

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 –
 - (a) a Rector,
 - (b) an Assistant Minister licensed to a parish under the *Assistant Ministers Ordinance 2017*, or
 - (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 –
- (a) have completed a recognised qualification or course in Pastoral Supervision (or deemed equivalent), and
 - (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 –
- (a) have completed a recognised course in a related vocation, or
 - (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 –
- (a) Approved Pastoral Supervisors may charge for their services.
 - (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 –
- (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.
 - (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, –
 - (a) Approved Pastoral Supervisors are to obtain their own insurance,
 - (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
 - (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

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 –
 - (a) Persons who become rectors for the first time in 2024, and
 - (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 –
 - (a) Existing participants from 2024,
 - (b) Persons who become rectors for the first time in 2025, and
 - (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.

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:
 - (a) It is subpoenaed by a Court or subject to Court Order,
 - (b) Disclosure is required by law,
 - (c) Disclosure is to an insurer in respect to a claim,
 - (d) Failure to disclose would pose a serious threat to life, health or public safety, or
 - (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.