**MINUTES OF THE SECOND ANNUAL GENERAL MEETING OF THE**

**AUSTRALIA AND NEW ZEALAND ASSOCIATION FOR CLINICAL PASTORAL EDUCATION**

**HELD IN THE GR.\.NADA INN MOTEL, GLENUNGA. S.A. ON THURSDAY JUNE 26, 1992. AT 2.00PM.**

# Attendance: D.Stark, C. Francis, G. Brilte, B. Collier, E. Cave, M. Farrell, M. Brown, **M.** Easther, M. Loftus, J. Bell, M. Sangster, N. Svenson, J. O'Brien, B. Jelly, J. Paver, C. Bailey, K. McCollim,

M. Coleman, B. Glassey, M. Vakasiuola,. R. Cross, M. Pollard, J. Peterkin, D. Larsen, J. McAlpine, G. Dongalen , J. Reedy, D. Olafaen, J. Gleeson, B. Pace, J. Wade, **W.** Davies , **N.** Goode, D. Buchanan and K. Little.

Welcome: The Rev'd Denn Buchanan, in the absence of the Chairperson Rev Roy Bradley, welcomed everyone and convened the meeting with prayer.

Apologies: It was resolved:

A92/1 "That the apologies be P. Potter, V.Chadburn, D. Davidson, **W.** Thomas, **M.** Lee, B. Hale, R. Reddicliffe, R. Bradley."

The Secretary read to the meeting a greeting that had been received from the Rev'd Roy Bradley.

Minutes: It was resolved:

A92/2 "That the minutes of the first Annual General Meeting be taken as read and confumed."

Business arising:

1. David Stark's report on the International Congress:

David presented a full and interesting report of the International Congress and his

participation as the ANZACPE representative. It was resolved:

A92/3 "That we receive the report and thank David Stark for his report and work."

* 1. Charles Bailey's nomination: He did not require one.
	2. CPE in Darwin: Roy Bradley is running a unit there about this time.
	3. CPE at St John of God Hospital, Perth: The Rev'd Roy Bradley will be running the Unit in March next year.
	4. Membership in the International Council on Pastoral Care and Counselling:

The Secretary has applied for membership. It appears that the Council sees this body as already having membership.

The Rev'd Charles Bailey suggested that we should seek to have two representatives as before the establishment of ANZACPE.

* 1. Listing of ANZACPE with ACPE: The Secretary has written and informed ACPE.
	2. Directory: ASPEA will continue to prepare the Directory.
	3. Report from our representative on the Adelaide Conference committee: Jan Wade reported on her activity as our representative. Bizz Jelly said it was a help to them to have Jan's contribution.

It was resolved: A92/4 "That we receive the report."

A92/5 **"That we thank Jan Wade for her work."**

Report from the Management Committee.

The management Committee met on Saturday and Sunday June 20 and 21, the following members being in attendance:

J. Peterkin, D. Olafsen, D. Larsen, M. Pollard, D. Lelean, D. Buchanan, D. Stark, C. Francis, B. Jelly, M. Coleman, D. McAlpine and K. Little.

The following apologies were received:

M. Lee, D. Brook, B. Kempe, B. Hale, R. Bradley and Ray Redd.icliffe.

The following items ofbusiness were on the agenda:

Membership Forms: Drew Lelean reported that he had not yet developed the forms for membership and cessation of membership.

Membership: The Registrar, Rev'd Drew Lelean reported that he had the membership lists up to date as at Friday June 19 \\-ith some uncertainty about a few names.

Requirements for presentation at Level II: The committee appointed by the last Annual General Meeting had not met and had nothing to present, so the management committee decided to work as a whole on the requirements.

Publication: Deane Olafsen reported that he was still working on this matter.

Manual: Keith Little reported that he had not been able to achieve this goal.

Archives: The Rev'd David Stark gave to ANZACPE a set of photographs of the inaugural meeting.

Correspondence:

Among the items of correspondence tabled were the following letters:

1. Letter From Rev'd Charles Bailey enquiring whether ANZACPE would be prepared to assist him with his costs in attending the next Congress meeting .
2. Letter from John McAlpine, Secretary ofNZACPE concerning some of the resolutions of the last AGM.

The Secretary reported that he had discussed Charles Bailey's request with the members of the executive and had informed Charles Bailey that ANZACPE would support him with $250 .00 and that there was a request for a report.

Requirements for Level II:

The committee determined to recommend that the requirements be as follows:

"That in order robe accredited at the second level of supervision , a candidate shall demon­ strate the following minimum requirements:-

The following materials be required to be submitted by a candidate seeking Level II accredit­ ation. (Amendments are in italics.)

1. **A** review committee is concerned with the candidate's ability to demonstrate the personal and professional competence essential for the supervision of ministry. It is expected that all materials **will** demonstrate the level of functioning required of a senior professional discipline *and respect rhe confidentiality of all persons who might other­ wise be identified through the material.* The following written materials, *which shall be around 15000 words in length,* are required:-
	1. **A** cover sheet containing name, address, age, present position, church denomination, degrees, diplomas and certificates, professional occupational background, experience in supervio;ed pastoral education and results of previous reviews.
	2. **A** statement of request by the candidate of the review committee.
	3. An Autobiographical statement.
	4. **A** statement of, and theological reflection upon, the candidate's spiritual pilgrimage.
	5. Copies of previous review committee findings.
	6. **A** copy of the evaluation(s) by the candidate's Supervisor(s) of the units of CPE in which the candidate has participated since the previous accreditation.
	7. From ASPEA and SANTACPE members only, a copy of the evaluation by the candi­ date's educator of the unit of "education in supervision".
	8. **A** detailed evaluation report *(not exceeding 3500 words)* of the candidate's supeivision as an acting Level II Supervisor of one student engaged in a unit of CPE. The repo1t should include:-

t .8.1 Candidate's description of the student including a biographical sketch.

* + 1. The candidate's description and evaluation of the goal setting process.
		2. The candidate's plans for the student's ministry placement and educational process.

# The candidate's supervisory stances and attitudes anticipated to be important in super­ vising the student.

* + 1. A description and evaluation of the supervision of the student, including:
			1. an assessment of the student's development demonstrated by clinical materials:
			2. the candidate's comments on the clinical materials;
			3. excerpts from supervisory conference;
			4. The manner in which particular issues or incidents were addressed in supervi­ sion.
		2. **A** description and evaluation of the peer group process particularly as it contributed to and /or interfered with the candidate's supervision.

l .8.7 *The ca11didate may choose to illustrate his/her evaluation report with audio or video tape vignettes.*

# **A** sl.llilIIlary description and evaluation (limited to one page each) of the candidate's supervision of the number of students required to be supervised by the organisation to which they belong while acting as a Level II Supervisor.

* 1. Copies of the final evaluations written by the students referred to in 1.8 and 1.9 above.
	2. An essay on a pastoral subject demonstrating the integration of clinical pastoral data, sensitivity to the social sciences and theological competence.
	3. **A** paper on the candidate's methodology and philosophy of supervision within the context of CPE.
	4. A comprehensive report of the candidate's acting as a Level II supervisor, *addressing the following specific areas:*
		1. *A description of the clinical setting(s) in which the programme(s) took place, with particular reference to the implications of these settings for the student's learning.*
		2. *A description and evaluation of programmes the candidate has supervised with refer­ ence to specific students, issues, themes and incidents.*
		3. *An evaluation of relationships with the CPE centre director(s)* - *or equivalent where applicable* - *and the candidate's supervisor(s).*
		4. *A statement demonstrating the way the candidate has addressed the issues relating to professional identity and function as a Level fl supervisor including plans/goals for the future.*
		5. *For ASPEA and SANTACPE applicants only, an evaluation of the candidate's partici­ pation in the course "Education in Supervision'' including the relationships with the Level llI supervisor; and an evaluation of the peer group course in supervision. 11*

NZACPE response to the decisions taken at the last Annual General Meeting:

John McAlpine then spoke of the concerns that NZACPE held about some of the decisions at the last Annual General Meeting. These were:

Resolution A91/3:

Members of NZACPE believes that this requirement takes from them the right to set up their own committees. They would prefer that they could ask for two members to be provided by ANZACPE to join their committee on which they believe they should have a majority of the members. They believe that they are better able to assess because they are part of that culture.

It was resolved to recommend to the AGM:

"That candidates seeking accreditation at Level II first write to the organisation to which they belong requesting a review. That organisation then will notify ANZACPE concerning the committee."

Resolution A91/9:

NZACPE members of committees do not receive fees for service on Review Committees and they ask to be relieved of that responsibility.

It was resolved to recommend to the AGM:

"That the New Zealand request be accepted, but that the agreed fee structure be maintained for other member bodies."

Resolution A91/l 0:

NZACPE asks who accredits? The answer given was that the accrediting and responsibility for the supervisor is with local organisation. This raised the question of the process set out in the resolution.

It was resolved to recommend to the AGM an amendment to resolution A91/10 by inserting the words in italics so that the resolution now reads:

"That on completion of *a* review *conducted directly by ANZACPE* the chairperson shall write a report and recommendations for presentation to the Executive Committee. The Executive Committee will report the result to the Annual General Meeting and then to the State or New Zealand organisation. Should there be any need the Management Committee can be called together to make a determination and it shall be competent for the applicant to make an appeal to the Management Committee."

Resolution A91/11:

NZACPE requested that the composition of committees for NZACPE candidates be changed to allow them to have the majority ofNZACPE members on the committee, that is three (3).

1t was resolved to recommend to the AGM:

"That NZACPE be permitted to have a majority ofNZACPE members on committees review­ ing its candidares"

Resolution A91/24:

NZACPE does not use presenters and desires that NZACPE be free to keep their present system. NZACPE does not appoint a Committee Chairperson but rather a convener and the committee determines the person who is to write the repo1t.

As the time for the conclus10n of the meeting had arrived this matter was left undetermined."

Resolutions:

Toe Rev'd Keith Little

Hon Secretary.

It was resolved:

A92/6 "That the repo1t be received."

*A92l7* "That we endorse the Executive Committee's decision to pay The Rev'd Charles Bailey the sum of $250.00 toward his travelling expenses and the request that he give a report on his trip."

It was resolved:

A92/8

"That A..NZACPE adopt the following standard and requirements:

**STANDARD FOR SUPERVISOR (LEVEL II).**

(as wrrtten m 1987 and amended m 1988 ).

1. ADMINISTRATNE AWARENESS.

a. Ability to plan, implement and evaluate a Basic unit ofCPE.

(This ability will be in regard to creation of a programme, recruitment and placement of students, budgeting, negotiation with management, awareness of the philosophy of the institution, time tabling and recording).

1. INTERPERSONAL AWARENESS AND COMPETENCE.
2. Ability to relate pastorally to peers, students, ecclesiastical or institutional authorities, and the context in both individual and group situations.
3. Ability to be articulate about these relationships.
4. Ability to relate to other disciplines within the context of the training centre.
5. INTRAPERSONAL AWARENESS AND COMPETENCE.
6. Emotional and spiritual maturity.
7. Personal integrity.
8. Ability to use oneself in supervision.
9. EDUCATIONAL COMPETENCE.
10. Ability to conceptualise one's own philosophy ofCPE as a learning theory, recognising the contribution of other educational theorists.
11. Ability as an experiential educator, who uses all parts of the CPE experience as oppor­ tunities for learning.
12. THEOLOGICAL AWARENESS.

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1. Ability to articulate clearly one's own theological identity.
2. Ability to conceptualise a theology of ministry as that theology is expressed in the candidate's supervision.
3. Ability to reflect theologically on experience.
4. Ability to help others reflect theologically on experience.
5. Ability to draw together theory and practice in such a way that each informs the other.
6. MATERIALS REQUIRED.

The following materials are required to be submitted by a candidate seeking Level II accredit­ ation.

1. A review committee is concerned with the candidate's ability to demonstrate the personal and professional competence essential for the supervision of ministry. It is expected that all materials will demonstrate the level of functioning required of a senior professional discipline and respect the confidentiality of all persons who might other­ wise be identified through the material. The following written materials, which shall not exceed 15000 words in length, excluding the materials described in paragraphs 1.5, 1.6, 1.7and 1.10, are required :-
	1. A cover sheet containing name, address, age, present position, church denomination, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education and results of previous reviews.
	2. **A** statement of request by the candidate of the review committee.
	3. An Autobiographical statement.
	4. **A** statement of, and theological reflection upon, the candidate's spiritual pilgrimage.
	5. Copies of previous review committee findings.
	6. A copy of the evaluation(s) by the candidate's Supervisor(s) of the units of CPE in which the candidate has participated since the previous accreditation.
	7. From ASPEA and SANTACPE members only, a copy of the evaluation by the candi­ date's educator ofthe unit of"education in supervision".
	8. A detailed evaluation repo1t (not exceeding 3500 words) of the candidate's supervision as an acting Level II Supervisor of one student engaged in a unit of CPE. The rep01t should include:-
		1. Candidate's description of the student including a biographical sketch.
		2. The candidate's description and evaluation of the goal setting process.
		3. The candidate's plans for the student's ministry placement and educational process.
		4. The candidate's supervisory stances and attitudes anticipated to be important in super- vising the student.
		5. A description and evaluation of the supervision of the student, including:
			1. an assessment of the student's development demonstrated by clinical materials:
			2. the candidate's comments on the clinical materials;
			3. excerpts from supervisory conference;
			4. The manner in which particular issues or incidents were addressed in supervi­ sion.
		6. A desc1iption and evaluation of the peer group process particularly as it contributed to and /or inte1tered with the candidate's supervision.
		7. Toe candidate may choose to illustrate his/her evaluation report with audio or video tape vignettes.
	9. A SllIIlIIIBlY description and evaluation (limited to one page each) of the candidate's supervision of the number of students required to be supervised by the organisation to which they belong while acting as a Level II Supervisor .
	10. Copies of the final evaluations written by the students referred to in 1.8 and 1.9 above.
	11. An essay on a pastoral subject demonstrating the integration of clinical pastoral data, sensitivity to the social sciences and theological competence.
	12. **A** paper on the candidate's methodology and philosophy of supervision within the context ofCPE.
	13. **A** comprehensive report of The candidate's acting as a Level II supervisor, addressing the following specific areas:
		1. A description of the clinical setting(s) m which the programme(s) took place, with particular reference to the implications of these settings for the student's learning.
		2. A description and evaluation of programmes the candidate has supervised with refer­ ence to specific students, issues, themes and incidents.
		3. An evaluation of relationships with the CPE centre director(s) - or equivalent where applicable - and the candidate's supervisor(s).
		4. A statement demonstrating the way the candidate has addressed the issues relating to professional identity and function as a Level II supervisor including plans/goals for the future.

1.13 .5 For *AS*PEA and SANTACPE applicants only, an evaluation of the candidate's partici­ pation in "Education in Supervision" including the relationships with the Level III supervisor; and an evaluation of the peer group course 'Education in Supervision'."

It was resolved:

A92/9 "Th at candidates seeking accreditation at Level II write to the organisation to which they belong requesting a review. That organisation then will notify ANZACPE concerning the arrangements of the committee, prior to the revue."

It was resolved:

A92 /10 "That the New Zealand request to be relieved of the agreed fee structure for reviews be accepted, but that the agreed fee structure be maintained for other member bodies."

It was resolved:

# A92/l l.

A92/12

# A92/13

"That on completion of a review the chairperson/convener shall write a report and recommen­ dations for presentation to the relevant organisational member's executive committee. That committee shall report its decision and recommendation to the candidate and its decision to the ANZACPE Executive and Registrar."

It was resolved:

"That NZACPE be permitted to have a majority ofNZACPE members on committees review­ ing its candidates."

It was resolved:

"That local Organisational members be responsible for the formation and a.irangements regard­ ing review committees and notifying ANZACPE."

The meeting adjourned for afternoon tea.

Constitutional Amendment.

It was resolved:

A92/14 "That paragraph 6.24 of the ANZACPE Constitution (1990) be amended by the deletion of the words Chairperson, Deputy Cha:iJ:person, and inserting the words President and two (2) Vice Presidents."

Election of Officers.

The following Officers were elected.

President: The Rev'd Denn Buchanan. Vice Presidents The Rev'd Judith Peterkin.

The Rev'd David Stark.

Secretary The Rev'd Keith Little

Treasurer The Rev'd David Larsen

Registrar The Rev'd Drew Lelean

Financial Statement:

The Treasurer presented the audited financial statement.

Attention was drawn to the hiring of a computer for the Secretary to use during the Conference.

It was resolved:

A92/15 "That the financial statement be received."

Budget:

The Treasurer presented the following Budget for the ensuing year.

Budget for the year July 1992 to June 1993.

It was resolved:

INCOME: EXPENDITURE:

Membership *fees:*

S.Al\'TACPE 90.00 President 's Expenses

100.00

QICPE 190.00 Registrar's Expenses 100.00

ACPEWA 70.00 Secretary's Expenses 200.00

NZACPE 255.00 Equipment Hire 600.00

NSWCCPE 300.00 1040.00

ASPEA VICTORIA 580.00

Interest 100.00 Conference decisions:

1585.00 Fax Line 400.00

C.Bailey 250.00

1690.00

DEF1CIT: 105.00

A92/16 A92!17

"That the Budget be adopted."

"That a fax line be provided for the Secretary."

Membership fee for 1992-93 .

These were set at the inaugural meeting and remain unchanged.

Appointment of an Auditor.

It was resolved on the recommendation of the Treasurer:

A92/18 "That **we** appoint Mr **W.** Amos as our auditor and express our thanks to him."

General Business:

## Next Conference.

A92/19 A92/20

A92/21

A92/22

It was resolved:

"That the next Conference be held in Perth."

"That we advance $800 .00 to the Perth organising committee.

## Location of future Conferences.

Possible locations are Hobart or Christchurch.

1. **Use of ANZACPE Name.**

It was resolved:

"That it be recommended to each organisational member that its letterhead and certificates indicate that the organisation is a member of ANZACPE."

"That it be recommended to each organisational member that its letters and/or cenificates of accreditation at Level II indicate that accreditation is by the organisational member in accord­ ance with the standards set by A.i ZACPE."

## Statistics.

The Registrar provided a sheet of statistics about the nUII1ber of supervisors belonging to the organisational members.

Signe..d...... ······················· Secretary