

SUPERVISION CONTRACT

BETWEEN (Supervisor).....

AND (Supervisee).....

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. Supervision sessions will take place for..... at..... Both parties are responsible for punctuality and to notify each other if the appointment cannot be met.
2. Supervision sessions will, as a norm, occur every 6 weeks with breaks during the months of August and December.
3. If a problem arises between the supervisor and the supervisee, we will, if need be, appoint a mutually agreed facilitator to help us resolve the issue.
4. The supervisor will receive regular supervision to review the supervision process.
5. Advice regarding the supervisory process, or issues which have not been resolved within a specific timeframe, may be referred to the Director of Mission and Ministry by the supervisor, with the supervisee having the option of being involved in this procedure.
6. The supervisor may take any material to his/her own supervisor.
7. All information is confidential with the exception of safety and ethical issues where professional and legal standards apply.

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 that sessions stay focused on supervision pertaining to ministry
- to keep a brief confidential record of the outcome of each session, stored securely and available to the supervisee only. To destroy these records when the supervision relationship ends or after 6 years, whichever is sooner
- to inform the supervisee of their own arrangements for supervision

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 that have safety and ethical implications
- to follow through on any mutually agreed outcomes within the agreed timeframe

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 be affecting in any way the treatment and ministry to that person
- of the progress of any other supervision or training
- about what he/she finds helpful or unhelpful about the supervision provided

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

Notes made of the meeting by the Supervisor will be brief, and consist of:

1. The date.
2. Who attended.
3. Time begun; time ended.
4. A brief, general, note of issues raised and discussed.
5. The date of the agreed next meeting.

This contract will be renegotiated after twenty-four months, with the option of the supervisee either continuing with or changing their supervisor.

The fee, if appropriate, will be

Signature of Supervisor.....

Date:

Signature of Supervisee.....

Date: