



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

Role of a Reflective Supervisor

A Reflective Supervisor is responsible for:

Building a supervision relationship with the supervisee that is an effective and supportive place of accountability for the ministry the supervisee exercises.

- Making a supervision covenant with my supervisee that clarifies expectations and enables my supervisee to share with me something of their sense of calling, their working context and their ways of reflecting
- Regularly reviewing this supervision covenant to ensure effective working
- Ensuring that supervision happens in an appropriately confidential and safe space
- Ensuring that I am available for agreed supervisory meetings
- Ensuring that I am aware of any relevant normative documents e.g. Prototype Supervision Policy, relevant competencies for ministry, training requirements
- Preparing responsibly for each supervisory meeting ensuring that it is a productive use of the supervisee's and the Church's time and resources
- Following an appropriate supervision process to ensure that important issues are explored and addressed appropriately
- Helping my supervisee identify issues that are significant and worthy of reflection from across the range of their work (and if they supervise others, also then, in relation to their supervisory work)
- Identifying dual roles and/or other blocks to the creation of an effective supervision relationship and developing strategies to address this.

Ensuring that my supervisee is operating safely and accountably:

- Identifying areas of risk in the supervisee's practice with attention to relevant codes of conduct and ethical frameworks
- Challenging poor or dangerous practice and reporting it when necessary, with the knowledge, and ideally, consent of the supervisee.
- Identifying and referring issues that need further support, e.g. through spiritual direction or counselling or specific coaching

Ensuring that I am operating accountably under the Prototype Supervision Policy:

- Ensuring that Agreed Records are kept according to the Prototype Supervision Policy and local data protection law and are regularly sent to the nominated third party
- Taking any formal actions within the timeframe agreed with the supervisee as recorded on the form and reporting the outcomes at the next supervision
- Raising any problems about the supervisory relationship with my supervisee, and if necessary with my own supervisor. If it becomes necessary to consider whether or not I should continue



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supervising a particular individual, I should consult the GBHEM liaison person and/or the pilot coordinator

- Responding in a timely way to research data requested by GBHEM in order to evaluate this project
- Handing to the relevant supervisee their participant file at the end of the pilot project

Ensuring that I am fit to practice as a Reflective Supervisor

- Ensuring that I receive appropriate, regular supervision on my supervisory relationships
- Continuing to reflect on and improve my practice as a supervisor through appropriate continuing development activities.