

Baptist Registration External Supervision Support Manual

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1 INTRODUCTION

In 2021 the Assembly Council of the Baptist Union of New Zealand (BUNZ) asked for a review of their pastors' registration system, Baptist Leaders' Registration (BLR). The review, which included feedback and engagement with the wider Baptist movement, took 18 months and resulted in the updated and renamed Baptist Registration (BR) system. BR is an amalgamation of the structure of the previous system, with the addition of both strengthened and new requirements.

One of the strengthened requirements introduced changes to the supervision component in the Registration Development Agreement (RDA). Previously, registrants had been able to choose a supervisor regardless of their knowledge of, or training in the field of ministry supervision. This is no longer regarded as best practice, hence the new requirement for all BR registrants to have external supervision support with an approved supervisor.

External supervision is defined as someone who is not the supervisee's line-manager or has any direct assessment of the supervisee's performance. This is considered best practice as it provides a neutral and safe place for the supervisee to reflect on practice and disclose any personal issues as they arise. External supervision helps mitigate the



problem of power dynamics that can be present with line management supervision. Having approved supervisors is considered best practice to ensure that supervisors have the qualifications, training, and experience needed to provide quality supervision that supports practitioner wellbeing, professional development, safe & ethical practice, and reflective learning.

To meet this new requirement the BUNZ now needs to provide a larger supply of trained supervisors for the more than 300 BR registrants. This document outlines the ways in which people can become an approved supervisor with the BUNZ.

2 WHAT IS EXTERNAL SUPERVISION SUPPORT

The BUNZ has adopted the following definition of external supervision support: External supervision provides a forum wherein practitioners (registrants) can critically engage with their work practice, reflect on their actions, review their decisions, and learn. It is an interactive dialogue between a supervisor and a practitioner. The practitioner is empowered to develop their vocational strengths and competencies and be supported in their personal and professional growth and development. The practitioner is also held accountable to professional standards (e.g., ethics and safety) and defined competencies¹. This definition distinguishes supervision from counselling, coaching, mentoring, spiritual direction* and internal staff supervision and line management.

** Spiritual Direction is the practice of sharing your spiritual journey with a companion who helps you be attentive to the presence, action, and invitations of God in the midst of your everyday life.*

3 REQUIREMENTS OF SUPERVISORS

BUNZ Approved Supervisors will:

- ✓ Seek to provide meaningful supervision to practitioners enrolled in Baptist Registration including the four aims of Baptist Registration external supervision support.
- ✓ Seek to provide supportive, confidential, reflective, and empowering supervision with integrity, to the best of their ability, and as per best practice approaches for supervisors.
- ✓ Seek to provide supervision that is supportive and engaging of the practitioner's Christian faith and spirituality.
- ✓ Agree to work in alignment with, and respect, the Baptist Union of NZ articles of faith and an understanding of the Christian context in which our registrants serve.
- ✓ Provide a personalised written External Supervision Support Agreement (or similar supervision agreement) for all supervisees.
- ✓ Participate in the annual supervisor review process for each Baptist Registration Registrant



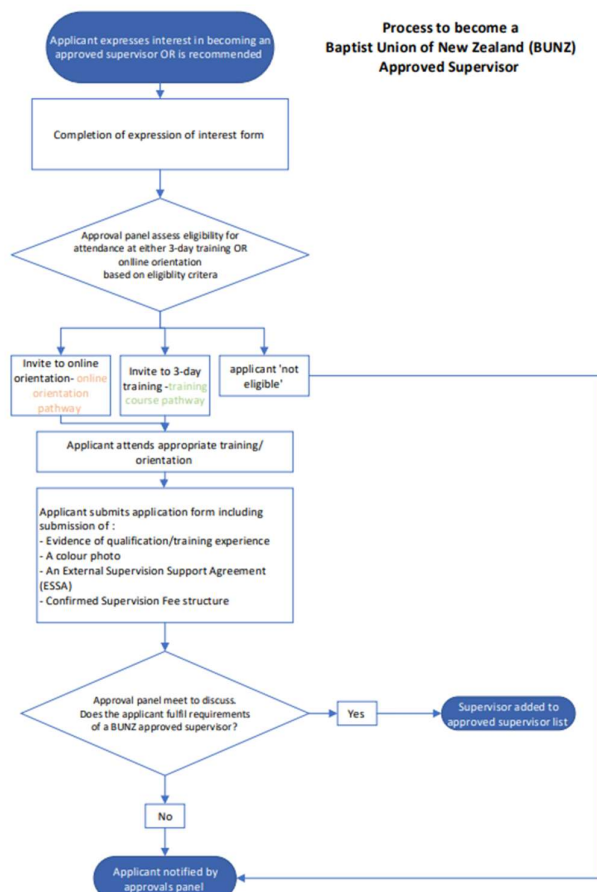
- ✓ Participate in regular professional supervision as part of their own personal wellbeing and professional development and in accordance with the supervision guidelines below :

Number of supervision clients	Personal supervision of Supervisor
Up to 3 clients	Minimum 3 per year
4-6 clients	Minimum 4 per year
7-9 clients	Minimum 5 per year
10+ clients	Minimum 6 per year

- ✓ Agree for their name, contact details, and photo to be included on the BUNZ Approved Supervisors' list and webpage for promotional purposes.
- ✓ Agree to keep Carey Centre for Lifelong Learning advised of any changes to contact details and availability to provide supervision to current and prospective new practitioners.

4 PROCESS FOR BECOMING A BAPTIST UNION OF NEW ZEALAND (BUNZ) APPROVED SUPERVISOR

The process for becoming a BUNZ Approved Supervisor can be summarised in the following flowchart:



As outlined above, there are two pathways to approval which can be seen in the Training Accessibility Criteria policy:

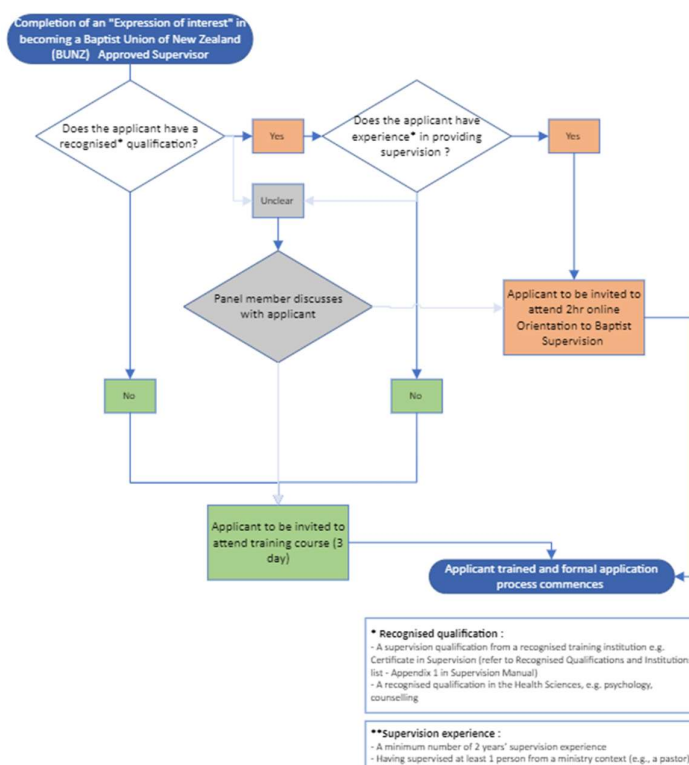
- Where the supervisor applicant has approved qualifications and a minimum of 2-yrs experience supervising (Online Orientation pathway).
- Where the supervisor applicant does not have approved qualifications and/or does not have the minimum requirement for experience of supervising within a ministry context (Training Course pathway).

Approval will be determined by the Supervisor Approval Panel.

5 POLICIES RELATING TO BAPTIST UNION OF NEW ZEALAND (BUNZ) APPROVED SUPERVISION

5.0 Training Accessibility Criteria

Access to the BUNZ approved supervisor training is outlined in the Training Accessibility Criteria and has two pathways – the pathway the applicant takes is dependent on qualifications held and/or experience. These pathways are the **Online Orientation pathway** and the **Training Course pathway**.



5.1 Access to Online Orientation

Those invited to attend the 2-hour Online Orientation must have a *recognised qualification in addition to supervision experience*.

A *recognised qualification* for the purposes of determining eligibility includes:



- A supervision qualification from a recognised training institution e.g., Certificate in Supervision
- A recognised qualification in the Health Sciences e.g., psychology, counselling.

Supervision experience in a ministry context for the purpose of eligibility, is defined as:

- A minimum of 2 years' supervision experience
- Having supervised at least one person from a ministry context (e.g., a pastor)

5.2 Access to Training Course

Those wishing to become a BUNZ Approved Supervisor, who have been recommended by a Regional Leader but who have no recognised qualification, or who are qualified but have no supervision experience in a ministry context, are required to attend a 3-day training course.

Those being invited to attend the 3-day training must:

- be available to commit to 3-day training if no current supervision qualifications
- have minimum of 8 years ministry or related leadership experience
- be located in New Zealand
- be able to supervise a minimum of 2 people each year
- agree to charge the BUNZ supervision fee

The 3-day course provides an overview of ministry supervision which includes: an introduction to a supervision model; the role of supervisor/supervisee; the Baptist Registration 4 aims of external supervision support; safe and ethical practice; and the practical considerations of supervision.

5.3 Supervisor Approval Panel

The purpose of the Supervisor Approval Panel is three-fold:

- *Determining appropriate pathway for those expressing an interest in becoming a BUNZ approved supervisor.*
- Assessing suitability of the applicant being included on the BUNZ Approved Supervisors' list, following post-training/orientation application.
- *Registration applications* - To approve exceptions for registrants who want to see a supervisor who is not on the approved list.

The Supervisor Approval Panel consists of 3-5 panel members and includes:

- Leadership Co-ordination Director (Baptist National Support Centre)
- Carey Centre for Lifelong Learning Director (Carey Baptist College)
- 1-3 additional panellists selected based on their experience with overseeing of supervision, or provision of training of supervisors.



5.4 Approval of Supervisors

Supervisors being included in the BUNZ Approved Supervisors' list will have completed the following:

- Expression of interest form
- The Online Orientation or Training Course (see Training Accessibility Criteria)
- The BUNZ supervisor application form including signing agreement
- Submission of:
 - Evidence of qualification/training experience.
 - A colour photograph.
 - An External Supervision Support Agreement (ESSA)
 - Confirmed supervision fee structure

Suitability will be determined by, but not limited to:

- *Active and appropriate participation in training*
- *Agreement to work in alignment with, and respect, the Baptist Union of NZ statement of faith and an understanding of the Christian context in which our registrants serve*
- *Agreement to work with the Baptist Registration 4 aims of external supervision support:*
 - a) To support practitioner professional development, e.g.
 - Supporting and encouraging practitioner development of insight, knowledge, and skills beneficial to their vocational context.
 - Reflecting on practitioner learning and learning experiences, as well as identified learning outcomes related to their Registration Development Agreement.
 - b) To support practitioner wellbeing, e.g.
 - Wholistic well-being; mental, emotional, physical, spiritual, relational.
 - Reflecting on ministry/life balance, stress levels, 'sabbath', recreation, replenishing activities, holidays/leave.
 - c) To support practitioner safe and ethical practice e.g.
 - Support and encourage awareness of practitioner and organisational practice that ensures 'best practice' for the wellbeing and safeguarding of others, their organisation, and their wider community related to their ministry and influence.
 - Support and encourage healthy practitioner boundaries related to their personal and vocational context; relational, sexual, ethical, moral, and legal boundaries.
 - d) To support practitioner reflective learning, e.g.
 - Supporting the practitioner to reflect "on practice" in the context of supervision to benefit their ministry "in practice".
- *Commitment to safe & ethical practice*



- *Agreement to receiving their own supervision support*
- *Agreement to undertaking a biennial review process which will include:*
 - providing the number of BR registrants seen
 - completion of re-application form
 - providing evidence of professional development at a minimum of 2hrs / year
- *Offering accessible and cost-effective supervision up to a fixed price as reviewed and agreed by the Baptist Union. e.g., currently a maximum of \$70 per session (for those attending the 3-day training only)*
- *Signing the application agreement form*

5.5 Supervision Fees

Supervisors approved under the Training Course pathway, are required to offer accessible and cost-effective supervision at a cost reviewed and determined by the BUNZ.

Where there is an established supervisory relationship in place prior to attending training, the supervision fee structure already in place can continue and be documented in the External Supervision Support Agreement (ESSA). Where new supervisees commence post attendance at the BUNZ training, the fees will be as per the BUNZ fee structure. This is currently \$70 per session and will be reviewed at regular intervals to ensure ongoing feasibility.

Supervisors approved under the Online Course pathway, can continue under their current agreed fee structure, which needs to be documented in the ESSA with their supervisee.

5.6 Complaints and Issues of Concern

The Baptist Union has a complaints process (<https://baptist.nz/resources/complaints/>). Any complaints or concerns about an external supervisor should be raised with the Leadership Coordination Director in the first instance, who will then manage the complaint in accordance with the Baptist Union's complaints process.

Issues of Concern

Supervisors, are under an obligation *not* to share information disclosed by their clients (both as a requirement of the Health Information Privacy Code (HIPC) and the accepted ethical obligation of supervisors to maintain confidentiality). There are some circumstances however, where a supervisor is required to disclose information that has been shared by a client in a supervision session i.e., if the supervisor believes that the disclosure of this information is necessary to prevent or lessen a serious threat to public safety or to the life or health of any individual. Under these circumstances, the supervisor may be permitted to give this information to someone who can act to lessen this threat.



The Health Information Privacy Code 2020, Rule 11 'Limits on disclosure of health information', outlines the following information that is helpful to supervisors:

(1) A health agency that holds health information must not disclose the information unless the agency believes, on reasonable grounds,

(a) that the disclosure is authorised by—

(i) the individual concerned;

(2) Compliance with subrule (1)(a) is not necessary if the health agency believes on reasonable grounds, that it is either not desirable or not practicable to obtain authorisation from the individual concerned and—

(a) that the disclosure of the information is necessary to prevent or lessen a serious threat to—

(i) public health or public safety; or

(ii) the life or health of the individual concerned or another individual;

Examples of a disclosure in accordance with the code could include the following;

- A supervisor directly contacting the Police or emergency services (e.g., CAT team) for immediate response
- A supervisor discussing the matter with the supervisor's own supervisor for advice and direction while ensuring that only limited information is disclosed
- A supervisor making direct contact with the Baptist Union of New Zealand for clarification if needed

5.7 Biennial Review of BUNZ Approved Supervisors

BUNZ approved supervisors will be reviewed on a biennial basis. The requirement for each supervisor will include re-affirmation that they continue to:

- Work with the 4 aims of Baptist Registration external supervision support;
- Commit to safe & ethical practice;
- Seek their own supervision support and on what frequency it has been provided.

Approved supervisors will be required to submit a re-application form that will include, but is not limited to, information regarding :

- Number of BR registrants seen over the 2-year period
- Current fees being charged (for Training Course pathway supervisors) etc.
- Conflicts of interest
- Changes in supervision availability etc.

Re-approval will also take into consideration the practitioner's feedback during completion of their Registration Development Agreement each year.



5.8 Conflict of interest

BR Registrants must not select a supervisor with whom they have a direct relationship *outside* of the proposed supervisory relationship. This includes, but is not limited to:

- A supervisor who is a family member
- A supervisor from the same church or pastoral cluster
- A supervisor who is their regional leader
- A supervisor who is their close friend / work colleague / mentor

If a supervisor is requested by a BR Registrant to provide BUNZ approved supervision where they hold a relationship with them outside of the proposed supervisory relationship, they must decline based on this being a conflict of interest.

5.9 Baptist Registration exception - selecting a non-approved supervisor

It is acknowledged that there are rare situations where a non-approved supervisor may be preferred over an BUNZ approved supervisor e.g. where a Baptist Registrant has been engaged in a supervisory relationship with a qualified supervisor for many years and can *clearly* demonstrate the validity of this supervisory relationship continuing,

All exceptions must be approved by the Supervisor Approval Panel.

In order to grant an exception there are 2 required steps :

- (1) the Baptist Registrant must submit a Non-approved Supervisor exception' request form which will be reviewed by the Supervisor Approval Panel
- (2) The Supervisor must complete and sign an agreement to cover the 4 aims of supervision with the Baptist Registrant.

Once the Supervision Approval Panel has reviewed the Non-approved Supervisor exception request *and* where appropriate sought their agreement to cover the 4 aims of supervision form there are 2 possible outcomes :

- (a) The Baptist Registrant will be granted an exception to continue with the supervisor for the year ahead with an encouragement to select an approved supervisor for the following registration year *or* reapply for an exception to the policy.
- (b) The Baptist Registrant's request will be declined and they will be asked to select an approved supervisor . They will be aware that choosing to not select an approved supervisor at this point will result in their application for Baptist Registration being declined.



In the event that (a) is the outcome on more than 2 consecutive years, the Supervisor approval panel may choose to grant interim approval for the supervisor for the sole purpose of supervising the names Baptist Registrant. In this event, they will not be published on the Approved Supervisor list.

6 APPENDICES

1. Recognised Qualifications and Institutions list
2. Application form
3. Example of External Supervision Support Agreement (ESSA)

