

## Memorandum

To: Clerks of Presbytery, Pacific Islands Synod and Te Aka Puaho  
From: Martin Baker - AES  
Date: 16 January 2014  
Subject: Supervision Guidelines

---

Warm New Years' Greetings to you.

The Leadership sub Committee has brought recommendations to the Council of Assembly updating the supplementary regulations regarding supervision.

It is the policy of the PCANZ that those exercising paid pastoral responsibility in the church are to have professional supervision. Because of this requirement, Supervisees can claim the cost of supervision as an expense.

From 2014, the Supervision Guidelines [issued in 1998 and last amended in 2011] should be implemented and supervision contracted in writing using the template below. Under 'responsibilities of the Supervisor', the contract is now to include the words:

- The Supervisor will initiate questions relating to professional conduct with those under pastoral care.
- The Supervisor will initiate questions relating to the work life /family life balance of the minister.

As you know, it is the responsibility of Presbyteries to keep

- a list of some trained and available supervisors
- a record of active Ministers of Word and Sacraments and the names of their supervisors

The full Supervision guidelines are available on the PCANZ website in the 'For Ministers' section.

Supervision is a very important way to both provide support to our ministers and other church and ministry workers, and to help address issues of risk to them, their congregations and the Church.

Thanks for your help in ensuring these regulations are implemented

Martin

# **SAMPLE SUPERVISION CONTRACT**

BETWEEN (Supervisor)

AND (Supervisee)

Employed by

This is the contract between the above named supervisor and supervisee for the purpose of ministry supervision. These are the terms of the agreed contract.

1. All information is confidential with the exception of safety and ethical issues that have not been resolved within a specific timeframe. If these issues are unable to be resolved the supervisor will inform the Presbytery or Synod or Te Aka Puaho, (or employer, in the case when the supervisee is not a minister,) with the supervisee having the option of being involved in this process.

2. The supervisor may take any material to his/her own supervisor.

3. Supervision sessions will take place for ..... at ..... every  
.....

Both parties are responsible for punctuality and to notify each other if the appointment cannot be met.

4. If a problem arises between the supervisor and the supervisee, we will appoint a mutually agreed facilitator to help resolve the issue.

5. The supervisor will receive regular supervision to review the supervision process.

## **6. 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
- to ensure than sessions stay focused on supervision pertaining to ministry.
- to keep a brief confidential record of the outcome of each session, these are available to the supervisee only
- to inform the supervisee of their own arrangements for clinical supervision
- to initiate questions relating to professional conduct with those under pastoral care. [added in 2014]
- to initiate questions relating to the work life /family life balance of the minister. [added in 2014]

## **7. 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 outcomes within the agreed timeframe

## **8. The supervisee agrees to tell the supervisor:**

- of any event or circumstance in his/her own life which may be affecting his/her provision of ministry
- any time he/she thinks that an attitude or feeling (positive or negative) about a person might in any way affect the treatment of and/or ministry to that person.
- about their progress of any other development or training
- about what he/she finds helpful or unhelpful about the supervision provided

9. It is expected that the relationship between supervisor and supervisee will be honest, safe and equal.

10. This contract will be re-negotiated after six months, with the option of the supervisee either continuing with or changing their supervisor.

11. The fee will be

Signature of Supervisor

Date:

Signature of Supervisee

Date: