

Diocese of Southwell and Nottingham

## **Clergy Development Scheme**

### **The Process of the Review**

#### **Before the Review**

In December each year reviewers and reviewees are matched up for the following year. Reviewers will usually conduct up to four reviews per year.

The year is divided into four time periods and the reviewer is given a reviewee to review in a particular period as follows

Jan-Feb  
Mar-May  
Jun-Aug  
Sept-Dec

Each reviewee will be sent an initial letter at the beginning of the year stating in which time period and with whom their review will take place

In the month before the period of the review we will remind the reviewee that the review materials are available for download. If hard copy materials are required please be in touch with Jenny Andrews at this stage.

The reviewer then, at a suitable time contacts the reviewee to arrange

- the time, date and place of the review ***and also***
- the date by which the reviewee will provide the questionnaire and/or any other information they wish to share with the reviewer for preparation purposes (usually one or two weeks before the review)

#### **During the Review**

The review should take around about two hours to complete and can be written up there and then by the reviewer on the outcomes document which can then be signed by both parties. If this is not the preferred method then the outcomes should be agreed within a week of the review and the document signed.

At the end of the review the outcomes document is sent to the Clergy Training Officer by the reviewer.

#### **After the Review**

The reviewee fills in the 'review of the reviewer' form and returns it to the Clergy Training Officer separately or via the reviewer with the outcomes. The Clergy Training Officer sends a copy of the outcomes to the Bishop who responds accordingly.

Reviewers meet annually to discuss the role with the Director of Ministry and Mission.