

## A Ministry Support (Supervision) Agreement

1. The frequency of meeting together will be as mutually agreed (usually 4-6 weekly). We will review our arrangements and this contract at least yearly, or whenever either of us requests that we do so.
2. Payment for support (supervision) will be discussed at the outset and reviewed as above. The initial fee per session is: \$ \_\_\_\_\_.
3. Postponement of a scheduled Support session is acceptable consequent upon an emergency, or where more than 24 hours notice is given. Otherwise absence will be discussed as part of the next support session and some or all of the missed session fee may be payable.
4. It is understood that the Supported will bring issues of concern to each session, and that goals for each session will be clarified at the outset of the session. If the Supporter feels unable to help with a particular issue or situation raised s/he will say so.
5. Issues presented in Support remain confidential. Clients and/or pastoral contacts should be discussed anonymously.
6. It is the Supporter's expectation that feedback will be given about her/his views of the Supported's ministry. If there are concerns about the performance of that ministry these will be discussed with the Supported. If the need arises concerns may be discussed (anonymously) with his/her own Support person. After such discussion, the Supported reserves the right to take responsibility for deciding what to do when a major performance issue is unresolved.
7. It is expected that the Supported will:
  - a. discuss any situation where s/he believes that feelings/attitudes are hindering work with a client or in ministry;
  - b. give a regular summary of workload;
  - c. indicate any major life circumstances that may affect ministry;
  - d. belong to, or be working towards belonging to, a professional organisation with a code of ethics;
  - e. advise if any employer or other agency will request feedback about Support (any report will be discussed with the Supported first);
  - f. indicate if s/he is unhappy about the Support process, so that difficulties can be resolved. If a problem arises that cannot be resolved together, a mutually agreed facilitator will be sought for help.
8. The Supporter will:
  - a. offer a safe and secure environment for Support sessions;
  - b. be a prayerful, respectful, attentive and objective listener;
  - c. keep brief notes of sessions to help with reflection. Upon request, these will be made available to be viewed by the one Supported. These notes will be destroyed when the Support relationship ends.

Signed:

\_\_\_\_\_   
Ministry Supporter

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Supported in Ministry

Date:

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