

Pastoral Supervision Policy

1. Introduction

- 1.1 This policy has been developed in order to provide guidance for current and prospective pastoral supervisors and supervisee's in the Diocese of Manchester.

2. Purpose and Function of Supervision

- 2.1 The purpose of pastoral supervision in the Diocese of Manchester is to support effective mission and ministry as part of a culture of prayer, wellbeing, accountability, support and safety for all clergy and those with whom they work.

3. Approach in the Diocese of Manchester

- 3.1 The Diocese of Manchester is taking steps to establish a culture where pastoral supervision becomes accepted practice for our clergy. The programme of work has been developed in line with the Covenant for Clergy Care and Wellbeing which was agreed by General Synod in 2019 and follows a debate at Diocesan Synod in June 2021.
- 3.2 The supervision programme can be facilitated in a 1:1 or group setting of up to six people. A 1:1 meeting will be calendared and located at the agreed convenience of both supervisor and supervisee. Alternatively, formed groups will aim to meet approximately every 4-6 weeks, on a schedule and location determined in consultation with the group. Each pastoral supervision session should last approximately 60-90mins.
- 3.3 Pastoral supervision is to be voluntary and accessed through a self-referral system only. Clergy leaders can signpost potential candidates to the programme, but they are under no obligation to self-refer.
- 3.4 The programme is open to the following: Curates, incumbents (including mission community leaders and training incumbents, but preferably not in the same groups as their curate), active retired clergy, Ordained Local Ministers (OLM), Self-Supporting and Non-Stipendiary Ministers (SSM/NSM). In the future is an aspiration to open the programme to: Hierarchical roles (Area Deans, Archdeacons, Bishops etc), non-ordained chaplains, laity.
- 3.4 For terminology purposes in this policy, the Diocese of Manchester Pastoral Supervision programme consists of:
- The pastoral supervision steering group.
 - All qualified and current diocesan pastoral supervisors.
 - The Development & Training Officer (administrative support).
 - External Investigator (for complaints only).

4. Recruitment and Selection of Supervisors

- 4.1 All successful candidates will be required to commit to a 3-year tenure as part of the Diocese of Manchester Pastoral Supervision Programme. This will include 1-year of selection, pre-course supervision and accredited training. In the remaining 2-years, the (now) qualified pastoral supervisors will be required to facilitate both 1:1 and group pastoral supervision as required.
- 4.2 To ensure that pastoral supervision is able to fully support the needs of our clergy it is essential that the right candidates are identified, selected and nurtured. Potential volunteers should consider the following before applying:
- Have minimum 3-years remaining in the Diocese of Manchester.
 - Be a member of the clergy with a minimum of 3-years' experience in ministry.
 - Be able to reflect on their work and lead others in reflection.
 - Be able to diarise sessions in line with their existing ministerial responsibilities.
 - Commit to supporting their peer network of pastoral supervisors.

5. Training and Minimum Standards

- 5.1 All supervisors are required to be trained to provide supervisory sessions to clergy in the Diocese of Manchester. Potential candidate training follows 3 phases:
- **Phase 1 - Supervision.** Evidence confirms that the best way to learn to supervise is to have had prior experience of being well supervised. For this reason, candidates are required to have been in supervision with a professional supervisor for a minimum of three sessions before commencing training.
 - **Phase 2 - Training.** Training should be accredited and meet the standards required for professional registration with APSE (Association for Pastoral Supervision and Education).
 - **Phase 3 - Practice, Supervision and Ongoing CPD.** To ensure that any skills gained from training are not lost, supervisors should commence delivering groups shortly after their course completion. They are required to stay in supervision themselves (a mandatory requirement for APSE registration), commit to any quality assurance measures the programme steering group requires and commit to any CPD that maintains or further develops their skills.

6. Equality, Diversity and Inclusion

- 6.1 It is imperative that all clergy (detailed in para 3.4) can apply to join a pastoral supervision group should they wish and feel comfortable and welcomed when doing so. Pastoral supervisors are responsible for ensuring that any inappropriate or unwelcome actions and/or words in a session are dealt with in line with MDBF Equality, Diversity and Inclusion Policy. A copy of this policy can be obtained from the MDBF Human Resources team at hr@manchester.anglican.org.

7. Rights and Responsibilities

7.1 In providing or accessing the supervision programme the following rights and responsibilities are to be adhered to:

Supervisors Rights

- Supervisors have the right to determine initial access and continued attendance of individuals in their sessions. Supervisees may be denied further access based on any of the following criteria:
 - If, upon initial consultation, a conflict or potential issue is identified that would be detrimental to the safety and/or efficacy of an existing group.
 - Poor attendance/lack of commitment/repeatedly late to sessions.
 - Abusive, divisive or unwelcome behaviour.
 - Failure to engage with the activities presented.
 - Any other activities that the supervisor believes are negatively impacting a session or group (if applicable).

Supervisors Responsibilities

- Supervisors are responsible for:
 - Agreeing a contract of expectations/behaviour.
 - Informing supervisees of their rights and responsibilities listed below.
 - Providing a safe, confidential and welcoming supervisory environment where supervisees feel confident to be open and participate.
 - Providing an equitable forum for all to evenly share and contribute.
 - Diarising and distributing a meeting schedule.
 - Challenging supervisees when inappropriate comments or behaviour are evident both in and out of the session.
 - Maintaining accurate and confidential session notes.

Supervisees Rights

- Supervisees have a right to the following:
 - To be treated in a respectful, fair and equitable manner free from discrimination of any kind.
 - To be able to leave the programme at any time (but not automatically re-join).
 - To expect a high level of confidentiality.
 - To know that all personally identifiable data held regarding the sessions will not be shared outside of the pastoral supervision programme and confident that any personal data will be destroyed in line with GDPR regulations, no later than 21 days after the final session.
 - To be able to complain if they feel that they have been treated unfairly in line with the complaint's procedure detailed below.

Supervisees Responsibilities

- Supervisees are responsible for:
 - Prioritising their supervisory sessions.
 - Informing the supervisor of any non-attendance in a timely manner.
 - Being mindfully present in each session, undistracted by events not under discussion.

- Maintaining the confidentiality of any topics, persons or discussions from the sessions.
- Treating all members participating in a session with dignity and respect.
- If a group session, following the facilitation lead of the supervisor to ensure that all have equal opportunity to participate.

8. Accessing Pastoral Supervision

8.1 The procedure for accessing pastoral supervision is as follows:

- Visit the pastoral supervision webpage at the following address:
<https://www.manchester.anglican.org/support-for-clergy/support/pastoral-supervision/>
- Read the information available and study the biographies of the supervisors.
- Make a request for supervision by submitting a referral form to the supervisor of your choice.
- The referral will go to the supervisor who will make direct contact within 1 week.
- If the supervisor cannot accept the referral (e.g. if the maximum number of supervisees would be exceeded) then this should be discussed (without compromising the confidentiality of other candidates) and an offer of guidance to revisit the website to identify another suitable supervisor should be made.
- All referrals will agree a date, time and location of an initial session with their supervisor.
- If the supervisor is facilitating a group, supervisees may stay for up to 6 sessions where they then must discuss continuation with the group in a 1:1 meeting/phone call with their supervisor. Re-contracting for further participation is possible, dependant on the length of the waiting list for the group. Those waiting on lists are to be given priority and all decisions are at the supervisors' discretion.

9. Contracting and Recording of Supervision

9.1 Upon referral all supervisory candidates will be required to agree with four initial contract statements broadly extracted from their rights and responsibilities, stating the following:

- *I understand that pastoral supervision is a safe space and a confidential process where any information shared will remain confidential.*
- *I commit to prioritising this time and energy for myself and my wellbeing.*
- *I will respect all opinions and views shared and I will listen and share without judgement*
- *I commit to contribute wholeheartedly, accept challenge when presented and value our time together*

9.2 Note taking by the supervisor is a requirement to ensure that an accurate record of individual progress, general topics and discussions are kept. These can then be used for reflection purposes by the supervisor prior to any subsequent sessions or form part of investigatory evidence if a complaint is received. Notes are not to be shared outside of the pastoral supervision programme (unless required for a complaint) and be destroyed securely no later than 21 days after a supervisee's final session.

- 9.3 Video camera recording of sessions should only take place with the full consent and agreement of all participating in a session. Although a recognised medium in pastoral supervision, it is envisioned that this may only be required for evaluation of supervisory practice or quality assurance purposes (see para 12.1).

10. Confidentiality

- 10.1 Pastoral supervision works because participants are able to openly share, discuss and participate. Confidentiality is the bedrock of that ability and any breach would be devastating to trust; not only between participants, but also the wider programme reputation outside of it. Hierarchy has no standing to request information about individual members of a group. Supervisors are to ensure that supervisees (and seniors in their hierarchy if necessary) are in no doubt that discussing any aspects of content shared is strictly forbidden.
- 10.2 The only exemption permitted regarding a breach in confidentiality is when a safeguarding issue is identified. In this instance the safeguarding policy has precedence and the reporting directives within it should be adhered to. Again, the safeguarding policy can be acquired from the MDBF Human Resources team hr@manchester.anglican.org.

11. Resolving Disagreements and Complaints

- 11.1 Supporting others with issues they have been carrying can be an emotional time for many and people can react in ways they would not normally. From this, disagreement, anger and/or resentment can arise which can be detrimental to the positive work of supervision. Supervisors should work quickly to resolve any conflict arising to prevent escalation. If this occurs in group supervision, the aggrieved parties should agree to mediate outside of the group to preserve the harmony within the group.
- 11.2 Where mediation can't resolve the situation a formal complaint may have to be made. The pastoral supervision complaints procedure can be found at the end of this document. Any supervisor or supervisee can initiate a complaint but they must be the aggrieved party, not a proxy.
- 11.3 Complaints against the external pastoral supervisor should be directed to the Development and Training Officer in the first instance.
- 11.4 If potential misconduct is identified then that is to be dealt with under Clergy Disciplinary Measures (CDM) rather than this internal policy.
- 11.5 Any complaint rising to the level of an appeal will require an external investigator to review the facts. The Development and Training Officer is responsible for commissioning that external investigator.

12. Quality Assurance and Evaluation

12.1 In order to ensure high standards of programme delivery, the following quality assurance and evaluation methods are to be maintained:

- All supervisors are to attend an annual Pastoral Supervision CPD day with the purpose of sharing experience and current best practice.
- All supervisors are to attend both 1:1 and group pastoral supervision sessions designated by their external pastoral supervisor.
- Supervisors may occasionally be asked to be videoed by the external supervisor when facilitating a group (group agreement required), in order to provide a visual medium of feedback.
- Pastoral Supervisors are to conduct an anonymised annual feedback survey and any results/discussion points are to be collated by the Development and Training Officer and brought to the steering group for further discussion/action.
- Supervisees are to be offered an anonymised feedback survey as part of their exit from or continuation with the programme. Surveys are to be collated, any trends analysed by the Development and Training Officer and salient points are to be brought to the steering group for further discussion/action.

13. Costs and Expenses

13.1 All costs and expenses should be submitted to the Development and Training Officer. The following is a breakdown of when and how submissions are required:

Expense	Frequency	Submission
Church hire (inc tea/coffee etc)	Prior to start	PS Church Claim Form
Resources & facilitation expenses	As identified	PS Expenses Form
Personal travel expenses (inc parking)	Quarterly	PS Expenses Form
External (contracted) supervision	Quarterly	Invoice
External (contracted) investigation	As required	Invoice

PASTORAL SUPERVISION COMPLAINTS PROCEDURE

