

ANGLICAN DIOCESE OF RIVERINA



PROFESSIONAL SUPERVISION

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 program of pastoral supervision for clergy in the Anglican Diocese of Riverina. Professional Supervision is not considered mandatory in the Diocese of Riverina - it is to be implemented at the discretion of the Bishop of Riverina and/or their delegate.

2. Scope

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

3. Definition

- 3.1 For the purposes of this policy, pastoral supervision is an agreed, regular, planned, confidential and intentional space in which a practitioner skilled in supervision (the supervisor) meets with one or more clergy (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.
- 3.2 Professional supervision is synonymous with the term 'pastoral supervision' also used by the Royal Commission into Institutional Responses to Child Sexual Abuse.
- 3.3 In this policy, professional supervision is distinct to, and separate from, line management supervision, ministry coaching, mentoring, spiritual direction, and other like relationships and practices.

4. Policy

4.1 *Supervisors*

- 4.1.1 Pastoral supervision in the Diocese may only be provided by supervisors approved by the Bishop or their delegate. This approval is provided using *PS 1 – Professional Supervisor Application*.
- 4.1.2 A person suitable to be a pastoral supervisor will have successfully completed a Graduate Certificate or Diploma in Professional Supervision from an accredited provider, and will also:
 - a. hold a professional membership with a relevant professional association (or be working towards holding a membership) – for example AAOS, CCAA, PACFA, AASW, APS, or equivalent;
 - b. hold adequate professional indemnity and public liability insurance covering working as a professional supervisor;

- c. be receiving regular continuing professional development in supervision (5 hours per annum recommended);
- d. be receiving professional supervision for their practice;
- e. have suitable respect for and understanding of the context and framework in which the clergy person works; and, have a degree of independence from any person to whom I offer supervision.

4.1.3 Where a person is working towards completion of a Graduate Certificate or Diploma in Professional Supervision, and where practical supervision experience is required as part of the course, that person can be provisionally approved to deliver supervision to ministers to the extent necessary to complete the course requirements.

4.1.4 The Archbishop may accept or reject any application to become an approved supervisor at their sole discretion.

4.1.5 The Safe Ministry Services Team will be responsible for assessing all Safe Ministry Requirements.

4.1.6 A register of approved supervisors will be maintained.

4.2 *Supervisees*

4.2.1 Within each calendar year, clergy undertaking Supervision should complete a minimum of:

- a. six individual supervision sessions, each of approximately one hour duration; or,
- b. six group supervision sessions, each of approximately two hours duration; or,
- c. a combination of both, provided at least at least six sessions are conducted.

4.2.2 The Bishop has the discretion to allow reduced hours of pastoral supervision where a member of clergy:

- 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 special circumstance.

Any such variation to pastoral supervision hours must be requested and approved in writing.

4.2.3 Clergy to whom the Bishop has granted Permission-to-Officiate (PTO) are not required to undertake supervision unless appointed as a locum tenens for three months or more but may nevertheless at their own discretion and at their own cost choose to undertake professional supervision.

- 4.2.4 Where a member of clergy commences a new ministry role during the calendar year, pastoral supervision undertaken in the former role is counted towards the total hours of pastoral supervision for that year.

4.3 *Supervisory Agreements*

- 4.3.1 A supervisory agreement should be negotiated on or before the first meeting between the supervisor and minister and should include the following:
- a. time, place, frequency, and duration of sessions,
 - b. cost,
 - c. focus of supervision,
 - d. expectations and needs of the supervisor and the minister,
 - e. confidentiality and its limits,
 - f. short- and long-term goals for supervision, and
 - g. a commitment to review and update the contract or covenant regularly.
- 4.3.2 These criteria may be adjusted to incorporate cultural, linguistic, and ability diversity needs, where appropriate.
- 4.3.3 Evidence of a supervisory agreement shall be provided to the Bishop or their delegate by 31 March each year. This evidence is provided by submitting *PS 2 – Professional Supervision Agreement Advice*.
- 4.3.4 An approved supervisor's location should not prevent adequate access to pastoral supervision. Pastoral supervision may be accessed by a range of methods:
- a. in-person,
 - b. online, or
 - c. via telephone or video conference.
- 4.3.5 The content of any discussion, however conducted, between a Supervisor and Supervisee shall remain confidential within the limits of confidentiality as outlined in the Australian Psychological Society Code of Ethics.

4.4 *Costs and Reimbursement*

- 4.4.1 The cost of professional supervision is to be apportioned as follows:
- a. half personally by the Supervisee, as part of their commitment to their ministry wellbeing and development
 - b. half by the Parish.
- 4.4.2 Reimbursement is achieved using *PS 3 – Claim for Reimbursement* and the process outlined in paragraph 5.3.

4.5 *Participation and Reporting*

- 4.5.1 All ministers who hold a licence under the Diocesan Governance Ordinance 2025 clause 9.3 are encouraged to use this policy.

4.5.2 Attendance at supervision sessions is to be recorded by the supervisee and the supervisor.

4.5.3 An annual declaration is to be submitted to the Bishop or their delegate, by the Supervisee, by the 31 December each year, confirming the number of hours of individual and/or group pastoral supervision undertaken during the calendar year. This is done using *PS 4 – Professional Supervision Report*.

4.6 Policy Review

This policy is to be reviewed after being in effect for one year and at least every three years after that.

5. Processes

5.1 These processes and the forms that support the processes may be updated from time to time by the Registrar.

5.2 Requesting approval to be a Professional Supervisor:

- a. The applicant raises *Ministry Wellbeing Form 1 – Professional Supervisor Application*
- b. Any additional Safe Ministry checks are undertaken.
- c. Bishop's approval or otherwise is sought.
- d. Letter sent to Applicant by the Registrar.
- e. Approved Supervisors List updated

5.3 Claiming reimbursement for professional supervision:

- a. The Supervisor raises invoice and forwards it to the Supervisee.
- b. The Supervisee pays the Supervisor the full amount invoiced.
- c. Supervisee raises *Ministry Wellbeing Form 3 – Claim For Professional Supervision Reimbursement*, to claim half from the Parish.
- d. The Diocesan Office copy is approved by the Registrar and forwarded to accounts for payment.

Forms

PS 1 – Professional Supervisor Application

PS 2 – Professional Supervisor Agreement Advice

PS 3 – Claim for Reimbursement

PS 4 – Professional Supervision Report

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.