

The Anglican Diocese of Newcastle  
Professional Supervision Programme  
*for Clergy and Parish Workers*



## SUPERVISION CONTRACT

### THE SUPERVISEE

Name

Parish/Agency

Address

Telephone Number

Mobile Telephone Number

E-Mail Address


### THE SUPERVISOR

Name

Organisation

Address

Telephone Number

Mobile Telephone Number

E-Mail Address


This contract is for a period of \_\_\_\_\_ months/year(s) from \_\_\_\_\_ (date).

This contract can be cancelled, under certain circumstances after a trial period of 3 months or 3 supervision sessions, by either party. It is expected that, if this occurs, an appropriate termination process will take place. In this event, clergy are encouraged to find a new supervisor.

## GOALS OF THE PROGRAMME

The goals of this programme are:

- the enhancement of the well-being and health of clergy and parish workers;
- the implementation of a supportive, non-critical, and non-judgmental relationship between supervisor and supervisee that will enable clergy and parish workers to grow and develop in their ministry;
- the provision of assistance to clergy and parish workers in the development of self-care;
- the development of those skills that will enable clergy and parish workers to deal more effectively with the stresses of ministry, whether they be parishioner-induced, self-induced, due to the parish environment, due to factors in the wider Diocese or as the result of a particular event;
- the development of more adult-adult relationships within the Diocese, especially between clergy, parish workers and bishops;
- the provision of a more open and honest internal culture within the Diocese;
- the development of professional supervision as a fundamental component of the culture of the Diocese.

## SUPERVISION SCHEDULE

We have agreed to meet ..... (indicate frequency of meeting) as follows:

Day of Week	
Time of Meeting (from/to)	
Location	
Date of First Meeting	
Agreed Fee per One Hour Session (\$)	

Supervision fees will be paid in full by the supervisee.

Reimbursement of one third of the fee (up to \$30 per session for 10 sessions per annum) is available from the Diocese of Newcastle. An additional one third may also be available from the Parish/Agency.

Note here any arrangements relating to 24 hour notice (by either party) to be given due to sickness or other extenuating circumstances:	
Note here any arrangements about the appropriate notice (by either party) to be given due to vacations, conferences, retreats:	
Note here any arrangements relating to communication, for example undertakings to respond to mail within 2 days, agreement to check e-mail inboxes every day, agreement to return telephone calls within 24hrs:	
Note here any special arrangements, relating to distance supervision by telephone or internet:	
Note here any other arrangements and agreements:	

## CONFIDENTIALITY

- It is intended that the Supervisor will also be receiving supervision, de-identified ministry matters from your shared sessions may be raised in this context;
- It is permissible for confidentiality to be breached if safety issues are at stake;
- Any supervisor on the Diocesan Register of Supervisors is expected to comply with the General Synod and Diocesan regulations regarding the mandatory reporting of children at risk and of incidents of professional misconduct as outlined in the “General Synod Professional Standard Ordinance 2005 - Faithfulness In Service: A National Code For Personal Behaviour And The Practice Of Pastoral Ministry By Clergy And Church Workers.” (Revised and Adopted by the Diocese of Newcastle, Anglican Church of Australia 2005 © The Anglican Church of Australia Trust Corporation, 2004). Copies of this document are available on the Diocesan website;

- If difficulties are encountered in the supervision relationship both parties are invited and encouraged to seek assistance from the Board of Advice with proper regard for confidentiality.

Note here any additional confidentiality protocols:	
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### QUALITY CONTROL AND MONITORING OF THE PROGRAMME

The Diocese is establishing a Quality Control and Monitoring process for the programme. The Supervisee and the Supervisor agree to co-operate in this process and to provide honest feedback and accurate data for the purposes of monitoring and evaluating the programme.

Signature of Supervisee	
Printed Name of Supervisee	
Date	

Signature of Supervisor	
Printed Name of Supervisor	
Date	

**Please Note:**

Two copies of this contract are to be signed by both parties: one copy is to be held by the supervisor, one copy is to be held by the supervisee. A copy of the contract is NOT required by the Diocesan Office.

For all enquiries relating to the programme please contact the Ven Arthur Copeman at the Diocesan Office or email on [arthurcopeman@newcastleanglican.org.au](mailto:arthurcopeman@newcastleanglican.org.au)

*This contract is available in electronic form on the Diocesan website.*