



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

2. The Form and Structure of Reflective Supervision

Spend some time explaining the shape of a supervision session and the range of tools available so that the supervisee knows what to expect and how to prepare. Please negotiate the best ways to work together.

Use this box to record any particular details about how to structure your sessions together, e.g. form of prayer, learning preferences of the supervisee.

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3. The Boundaries and Expectations of Reflective Supervision

Explain the boundaries set by the Prototype Supervision Policy concerning confidentiality, record keeping and reporting. Explore carefully any reservations of the supervisee that might undermine trust if left unnamed, especially concerning any dual relationships.

Discuss the kind of preparation and follow up that is necessary from both parties, and the attitudes towards supervision that give it the best chance of being fruitful. It might be useful to discuss the dispositions, skills and knowledge necessary to the supervisee (see separate document).

Use this box to record important details about the kind of preparation and follow up expected of both the supervisor and supervisee and details of how any dual relationships will be managed.

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4. Practicalities

Make plans for the year and ensure that if plans need to change you have established a clear expectation about how this might happen.

Expected duration of the supervision relationship	
Venue/mode of supervision e.g. face to face/Skype	
Length and frequency of sessions (usually 6 x 90 minutes per year)	
Shape of this year –note anything that might impact the supervisory pattern, e.g. sabbatical leave, change of appointment	
Dates and times of supervisory meetings for the year.	

5. Building a relationship

It is helpful to begin the supervisory relationship by investing time in the supervisor getting to know something about the context and approach to ministry of the supervisee. For example:

- The supervisee's sense of vocation to ministry and its relationship with other callings, e.g. to family roles, other professional roles
- The supervisee's current ministry context – particular features and particular risks that need factoring (e.g. as a pioneer/mission partner/inner city minister/lone worker, etc.).
- The supervisee's theological commitments and approach

Use this box to record anything important that it is important to note within the supervisory relationship

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Use the box on the form to record important features that need to shape the supervisory relationship

Signed (supervisee)	
Signed (supervisor)	
Date	
Date of Review	