



Diocese of Worcester

Service Schedule for the Post of Bishop's Adviser in Pastoral Care and Counselling

Relationship to the Bishop and Diocese

This is a self-employed post currently working out on average at one day a week providing a consultancy service for the Bishop of Worcester as set out below.

Counselling Service

The Adviser manages, and is the senior clinician of, the Worcester Diocesan Counselling Service which provides assessment, referral and short term counselling for clergy, their families and the lay diocesan staff who are Diocesan Board of Finance Employees, and occasionally Readers (at the request of the Bishop), and Candidates for Ministry (at the request of the Director of Ordinands). The adviser is the senior clinician whose responsibility it is to make the decision as to whether or not the presenting client can benefit from therapeutic help provided by the service.

- The Adviser conducts an assessment interview with each client prior to allocating the client to the most suitable counsellor.
- The Adviser selects a network of counsellors (following safer recruitment guidance) and ensures the quality of all counselling work is maintained and ethically administered. S/he will organise meetings of the counsellors periodically for the sharing of any common concerns and mutual support.
- In cases of Clergy marriage difficulties or breakdown, the Adviser liaises closely with the Bishop's Visitor for clergy marriage breakdown to refer such cases to appropriate care.
- The Adviser is responsible for drawing up and maintaining appropriate documentation (counsellors' contracts, administrative forms and letters, publicity material etc) and liaising with Finance over the annual budget for the service.
- The Adviser collates annual statistics for the counselling service and informs the Bishop of trends and any particular concerns in an annual report.

Training

The Adviser contributes to training in the diocese for Clergy, mainly curates and their training incumbents, although may be asked periodically to contribute to Reader and ALM training.

When appropriate, the Adviser works closely with the Diocesan Safeguarding Officer, the Director of Mission and Ministry and the Director of Ordinands to support their work with individuals, working groups, committees and training courses.

Supervision and Mediation

The Adviser may be called upon to offer or broker mediation between clergy and members of their lay or ordained team, or carry out an assessment to set this service up with a third party. This may at times need to be in consultation with the Bishop or one of his designated colleagues.

The Adviser may be asked to set up consultants to work with clergy teams and assist with setting up supervision to clergy individually.

A Balint -style Reflective Practice Group is currently running in the diocese which will continue. It is hoped the Adviser will initiate a second group offering some form of reflective practice/pastoral supervision.

When complex and distressing situations have arisen in ministerial contexts, the Adviser may give face to face or email or telephone support to clergy caught up in these experiences.

Clergy Discipline Cases

Under the Clergy Discipline Measure the adviser may be called upon to set up support for the complainant(s) and respondent, working with the Bishop as part of a team to provide pastoral care throughout the process.

Promoting the Service

The Adviser writes to all clergy who move into the diocese to both welcome them and ensure they are aware of pastoral provision in the diocese.

From time to time the Adviser will need to visit Clergy Chapters and the Area Deans and Lay Chairs Meeting to provide information about the service and engage in conversations about the issues that face clergy in their ministries in order to contribute to the preventative work.

Preventative Work

There is a need for the Adviser, amongst other members of the Bishop's staff and advisers, to give attention to addressing the culture of the diocese with regard to issues of well-being for those in ordained and lay ministry, and in sustaining good practice. The Adviser will sit on the Diocesan Well-Being Group.

National Association

The Adviser is a member of Anglican Pastoral Care and attends both national conferences and regional support meetings.

Accountability

The Adviser reports directly to the Diocesan Bishop with whom s/he has at least 2 meetings a year, to include a reflection on the services provided and engage in issues that relate to the culture and context in which individual clients present.

Confidentiality

The Adviser is responsible for maintaining confidentiality at all times in accordance with the guidelines provided by the professional bodies and national associations that their work is accredited by and serves as required conduct for membership of such bodies.

Supervision

The Adviser will ensure his/her work is supervised by a suitably qualified clinical consultant on a quarterly basis and this will be an allowable expense in addition to fees.

Contingency Planning

The Adviser is responsible for ensuring that arrangements are in place to maintain the service in the event of serious illness or death.

Payment

The fees to the adviser are paid quarterly and are £2,000 plus expenses.