

ANGLICAN DIOCESE OF RIVERINA



MINISTRY REVIEW

Ministry Wellbeing and Development Policy

Approved by Diocesan Council 28th May 2025

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1. Preamble

- 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
 - a. *undertake mandatory, regular professional development, compulsory components being professional responsibility and boundaries, ethics in ministry and child safety*
 - b. *undertake mandatory professional/pastoral supervision*
 - c. *undergo regular performance appraisals.*
- 1.2 This policy implements a mandatory program of performance appraisals for all clergy in the Anglican Diocese of Riverina.

2. Scope

This policy applies to clergy who hold a license under the Diocesan Governance Ordinance 2025, clause 9.3.

3. Definition

For the purpose of this policy, **ministry reviews** are guided reflections and discussions focusing on a minister's ministry over a preceding period of time.

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.
 - a. In the first year, a self-review will be undertaken as a guided self-reflection on the minister's ministry
 - b. In the second year, a joint (or participatory) review will be conducted including 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
 - c. In the third year a facilitated (or holistic) 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), and may consider input and feedback from selected people close to or involved in the minister's ministry in the preceding period
- 4.2 The Bishop has the discretion to vary the requirements for ministry reviews where a minister:
 - a. is experiencing extended illness or leave (such as long service leave)
 - b. has intermittent or reduced working hours
 - c. is concluding their ministry within the calendar year
 - d. Is experiencing hardship, or
 - e. any other circumstance.

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 Bishop are not required to complete regular ministry reviews unless they have an approved professional development plan in place for any time during a calendar year.

5. Review Cycle

- 5.1 The three-phase review cycle will commence at the time of the minister's appointment to their first ministry role in the Diocese and continue on an anniversary basis allowing at least twelve months between reviews.
- 5.2 In the first year (Cycle 1), the minister will undertake a guided self-reflection on their ministry in the preceding period. During this time, the minister should:
- a. consider their experience of professional ministry development and pastoral supervision activities
 - b. reflect on their individual ministry goals, and
 - c. review their professional development plan (if available).
- 5.3 At the conclusion of the first-year review, the minister will:
- a. provide a written reflection on their ministry, and
 - b. update their professional development plan and submit it for approval as per the Ministry Professional Development Policy.
- 5.4 In Cycle 2, the minister will collaborate with the bishop, employer, and/or their respective delegate to discuss:
- a. their experiences in ministry since the Cycle 1 review
 - b. their progress in regard to their professional development plan, and
 - c. their feelings of accomplishment regarding their ministry goals.
- 5.5 At the conclusion of the Cycle 2 review, the minister will:
- a. receive a written summary resulting from the collaborative discussion with the bishop, employer, and/or their respective delegate, and
 - b. update their professional development plan and submit it for approval as per the Ministry Development Professional Policy.
- 5.6 In Cycle 3, a facilitated review will occur. This review may:
- a. be administered by a third-party provider
 - b. include multi-sourced feedback
 - c. consider the minister's particular ministry goals in relation to the diocesan vision and values
 - d. reflect on the minister's performance in relation to achieving ministry objectives, and
 - e. consider the minister's progress in relation to their professional development plan.
- 5.7 At the conclusion of the Cycle 3 review, the minister will:

- a. receive a draft report and be afforded an opportunity to discuss and amend it prior to finalization
- b. receive a final copy of their report, including recommendations for future learning and development, and
- c. update their professional development plan and submit it for approval as per the Ministry Professional Development Policy.

6. Confidentiality

- 6.1 The content of any ministry review discussion, report, and associated documents, however conducted, shall remain confidential:
 - a. between the Bishop or Bishop's delegate in the case of clergy, or
 - b. between the employer or employer's delegate in the case of ministers who are not ordained clergy, and
 - c. 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 the Bishop, employer or respective delegate

7. Compliance

- 7.1 All ministers who hold the Bishop's license under the Diocesan Governance Ordinance 2025 are required to comply with this policy.
- 7.2 Where the Bishop is satisfied that a minister has not complied with the requirements of this policy, the Bishop will take appropriate action to ensure compliance. This action may include suspension of the minister's license until the situation is rectified.

Key Terms

Bishop means the Bishop of the Diocese of Riverina.

Bishop's delegate means the person appointed by the Bishop to perform the role of the Bishop in relation to ministry reviews. The Bishop's delegate may be an Archdeacon, or Rural Dean, or a person with relevant experience in a Parish.

Clergy means any person Ordained as a bishop, priest or deacon.

Employer means the person or body which appointed or employed a lay minister.

Employer's delegate means the person appointed by the employer to perform the role of the employer in relation to ministry reviews.

Ministers means:

- a. licensed and stipendiary clergy
- b. stipendiary or paid lay church workers providing pastoral care or service, including:
 - (i) children's and families' workers
 - (ii) pastoral care workers
 - (iii) youth ministers
 - (iv) music ministers
 - (v) chaplains in hospitals, and aged care facilities.

These clergy and lay church workers are referred to as 'ministers' throughout the document. A minister does not include a person exclusively involved in administration.

Royal Commission means the Royal Commission into Institutional Responses to Child Sexual Abuse.

Stipendiary refers to office holders who are paid a stipend to do their ministry.