

### **Guidelines for Reporting to the Bishop on a Deacon's First Year (Stipendiary)**

Towards the end of the first year after ordination as a Deacon, each training incumbent and Deacon together carry out a shared appraisal of the Deacon's ministry. The report of this appraisal is sent to the Diocesan Bishop, in preparation for the Bishop's interview with the Deacon. Where the Deacon is a candidate for the Priesthood, the Bishop will use the appraisal report as a basis for judgment as to whether or not the Deacon should be ordained Priest. The following are not intended to be a pro-forma for the report, but are guidelines for the areas it should cover.

1. The report must include a **specific recommendation**, where applicable, on whether the deacon should be ordained to the priesthood. If the recommendation is negative, then the grounds for that view must be clearly set out. Any serious doubt about ordination should be shared with the MSDO well in advance so that this can be communicated to the Bishop in good time.
2. **Personal assessment:**

What is the Deacon's general state of health and capacity for work?  
How well does s/he use working time, and approach time off and any family responsibilities?  
Can s/he take personal initiatives? Does his/her personal perception match the perception others have of him/her?  
Any particular personality problems should be stated clearly so that help can be offered.  
Does the Deacon have any financial difficulties?
3. **Specific Areas of Ministry:**
  - (a) ***The Theological Basis for Ministry:***
    - What understanding is there of the mission and priorities of the Church, both theologically and in how this applies locally?
    - What is the Deacon's vision for leadership and for working collaboratively with all in the church to enable a full use of God's gifts for ministry?
  - (b) ***Spiritual Development:***
    - How has the Deacon grown spiritually since ordination?
    - Is s/he developing an appropriate pattern of personal prayer, Bible study and reading?
  - (c) ***Leadership:***
    - What areas of specific responsibility have been undertaken?
    - How has the Deacon grown into the new role of stipendiary ordained ministry?
    - How well does s/he work with others in leadership, using gifts and enabling the gifts of others collaboratively? How effectively has s/he related to and been part of any Local Ministry Team?
  - (d) ***Pastoral work:***
    - How well does the Deacon get on with people in the congregation and parish?

- What skills have been developed in parish and hospital visiting, bereavement ministry, etc.?
- (e) **Preaching:**
- How often has s/he preached and in which contexts?
  - Does s/he understand the purpose of the preaching office?
  - Practically, what level has been attained in content and relevance, style and presentation and adaptability to different contexts?
- (f) **Liturgical:**
- What types of worship has the Deacon been involved in leading?
  - How have skills developed in the conduct of worship and occasional offices, audibility and manner, imagination, creativity and sensitivity?
  - What is the pattern of the Deacon's attendance at the Daily Office?
- (g) **Teaching:**
- What experience has been gained in baptism, marriage and confirmation preparation, and in nurture programmes with children and adults?
  - What skills have been shown in this area?
- (h) **Awareness:**
- Has involvement in IME2 programme and in other extra-parochial activities encouraged reflection on ministry in a wider context?
- (i) **Community:**
- What willingness has there been to be involved with the local community - farming, industry, the voluntary sector etc.? Please mention specifically any involvement with schools.
4. **Weaknesses and strengths:** If there are particular weaknesses not covered in previous comments, please state them. Strengths should be considered in relation to any implications these might have for the development of the Deacon's future ministry.
  5. **End of Curacy:** Looking ahead to the end of the curacy and the Deacon's move to the next post, are there any particular reasons that indicate the best time for this? Such reasons would include children's schooling, and possibly significant proposed events in the life of the benefice.
  6. In preparing the report, others such as ordained colleagues, readers, wardens and Local Ministry Team members may be consulted. However, this should be by mutual consent of Incumbent and Deacon, and should not result in the disclosure of matters properly confidential to that training relationship.
  7. The report should be signed by both the Incumbent and the Deacon so that the Deacon is not ignorant of any anxieties which may have been expressed and so that the Bishop is able to take up specific points in his interview. Should there be irresolvable disagreement on any point in the report, this should be noted clearly and fairly.
  8. Please send the report to the Bishop, together with a copy of the Deacon's Working Agreement, in good time before the interview. Please also send a copy of the report to the MSDO.

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