



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

Role of a Manager/Overseeing Minister Receiving Agreed Records

Where reflective supervision is offered by someone other than the manager/overseeing minister, Agreed Records are shared with the manager/overseeing minister.

The pilot coordinator is responsible for ensuring that overseeing ministers, supervisors and supervisees are notified of these arrangements.

As a Manager/Overseeing Minister receiving Agreed Records I am responsible for:

- 1 Receiving the completed supervision covenants and agreed records of those I oversee but do not supervise under the Prototype Supervision Policy, and keeping these in a password protected participant file.
- 2 Reading these documents to ensure that
 - Regular supervision is taking place
 - A range of appropriate issues is being explored over time
 - Issues of risk are being attended to
 - Formal actions are being followed up
 - Any issues I have suggested to the supervisee might be fruitfully explored in reflective supervision are evident in the Agreed Record.
- 3 Raising issues with the supervisee concerned if I am seeing evidence that
 - Supervisions are not taking place
 - Restorative or Formative issues that I have referred to reflective supervision are not being raised
 - Fitness to practice issues are not being named or tackled
 - The focus of the supervisions (over time) is too narrow or is directed towards matters that need referral elsewhere, e.g. counselling or spiritual direction
- 4 Addressing my concerns to the supervisee (and not the supervisor) as part of my oversight relationship with them.
- 5 Responding in a timely way to research data requested by GBHEM in order to evaluate this project.
- 6 Ensuring that my copy of the participant file is handed to the supervisee at the end of the