



Ministry Review Policy v1.0			
Body adopting Policy:	Diocesan Council	Date of Adoption:	12 April 2023
Resolution:	DC23/50	Review Schedule	3 years
Related Documents:	<ul style="list-style-type: none">• Archbishop's Licensing Policy• Ministry Wellbeing Framework• Professional Ministry Development Policy		

1. Background

- 1.1. The Royal Commission into Institutional Responses to Child Sexual Abuse, in its 2017 final report, recommended at 16.5 that each diocese of the Anglican Church of Australia should ensure that all people in religious or professional ministry undertake regular performance appraisals.
- 1.2. This policy implements a mandatory program of performance appraisals for all ministers in the Anglican Diocese of Adelaide.

2. Definitions

- 2.1. Key terms used throughout this document are outlined below:
 - 2.1.1. **ministry reviews** are guided reflections and discussions focusing on a minister's ministry over a preceding period.
 - 2.1.2. **ministers** means:
 - 2.1.2.1. Licensed and stipendiary or paid clergy; and
 - 2.1.2.2. 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.
 - 2.1.2.3. A minister does not include a person exclusively involved in administration.
 - 2.1.3. **bishop** means the Archbishop of the Diocese or the bishop of the Defence Force.
 - 2.1.4. **bishop's delegate** means the person appointed by the bishop to perform the role of the bishop in professional development and ministry reviews.



- 2.1.5. **employer** means the person or body which appointed or employed a lay minister.
- 2.1.6. **employer's delegate** means the person appointed by the employer to perform the employer's role in professional development and ministry reviews.
- 2.1.7. a **professional development plan** is a plan for ongoing development as required by the Professional Ministry Development Policy.

3. Scope

- 3.1. This document details the requirements for completing regular performance appraisals, known as ministry reviews.
- 3.2. This document is intended for use by all ministers who are required to participate in ministry reviews.

4. Requirements

- 4.1. To ensure support for ministry wellbeing, for achievement in the ministry to which they have been called, and for accountability, ministers are to participate in three different ministry reviews across a three-year cycle of ministry.
 - 4.1.1. In the first year, a self-review will be undertaken as a guided self-reflection on the minister's ministry.
 - 4.1.2. In the second year, a joint review will be conducted between the minister and, in the case of clergy, their licensing bishop or the bishop's delegate and, in the case of lay ministers, their employer or the employer's delegate.
 - 4.1.3. In the third year a facilitated review will take place in a manner determined by the Diocese. This third-year review will include reference to the minister's role description and address the vision and values of their parish/ministry area (or Diocese in the case of a bishop).
- 4.2. the bishop has the discretion to vary the requirements for ministry reviews where a minister:
 - 4.2.1. Is experiencing extended illness or leave (such as long service leave)
 - 4.2.2. Has intermittent or reduced working hours
 - 4.2.3. Is concluding their ministry within the calendar year
 - 4.2.4. Is experiencing hardship, or
 - 4.2.5. Any other special circumstance.

Any such variation to a minister's ministry review requirements must be requested and approved in writing.



- 4.3. Clergy who have been granted Permission-to-Officiate (PTO) by the Archbishop are not required to complete regular ministry reviews unless they have an approved professional development plan in place for any time during a calendar year.

5. Review Cycle

- 5.1. The three-year review cycle will commence at the beginning of the calendar year following the minister's appointment to their first ministry role in the Diocese.
- 5.2. In the first year, the minister will undertake a guided self-reflection on their ministry in the preceding period. During this time, the minister should:
 - 5.2.1. Consider their experience of professional ministry development and pastoral supervision activities
 - 5.2.2. Reflect on their individual ministry goals, and
 - 5.2.3. Review their professional development plan.
- 5.3. At the conclusion of the first-year review, the minister will:
 - 5.3.1. Provide a written assessment of their performance to date, and
 - 5.3.2. Update their professional development plan and submit it for approval as per the Professional Ministry Development Policy.
- 5.4. In the second year, the minister will collaborate with the bishop, employer, or their respective delegate to discuss:
 - 5.4.1. Their experiences in ministry since the first-year review
 - 5.4.2. Their progress in regard to their professional development plan, and
 - 5.4.3. Their feelings of accomplishment regarding their ministry goals.
- 5.5. At the conclusion of the second-year review, the minister will:
 - 5.5.1. Receive a written assessment of their performance to date resulting from the collaborative discussion with the bishop, employer, or their respective delegate, and
 - 5.5.2. Update their professional development plan and submit it for approval as per the Professional Ministry Development Policy.
- 5.6. In the third year, a facilitated review will occur. This review will:
 - 5.6.1. Include multi-sourced feedback
 - 5.6.2. Consider the minister's particular ministry goals in relation to the diocesan vision and values
 - 5.6.3. Reflect on the minister's performance in relation to achieving ministry objectives, and



5.6.4. Consider the minister's progress in relation to their professional development plan.

5.7. At the conclusion of the third-year review, the minister will:

5.7.1. Receive a draft report from the bishop, employer or delegate and be afforded an opportunity to discuss and amend it prior to finalisation

5.7.2. Receive a final copy of their performance report, including recommendations for future learning and development, and

5.7.3. Update their professional development plan and submit it for approval as per the Professional Ministry Development Policy.

6. Confidentiality

6.1. The content of any ministry review discussion, report, and associated documents, however conducted, shall remain confidential:

6.1.1. Between the bishop or bishop's delegate in the case of clergy, or

6.1.2. Between the employer or employer's delegate in the case of ministers who are not ordained clergy, and

6.1.3. Within the limits of confidentiality as outlined in the Australian Psychological Society Code of Ethics.

6.2. Where the ministry review is conducted by a third party, the contents of any ministry review elements held by this party shall remain confidential and securely provided only to the minister and their bishop, employer or respective delegate.

7. Compliance:

7.1. All ministers who hold a licence under the Archbishop's Licensing Policy are required to comply with this policy.

7.2. 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.