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**CMD 360o Ministry Review Feedback Guidance Form**

This form is for ministers who undertake a 360o review of their ministry as part of the engagement with the Baptists Together scheme for Continuing Ministerial Development. It is taken from Appendix 5 of the CMD handbook pdf, but is presented here as a Word document on its own that may be filled in and expanded as required.

The form is to be given by the minister to whomever they choose to be their 360o review feedback coordinator. The form lists for the feedback coordinator the names of those asked to review the minister’s work. It then gives guidance to the feedback coordinator on how feedback should be collated and presented to the minister.

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**360o ministry review feedback guidance**

Taken from the CMD handbook, Appendix 5

**(To be given to the 360o review feedback coordinator once the reviewer’s names have been filled in)**

Thank you for offering your time to help me in my ministry review. I have asked the following people to answer questions about my strengths, weaknesses and areas for development. Please let me know if there is undue delay in their responses and I will contact them as necessary.

1.

2.

3.

4.

5.

6.

7.

8.

Once they have completed the review forms, they will return them to you. When you have received them all, we will meet to discuss the collated comments. Please note that while you may share with me the comments in full, comments should not be attributed to any individual reviewer.

Thank you!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Minister’s name]

**A recommended approach for feedback coordinators in collating reviewers’ comments:**

1. List all the strengths mentioned, carefully recording all the comments exactly as they have been given. Consider any links between the comments and group together comments that relate to each other. Award the strengths a ranking according to the number of reviewers that mentioned each one.
2. Repeat the process for the weaknesses and look for any relationships between these and the strengths (sometimes a strength and a weakness are two sides of the same coin).
3. Consider prayerfully whether any direction becomes apparent. There may be strengths which need no further attention, but others that should be further or better used or expressed. Likewise, it may be clear that paying attention to some of the weaknesses is essential for healthy and fruitful ongoing ministry.
4. Prepare a report that includes in full all the comments, categorised as outlined above. Make two copies. Do not email the report to the minister prior to meeting with them.
5. Meet with the minister. In the meeting, focus on development, not criticism. Start with celebrating the listed strengths (question 1) and the areas where progress has been made (question 4). Remember before or during the meeting to pray actively for the Holy Spirit to bring about his necessary transformation and encouragement.
6. If possible, come to an agreement with the minister over the key areas to focus on, whether reported as a strength or a weakness (or both).
7. You may between you decide to pull together a development plan to address these key areas. However, the minister may have others who will help her or him with this task.
8. Please note that responsibility for taking any actions lies with the minister. Unless invited to journey further with the minister, there is no need for you to pursue progress.
9. Finally, after you have given the minister the anonymised report you have prepared and allowed them time to digest it and discuss anything further with you, you should delete any copies of the review forms sent to you by individual reviewers. You should agree with the minister whether you keep or delete the report itself – it contains their personal information and they should determine who retains a copy.