

Possible Supervision Preparation Sheet

Adapted from Lamdin and Tilley, *Supporting New Ministers in the Local Church* (SPCK, 2007)

Before the discussion:

Date

I need help or a decision from you about the following:

I'm having a problem with the following:

I'm planning to:

I've made progress in the following areas:

How happy am I feeling from 1 [very unhappy] to 10 [the happiest I've ever been] :

Please pray for me about the following:

Possible Supervision Structure

One possible model for structuring Supervision is this seven-stage model:

Stage 1: Gathering information

- What is the present situation? Who is involved? What are their plans? What resources are currently available? What limitations?
- Skills required: Accurate listening/observing non-verbal signals
Clarifying understanding/checking-out/encouraging

Stage 2: Diagnosis

- What are the important elements? What part is the curate playing? How are they affected?
- Skills required: Analysis - possible causes/ consequences/ what can or cannot be changed?
Confronting: facing curate with what they are doing
putting the hard option, not colluding
Evaluating: weighing up factors, helping curate make necessary judgement

Stage 3: Options

- What are all the possible ways forward? Need to see as many angles as possible. (Have you got enough information at this stage?)
- Skills required: Initiate creative thinking technique
Listen – be non-judgmental
Hold boundaries

Stage 4: Priorities

- What are you going to focus on? Are there things which must be done or issues to be addressed before other things can happen?
- Skills required: Challenge to focus, including summarizing and listing
Encourage decision making

Stage 5: Realistic objectives

- Short term? Medium? Long term? Strategies for reaching objectives need to be agreed. What are the main obstacles likely to be or how might objectives be sabotaged? Who might be affected?
- Skills required: Challenge to close on the objective. (i.e. is it specific and time limited? Can it be monitored? Is it within your value system?)
Teach and model the framework
Summarise

Stage 6: Action Plan

- What is the next step? Or steps? Who will do what? Timetable?
- Skills required: Energise (first^t step must be within 24 hrs therefore some immediate action, however small).
Encouragement.
Summarise.

Stage 7/ Stage 1: Review the plan at the next session