



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

Supervision Covenant Form – Guidance Note

Reflective Supervision is a covenanted relationship. Clarity about its focus, structure and boundaries helps to create the basis of trust upon which a supervisory relationship can be built.

This note is intended to help you complete the Supervision Covenant Form available at: www.bomlibrary.org (Reflective Supervision section).

Working through the form enables you and your supervisee to make explicit expectations about reflective supervision under the Prototype Supervision Policy and to establish the best way to work together. This agreement should be reviewed annually, allowing an opportunity for feedback and adjustment about the way of working.

Supervisee	
Supervisor	
Third Party to whom Agreed Record and this document will be sent	This is normally the minister with oversight responsibility for the supervisee.

1. The Purpose and Function of Reflective Supervision

Please spend some time discussing the purpose and function of supervision in order to help the supervisee know what issues they should bring here and the purpose of bringing them.

- *It is for the supervisee (their wellbeing and development as a minister)*
- *It is for those they work amongst (to ensure their wellbeing and safety)*
- *It is for the health of the Church (to strengthen the bonds that bind it to Christ in the day to day exercise of ministry)*

You might share the three legged stool of supervision and discuss the kinds of issues that the supervisee might bring to supervision.

You might discuss the difference between reflective supervision and spiritual direction, pastoral care, coaching or management/oversight meetings.

You should discuss how the agenda for each supervision session is formed:

- *Issues that the supervisee wants to explore (normative/formative/restorative)*
- *Follow up from the last supervision (initiated by either party)*

Prototype Covenant Form 2019 (1) Page 1 of 4
Electronic copies of this document are available at: www.bomlibrary.org (Reflective Supervision section)



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- *Issues that the supervisee has been recommended to bring by their minister in oversight*
- *Any reports required or received, e.g. to/from appraisal processes*
- *Issues that concern the supervisor on the basis of the supervisory work done together*

If the supervisee is also a supervisor, part of the purpose of reflective supervision is to reflect on the issues in and arising from their supervisory work. Please establish:

- *Whether the supervisee is also a supervisor*
- *Whether they are in training as a supervisor and therefore will need their practice evaluating and on what timescale*
- *Who they are supervising*
- *How the supervision of supervision will sit alongside supervision of general practice (e.g. will they reference this work in every session, or in particular sessions?)*

Please use the box on the form to record any particular details about the focus of your supervisory work together.

2. The Form and Structure of Reflective Supervision

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

You should outline the Greenwich Foot Tunnel process and perhaps share the handout for the supervisee's reference.

- *You should discuss the ways in which the supervisee would find it most helpful to pray in this context so that the work is explicitly contained by God's presence.*
- *You should discuss the various ways of exploring that are possible, e.g. using diagrams, cards, small world, chair work and establish what the supervisee has already experienced and what they are open to experiencing.*

Please use the box on the form to record any particular details about how to structure the sessions.

3. The Boundaries and Expectations of Reflective Supervision

Prototype Covenant Form 2019 (1) Page 2 of 4

Electronic copies of this document are available at: www.bomlibrary.org (Reflective Supervision section)



HIGHER EDUCATION & MINISTRY

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Please explain the boundaries set by the Supervision Policy and discuss any issues arising for the supervisee:

- Confidentiality – *everything that happens in the supervision is confidential to the supervision relationship except that written on the Agreed Record. Supervisors are also in supervision and will disclose information to their supervisors that is necessary for effective supervision. Supervisors who are supervising colleagues will need to be very careful to act clearly as supervisors within the supervision relationship and record with their supervisee anything they will need to act on as their minister in oversight.*

Record-keeping – Agreed Records should be kept on the forms provided. These are to be kept according to local data protection law. The supervisee should have a copy and a copy should be sent regularly to the person nominated on this form – either the minister in oversight or to another agreed third party. At the end of the pilot period all records should be returned to the supervisee.

- Reporting – *any reports on the work undertaken in supervision should be compiled from the Agreed Record and should be signed by both the supervisor and the supervisee with room for the supervisee to comment. For those in training as supervisors, reports will be required on their supervisory practice.*
- Dual Relationships – *these should be named especially where the minister-in-oversight is the supervisor and the implications explored.*
- Duration of the supervision relationship – *discuss expectations and how these expectations might be varied.*
- Preparation and follow up – *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 reference the dispositions, skills and knowledge necessary to the supervisee (see separate document).*

Use the box on the form to record the preparation and follow-up needed by both parties and how any dual relationships will be managed.

4. Practicalities

- Venue – *it is expected that the supervisee will travel to the supervisor on most occasions unless Skype or equivalent is used.*

Prototype Covenant Form 2019 (1) Page 3 of 4
Electronic copies of this document are available at: www.bomlibrary.org (Reflective Supervision section)



HIGHER EDUCATION & MINISTRY

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- Length and frequency of sessions - *the normal expectation is of 6 sessions per year of 90 minutes.*
- Shape of this year – *please note anything important that might impact the supervisory relationship and discuss how this will be managed.*
- Dates for the year – *please plan these well in advance. The intention is that supervisory meetings are treated as priority commitments.*

Use the boxes provided to settle the practical details.

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

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

Copies of this form should be securely copied to the supervisee, the supervisor and the nominated third party.

Prototype Covenant Form 2019 (1) Page 4 of 4
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