

## ***Becoming a Supervisor-in-Training (SIT)***

If you are seeking to become a SIT you will usually have:

- a theological degree or an equivalent
- at least five years pastoral experience
- bi-cultural, multi-cultural and inter-faith experience
- already undertaken a minimum of 3 CPE units
- a familiarity with the action-reflection method of theological education and have significantly gained from this process of learning
- familiarised yourself with all documentation in the *NZACPE Supervisors' Training Handbook*
- gained support from your current supervisor and local CPE Centre for the step you are taking

To make application to become a SIT you will need to contact the Secretary of NZACPE requesting a Consultation with supervisor members of NZACPE. A Consultation is a discussion re the timing and appropriateness of beginning or continuing supervisory training etc.

**In order to present yourself for this consultation you will need to prepare the following materials written in Times New Roman or Verdana script, font 12 with 1.5 spacing and minimum left-hand margin of 2 cms.**

(a check-list)

**Five copies (a copy for each consultant supervisor, for yourself and for your proposed training CPE supervisor) of the following:**

	<b>a completed 'Face Sheet' (see Appendix One)</b>
	<b>an autobiography, including your spiritual journey</b>
	<b>the final evaluations (your own and those of your supervisors) from your two most recent CPE units</b>
	<b>two verbatim reports from your recent pastoral ministry</b>
	<b>a brief statement in which you describe your motivation to become a CPE supervisor; why this is important to you, and why you seek to take this step at this point in your life</b>
	<b>a description of your proposed learning goals as a trainee supervisor, and your contract with your proposed training supervisor</b>
	<b>a description of any previous supervisory training (other than CPE)</b>
	<b>a letter from an appropriate ecclesiastical official of your church body describing your standing in that body and endorsing your application to be a SIT</b>
	<b>all the pages of the above materials numbered, to enable ease of reading and reference for your Committee</b>

The NZACPE Secretary will:

- inform you of a date for you to engage in a Consultation (this is normally coincidental with the Annual Conference of NZACPE)
- inform you of the names and addresses of the members of your Consultation Committee to whom you must post a copy of the above materials at least six weeks prior to the date of the Consultation. Your materials will be returned to you after your Consultation.

The purpose of the consultation is to confirm **your readiness** to make this step. It is **not** in any way an assessment interview.

### **The Process of the Consultation**

Each consulting supervisor will receive and read your materials in preparation for their meeting with you. The process will be open, with you present at any discussion. Any questions will be directed to you personally.

Should you be regarded as unready, then your current position will be confirmed with recommendations offered as to how you may **become ready** to be a SIT.

Should you be regarded as ready, then you will be welcomed as a SIT and your ongoing supervisory support will be confirmed.

Following the Consultation you will be required to:

- remain in regular supervision with a stipulated NZACPE supervisor
- attend the annual conference of NZACPE
- present to a Consultation or Review Committee at least biennially
- safely store all documentation for future Consultations or Reviews
- sustain and guide your practice by reading about the art of supervision (see **Appendix Three** for some *suggested reading*).
- seek evaluative feedback from CPE students with whom you have supervisory contact (see **Appendix Two** for an *'Evaluation Form'*)
- maintain a journal which, in turn, will provide the basis of the reflection you will present to the panel who will assess your readiness to be a Provisionally Accredited Supervisor (PAS)