

Role Description – The holder of the Supervision Implementation Plan

As the holder of a Supervision Implementation Plan I am responsible to the Interim Director of Ministries for the following.

- Consulting within my District/Team in order to identify those who will be trained to supervise and those who will receive records of supervision and working with them to agree who will supervise whom.
- Keeping an up to date record of this information on the connexional forms provided and sharing these updates with the Connexional Supervision Team in a timely way.
- Ensuring that all ministers in the active work, and other parties named in the Methodist Supervision Policy 21-26, are in supervision and records are available to prove that is the case.
- Ensuring that all those named on the Supervision Implementation Plan as being able to offer supervision are accredited to do so.
- Ensuring that records received and distributed are kept according to the General Data Protection Regulations (GDPR) and are regularly reviewed to ensure that they are up to date.
- Ensuring that newly identified supervisors are nominated to be trained as soon as possible and that that information is passed to supervision@methodistchurch.org.
- Ensuring that, through the Regional Learning Network team or by another means, those new to being supervised have the opportunity to be briefed on the purposes and methods of supervision before their first supervision.
- Ensuring that, through the Regional Learning Network team or by another means, annual opportunities for supervisor development and skill-refreshment are offered to all those supervising under the policy.
- Ensuring that when a supervisor is absent from work for 3 months or more, that alternative arrangements are in place, e.g. to cover a sabbatical or sick leave or a suspension from duties.
- Being the first port of call for those experiencing difficulties in the supervision relationships or requesting a change of supervisor.

The dedicated Ministerial Development Officer for Supervision is available for consultation on matters relating to the implementation of the policy.

This is currently Jane Bingham binghamj@methodistchurch.org.uk