

December 2019

To all Readers in the Diocese of Bath & Wells and their Incumbents

Annual Review and Self Evaluation of Ministry in 2019

Many thanks for all your ministry this year. I know that your respective Archdeaconry Wardens look forward to reading your Annual Review and appreciating the diverse and widespread expressions of your work within the parishes and benefices in which you serve. We received favourable comments about the use of the revised form of the Annual Return, separated into two and renamed Annual Review with self-evaluation and Statistical Return. Please share the contents of this letter with your incumbent. The forms can be printed off and returned hand-written by post or responded to and returned by email.

Annual Review

We would want to give emphasis to the Annual Review as a self-evaluation tool in a person's Reader ministry. The form is very much in tune with the national understanding of the three streams of ministry, proposed by Bishop Martyn and adopted by the Central Reader Council.

The questions in the review form are an opportunity for each Reader to ponder upon their ministry in the light of having read through their own ministry specification, the diocesan strategy and the 3 streams of Reader ministry identified by the Central Readers Council and which were studied at the Blue School training morning held at the beginning of October before the licensing service in the afternoon.

We do not necessarily believe that all questions need to be answered with equal depth. Some questions will be particularly relevant and take careful consideration while others may take up less reflective time. The answers could be taken together as a whole or answered individually.

Once completed the contents are to be discussed with the incumbent as a means of sharing the Reader's own understanding and appreciation of ministry with someone who knows the local ministerial landscape. You may wish to use the booklet 'Resourcing Sunday to Saturday faith' which was used at this year's study morning at the Blue School in Wells. The form allows the incumbent to understand the Reader's own perception and to share and pray for them. We believe the mutual collaboration of the Reader and incumbent in their shared ministry will elicit an ongoing reflection and analysis of ministry for each Reader. It is the discussion, and not the reporting of the discussion that is the vital issue.

Statistical Return

Reader Ministry is so often hidden and potentially undervalued. The Statistics Return helps make the work a bit more visible across the Diocese and nationally. It indicates how well Readers are engaging with mission, teaching and leadership and are fulfilling the Diocesan priorities. It also helps us recognise changes and developments in Reader Ministry. Some questions are quantifiable (such as number of sermons preached or services led) but others are better answered with a simple yes/no.

We would recommend Readers keep a diary of ministry to record the hard data required either in a paper form or as a computer file during the year.

The statistical form can be returned to us in one of three ways:

- By printing and posting with your Annual Review to your Archdeaconry Warden
- By emailing the Excel sheet to the Archdeaconry Warden
- By completing the online form on the Reader Hub

<https://www.bathandwells.org.uk/reader-hub/>

Annual Return process December 2019 – February 2020

Reader receives Annual Review and Statistical return on 12th December

- **December:** Reader shares the Review process with their incumbent, possibly by giving the incumbent a copy of this letter. In the case of a vacancy a Churchwarden or Deanery Warden of Readers could meet the Reader, or, if these are not suitable, contact your Archdeaconry Warden of Readers for advice.
- **December - February:** Complete your Self Evaluation and have a conversation with your incumbent or suitable substitute. The questions can be answered separately or as a whole. If you are unable to do this before returning your Review then please arrange for it as soon as possible afterwards. If there are problems with the meeting do speak to your Warden. The form is signed by both parties to the conversation.
- **By the end of February:** Reader completes Review and Statistics Return and sends to Archdeaconry Warden. Please retain a copy of your return. The Form is acknowledged by the appropriate Warden of Readers.

Prior to completing your form please: Pray, read your Ministry Specification and consider your ministry in the light of the Diocesan strategy and CRC streams.

Review for renewal or change of licence

A renewal or change of licence will be the occasion when the incumbent will be asked to make a formal report on a Reader's ministry, akin to the Clergy Ministry Development Review. If your licence is due for renewal in 2020 you will be sent a reminder in the New Year with an explanation of what is involved.

With appreciation for your ministry in Christ's name



The Venerable Simon Hill
Archdeacon of Taunton and Warden of Readers
2 Monkton Heights | West Monkton | Taunton | Somerset | TA2 8LU
01823 413315 | adtaunton@bathwells.anglican.org

www.bathandwells.org.uk