



ANGLICAN DIOCESE OF GRAFTON POLICIES AND PROCEDURES

SUBJECT: PROFESSIONAL SUPERVISION FOR STIPENDIARY CLERGY AND STIPENDIARY LAY MINISTERS		REFERENCE NUMBER MUP-007
DATE APPROVED 25 March 2021		VERSION Original
IMPLEMENTATION DATE 1 July 2021	REVIEW DATE AND FREQUENCY As required but at least 3 yearly	RESPONSIBLE FOR REVIEW Bishop-in-Council

1. PURPOSE

The purpose of this policy is to define the process and provide guidelines relative to the professional supervision for stipendiary clergy and Stipendiary Lay Ministers in the Anglican Diocese of Grafton.

2. SCOPE

This policy applies to all:

- Professional paid ministers (clergy and lay)
- Supervisors of stipended ministers

3. DEFINITIONS

“**Church**” – Anglican Church of Australia in the Diocese of Grafton.

“**LLM**” – Licensed Lay Minister.

“**Ministry Unit**” – Means any division of the Diocese constituting a separate geographical area (Parish) or sphere of ministry (Chaplaincy).

“**SLM**” – Stipendiary Lay Minister.

4. PRINCIPLES

- 4.1 The Anglican Diocese of Grafton values the professionalism and wellbeing of its Clergy and Lay Ministers. Professional Supervision is a way of supporting and resourcing professional ministers in their vocations.
- 4.2 The policy is both consistent with, and informed by, the Safe Ministry Commission document entitled, *Ministry Wellbeing and Development: Anglican Church of Australia Policy and Guidelines for the ongoing Professional Development, Professional Supervision and Ministry Review of Clergy and Stipended Lay Ministers* (October 2020).

- 4.3 The goals of the program are to:
- 4.3.1 enhance the well-being, health and self-care of clergy and Stipendiary Lay Ministers
 - 4.3.2 promote the development of clergy in their professional role and competence
 - 4.3.3 assist clergy to minimise the risk of burnout and achieve a healthy work/life balance
 - 4.3.4 provide a safe, supportive and independent environment for clergy to debrief on ministry experiences and reflect on professional practice
 - 4.3.5 encourage clergy to be continually challenged to learn, and to develop their practice of ministry in the context of their Christian faith
 - 4.3.6 assist ministers to establish appropriate boundaries with parishioners and with other ministry colleagues
 - 4.3.7 contribute to an open, honest and supportive internal culture within the Diocese
 - 4.3.8 form part of the Church's response to heightened community expectations for greater transparency, accountability and professionalism in all its practices.

5. REQUIREMENTS FOR MINISTERS

- 5.1 Stipendiary clergy and SLMs are required to be in Professional Supervision, and to have a minimum of 6 sessions per year, which could include face-to-face, electronic (eg Skype) and group supervision.
- 5.2 Clergy who are non-Stipendiary, as well as LLMs holding the Bishop's licence, may choose to be involved in Professional Supervision as described by this policy.

6. REQUIREMENTS FOR SUPERVISORS

- 6.1 Supervisors must meet at least one of the following criteria:
- 6.1.1 Hold an [Australian Qualifications Framework](#) Level 8 qualification in Professional Supervision.
 - 6.1.2 Be an accredited Supervisor with a Professional Association (eg. APS, AASW).
 - 6.1.3 Hold another qualification approved by the Bishop (the Bishop will ask for the person's CV and evidence of academic qualifications). The Bishop will be guided by the Safe Ministry Commission document referred to in Section 4.2 above.
- 6.2 Supervisors must:
- 6.2.1 demonstrate a high level of understanding of the role of the supervisor, its complexities and challenges
 - 6.2.2 be a current and active member of a relevant professional body for supervisors (such as the Australian Association of Supervisors - AAOS)
 - 6.2.3 be in supervision and ongoing professional development themselves
 - 6.2.4 hold all appropriate forms of insurance including professional indemnity and public liability, and provide a notation of that insurance to the supervisee, except in the case where Diocesan insurance applies (see below)
 - 6.2.5 can acknowledge and support the distinctively Christian nature of the supervisee's ministry
 - 6.2.6 be familiar with the document 'Faithfulness in Service', which will be provided to supervisors by the Supervisee, and enable clergy to reflect on their practice in the light of that document. If someone has been or is being harmed by an officeholder, the supervisor has an obligation to raise that concern firstly with the supervisee, before informing the Bishop and Director of Professional Standards

- 6.2.7 maintain strict confidentiality of all interactions with the supervisee, in compliance with legal and professional requirements. In the event the supervisor has serious concerns about the wellbeing of the supervisee, the supervisor has an obligation to discuss this with the individual to ensure the concern is reported to the Bishop
- 6.2.8 encourage the clergy being supervised to be involved in ongoing learning and ministry development
- 6.2.9 challenge the clergy to reflect on their approaches to ministry in specific situations and offer alternative ministry strategies
- 6.2.10 ensure issues raised fit within the scope of supervision, or refer to counselling/spiritual direction as appropriate
- 6.2.11 ensure appropriate professional boundaries which includes not being clergy from within the same Ministry Unit.

7. PROCESS FOR SUPERVISEES

- 7.1 Stipendiary Clergy and Stipendiary Lay Ministers are expected to:
 - 7.1.1 select a Supervisor as per the requirements of this procedure and enter into a contract for supervision, including frequency and location
 - 7.1.2 register their supervision arrangement, and any changes to the arrangement, with the Bishop's Registry as per the form at Schedule A
 - 7.1.3 allocate preparation time prior to each session of supervision in order to identify specific issues of focus to be discussed in that session
 - 7.1.4 ensure that, each calendar year, they undertake at least 6 sessions of supervision
 - 7.1.5 understand that the standards outlined in 'Faithfulness in Service' are those that they are upholding in their ministry and form the background to the supervision sessions
 - 7.1.6 be open to engaging in new ways of dealing with ministry experiences and in developing increased self-awareness
 - 7.1.7 consult with their Professional Supervisor in matters of concern or emergency between sessions
 - 7.1.8 be committed to ongoing learning and ministry development
 - 7.1.9 submit the **Annual Supervision Statement** to the Bishop's Registry by the end of each calendar year as per the form at Schedule B.

8. FUNDING OF SUPERVISION COSTS

- 8.1 Payment for supervision should not be an impediment to receiving supervision. Ministry Units are required to meet the costs of supervision, up to \$1,000 per annum.
- 8.2 This requirement should be included in all new appointment contracts.
- 8.3 Supervisees should pay for any supervision costs above \$1,000 per annum and claim this as a Tax Deductible expense on their annual Tax Return.

9. PAYMENT FOR SUPERVISORS

- 9.1 Supervisors are to provide an invoice to the relevant Ministry Unit.

10. A NOTE ABOUT PAYMENT FOR SUPERVISORS FROM WITHIN THE DIOCESE OF GRAFTON

- 10.1 Supervisors incur substantial annual costs, such as business registration, insurance, professional association costs (AAOS – Australian Association of Supervisors), the cost of receiving supervision themselves (a requirement), technology costs, and the reimbursement of training costs. The fee they charge is a fee for service but also helps to cover the above costs.
- 10.2 Those Supervisors who are in paid ministry roles may decide to offer supervision in their "paid time" in their Ministry Unit. In such cases, a portion of the fee may go to the Ministry Unit. It is recommended that the Supervisor and the Churchwardens have a written agreement about this.
- 10.3 Supervisors are encouraged to publish a schedule of fees.

11. SUPERVISOR PROFILES

- 11.1 A list of supervisors is available from the Bishop's PA at pa@graftondiocese.org.au

12. DIOCESAN INSURANCE

- 12.1 The Diocesan Public Liability Insurance policy is operative for situations where both the supervisor and the supervisee are licenced by the Bishop of Grafton, and the supervisor meets the qualifications and expectations of these guidelines.



SCHEDULE A

ANGLICAN DIOCESE OF GRAFTON
PO Box 4
GRAFTON NSW 2460
Email: pa@graftondiocese.org.au

REGISTRATION OF PROFESSIONAL SUPERVISION

NAME of SUPERVISEE	
NAME of SUPERVISOR	
Supervisor Qualifications	
Professional Membership (if relevant)	
We agree to meet for supervision on a _____ basis (insert frequency)	
We have discussed:	Comments (if necessary)
Time, place, and duration	
Preparation for supervision	
Theological/ denominational background	
Dealing with personal issues	
Supervisor's and supervisee's expectations and needs	
Other	

Confidentiality and its limits

We agree to keep all discussion in supervision meetings confidential, understanding that there is a legal duty of care that may override confidentiality in exceptional circumstances. Such circumstances would be if a supervisor or supervisee were describing unsafe, unethical or illegal practice and was unwilling to go through appropriate procedures to address these after initial discussion between supervisor/supervisee.

Code of Conduct

As the Supervisor, I declare that I have received and read the Code of Conduct entitled Faithfulness in Service.

Supervisor's professional membership and insurance (if relevant)

- Professional membership sighted
 Insurance certificate sighted

Signed:

_____ (Supervisee)

_____ (Supervisor)

Date: _____

When completed and signed, please forward to the Bishop's PA, using the above contact details.



SCHEDULE B

ANGLICAN DIOCESE OF GRAFTON
PO Box 4
GRAFTON NSW 2460
Email: pa@graftondiocese.org.au

ANNUAL SUPERVISION STATEMENT FOR THE YEAR 20__

Supervisee name				
Role/Ministry Unit				
Reporting period	Start date		End date	

Supervisor's details

Name	
Contact phone number	
Email address	

Supervision hours

Session	Date	Supervision type (please tick)		
		Individual		Group
		Face to face	Skype/Zoom	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

We declare that at least 6 sessions have taken place this year, as recorded above.

Supervisor signature _____ Date _____

Supervisee signature _____ Date _____

When completed and signed, please forward by the end of December to the Bishop's PA to the above contact details.