

# Pastoral Supervision Guidebook

**sydneyanglicans<sup>+</sup>**

ANGLICAN CHURCH  
DIOCESE OF SYDNEY

## A word from our Archbishop

*As the Diocese of Sydney introduces Pastoral Supervision for church workers, this guidebook has been prepared to give a clear and simple introduction to the nature and purpose of Pastoral Supervision, and to address 'frequently asked questions.'*

*Many Sydney Anglican ministers, lay and ordained, have benefitted from Pastoral Supervision over recent years. I am among them. The distinctive focus of Pastoral Supervision on faithfulness in ministry practice, and the opportunity for guided self-reflection has been a great help to many participants.*

*Now, with added impetus from the recommendations of The Royal Commission into Institutional Responses to Child Sexual Abuse (Recommendation 16.45), and with the benefit of a pilot program in 2022 and 2023, the diocese of Sydney is committing to Pastoral Supervision as a priority for all church workers (though we are rolling it out in a staged way).*

*I trust that this guidebook will assist you in understanding and accessing Pastoral Supervision as a tool to enhance and develop your ministry, promoting both well-being and sustainability in serving the Lord and his gospel.*

***Therefore, my dear brothers and sisters, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labour in the Lord is not in vain. 1 Cor 15:58***

*Kenneth Roffel*



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## PART A

# An Introduction to Pastoral Supervision in the Anglican Diocese of Sydney

### About the Diocese



The Sydney Anglican Diocese is a network of local churches connected together under the leadership of the Archbishop. The diocese spans the geographical area from Palm Beach in the north to Ulladulla in the south, across to the Southern Highlands, the Blue Mountains and out to Lithgow.

**265** local parishes

**1,300** Clergy and Lay Ministers



Led by the Archbishop, assisted by Bishops

Sydney Anglicans belong to a network of churches encompassing the Sydney Metropolitan, Blue Mountains, Southern Highlands, South Coast and Illawarra areas. The Anglican Diocese of Sydney is a committed community of Anglican churches, their ministries working alongside and with each other under Christ to serve the mission of God throughout Sydney and beyond. We seek through faith-filled prayer and proactive servant leadership, to be a multiplying, collaborative movement of healthy churches that inspire each other to disciple intentionally and mission effectively so that we can be used by God to impact Sydney and beyond for Jesus.

An important part of seeing this vision realised is by ensuring our ministers are as healthy as possible and have ministries that are safe, sustainable and have longevity for the Glory of God and his kingdom. The health and well-being of our ministers and churches is a primary concern. We recognise that ministry is demanding and that the need is always going to be greater than what any individual or even community will be able to effectively meet. We know that 39 % of clergy “have given serious consideration to quitting full-time ministry in the past 12 months”, and that 49% feel stressed.<sup>1</sup>

Many of us know ministers who have experienced burnout or struggled with feelings of discouragement, exhaustion and isolation and some of us have been in these places ourselves. We would also recognise, together with the local churches or other ministries they serve, that those ministering for Christ have a degree of personal responsibility to work towards appropriate levels of self-care and self-development. We should care for our physical, mental, emotional and spiritual wellbeing. And we need to seek continuing educational and development opportunities that are appropriate to our ministry.

Pastoral supervision has been utilised by many in the helping professions (e.g., counsellors, psychologists) for almost 50 years to provide a place for the care, nurture and ongoing development of these helpers. It has become a standard requirement for staff in most helping disciplines as a result. It provides effective support for practitioners by offering a space where complex issues can be brought for reflection, processing and learning. We believe that our ministers can equally be assisted through the avenue of Pastoral Supervision for their wellbeing and the wellbeing of those they minister to.

<sup>1</sup> V.Ling, Southern Cross Magazine (May-June 2023) pg. 12.

On December 15, 2017, the Royal Commission into Institutional Responses to Child Sexual Abuse presented its final report. It made the Recommendation 16.45 that

*“Consistent with Child Safe Standard 5, each religious institution should ensure that all people in religious or pastoral ministry, including religious leaders, have Pastoral Supervision with a trained Pastoral Supervisor who has a degree of independence from the institution within which the person is in ministry.”<sup>2</sup>*

The Australian Government in responding to this report has tasked religious and other institutions with developing appropriate responses to these recommendations.

The Anglican Diocese of Sydney along with most other denominations have been collaborating to develop policies and plans that will capture the heart and intention of the Commission’s recommendations. We also seek appropriately and adequately respond to the recommendation of the Royal Commission into Institutional Responses to Child Sexual Abuse regarding Pastoral Supervision (Recommendation 16.45)”.

At the outset it is important to acknowledge that Pastoral Supervision is not a silver bullet which will solve or eliminate child abuse in our churches or indeed any other problem that leaders and churches face. However, we believe it is an important part of the solution and its benefits will be far reaching for both our ministers and our church communities.

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<sup>2</sup> Australian Government Response to the Royal Commission into Institutional Responses to Child Sexual Abuse, 2018, Commonwealth of Australia, p. 62.

# What is Pastoral Supervision?

In our context Pastoral Supervision may be defined as;

An agreed, regular, planned, confidential and intentional space in which a practitioner skilled in professional/pastoral supervision meets with one or more ministers (the supervisee) to consider together the practice of ministry with a view to enhancing the supervisees' ethical practices, personal wellbeing and effectiveness in ministry and their ministry relationships.

Pastoral Supervision is a reflective process. It is not primarily for reporting (as in duty of care) or a process for planning for the future.

It is:

*“a method of doing and reflecting on ministry in which a Supervisor and one or more Supervisees covenant together to reflect critically on their ministry as a way of growing in self-awareness, ministering competence, theological understanding and Christian commitment” (Kenneth Pohly).<sup>3</sup>*

Such Supervision is intentionally work focused and it is the Supervisee who brings topics to the Supervisor for discussion and reflection in order to grow. It is the Supervisee who sets the agenda, and the success of the Supervision process depends on a relationship of trust and transparency between the Supervisee and the Supervisor.

The Anglican Diocese of Sydney defines Pastoral Supervision to be:

- regular, structured, and intentional conversations between Supervisor and Supervisee
- focused on work and practice
- paying attention to the Supervisee's current context
- within the framework of a shared theological, spiritual, ethical and legal understanding
- paying attention to issues of fitness to practice, skill development, management of boundaries, pastoral identity, and the impact of work upon all concerned parties including the individuals and communities the Supervisee serves and leads.

This is undertaken with a Pastoral Supervisor who has appropriate training.<sup>4</sup>

## How is Pastoral Supervision different to other supportive relationships?

There are several one-on-one relationships which ministers commonly access to contribute to their overall wellbeing in ministry as shown in Table 1. While there is significant overlap between these different disciplines in the support they provide, each has a slightly different focus and therefore has a vital and important role to play at various points in a minister's life, either in an ongoing or occasional way.

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<sup>3</sup> Kenneth Poley quoted in Paver, J. E. (2007) Theological Reflection and Education for Ministry: the search for integration in theology. Ashgate Publishing: Aldershot, Hants.

<sup>4</sup> See policy p 31. Point 10.

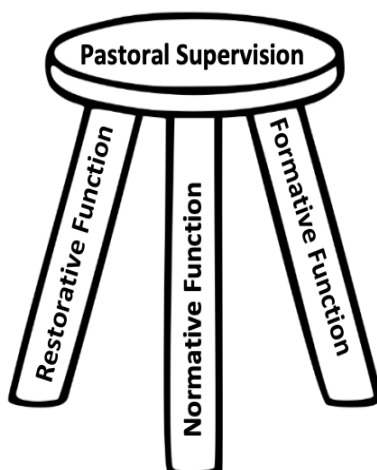
Pastoral Supervision fulfills 3 important functions<sup>5</sup> as the Supervisor and Supervisee reflect together. These can be imagined as 3 legs of a stool and include

1. The **formative function** – a developmental focus which seeks to equip the Supervisee with a greater understanding of the issue and their response to it in order to better equip them for their ongoing work.
2. The **restorative focus** – a supportive function which seeks to clarify the challenges of the Supervisee's work and the toll it has taken. With this focus, Supervision provides a place for the 'recharging' of emotional and spiritual energy.
3. The **normative focus** – a quality control function which attends to issues such as boundaries, ethics and pastoral expectations for the purpose of safety and wellbeing.

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<sup>5</sup> Inskipp F. & Proctor B. 1995, Making the Most of Supervision Part 1: The Art, Craft and Tasks of Counselling Supervision, Bend, Cascade Publications, Bend, OR.

**The Restorative (Supportive) function** of Professional Supervision considers the impact of the work on the supervisee and the necessary emotional and psychological support that may be required to support the supervisee into the future. This function can help heal wounds and disappointments as well as restore energy, vision and passion for the ministry. It can also mitigate the stresses and impacts of the work and help to establish and maintain the well-being of the Supervisee through helping them identify and set healthy boundaries.



**The Formative (Educative) function** of Professional Supervision focuses on the 'educational' aspects of supervision, such as developing knowledge, skills, self-awareness, attitudes and abilities. Supervision will seek to help the supervisee identify what might be limiting their ministry as well what blind spots they might be unaware of. The Supervisor will work with the supervisee to identify where they can source help to grow in their competence, capability and capacity.

**The Normative (Managerial) function** of Professional Supervision focuses on the accountability of the pastor for their ministry and its impact on others within their congregation or outside of it. It considers how ministry practice intersects with principles of best practice, ethical and legal guidelines as well as relevant church and/or denominational professional standards, codes of conduct and procedures. The aim is always safe practice and the wellbeing of the Pastoral Leader themselves and those they minister to.

## The 3 Functions of Supervision

Adapted from Inskipp F. & Proctor B. (1995)

Comparison of Common Support Relationships for Ministers  
Table 2.

	<b>Mentor</b>	<b>Coach</b>	<b>Pastoral Supervisor (Supervisor)</b>
<b>Focus</b>	<b>Concerns that benefit from experience</b>	<b>Performance orientated</b>	<b>Best work practice via reflection</b>
<b>Experience in occupation of the client</b>	Required	Not necessary, but may be present	Not necessary, but may be present
<b>Support for client</b>	Present	Present	Present
<b>Boundaries</b>	Informal, ongoing	Informal, short-term activity	Formal, Professional, Ongoing
<b>Contracted expectations</b>	Not required but may be present	Not required but may be present	Required
<b>Ethical Focus</b>	Not required but may be present	Not a focus, but may be present	Required. Ethical accountabilities are transparent
<b>Independence of relationship</b>	Not required – dual roles may occur	Not a focus	Required as part of practice
<b>Focus on ministry recipients</b>	Not required	Not required	Required



<b>Goal development</b>	A focus	A focus	Not a focus but discussed when contracting
<b>Accountability</b>	Present	Present in relation to planned actions <sup>6</sup>	Present

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While many other support relationships provide one or two of these functions, Pastoral Supervision provides all three and is “ideally placed to empower and facilitate experiential learning and transformational learning with Supervisees, to critically reflect on practice, to find new perspectives, and bring into awareness our preconceived ideas and assumptions”<sup>7</sup>

A central goal of Supervision is to help the Supervisee become a reflective practitioner with “the ability to step away from [their] work and identify patterns, habits, strengths and limitations in [their] work and / or within the system [they] work in.”<sup>8</sup>

Reflective practitioners can reflect in their action rather than just reflect on their action and so respond better in the moment. While intentional and guided reflection is not the sole domain of Pastoral Supervision, we believe the structured nature of Pastoral Supervision with trained Supervisors will provide valuable support for our ministers— support that many are currently lacking.

Specifically, we believe our ministers will benefit from reflection on

- work relationships, issues and challenges being faced
- relational interactions of the parties involved
- personal awareness, understanding and growth
- theology & ministry philosophy that frames ministry practice
- the wellbeing of and impact upon all parties
- ministry development and competence
- ministry planning
- codes of conducts and ethical and/or ministry boundaries

<sup>6</sup> Qld Baptists Pastoral Services (2021). Pastoral Supervision A Guide for Queensland Baptists. pp.8.

<sup>7</sup> Creamer, Mary. (2011) Reflections on Learning and Transformation in Supervision: A Crucible of My Experience. In Supervision as Transformation, edited by Robin Shoheit, pg. 146-160. London and Philadelphia: Jessica Kingsley Publishers.

<sup>8</sup> Turner, T., Lucas, M. & Whitaker, C. (2018). Peer supervision in coaching and mentoring: A versatile guide for reflective practice. Routledge, p.30.

# Who benefits from Pastoral Supervision?

Pastoral Supervision benefits the minister, the local church, the wider community in which we minister, and Sydney Anglicanism as a whole.

## Benefits for the Minister

As we reflect on our shared history, we must acknowledge that ministers in the Anglican Diocese face struggles and failures. These challenges can arise from personal or public circumstances and may be caused by poor decisions or simply by circumstance. While some ministers can overcome these hurdles and emerge stronger, others unfortunately do not.

Regardless of the situation, we recognize that there are identifiable and tangible factors that contribute to the challenges faced by ministers in their roles. To help our ministers not just survive, but grow through these challenges, we believe it is important for them to reflect and process with a trained and equipped individual who can facilitate this work of introspection. This support can help them navigate difficulties and move forward with greater resilience.

Pastoral supervision supports and develops a minister's work, encouraging self-awareness, learning, and appropriate ministry boundaries. It is a valuable tool for personal and professional growth, promoting reflection and strategies for overcoming challenges.

## Benefits for the Local Church & Community

A healthier and more effective pastoral leader benefits the local church community. The supervision relationship can help to ensure that appropriate ethical and ministry boundaries are in place. It monitors how ministry is conducted to help protect the pastoral leader, their family, the congregation, and the community in which they minister.

By ensuring that their local ministers are participating in Pastoral Supervision the local church is also ensuring that it complies with community and government expectations. We have witnessed the damage that abuse perpetrated by pastoral leaders has on the victims, the church, and our capacity to share the gospel. It is responsible and loving to put measures in place that can help prevent further abuse in the future.

Our mutual goal is to cultivate thriving communities of faith where God is honoured, and individuals can experience a powerful, life-altering connection with Jesus. We are convinced that Pastoral Supervision is a proactive measure that can help sustain the well-being of our ministers, ensuring that they remain healthy and effective. This, in turn, will yield positive results for our congregations and the wider community, reducing the number of Anglican ministers who withdraw due to exhaustion, discouragement, or burnout.

## PART B

### Policy Guidelines (an excerpt, entire policy on page 30)

#### A Policy of the Synod of the Diocese of Sydney

##### *Pastoral Supervisors*

An approval is required from the Archbishop for a person to be a Pastoral Supervisor for parish ministers in the Diocese of Sydney for the purposes of the Ordinance and this Policy. There are two categories of Pastoral Supervisor, the requirements for which are set out in this Policy –

(a) **‘Approved’** – Pastoral Supervisors who have completed a qualification in Pastoral Supervision, and who have met the requirements of this Policy,

(b) **‘Provisionally Approved’** – Pastoral Supervisors who have not completed a qualification in Pastoral Supervision, but instead have relevant vocational training or ministry experience (as determined by the Pastoral Supervision Manager) and who have met the requirements of this Policy. Pastoral Supervisors in this group are required to obtain a qualification in Pastoral Supervision and progress to non-provisional approval within 5 years.

##### *Persons required to undertake Pastoral Supervision*

22. The Ordinance provides that the Archbishop-in-Council may declare classes of persons who are required to undertake Pastoral Supervision.
23. The Archbishop-in-Council declares that the following classes of persons must undertake Pastoral Supervision in 2024 –
  1. (a) Persons who become rectors for the first time in 2024, and
  2. (b) Full-time Assistant Ministers who complete the MT&D Ministry Development program in 2023.
24. The Archbishop-in-Council declares that the following classes of persons must undertake Pastoral Supervision in 2025 –
  1. (a) Existing participants from 2024,
  2. (b) Persons who become rectors for the first time in 2025, and
  3. (c) Full-time Assistant Ministers who complete the MT&D Ministry Development (MD) Program in 2024.
25. It is anticipated that further classes of persons will be added from 2026. Reasonable provisions or exceptions may be made for theological students.
26. Parish ministers not in a declared class may also choose to opt-in to this program by contacting the Pastoral Supervision Manager.

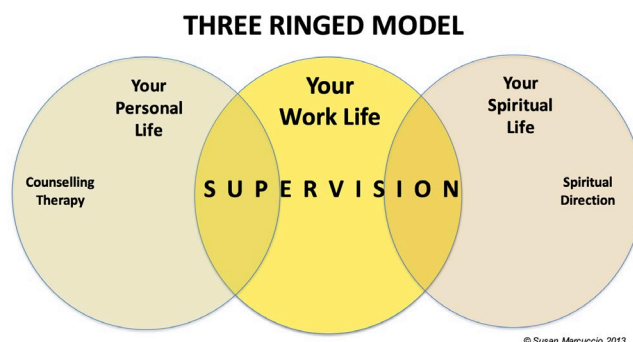
## Pastoral Supervision sessions

27. The Pastoral Supervisor should not be a friend, relative or line manager of the Pastoral Supervisee. There must be a reasonable degree of separation in the relationship between the Pastoral Supervisor and Pastoral Supervisee, to ensure that there is a level of objectivity and perspective, so that behaviours can be challenged. This is to be declared in the supervision contract by both parties.

28. A person who is required to undertake Pastoral Supervision under this Policy must select a Pastoral Supervisor from the approved list (paragraph 14).
29. A Pastoral Supervisee must undertake *a minimum of six one-hour supervision sessions per annum. It is recommended that Pastoral Supervisees undertake six to ten sessions per annum.*
30. Pastoral Supervisees may undertake either one-to-one or group sessions, or a combination of both. It is recommended that all Pastoral Supervisees undertake some one-on-one sessions.
31. The costs and contributions for payment of sessions is to be determined between the involved participants.
32. Parishes are encouraged to cover or contribute financially towards Pastoral Supervision in accordance with the Diocese's Remuneration Guidelines.

## Regarding the nature of Supervision

1). In the realm of Pastoral Supervision, the primary focus is directed towards work-related issues and challenges. When it comes to seeking additional support for personal or spiritual matters, it may be beneficial to refer to other avenues such as a psychologist, counsellor, or fellow pastor. As illustrated in the accompanying diagram, supervision exists at the intersection of work and spiritual and personal life. While it is certainly acceptable to discuss personal and spiritual matters, it is vital to keep in mind that the *primary* focus should remain in or around work-related topics.



2) The topics of supervision discussion should be determined by the Supervisee, not the Supervisor and be topics that will help their development and growth.

3) The goal of supervision is for the Supervisee to grow in self-awareness, ministry competence, theological understanding as well as reflective and ethical practice.

4) Supervision should consider the wellbeing of the Supervisee together with the wellbeing of those they relate to in their work (inclusive of their leaders, peers, congregational members and community members).

5) Supervision should regularly monitor ministry boundaries that might be laid down in codes of conduct, role descriptions, local church policies or broader requirements (e.g., legal or government regulations).

## Regarding the Supervisor

1) The Pastoral Supervisor should not be a friend, relative or line manager of the Pastoral Supervisee.

2) A Supervisor must be trained and hold a recognised qualification in Pastoral Supervision or an equivalent discipline that provides them with the necessary skills for a Supervisor.

3) A Supervisor must be supervised themselves.

4) A Supervisor must hold current Pastoral Supervision indemnity insurance. If they are unable to be insured, they need to have been approved by the Diocese, and done the Foundations Training ( and therefore come under Diocesan Insurance)

For more details see the policy on page 30.

## Regarding the Supervisee

Anglican Clergy must have at least 6 hours of Pastoral Supervision per year. 10 Sessions are recommended.

## PART C

### Common Questions

## Who is required to receive Pastoral Supervision?

### *Persons required to undertake Pastoral Supervision*

The Archbishop-in-Council declares that the following classes of persons must undertake Pastoral Supervision in 2024 –

1. (a) Persons who become rectors for the first time in 2024, and
2. (b) Full-time Assistant Ministers who complete the MT&D Ministry Development program in 2023.

The Archbishop-in-Council declares that the following classes of persons must undertake Pastoral Supervision in 2025 –

3. (a) Existing participants from 2024,
4. (b) Persons who become rectors for the first time in 2025, and
5. (c) Full-time Assistant Ministers who complete the MT&D Ministry Development (MD) Program in 2024.

It is anticipated that further classes of persons will be added from 2026. Reasonable provisions or exceptions may be made for theological students.

Parish ministers not in a declared class may also choose to opt-in to this program by contacting the Pastoral Supervision Manager.

## Form of Pastoral Supervision?

Pastoral Supervisees may undertake either one-to-one or group sessions, or a combination of both. It is recommended that all Pastoral Supervisors undertake some one-on-one sessions.

## Who will be qualified to be a Pastoral Supervisor?

An approval is required from the Archbishop for a person to be a Pastoral Supervisor for parish ministers in the Diocese of Sydney for the purposes of the Ordinance and this Policy. There are two categories of Pastoral Supervisor, the requirements for which are set out in this Policy –

(a) **'Approved'** – Pastoral Supervisors who have completed a qualification in Pastoral Supervision, and who have met the requirements of this Policy,

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## How do I find a Pastoral Supervisor?

There is a “live” list of Pastoral Supervisors on the Ministry Training and Development website who have been approved by the Archbishop.

## Who will pay for Pastoral Supervision?

The costs and contributions for payment of sessions is to be determined between the involved participants. Parishes are encouraged to cover or contribute financially towards Pastoral Supervision. The average cost of a pastoral supervision session should be around \$150-\$200.

## How will compliance be monitored?

The Diocesan Manager for Pastoral Supervision oversees compliance with the Policy and relevant standards. The Pastoral Supervision Manager reports to the Director of Ministry Training and Development.

The Pastoral Supervision Manager may receive feedback or handle complaints about Pastoral Supervisors. The Pastoral Supervision Manager will randomly audit Pastoral Supervisors’ qualifications, CPD or other reasonable aspects of practice.

## Where will Supervision take place?

It’s generally good if supervisee and supervisor can meet face to face somewhere in the lifespan of the relationship. Ideally in the first 5 sessions. After such time meeting face to face or online can be arranged depending on individual preferences.

## Who directs the Session?

Pastoral Supervision sessions are a time and place set apart for the Supervisee. In this way the time is allocated to them. **The Supervisee brings a topic, of their own choice** to the session.

**Deciding what to bring to Pastoral Supervision can sometimes be difficult.**

Here are some helpful prompts:

- The most noteworthy event or thing in my ministry work since my last session is...
- This incident/person/conflict that I can't stop thinking about...
- I am concerned about a lack of boundaries with....
- I am tempted to.....
- I am rejoicing in...
- I am worried about a congregation member because.....
- I am aware of very strong feelings about a person or event...
- I am currently avoiding.....
- When (x,y,z) happened, it reminded me of ....
- I am so weary, anxious, tense, angry about ...
- I want to clarify where I stand on a particular issue...
- I want to know how this reflects my thinking about who God is ...
- I would like to stop (x,y,z) from happening again...
- I feel torn between priorities.....
- I feel like there is a disconnect between how I feel and what God says about.....
- I am aware of a tension between me and....
- I am unclear about priorities for/in....
- I am aware of an ongoing habit....
- I would like (x,y,z) to happen more
- I feel conflicted with.....

## What is reflective practice?

In pastoral supervision sessions, we utilize reflective practice as a means of applying introspection to our ministry practice. Often, there is insufficient time to observe and analyse the goings-on within the ministry. Pastoral supervision serves the purpose of enabling us to examine ourselves and our past and to gain a deeper understanding of our aspirations for the future.



## Is Supervision really confidential?

The sessions are confidential, and *supervisors will not* be reporting back to the Diocese regarding the content of supervision sessions. The Diocese will only record that you have completed the mandated sessions and have a supervisor approved by the Diocese.

In the full policy attached, you will note the bounds of confidentiality (39,40).

## What records will be kept by your Supervisor?

Your Pastoral Supervisor will keep a copy of any notes taken in your session to track progress. These notes are confidential.<sup>9</sup>

We suggest that Supervisee's also keep a supervision book/folder to keep your own notes and to store information from your sessions.

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<sup>9</sup> In the full policy attached, you will note the bounds of confidentiality (39,40).

# Getting the most out of Supervision

## Part D – A “how to” guide to Pastoral Supervision

### What should I look for in a Pastoral Supervisor?

At the outset, a Supervisee may be unsure of what to expect from a Supervisor, what might be expected of them, or how to effectively prepare for or participate in a supervision session. This is normal, and with time, experience and intention people grow as Supervisees and realise the benefits of good Pastoral Supervision.

The personal qualities of the Supervisor and how you are likely to get on with them are key ingredients for a successful Supervision relationship. Consider both when looking for a Supervisor.

A few tips for choosing a pastoral supervisor:

- **Check they are trained and approved by the Diocese**
- **It is not usually recommended that you engage a supervisor whom you know as a friend** or have an existing working relationship with.
- **Look for ‘fit’**– someone who you feel comfortable with. You should get a sense that your supervisor will support you by listening more than they talk, understanding and encouraging you in your ministry, and also occasionally challenging you. A first session will allow you to explore whether the fit is good without committing you to further sessions.
- **Be wary of a Supervisor who discusses personal details about themselves.** Supervision is a space for the Supervisee not the Supervisor.

Responsibilities of the Supervisor may include :

“In Pastoral Supervision, the Pastoral Supervisor is accountable to the Supervisee for good, effective, appropriate and ethical Pastoral Supervision practice. It is expected that the Pastoral Supervisor encourage the Supervisee to reflect on and give feedback to them on their experience of the Supervisor’s practice and how effectively the Supervisor is working with them.”<sup>10</sup>

Good supervision may also include reviews at key points in the supervision relationship. For example, 6 monthly or 12 monthly reviews depending on the length of the supervision relationship. In the first year, you may want to review the effectiveness of your supervision sessions with your supervisor. Should you have further questions about this or require a supervision review document please contact the Diocesan Pastoral Supervision Manager.

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<sup>10</sup> Adapted from Supervision – Better Together, 2017, Churches of Christ Vic / Tas.

## Responsibilities of the Supervisor:

- Maintain their own ethical guidelines, standards and practice
- Understand the purpose and function of professional supervision
- Have the capacity for and commitment to good supervisory practice
- Be aware of the ethical guidelines and requirements of the supervisee
- Ensure supervision is a safe and trusted space for the supervisee
- Provide an environment for supervision that is conducive to learning
- Respect and honour the ministry of the supervisee
- Be present, attuned and responsive to the individual supervisee, making the most of each session
- Be culturally sensitive and appropriate
- Establish a relationship with the supervisor that is a working alliance
- Be aware of power in supervision and use it appropriately
- Prepare and plan for each session
- Work with the supervisee to create an agenda for each session
- Be committed to the process and event that is supervision
- Develop strategies that work with the learning style of the supervisee
- Help raise awareness of feelings, emotions, reactions and self by providing space to critically reflect.
- Be aware of their own biases, history and responses
- Listen, support, empathise, explain
- Exhibit fearless compassion – “the courage to speak the truth and yet do so with respect and compassion for the other.”
  - Provide resources for Supervisee’s growth
  - Be aware of the limitations of expertise
  - Ensure regular feedback and evaluation of professional supervision
  - Maintain appropriate records and their security
  - Be intentional about growing and developing as a supervisor <sup>11</sup>

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<sup>11</sup> List Adapted from Crittall, S. 2014, Growing and Developing as a supervisee - A resource for Uniting Church in Australia Ministers, The Uniting Church in Australia, Queensland Synod, p.5

## What will make me a good Supervisee?

Responsibilities of the Supervisee may include :

- Commitment to the process of supervision and understanding the purpose and focus of it – the enhancement of our own ministry.
- Accepting responsibility for what happens in supervision .
- Preparing well for each session and bringing work to the table that you need help with.
- Developing a good working relationship with the supervisor.
- Working with the supervisor to create an agenda at the beginning of the session.
- Having a desire to learn and grow.
- Being willing to reflect, be challenged and actively participate.
- Being aware of your tendencies to justify, explain or defend.
- Being aware of and adhering to Faithfulness in Ministry and ethical practice obligations.
- A willingness to share openly and honestly.
- A commitment to reliability and punctuality.
- Taking notes and putting into practice what you have learned or discovered in supervision.
- Giving feedback to your supervisor & accepting feedback from your supervisor.
- Discern what God is seeing to teach you in and through supervision.<sup>12</sup>

The '7 eye' model of Hawkins & Shohet (2012) identifies seven possible areas of focus of a Pastoral Supervision conversation

1. The people you work with and the contexts in which this occurs.
2. The way you work in ministry with people and how you seek to address issues.
3. The relationships you develop with the people you work with.
4. You yourself as the Supervisee (your health, wellbeing, self-care, identity, relationship with God, etc)
5. The relationship you have with your Supervisor
6. The Supervisor and how they work
7. The wider context in which you exist and minister. Professional Supervision will seek to look at your work from each of these seven perspectives at some time during your Supervision relationship.<sup>13</sup>

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<sup>12</sup> 20 List adapted from Professional Supervision – A Guide for Clergy and Lay Ministers, Southern Queensland Anglican church p. 11.

<sup>13</sup> Hawkins, P. & Shohet, R., 2012, Supervision in the helping professions, Open University Press, Buckingham

## Possible Supervision Topics

Debriefing	Accountability	Resources for ministry
Denominational matters	Anxiety	Retirement Reviewing
Developing projects and programs	Stress	ministry Self-awareness
Faithfulness in Service	Baggage	Self-care (stress, burnout, compassion fatigue, vicarious trauma, time off, managing the pendulum of life and work)
Financial matters	Boundaries	
Ghost of Ministers past	Celebrations	Sexual matters
Goals / Goal setting	Challenges, times of stretching	Singleness and ministry
Identifying strengths and “areas for growth”	Changing requirements / demands	Spiritual growth
Identity Internet issues	Changing situations	Supervision of student ministers/ministry colleagues
Issues (e.g., suicide, substance abuse, alcoholism, death and dying, ageing, grief and loss, power, bullying)	Child safety	Team matters
Loneliness	Church discipline	Technology
Pastoral situations	Church leadership, councils, committees and groups	Theological reflection
Placement issues	Code of Ethic Concerns	Time management
Planning and visioning	Community engagement and involvement	Vulnerability
Referrals	Competency for ministry tasks	Wider church involvement
Relationships (with congregation, team, leaders, peers,	Compliance matters	Workload (time management, prioritising)
Discerning direction	Confidentiality Conflicts & tensions	Working with people (individuals, groups, teams) <sup>14</sup>
Family matters	Consultations and reviews	
Faith crisis	Continuing Education	
	Critical incidents	

<sup>14</sup> List Adapted from Crittall, S. 2014, Growing and Developing as a supervisee - A resource for Uniting Church in Australia Ministers, The Uniting Church in Australia, Queensland Synod, p.12

	Cross-cultural issues Dealing with Authority Dealing with difference Dealing with difficult people	
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## How should I prepare for a Pastoral Supervision session?

### Initial Conversation

Your first conversation with a new Supervisor should be an obligation-free conversation to explore expectations and to see if there is a sense of 'fit' between you. Some things you may want to consider discussing when you meet with a new Supervisor for the first time include:

- What you are seeking to achieve through Supervision.
- Your concerns about engaging with Supervision.
- The experience and qualifications of the Supervisor and the preferred mode of Supervision to be offered.
- What might be included in a Supervision agreement / covenant.

### Regular Supervision

Spending time preparing for each Supervision session will increase the value and effectiveness of your Supervision. Some suggested steps for preparing for a Supervision Session include...

- Setting time aside to think about what material you prepare and present in Supervision. Prayerfully consider what has been happening since your last session.
- Give particular attention to what is affecting the quality of your ministry.
- Be open and honest with yourself and your Supervisor and in doing so, give due consideration to the physical, emotional, social and spiritual dynamics which may be at play in your life.
- Approach your Supervision with openness. Commit your Supervision to God in prayer. Give yourself time to arrive without feeling rushed and where possible, avoid having to rush off to another appointment.

## What can I expect in a Supervision session?

The agenda for each session will be negotiated at the start of each session.

This will include items the Supervisee brings to the session as well as items the Supervisor wants to follow up on such as previously identified action items or follow-up discussions on self-care or code of ethics concerns. A typical agenda may take a form like this process<sup>15</sup>:

- Hosting and containing (welcome, check-in)
- Focusing and eliciting information (identifying the focus of the session)
- Exploring & Imagining (unpacking the issue to be explored. During this stage, a good Supervisor will work with you to come to some awareness, insight or resolution about the issue.)
- Bridging and enacting (identifying possible ways forward together with some potential follow-up action tasks for you to undertake.)
- Reviewing and closing (reflecting on the learnings and on the session, summarizing key take-home points, making arrangements for the next session and making payment for this session)<sup>16</sup>

## What if I don't "fit" with the first Supervisor I try?

Finding the right Supervisor for you can be likened to finding a GP, or other allied professional. You may not feel an affinity or understanding the first time around. If you don't feel comfortable you can try a different supervisor. The first get to know you session with supervisors is usually free, so search around a bit if needed. Having said that, you may find the first one you try is a great match, just maintain a sense of flexibility around "fit" in case this is required.

## How to end a Supervision relationship well

Sometimes a Supervision relationship does not go to plan and there is a need to bring it to a healthy end. This may be initiated by the Supervisor or the Supervisee because of:

- a Supervisee has been with a particular Supervisor for more than 3 years and may be ready to explore a new Supervision relationship.
- a lack of understanding by the Supervisor of the Supervisee's ministry context
- a developing co-dependency
- non-commitment of one party shown by such things as sessions continually being cancelled, being late or sessions being interrupted.
- inappropriate contact between sessions. (e.g., uninvited contact of a Supervisor out of hours).
- unethical behaviour

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<sup>15</sup> Leach, J. Patterson, M. 2015, Pastoral Supervision, A Handbook , 2nd Edition, SCM Press, London, p. 1

<sup>16</sup> Hawkins, P. & Shohet, R., 2012, Supervision in the helping professions, Open University Press, Buckingham

- it is appropriate for Supervisees and Supervisors to review their Supervision at regular junctures, for example, 12-month reviews and renewal of contracts (see contract on page 27 for e.g.)
- boundaries set up in the contract are crossed (e.g., Supervision which regularly becomes counselling, spiritual direction, instruction etc)
- an unwillingness to engage with the Supervision process e.g., the Supervisee not bringing work to the supervision or not following through on action items.
- an unwillingness to reflect on and review the Supervision arrangements
- supervision that is characterised by negativity, judgment, and lack of respect for the ministry of the Supervisee.
- conflicts of interest
- a lack of challenge occurring in the Supervision

Even if there is no problem with the Supervision relationship, they are often finite. Sometimes the Supervisor is no longer available, or the Supervisee moves. Sometimes there is benefit in a supervisee seeking a new Professional Supervisor at various points in their ministry life to push into different parts of their role and ministry or to bring a different perspective into focus.



# Sample Consent Form sydneyanglicans<sup>+</sup>

ANGLICAN CHURCH  
DIOCESE OF SYDNEY

### **Supervision**

As part of providing a supervision service to you, .....needs to collect and record personal information from you that is relevant to your situation, such as your name, contact information, medical history and other relevant information as part of providing supervision services to you.

This collection of personal information will be a necessary part of supervision.

### **Purpose of collecting and holding information**

Your personal information is gathered as part of supervision and is kept securely and, in the interests of your privacy, used only by your Supervisor and the authorised personnel of the practice (as necessary). Your personal information is retained in order to document what happens during sessions and enables the Supervisor to provide a relevant and informed Supervision service.

### **Access to client information**

At any stage you are entitled to access your personal information kept on file, subject to exceptions in the relevant legislation. Your Supervisor may discuss with you different possible forms of access.

### **Services**

1.I understand that “pastoral supervision’ is designed to facilitate systematic reflection on the practice of ministry, for the sake of personal growth and pastoral proficiency.

2.I understand that ‘pastoral supervision’ is a comprehensive process that may involve all areas of my life including faith, ministry, relationships, health, education, recreation, and finances. I acknowledge that deciding how to handle these issues, incorporate pastoral supervision into those areas, and implement my choices is exclusively my responsibility.

3.I understand that ‘pastoral supervision’ is a considerable investment and commit to undertaking agreed actions between meetings.

### **Mental health**

4. I understand that “pastoral supervision” does not involve the diagnosis or treatment of mental disorders. I understand that pastoral supervision is not a substitute for professional mental health diagnosis, treatment, or therapy.

5. I will disclose if I am currently or have previously had psychological or psychiatric treatment. If currently under the care of a mental health professional, I have consulted with that person

regarding the advisability of working with a supervisor and that this person is aware of my decision to proceed with the pastoral supervision relationship.

6. If any mental health issues arise during the pastoral supervision relationship, I agree to notify my supervisor so that an appropriate referral can be made.

### **Confidentiality**

All personal information gathered by the Supervisor during the provision of the service will not be disclosed except when:

- it is subpoenaed by a court; or
- failure to disclose the information would, in the reasonable belief of the Supervisor....., place you or another person at serious risk to life, health or safety; or
- your prior approval has been obtained to
  - a) provide a written report to another professional or agency. e.g., a GP or a lawyer; or
  - b) discuss the material with another person, eg. a parent, friend, employer or health provider;
  - or
  - c) disclose the information in another way; or
- disclosure is otherwise required by law.

### **Cancellation Policy**

If, for some reason you need to cancel or postpone your appointment, please give the supervisor at least one day's notice (24 hours), otherwise you may be charged half of the cost for the session.

I, *(print your name)*....., have read and understood this Consent Form. I agree to the above conditions for the supervision service provided by .....

Signature .....

Date ...../...../.....

**Please note:** *If, after reading this form you are at all unclear about any of the information provided, please contact the Supervisor prior to your appointment.*



## Sample contract



ANGLICAN CHURCH  
DIOCESE OF SYDNEY

### Supervision Contract

This is a Supervision contract between \_\_\_\_\_ and  
\_\_\_\_\_ from / / / until its review on / / / .

It is agreed that:

1. Supervision sessions be held \_\_\_\_\_ (e.g., weekly, fortnightly, monthly)

on \_\_\_\_\_ at \_\_\_\_\_ (optional) for \_\_\_\_\_ hour/s.

2. It is agreed that the supervisee will (present incidents, read material provided in Supervision, complete supervisory tasks)

3. That the purpose of Supervision for you is:

\_\_\_\_\_.

4. The goals of Supervision for the next 12 months are:

- 
- 
- 

5. A review date is set for \_\_\_\_\_.

6. The fee per hour session will be \_\_\_\_\_. The fee's will be paid by the church \_\_\_\_\_  
(please provide an email for the invoice)

The fee will be paid by the individual \_\_\_\_\_  
(please provide an email for the invoice) or a combination of both \_\_\_\_\_

7. Responsibilities of the Supervisor are:

- to be trained and competent as a Supervisor.
- to explain the content and purpose of Supervision to the Supervisee.
- to organise an appropriate place and time and inform the Supervisee in a timely manner if details need to be changed.
- to ensure that sessions stay focused on Supervision pertaining to ministry.
- to refer onto other professionals when issues raised are beyond the scope of Supervision or the Supervisor's competence and confidence.
- to thoughtfully and prayerfully prepare for each session.
- to provide appropriate and considered 'challenges' and guidance on issues where necessary. This may include suggestions and resources for learning.
- to keep a brief confidential record of the outcome of each session, (these will be shared with the Supervisee only).
- to inform the Supervisee of their own arrangements for Supervision.
- to be bound by the ethical standards policies of their registering body.
- to complete the mandatory reporting required by the denomination which includes concerns relating to gross professional misconduct, reportable offences or situations where there may be harm to self or others which include breaches of the Code of Conduct

8. Responsibilities of the Supervisee are:

- to come prepared for Supervision by identifying areas of concern or issues from their pastoral practice
- as a first priority, identify aspects of their work which have safety and ethical implications
- to follow through on any mutually agreed actions within the agreed timeframe
- to inform the Supervisor in a timely manner if appointments need to be changed.

9. The Supervisee agrees to tell the Supervisor:

- of any event or circumstance in their own life which may be affecting their ministry
- any time they think that an attitude or feeling (positive or negative) about a person might be affecting in any way their relationship with and ministry to that person
- of the progress of any other Supervision or training
- about what they find helpful or unhelpful about the Supervision provided

Signed:

\_\_\_\_\_

Supervisor

Date: \_\_\_\_\_

Signed:

\_\_\_\_\_

Supervisee

Date: \_\_\_\_\_

Sample Working Alliance  
**sydneyanglicans<sup>+</sup>**

ANGLICAN CHURCH  
DIOCESE OF SYDNEY

**Working Alliance Document**

1. What have you done so far in your training/profession– (e.g., experiences in ministry/workplace to date) – describe how you currently work in your role? Do you have a job description?

2. Have you had any supervision/mentoring/coaching to date? - what has worked/not worked?

3. Training goals for pastoral supervision – ‘By the end of this period I would like....

4. What is your preferred learning style (e.g., readings, discussion, practice, visual learner, role play etc.,)

5. Practical issues – timing, venue (would you prefer online or face to face), critical incidents debrief.

6. Any other additional expectations (see point 7,8,9 of contract) of both Supervisor and Supervisee?

7. What are the areas of strengths and need (areas for development) that the Supervisee needs to consider for goals and for contract setting (can be separate session)

Strengths	Needs

8. Discuss any specific requirements - extra information that needs to be discussed.

9. Determine possible review dates and evaluation processes

10. Other questions?

## Pastoral Supervision Policy

### A Policy of the Archbishop-in-Council of the Diocese of Sydney (as approved by the Archbishop-in-Council 12 November 2023)

#### Introduction

1. This Policy is made under clause 4 of the *Pastoral Supervision Ordinance 2023* and establishes the minimum requirements for Pastoral Supervision within the Anglican Church Diocese of Sydney.
2. This Policy also sets out recommendations for preferred practice, beyond the minimum requirements.
3. The implementation of Pastoral Supervision will be staged over a number of years, the result being that formally contracted Pastoral Supervision is mandatory for all parish ministers.
4. The Archbishop-in-Council anticipates that it will amend this policy from time to time as Pastoral Supervision is rolled out.

#### Interpretation

5. In this Policy –

“AAOS” means the Australasian Association of Supervision.

“class of persons” means a group of people defined by one or more common attributes.

“CPD” means Continuing Professional Development in Pastoral Supervision.

“Diocese” means the Anglican Church of Australia in the Diocese of Sydney.

“*Faithfulness in Service*” means the national code for personal behaviour and the practice of pastoral ministry by clergy and church workers, as adopted in the Diocese of Sydney

“MT&D” means Ministry Training and Development.

“Pastoral Supervision” means an agreed, regular, planned, confidential and intentional space in which a practitioner skilled in professional supervision (the Pastoral Supervisor) meets with one or more ministers (the Pastoral Supervisee) to consider together the practice of ministry with a view to enhancing the Pastoral Supervisee’s ethical practices, personal wellbeing and effectiveness in ministry and their ministry relationships.

“Parish minister” means a person who is a –

1. (a) a Rector,
2. (b) an Assistant Minister licensed to a parish under the *Assistant Ministers Ordinance 2017*, or
3. (c) a lay person who holds or is required to hold an authorisation under the *Authorisation of Lay Ministry Ordinance 2015* to exercise the office of lay minister in a parish.

“Pastoral Supervision Manager” refers to the role recruited for and tasked by the Archbishop with establishing, promoting and maintaining the Diocesan Pastoral Supervision Program.

“Supervision Foundations Training Course” means the unit of basic Pastoral Supervision skills delivered by the Diocese.

“Personal Information” has the same meaning as under Section 6 of the *Privacy Act 1988* (Cth). “Synod” includes the Standing Committee of Synod.

“the Ordinance” means the *Pastoral Supervision Ordinance 2023*.



## Pastoral Supervisors

6. An approval is required from the Archbishop for a person to be a Pastoral Supervisor for parish ministers in the Diocese of Sydney for the purposes of the Ordinance and this Policy.
7. There are two categories of Pastoral Supervisor, the requirements for which are set out in this Policy –

(a) **'Approved'** – Pastoral Supervisors who have completed a qualification in Pastoral Supervision, and who have met the requirements of this Policy,

(b) **'Provisionally Approved'** – Pastoral Supervisors who have not completed a qualification in Pastoral Supervision, but instead have relevant vocational training or ministry experience (as determined by the Pastoral Supervision Manager) and who have met the requirements of this Policy. Pastoral Supervisors in this group are required to obtain a qualification in Pastoral Supervision and progress to non-provisional approval within 5 years.

8. Pastoral Supervisors may apply to the Pastoral Supervision Manager to be considered for listing in one of the above categories.
9. Pastoral Supervisors who are engaged in stipendiary ministry should first consult with their Wardens (in the case of Rectors) or Rector (in the case of other parish ministers) before applying for approval as a Pastoral Supervisor under this Policy.

### *Pre-requisites for Approval*

10. To be eligible to be an Approved Pastoral Supervisor, a person must –
  1. (a) have completed a recognised qualification or course in Pastoral Supervision (or deemed equivalent), and
  2. (b) meet the academic requirements to be an associate or member of AAOS,

and be provided any information approved by the Archbishop (for the purposes of this Policy) concerning the nature and context of ministry in the Diocese of Sydney.

11. To be eligible to be a Provisionally Approved Pastoral Supervisor, a person must –
  1. (a) have completed a recognised course in a related vocation, or
  2. (b) have no less than 5 years' experience in pastoral ministry, mentoring and coaching (including retired ministry workers, or ministry spouses) or other related vocations,

and undertake the Supervision Foundations Training Course.

12. All Pastoral Supervisors must also declare their willingness to abide by *Faithfulness in Service* and to support the ministry of the Diocese of Sydney.

### *List of Pastoral Supervisors*

13. A list of Pastoral Supervisors will be developed and published, categorising supervisors under this Policy as Approved or Provisionally Approved (see paragraph 7).
14. The Diocese will publish the relevant professional details of Pastoral Supervisors on this list.
15. The list will be available online from the Diocese as a 'live' document.

### *Charging for services*

16. A Pastoral Supervisor's category (per paragraph 7) determines whether they may charge for their services as follows –
  1. (a) Approved Pastoral Supervisors may charge for their services.
  2. (b) Provisionally Approved Supervisors may charge a fee to cover their expenses. However, for Diocesan insurance purposes, they should not charge for their services, as they have not completed a recognised qualification or course.

17. If an Approved Pastoral Supervisor is engaged in stipendiary ministry –

1. (a) on a full-time basis, they are not to extract any financial gain from being a Pastoral Supervisor (see *Faithfulness in Service*, Standard 8 ‘Financial Integrity’). It is expected that any remuneration under paragraph 16 will be directed to their parish. It is an option also that a fee may not be charged at all.
2. (b) on a part-time basis, it is expected that any remuneration received will relate to the Pastoral Supervisor’s personal time.

#### *Insurance*

18. Pastoral Supervisors are required to hold professional indemnity insurance (or equivalent) for an amount of not less than \$1million for any one claim and \$2million in the aggregate which covers their services as a Pastoral Supervisor for the purposes of the Policy.

19. A Pastoral Supervisor’s category (per paragraph 7) determines the applicable insurance arrangements. Unless otherwise covered by another organisation’s insurance, –

1. (a) Approved Pastoral Supervisors are to obtain their own insurance,
2. (b) Approved Pastoral Supervisors who are licensed ministers and are not able to obtain their own insurance are covered by the Diocese’s insurance policy, and
3. (c) Provisionally Approved Pastoral Supervisors are covered by the Diocese’s insurance policy.

#### *Duration of approval*

20. Approval will be issued for a specified period, usually five years, and is not perpetual. The usual duration of approval will be reviewed from time to time in accordance with the review schedule of this Policy.

#### *Maintaining approval*

21. To maintain approval, Pastoral Supervisors must –

(a) be receiving their own Pastoral Supervision,

(b) undertake CPD,

(c) provide evidence of ongoing accreditation with AAOS (or equivalent), as required, and

(d) hold professional indemnity insurance in accordance with the requirements of this Policy and provide evidence of insurance on request.

#### *Undertaking Pastoral Supervision*

##### *Persons required to undertake Pastoral Supervision*

23. The Ordinance provides that the Archbishop-in-Council may declare classes of persons who are required to undertake Pastoral Supervision.

24. The Archbishop-in-Council declares that the following classes of persons must undertake Pastoral Supervision in 2024 –

1. (a) Persons who become rectors for the first time in 2024, and
2. (b) Full-time Assistant Ministers who complete the MT&D Ministry Development program in 2023.

25. The Archbishop-in-Council declares that the following classes of persons must undertake Pastoral Supervision in 2025 –

1. (a) Existing participants from 2024,
2. (b) Persons who become rectors for the first time in 2025, and
3. (c) Full-time Assistant Ministers who complete the MT&D Ministry Development (MD) Program in 2024.

26. It is anticipated that further classes of persons will be added from 2026. Reasonable provisions or exceptions may be made for theological students.
27. Parish ministers not in a declared class may also choose to opt-in to this program by contacting the Pastoral Supervision Manager.

#### *Pastoral Supervision sessions*

27. The Pastoral Supervisor should not be a friend, relative or line manager of the Pastoral Supervisee. There must be a reasonable degree of separation in the relationship between the Pastoral Supervisor and Pastoral Supervisee, to ensure that there is a level of objectivity and perspective so that behaviours can be challenged. This is to be declared in the supervision contract by both parties.

28. A person who is required to undertake Pastoral Supervision under this Policy must select a Pastoral Supervisor from the approved list (paragraph 14).
29. A Pastoral Supervisee must undertake a minimum of six one-hour supervision sessions per annum. It is recommended that Pastoral Supervisees undertake six to ten sessions per annum.
30. Pastoral Supervisees may undertake either one-to-one or group sessions, or a combination of both. It is recommended that all Pastoral Supervisees undertake some one-on-one sessions.
31. The costs and contributions for payment of sessions is to be determined between the involved participants.
32. Parishes are encouraged to cover or contribute financially towards Pastoral Supervision in accordance with the Diocese's Remuneration Guidelines.

#### *Compliance and administration*

##### *Pastoral Supervision Manager*

33. The Diocese may employ a Pastoral Supervision Manager to support the administration of the program and compliance with the Policy and relevant standards. The Pastoral Supervision Manager will report to the Director of MT&D.
34. The Pastoral Supervision Manager may receive feedback or handle complaints about Pastoral Supervisors.
35. The Pastoral Supervision Manager may audit Pastoral Supervisors' qualifications, CPD or other reasonable aspects of practice.

##### *Compliance*

36. Pastoral Supervisees must provide an annual declaration of compliance to the Diocesan Registrar in the form prescribed from time to time by the Pastoral Supervision Manager.
37. A Pastoral Supervisee's compliance with this policy will be verified at the point of licensing or authorisation, and compliance checks may also take place periodically or at random.

##### *Records*

38. The Diocesan Registry will retain a record of the declarations made by Pastoral Supervisees.
39. All information, including Personal Information, collected by the Pastoral Supervisor during the provision of sessions will be confidential except when:
  1. (a) It is subpoenaed by a Court or subject to Court Order
  2. (b) Disclosure is required by law,
  3. (c) Disclosure is to an insurer in respect to a claim,
  4. (d) Failure to disclose would pose a serious threat to life, health or public safety, or
  5. (e) The Pastoral Supervisee has given consent to disclose the information in such a manner.

##### *Review*

40. This Policy is to be reviewed five years after its initial adoption.