

ANGLICAN DIOCESE OF RIVERINA



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# PROFESSIONAL DEVELOPMENT

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Ministry Wellbeing and Development Policy

Approved by Diocesan Council 28<sup>th</sup> 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 professional development for all clergy in the Anglican Diocese of Riverina.

## 2. Scope

This policy applies to clergy who hold a license under clause 9.3, and all lay ministers who hold a license under clause 9.28 of the Diocesan Governance Ordinance 2025.

## 3. Definition

**Professional Development**, which is sometimes called ministry development, means the maintenance and enhancement of the knowledge, expertise and competence of clergy throughout their vocation, according to a plan developed with regard to the needs of the person, the Church and society.

## 4. Policy

### 4.1 *Hours*

- 4.1.1 Active clergy are to undertake a minimum of 30 hours of professional development over three years including:
- a. a minimum of three hours of each compulsory component totaling at least 12 hours over three years, and
  - b. a minimum of 18 hours of elective components.
- 4.1.2 Where compulsory requirements are met, the Bishop has the discretion to allow reduced hours of elective components of professional development where a clergy person:
- a. is experiencing extended illness or leave (such as long service leave), or
  - b. has intermittent or reduced working hours, or
  - c. is concluding their ministry within the calendar year, or
  - d. is experiencing hardship, or
  - e. is subject to other special circumstances.

Any such variation to professional development requirements must be requested and approved in writing.

4.1.3 Clergy who have been granted Permission-to-Officiate (PTO) by the Bishop must complete the minimum compulsory components of professional ministry development. They are also required to complete the elective professional ministry development component, if

- a. they are appointed as a locum tenens for a period exceeding three months, or
- b. they are engaged in a paid ministry role.

If neither a nor b applies, they are not required to complete the elective component, though they may choose to do so at their own discretion.

4.1.4 Where a clergy person commences a new ministry role, professional development undertaken in the former role is counted as part of the professional development during that three-year cycle.

## 4.2 *Professional Development Plans.*

4.2.1 Clergy are to prepare a professional development plan that outlines the objectives and preferred activities for the calendar year

4.2.2 The professional development plan must be:

- a. provided to the Bishop and/or their delegate by 31st March each year using *PD 1 - Professional Development Plan*, and
- b. reviewed every year in conjunction with ministry review processes.

## 4.3 *Compulsory Components*

The following topics are compulsory (minimum 3 hour each):

- a. Safe Ministry
- b. Professional responsibilities and boundaries
- c. Ethics in ministry
- d. Family and domestic violence.

## 4.4 *Elective Components*

4.4.1 Additional to the compulsory components, clergy should select elective activities with a diverse range of subject matter that:

- a. align to their values and ministry goals,
- b. relate to their practice or ministry, and
- c. extend their knowledge and skills in areas relevant to their ministry practice needs

4.4.2 Suitable activities for professional development include:

- a. attendance at seminars, conferences, discussion groups and workshops;
- b. formal learning through Trinity Theological School, Melbourne, other recognised training providers, or online programs;
- c. further academic studies in a relevant discipline;
- d. publication of academic papers;

- e. membership on a committee, taskforce, working group, or practice section of a professional association relevant to ministry
- f. private reading, study, or individual reflection.

4.4.3 Elective components may include up to 9 hours over three years of private study, private reading, or a combination of both, and up to 9 hours over three years of preparing publications, acting as a member of a committee, or working group, participating as a member of a professional association, a similar activity, or a combination of these.

The remaining elective hours should include active participation in professional development that is structured, such as group study, training or formation

## 4.5 Access

4.5.1 Professional development activities can be accessed by a range of means suitable to the clergy person's learning style, objectives and vocation.

4.5.2 A clergy person's location should not prevent access to appropriate professional development opportunities.

4.5.3 The cost of professional ministry development should not prevent a clergy person from completing the minimum required hours.

The cost of the compulsory components will be borne by the Diocese;

The cost of the elective professional development components are the responsibility of the clergy person, however, if the costs are prohibitive, a conversation with the Bishop about costs is encouraged.

## 4.6 Reporting

4.6.1 Clergy are to submit an annual record of professional development using *PD 2 - Record of Professional Development* to the Bishop or their delegate by the 31st of December each year that confirms participation in at least ten (10) hours of ministry professional development for the calendar year.

4.6.2 Information relating to a clergy person's professional development experiences should be kept and made available during ministry reviews.

## 4.7 Compliance

Where the Bishop is satisfied that a clergy person has not complied with the requirements of this policy, the Bishop will take appropriate action to ensure compliance

## Forms

PD 1 – Professional Development Plan

PD 2 – Record of Professional Development

## 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.