| (ii) Were you able to take a retreat over the past year? If not, what would help you to do this?  |  |
| (iii) Do you have a spiritual director? If so, what do you value about that? Or if not, how are you accountable for your spiritual life and development? |  |

**SAFEGUARDING**

| **Question** | **For completion by the Priest/Deacon** |
| --- | --- |
| (i) When did you last participate in Safeguarding training? |  |
| (ii) Do you feel equipped to implement the Diocesan Safeguarding Policy?  |  |
| (iii) How do you ensure the Safeguarding Policy is fully and effectively adhered to? |  |

**VOCATION IN THE CHURCH**

| **Question** | **For completion by the Priest/Deacon** |
| --- | --- |
| (i) In what ways would you say that your ministry has flourished over the past year? What have the frustrations been? |  |
| (ii) In what ways would you like to see your ministry develop in the coming year(s)? What would encourage you in that?What steps could you take towards better equipping yourself in preparation? |  |
| (iii) What relationships in your ministry are giving you joy at the moment? Which are you finding difficult? How do you find yourself managing conflict? |  |

**MINISTRY IN THE CHURCH (Vision 2026)**

| **Question** | **For completion by the Priest/Deacon** |
| --- | --- |
| ***Making disciples***In what ways is your ministry fruitful in helping people to grow as disciples of Jesus Christ?What are the frustrations? |  |
| ***Being Witnesses***In what ways is your ministry reaching out with the Gospel? What would support you in this area?  |  |
| ***Growing leaders***In what ways are nurturing the call of lay or ordained leaders? What might help you here? |  |
| ***Inspiring children and young people*** How fruitful is your leadership in this area? What would build it up? |  |

**REVIEW MEETING SUMMARY**

|  |  |
| --- | --- |
| **PRAYER LIFE** |  |
| **SCRIPTURE, STUDY & LEARNING** |  |
| **WELFARE & WELLBEING** |  |
| **SAFEGUARDING** |  |
| **VOCATION IN THE CHURCH** |  |
| **MINISTRY IN THE CHURCH**(Vision 2026) |  |

**GOALS AND OBJECTIVES**

| **Record any specific goals and objectives arising from the Review Meeting** **for the coming year here** |
| --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |   |

|  |
| --- |
| **SECTION 4** |

|  |
| --- |
| **To be signed by the Priest** |
| Signed: | Date: |

|  |
| --- |
| **To be signed by the Reviewer** |
| Signed: | Date: |

A copy of this Report is to be given to the you at the time of the meeting or, failing that, no less than 1 week later.

A copy of Sections 2, 3 and 4 of the Review Form will be held by the Diocese as part of the Priest/Deacon’s Diocesan file.

If you have any concerns about the Annual Conversation process, please contact Bishop's House.