

Role Description – The Supervisor of a Probationer

As a supervisor I am accountable to the Methodist Church for the ministry I exercise in this role

As a supervisor I am responsible for the following.

- Ensuring that I understand my role(s) in relation to the probationer and have clarified my understanding in discussion with the probationer and others involved when signing the Probation Covenant.
- Ensuring that I am available to the probationer/supervisee for reflective supervision at least 9 hour per year (e.g. 9 sessions of 1 hour or 6 x 90 minutes) and for an additional 3 hours should this be necessary. The expectation in these sessions is that the probationer learns to make use of supervision as specified in the probationer competencies at 5.4, identifying their own issues to bring, or bringing those issues that their minister in oversight has asked them to reflect on with their reflective supervisor.
- Making and regularly auditing a Supervision Covenant with the probationer to ensure that it is functioning in according with the Supervision Policy
- Ensuring that the supervision happens regularly and reliably and in an appropriately confidential and safe space
- The building of a supervision relationship that can be an effective and supportive place of accountability for the ministry the probationer exercises.
- The identification of blocks to the creation of an effective supervision relationship and the development of strategies to address this.
- The following of an appropriate supervision process to ensure that important issues are explored and addressed appropriately
- The identification and use of effective tools for opening up a realistic and helpful exploration of the supervisee's work, taking into account their learning style
- The encouragement of supervisees, identifying further support or learning opportunities where necessary
- The identification of areas of risk in the supervisee's practice with attention to relevant codes of conduct and ethical frameworks
- The challenging of poor or dangerous practice and reporting it when necessary
- The identification of issues that need further support, e.g. through spiritual direction or counselling
- The handling of power and dual relationships within and in relation to supervision
- Ensuring that Agreed Records are kept according to the General Data Protection Regulations (GDPR) and are regularly sent to the Minister in Oversight or Nominated Third Party (eg the District

Probationers' Secretary). This models the process in place after ordination and enables the Circuit Report to draw on these records to evidence the probationer's commitment to supervision.

- Continuing to reflect on and improve my practice as a supervisor through appropriate continuing development activities
- Ensuring that I receive appropriate supervision on my supervisory relationships
- Ensuring that that at the termination of any supervision relationship that a proper ending is made with the supervisee; that the District Chair/equivalent is informed and that the Agreed Records are passed to the appropriate person.

Should problems arise in the supervision of a probationer I should discuss these with my own supervisor, if after that it is not resolved I will discuss the issues with the District Probationers' Secretary and/or the District Chair.

The dedicated Ministerial Development Officer for Supervision is available for consultation on matters relating to the implementation of the policy.

This is currently Jane Bingham binghamj@methodistchurch.org.uk