



Ministry Professional Development Policy v1.0			
Body adopting Policy:	Diocesan Council	Date of Adoption:	12 April 2023
Resolution:	DC23/51	Review Schedule	3 years
Related Documents:	<ul style="list-style-type: none"> • Archbishop’s Licensing Policy • Ministry Wellbeing Framework • Ministry Review Policy 		

1. Background

- 1.1. The Royal Commission into Institutional Responses to Child Sexual Abuse in its 2017 final report recommended that each diocese of the Anglican Church of Australia should ensure that all people in religious or pastoral ministry undertake mandatory professional development.
- 1.2. The Royal Commission also recommends mandatory components relating to professional responsibilities and boundaries, ethics in ministry and child safety.

2. Purpose

- 2.1. This policy implements a mandatory program of professional development for all ministers in the Anglican Diocese of Adelaide.

3. Definitions

- 3.1. **professional development**, which is sometimes called **ministry development**, means the maintenance and enhancement of the knowledge, expertise and competence of ministers throughout their vocation, according to a plan developed with regard to the needs of the minister, the Church and society.
- 3.2. **ministers** means:
 - 3.2.1. Licensed and stipendiary or paid clergy; and
 - 3.2.2. Stipendiary or paid lay church workers providing pastoral care or service, including:
 - a) Children's and families' workers
 - b) Pastoral care workers
 - c) Youth ministers and generations ministers, and
 - d) Chaplains in hospitals, aged care facilities and prisons.
 - 3.2.3. A minister does not include a person exclusively involved in administration.



- 3.3. **bishop** means the Archbishop of the Diocese or the bishop of the Defence Force.
- 3.4. **bishop's delegate** means the person appointed by the bishop to perform the role of the bishop in professional development and ministry reviews.
- 3.5. **employer** means the person or body which appointed or employed a lay minister.
- 3.6. **employer's delegate** means the person appointed by the employer to perform the employer's role in professional development and ministry reviews.
- 3.7. **PTO** means Permission to Officiate

4. **Scope**

- 4.1. This document details policy requirements in relation to professional ministry development for all ministers working within the diocese of Adelaide.

5. **Hours**

- 5.1. Ministers (see 5.3 for clergy who hold only a PTO) are to undertake a minimum of 30 hours of professional development over three years including:
 - 5.1.1. A minimum of three hours of each compulsory component totalling at least 12 hours over three years
 - 5.1.2. No more than 9 hours of private study, private reading, or a combination of both
 - 5.1.3. No more than 9 hours of preparing publications, acting as a member of a committee, or working group, participating as a member of a professional association, a similar activity, or a combination of these.
- 5.2. Where compulsory requirements are met, the bishop has the discretion to allow reduced hours of professional development where a minister:
 - 5.2.1. Is experiencing extended illness or leave (such as long service leave), or
 - 5.2.2. Has intermittent or reduced working hours, or
 - 5.2.3. Is concluding their ministry within the calendar year, or
 - 5.2.4. Is experiencing hardship, or
 - 5.2.5. Is subject to other special circumstances.

Any such variation to a minister's professional development requirements must be requested and approved in writing.
- 5.3. Clergy who have been granted Permission-to-Officiate (PTO) by the Archbishop are not required to complete professional ministry development unless:
 - 5.3.1. they are appointed as a locum tenens, OR



5.3.2. they are engaged in a paid ministry role.

A PTO clergy that meets the criteria in 5.3.1 or 5.3.2 must complete the minimum compulsory requirements described in this policy at s7.

5.4. Where a minister commences a new ministry role, *professional development* undertaken in the former role is counted as part of the professional development during that three-year cycle.

6. Professional Development Plans

- 6.1. Ministers are to prepare a professional development plan that outlines the objectives and preferred activities for the calendar year
- 6.2. The professional development plan must be:
 - 6.2.1. Provided to the Registrar at the commencement of each calendar year,
 - 6.2.2. Approved by the bishop, employer, or respective delegate, and
 - 6.2.3. Reviewed every year in conjunction with ministry review processes.
- 6.3. The Registrar will maintain a record of all professional development plans for the purpose of administering this policy

7. Compulsory components

- 7.1. The following topics are compulsory:
 - 7.1.1. Professional responsibilities and boundaries
 - 7.1.2. Ethics in ministry
 - 7.1.3. Child safety, and
 - 7.1.4. Family and domestic violence.

8. Elective Activities

- 8.1. Additional to the compulsory components, ministers should select elective activities with a diverse range of subject matter that:
 - 8.1.1. Align to their values and ministry goals
 - 8.1.2. Relate to their practice or ministry
 - 8.1.3. Extend their knowledge and skills in areas relevant to their ministry practice needs.
- 8.2. Suitable activities for professional development include:
 - 8.2.1. Attendance at seminars, conferences, discussion groups and workshops



- 8.2.2. Formal learning through St Barnabas College, other recognised training providers, or online programs
 - 8.2.3. Further academic studies in a relevant discipline
 - 8.2.4. Publication of academic papers (limits apply as per s5.1.3)
 - 8.2.5. Membership on a committee, taskforce, working group, or practice section of a professional association relevant to ministry (limits apply as per s5.1.3)
 - 8.2.6. Private reading, study, or individual reflection (Limits apply as per s5.1.2).
- 8.3. Professional development content involving face-to-face, online or distance learning must be conducted by suitably qualified persons.

9. Access

- 9.1. Professional development activities can be accessed by a range of means suitable to the minister's learning style, objectives and vocation.
- 9.2. A minister's location should not prevent access to appropriate professional development opportunities.
- 9.3. The cost of professional ministry development should not prevent a minister from completing the minimum required hours.
 - 9.3.1. The cost of professional development activities included in the minister's approved professional development plan will be borne by the parish or ministry unit to which the minister is licensed and is limited to:
 - 9.3.1.1. the cost of attendance at the diocesan clergy conference, plus
 - 9.3.1.2. a professional development allowance of \$500 per annum,
 - 9.3.2. Additional costs associated with professional development are the responsibility of the minister. However, these can be shared between the individual and the parish or employing organisation. This agreement should be negotiated to suit both parties and exist in writing.
 - 9.3.3. The Synod will make available opportunities for professional development that bear little or no cost to the participant.

10. Confidentiality

- 10.1. The content of any professional development plan and associated documents or discussions, however conducted, shall remain confidential:
 - 10.1.1. Between the bishop or delegate in the case of clergy, OR
 - 10.1.2. Between the employer or delegate in the case of ministers who are not clergy, and



10.1.3. within the limits of confidentiality as outlined in the Australian Psychological Society Code of Ethics.

11. Reporting

- 11.1. Ministers are to submit an annual record of professional development to the Registrar by the 31st of December each year that confirms participation in at least ten (10) hours of ministry professional development for the calendar year.
- 11.2. Information relating to a minister's professional development experiences can be kept and made available during ministry reviews.

12. Compliance:

- 12.1. All ministers who hold a licence under the Archbishop's Licensing Policy are required to comply with this policy.
- 12.2. Where the Archbishop is satisfied that a minister has not complied with the requirements of this policy, the Archbishop will take appropriate action to ensure compliance. This action may include suspension of the minister's licence until the situation is rectified.