



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

Role of a Third Party Receiving Agreed Records

Where reflective supervision is offered by a manager/minister with oversight responsibilities for the supervisee a third party needs to be nominated.

The pilot coordinator is responsible for ensuring that appropriate third parties are nominated and that third parties, supervisors and supervisees are notified of these arrangements.

The supervisor of the reflective supervisor may be an appropriate third party.

When the supervisor is also the line manager, as Third Party I am responsible for:

- 1 Receiving the completed supervision covenants and agreed records of those named persons who are being supervised by their own/manager minister in oversight and keeping them in a password protected participant file.
- 2 Reading these documents to ensure that
 - Regular supervision is taking place
 - A range of appropriate issues are being explored over time
 - Issues of risk are being attended to
 - Formal actions are being followed up
- 3 Raising issues with the supervisor concerned if I am seeing evidence that
 - There is insufficient attention to the boundaries of supervision, e.g. supervision is being used to deal with oversight matters
 - Bullying might be happening within the supervisory relationship
 - Fitness to practice issues might not be being named or tackled
 - Supervisions are not taking place
 - The focus of the supervisions (over time) is too narrow or is directed towards matters that need referral elsewhere, e.g. counseling or spiritual direction
- 4 Reporting concerns to the pilot coordinator/GBHEM liaison person if the supervisor is not responsive.
- 5 Responding in a timely way to research data requested by GBHEM in order to evaluate this project.
- 6 Ensuring that each participant file is handed back to the supervisee through their supervisor, or otherwise destroyed at the end of the pilot period.