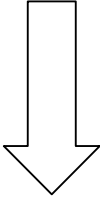
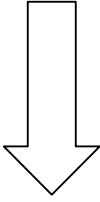


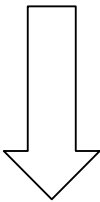
Step One: Minister (M) identifies and asks his/her Ordained Contributor (OC) and Lay Contributor (LC) and confirms these to District Office (*gb3-4*)



Step two: M, OC and LC attend training if first time worked together and *either* agree date for pre-review meeting *or* who will call that meeting (if no training event, the LC to contact) **N.B. At the training session we agreed that the LC will call the meeting and coordinate the process.**

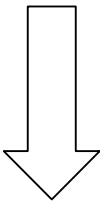


Step three: Pre-review meeting when the 3 participants agree:

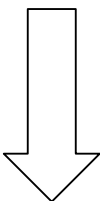


- (a) a date and place for MDR meeting
- (b) who will chair the meeting
- (c) what areas of feedback will be focussed on (M nominates) *gb23*
- (d) what questions will be asked (all agree)
- (e) who will gather feedback and how (OC or LC) (*yb15, gb16*) see forms in booklet
- (f) how the feedback will be communicated with the M (suggest 'as is' and a week before meeting)

Step Four: Feedback is gathered – preferably using forms for written feedback (*gb15-18*)

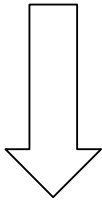


Step Five: Material is circulated to group:



- (a) feedback that has been collected (*gb19*)
- (b) previous year's agreements on Hopes and Goals, Points for Action and Learning and Development Needs (*gb13*)
- (c) Minister does preparatory reflection (*gb35*) – could use template - could be circulated

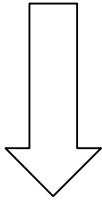
Step Six: MDR meeting takes place – up to two hours (*gb 32 -36*)



Agreements made and reports drafted (*yb16 and gb39*)

- (a) Hopes and Goals for the coming year
- (b) Points for action in the wider context
- (c) Areas for learning and development

Step Seven: Paperwork Distributed (*gb40-42*) or destroyed (*gb19*)



Step One of following year

Key:

yb = yellow book 1

bb = blue book 2

gb = green book 3