



<h2>Clergy and Lay Ministers: Professional Supervision Policy</h2>			
Body adopting policy:	Diocesan Council	Date of adoption or last review:	10 th November 2021
Related Documents:	Licensing Policy	Review schedule:	1 year

1. Background

- 1.1. The Royal Commission into Institutional Responses to Child Sexual Abuse in its 2017 final report recommended that each diocese of the Anglican Church of Australia should ensure that all people in religious or pastoral ministry undertake mandatory professional supervision.
- 1.2. This policy implements a mandatory program of professional supervision for all licensed clergy and licensed lay ministers in the Anglican Diocese of Adelaide.
- 1.3. From 1st January 2023 all licensed clergy and licensed lay ministers must undertake mandatory professional supervision pursuant to this Policy. From 1st January 2022 all licensed clergy and licensed lay ministers are encouraged to undertake professional supervision.

2. Definitions

- 2.1. For the purposes of this policy, professional supervision is an agreed, regular, planned, confidential and intentional space in which a practitioner skilled in supervision (the supervisor) meets with one or more ministers (the supervisee/s) to consider together the practice of ministry with a view to enhancing the supervisees' personal wellbeing and effectiveness in ministry and in their ministry relationships.
- 2.2. In this policy professional supervision is synonymous with the term 'pastoral supervision' used also by the Royal Commission into Institutional Responses to Child Sexual Abuse.
- 2.3. In this policy, professional supervision is distinct to, and separate from, line management supervision whereby a more experienced person may supervise another person's performance, and ministry coaching, mentoring, spiritual direction, and other like relationships and practices.
- 2.4. 'Supervisor' means a person added to the Diocesan register of approved supervisors in accordance with this policy.
- 2.5. 'Supervisee' means a clergy person who is currently licensed to a clergy office or position in

the Diocese, clergy with Permission to Officiate who have made themselves available to act as a locum (whether currently acting as locum or not), and lay ministers (as defined in the Archbishop's Licensing Policy) stipended at any proportion of FTE.

2.6. 'Co-ordinator' means the person appointed by the Archbishop to have oversight of, and to co-ordinate, the Diocesan program of professional supervision.

2.7. 'Session' means:

2.7.1. where the supervision is provided by the Supervisor to an individual Supervisee, a session lasting a minimum of 1 hour:

2.7.2. where the supervision is provided by the Supervisor to a group of more than one Supervisee, a session lasting a minimum of 1.5 hours.

3. Approved Supervisors

3.1 The Archbishop (or delegate) will have sole discretion and authority to add or to decline to add any person to the register. The Registrar shall keep and maintain the register of approved Supervisors.

3.2 Supervisors will have in place their own system of professional supervision and accountability (i.e. they will be under supervision themselves).

3.3 Supervisors give a commitment to be familiar with the national church code of conduct ('Faithfulness in Service') in force in this Diocese.

3.4 Supervisors must hold a current Safe Ministry Clearance in the Diocese or from an equivalent professional standards organisation, and agree to obtain a new clearance every three years thereafter.

3.5 Supervisors will complete an application to be added to the register of approved Supervisors using the form prescribed in this policy (Schedule A).

3.6 Persons added to the register of approved Supervisors shall satisfy one or more of the criteria below, being:

3.6.1 Persons accredited as professional supervisors by a recognised industry association, such as the Australasian Association of Supervision;

3.6.2 Persons accredited as professional supervisors by another diocese of the Anglican Church of Australia or by another Christian denomination that proclaims the apostolic faith;

3.6.3 Persons accredited as professional supervisors by the professional association or other body of another of the 'helping professions' (e.g. social workers, psychologists);

3.6.4 Persons who hold a post-graduate qualification in supervision awarded by a recognised degree granting institution (such as Charles Sturt University, the Australian College of Theology or the University of Divinity);

3.6.5 Persons who hold a post-graduate qualification in pastoral counselling or a similar discipline awarded by a recognised degree granting institution;

3.6.6 Persons who are accredited supervisors of Clinical Pastoral Education;

- 3.6.7 Persons who are trained Ministry Coaches who the Archbishop recognises as having sufficient experience and ability to be professional supervisors;
- 3.6.8 Other suitably qualified or experienced persons at the discretion of the Archbishop.

4. Confidentiality

- 4.1. The content of any discussion, however conducted, between a Supervisor and Supervisee shall at all times remain confidential within the limits of confidentiality as outlined in the Australian Psychological Society Code of Ethics:
(<https://www.psychology.org.au/About-Us/What-we-do/ethics-and-practice-standards/APS-Code-of-Ethics>)

5. Types of Supervision

- 5.1. In this policy, supervision may be:
 - 5.1.1. Individual – by which is meant the provision of supervision by an individual Supervisor to an individual Supervisee;
 - 5.1.2. Group – by which is meant the provision of supervision by an individual Supervisor to a group consisting of more than one Supervisee;
 - 5.1.3. A combination of a) and b) above.
 - 5.1.4. Supervision may be provided in person or by videoconference.
 - 5.1.5. Supervision may be provided by telephone if it cannot be provided for some valid reason in person or by videoconference.

6. Frequency

- 6.1. Supervisees shall undertake a minimum of six Sessions of supervision in each year.

7. Costs

- 7.1. Supervisors shall make any fees or other costs for the provision of their professional services known as part of the supervision agreement referred to in Clause 8.2 below.
- 7.2. A Supervisor's fees for any form of supervision will be reasonable. Whilst fees will vary according to the qualifications and experience of the supervisor and other factors, a reasonable range is between \$100 and \$175 per session with \$150 the average. Participation in group supervision may reduce the cost to individuals.
- 7.3. The cost of at least six sessions of supervision will be borne by the parish or ministry unit to which the person is licensed. Additional sessions may be funded by agreement.
- 7.4. The Registrar will, in each year, invite applications for reimbursement from a Supervisee who is bearing the cost of supervision in their own right. The Registrar will assess applications received within the time limit prescribed annually on their merits and will have full discretion in determining how any funds made available for this purpose are to be allocated.

8. Supervisees

- 8.1. The Registrar will prepare and publish guidelines (The Professional Supervision Guidebook) for clergy and Lay Ministers in regards to the Diocesan program for professional supervision and in accordance with this policy.
- 8.2. Upon agreeing to enter into a supervisory relationship and before commencing supervision, the Supervisor and Supervisee will each sign a 'Supervision Agreement' using the form prescribed in this policy (Schedule B).
- 8.3. The Supervisor and Supervisee will each sign an 'Annual Declaration' using the form prescribed in this Policy (Schedule C)
- 8.4. From 1 January 2023 Supervisees will provide to the Registrar before 31 March in each year:
 - 8.4.1. a copy of the 'Supervision Agreement' referred to Clause 8.2 above; and
 - 8.4.2. an 'Annual Declaration' referred to in Clause 8.3 above.

9. Review

- 9.1. This policy is to be reviewed one year after initial adoption by Diocesan Council.



Schedule A

Application to be added to register of approved
Supervisors.

Name:

I wish to apply to be placed on the register of approved professional Supervisors in the Anglican Diocese of Adelaide. ☐ **Yes** ☐ **No**

I have received and read the 'Clergy and Lay Ministers' Professional Supervision Policy' and agree to adhere to that Policy. ☐ **Yes** ☐ **No**

I have received and read the national church Code of Conduct 'Faithfulness in Service' in force in the Diocese of Adelaide. ☐ **Yes** ☐ **No**

I have, or will have in place, my own system of professional supervision and accountability as required by Clause 3.2 of the diocesan policy. ☐ **Yes** ☐ **No**

Please briefly summarise below how you believe you meet the criteria for being placed on the register of approved professional supervisors by reference to Clause 3.6 of the diocesan policy.

I have attached a copy for my curriculum vitae (CV).

If I am placed on the register of approved supervisors, I give permission for the Anglican Diocese of Adelaide to make my CV available to prospective supervisees and I agree to be contacted by prospective supervisees via the contact details provided in my CV.

☐ **Yes** ☐ **No**

Have you obtained a Safe Ministry Clearance from the Anglican Diocese of Adelaide or from an equivalent professional standards organisation in the past three years?

☐ **Yes** ☐ **No**

If not, are you willing to obtain a Safe Ministry Clearance from the Anglican Diocese of Adelaide prior to commencing supervision?

☐ **Yes** ☐ **No**

Able to offer (please tick all that apply):

- ☐ Individual supervision
- ☐ Group supervision
- ☐ In person
- ☐ Online videoconference

Please return completed and signed form to the Archbishop



Schedule B

Form of Agreement between a supervisor and supervisee.

This agreement is between:

Supervisor:

Address:

Phone No.

Email:

and

Supervisee:

Address:

Phone No.

Email:

Supervision arrangements

This agreement commences on and concludes on

We agree [please enter the details of how it is agreed sessions of supervision will take place]

We agree to meet [minimum of six] times annually

The fee to be paid to the supervisor will be \$ per session.

Commitment to the diocesan policy

The supervisor and supervisee agree to be bound by the 'Clergy and Lay Ministers' Professional Supervision Policy in force in the Anglican Diocese of Adelaide.

Signed by

Supervisor:

Date:

Supervisee:

Date:

Please return completed and signed form to the Registrar



Schedule C

Annual Declaration by supervisor and supervisee.

This agreement is between:

Supervisor:

Address:

Phone No.

Email.

and

Supervisee:

Address:

Phone No.

Email.

Supervision summary

During the year ended 20 , the Supervisee undertook:

- ☐ Sessions of Individual supervision with the Supervisor and/or
- ☐ Sessions of Group supervision with the Supervisor.

Signed by

Supervisor:

Date:

Supervisee:

Date:

Please return completed and signed form to the Registrar