



Ministry Review Policy v0.3			
Body adopting Policy:	Diocesan Council	Date of Adoption:	TBC
		Review Schedule	3 years
Related Documents:	<ul style="list-style-type: none">• Archbishop's Licensing Policy• Ministry Wellbeing Framework• Professional Development Policy		

1. Background

- 1.1. The Royal Commission into Institutional Responses to Child Sexual Abuse, in its 2017 final report, recommended at 16.5 that each diocese of the Anglican Church of Australia should ensure that all people in religious or professional ministry undertake regular performance appraisals.
- 1.2. This policy implements a mandatory program of performance appraisals for all ministers in the Anglican Diocese of Adelaide.

2. Definitions

- 2.1. Words in italics in this document are defined terms. The definitions are contained in the Ministry Wellbeing Framework.

3. Scope

- 3.1. This document details the requirements for completing regular performance appraisals, known as *ministry reviews*.
- 3.2. This document is intended for use by all *ministers* who are required to participate in *ministry reviews*.

4. Requirements

- 4.1. To ensure support for ministry wellbeing, for achievement in the ministry to which they have been called, and for accountability, *ministers* are to participate in three different *ministry reviews* across a three-year cycle of ministry.
 - 4.1.1. In the first year, a self-review will be undertaken as a guided self- reflection on the *minister's* ministry.
 - 4.1.2. In the second year, a joint review will be conducted between the *minister* and, in the case of *clergy*, their licensing *bishop* or the *bishop's delegate* and, in the case of lay ministers, their *employer* or the *employer's delegate*.
 - 4.1.3. In the third year a facilitated review will take place in a manner determined by the diocese. This third-year review will include reference to the *minister's* role



description and address the vision and values of their parish/ministry area (or diocese in the case of a *bishop*).

- 4.2. the *bishop* has the discretion to vary the requirements for *ministry reviews* where a *minister*.
 - 4.2.1. Is experiencing extended illness or leave (such as long service leave),
 - 4.2.2. Has intermittent or reduced working hours,
 - 4.2.3. Is concluding their ministry within the calendar year,
 - 4.2.4. Is experiencing hardship,
 - 4.2.5. Any other special circumstance.
 - 4.2.6. Any such variation to a *minister's* ministry review requirements must be requested and approved in writing.
- 4.3. Clergy who have been granted Permission-to-Officiate (PTO) by the Archbishop are only required to participate in *ministry reviews* where they have an approved *professional development* plan in place for any time during a calendar year.

5. Review Cycle

- 5.1. The three-year review cycle will commence at the beginning of the calendar year following the *minister's* appointment to their first ministry role in the *Diocese*.
- 5.2. In the first year, the *minister* will undertake a guided self-reflection on their ministry in the time preceding the date of the review. During this time, the *minister* should:
 - 5.2.1. consider their experience of *professional development* and *pastoral supervision* activities;
 - 5.2.2. reflect on their individual ministry goals;
 - 5.2.3. Review their professional development plan
- 5.3. At the conclusion of the first-year review, the *minister* will:
 - 5.3.1. Provide a written assessment of their performance to date
 - 5.3.2. Update their professional development plan and submit it for approval as per the professional development policy.
- 5.4. In the second year, the *minister* will collaborate with the *bishop*, *employer*, or their respective *delegate* to discuss:
 - 5.4.1. Their experiences in ministry in the time preceding the date of the review and since the first-year review
 - 5.4.2. Their progress in regard to their professional development plan
 - 5.4.3. Their feelings of accomplishment regarding their ministry goals.



- 5.5. At the conclusion of the second-year review, the *minister* will:
 - 5.5.1. Receive a written assessment of their performance to date resulting from the collaborative discussion with the *bishop*, *employer*, or their respective *delegate*.
 - 5.5.2. Update their professional development plan and submit it for approval as per the professional development policy.
- 5.6. In the third year, a facilitated review will occur. This review will
 - 5.6.1. Include multi-sourced feedback
 - 5.6.2. Consider the *minister's* particular ministry goals in relation to the diocesan vision and values
 - 5.6.3. Reflect on the *minister's* performance in relation to achieving ministry objectives
 - 5.6.4. Consider the *minister's* progress in relation to their professional development plan
- 5.7. At the conclusion of the third-year review, the minister will:
 - 5.7.1. Receive a draft report from the *bishop*, *employer*, or delegate and be afforded an opportunity to discuss and amend it prior to finalisation
 - 5.7.2. Receive a final copy of their performance report including recommendations for future learning and development
 - 5.7.3. Update their professional development plan and submit it for approval as per the professional development policy.

6. **Confidentiality**

- 6.1. The content of any *ministry review* discussion, report, and associated documents, however conducted, shall remain confidential:
 - 6.1.1. Between the *bishop* or *bishop's delegate* in the case of *clergy*, and
 - 6.1.2. Between the *employer* or *employer's delegate* in the case of *ministers* who are not ordained *clergy*, and
 - 6.1.3. within the limits of confidentiality as outlined in the Australian Psychological Society Code of Ethics.
- 6.2. Where the *ministry review* is conducted by a third party, the contents of any ministry review elements held by this party shall remain confidential and securely provided only to the *minister* and their *bishop*, *employer*, or *respective delegate*.

7. **Compliance:**

- 7.1. All ministers who hold a licence under the Archbishop's Licensing Policy are required to comply with this policy.



- 7.2. Where the Archbishop is satisfied that a minister has not complied with the requirements of this policy, the Archbishop will take appropriate action to ensure compliance. This action may include suspension of the minister's licence until the situation is rectified under the Licensing Policy.

DRAFT



Policy Reviews

Review Date	Amendments	Adoption Date

Document Reviews

Version	Role	Name
0.1 Draft	Governance Manager	H. Clarke
0.2 Draft	Wellbeing Coordinator	K. Pugh
0.3 Draft		
1.0 Final		

Document History

Version	Status	Issue Date	Changes
0.1	Draft	14/02/23	Initial document creation
0.2	Draft	24/02.23	Revisions accepted and comments resolved
0.3	Draft	02/03/23	Revisions accepted and re-formatted