

PASTORAL SUPERVISION SUPERVISION COVENANT



BETWEEN _____ **(Supervisor)**

Email : _____ Phone : _____

Name of Professional Body of which I am a member _____

AND _____ **(Supervisee)**

Email : _____ Phone : _____

Employed by (Church / Ministry Context) : _____

Key Leadership Contact Name : _____

Email : _____ Phone : _____

Registering Denomination : Queensland Baptists

Key QB Contact : Director of Pastoral Services

Email : registration@qb.org.au Phone : 3354 5600

This is the covenant between the above-named Supervisor and Supervisee for the purpose of Pastoral (Professional) Supervision. These are the terms of the agreed covenant.

- Supervision sessions will take place at _____ (location)
every _____ (frequency)
for _____ (session duration)
with the first session starting _____ (date)
and continuing until _____ (date)

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

- Fees.** The fee per hour session will be _____
- Reviews.** An initial review of the Supervisory relationship will take place after 2 sessions. Annual reviews will be conducted together with a final review at the end of the nominated supervisory period and an extension of the Supervision relationship may be negotiated.
- Confidentiality.** Matters discussed in the Supervision sessions will remain confidential to the parties listed above. The only exceptions may be where there is
 - A significant risk that may result in harm to the Supervisee or another person.
 - A serious criminal offence that has been committed that requires mandatory reporting
 - Gross professional misconduct where there has been a serious breach of the mandatory sections of the relevant code of conduct.
 - Where their case notes are subpoenaed as evidence in a court case. Please note, it is my general policy to argue for client confidentiality in the case of a subpoena being received.

In these situations, the Supervisor would discuss with the Supervisee the course of action being proposed by the Supervisor and seek the Supervisee's agreement to the action proposed. The Supervisor will inform the Key Ministry Contact and the Key Denominational Contact, with the Supervisee having the option of being involved in this process.

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5. **The Supervisor's Supervision.** The Supervisor will receive regular Supervision to review the Supervision process. The Supervisor may take any material discussed to their own Supervisor for the purpose of their own growth and development.

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 and inform the Supervisee in a timely manner if details need to be changed.
- to ensure that sessions stay focused on Supervision pertaining to ministry.
- to refer onto other professionals when issues raised are beyond the scope of Supervision or the Supervisor's competence and confidence.
- to thoughtfully and prayerfully prepare for each session.
- to provide appropriate and considered 'challenges' and guidance on issues where necessary. This may include suggestions and resources for learning.
- to keep a brief confidential record of the outcome of each session, (these will be shared with the Supervisee only).
- to inform the Supervisee of their own arrangements for Supervision.
- to be bound by the ethical standards policies of their registering body.
- to complete the mandatory reporting required by the denomination which includes concerns relating to gross professional misconduct, reportable offences or situations where there may be harm to self or others which include breaches of the Code of Conduct

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 actions within the agreed timeframe
- to inform the Supervisor in a timely manner if appointments need to be changed.

8. **The Supervisee agrees to tell the Supervisor:**

- of any event or circumstance in their own life which may be affecting their ministry
- any time they think that an attitude or feeling (positive or negative) about a person might be affecting in any way their relationship with and ministry to that person
- of the progress of any other Supervision or training
- about what they find helpful or unhelpful about the Supervision provided

9. It is expected that the relationship between Supervisor and Supervisee will be honest and safe.

10. 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.

11. This covenant will be renegotiated after twelve months, with the option of the Supervisee either continuing with or changing their Supervisor.

Signature of Supervisor : _____ Date: _____

Signature of Supervisee : _____ Date: _____

Once completed, a copy of this covenant must be emailed to the Director of Pastoral Services at QB at registration@qb.org.au as evidence of the establishment of the supervisory relationship.