

# MEMORANDUM

DATE: April 30, 2000  
TO: Pastoral Counseling Supervisees  
FROM: The Rev. Dr. Jerry F. Smith, S.T.D., Approved Supervisor  
RE: Our Supervision Agreement

As we become better acquainted and start our work together, I want to share some standards for our supervisor/supervisee relationship as required by the Certification Committee of the American Association of Pastoral Counselors (AAPC). I see these requirements as aids to our accomplishing the more specific goals that we will agree upon in the light of your learning covenant and my style of supervision.

## **Clinical Supervision is:**

1. Based on your face-to-face sessions with clients;
2. Sustained and intense as indicated by the needs of your client(s);
3. Usually with an individual, couple, or family with the perspective of Pastoral Counseling as opposed to educational events like workshops or retreats, marital enrichment, or other kinds of human potential and/or group processes;
4. Mainly dealing with relationships, interpersonal psychospiritual interactions;
5. Not personal psychotherapy, peer consultation, administrative supervision, or case management (as you might receive from an agency that employs or trains you), and is not primarily didactic wherein techniques or procedures are taught in a group setting, classroom, workshop, or seminar;
6. Practiced according to the ethical standards set by the profession, governmental regulations, and AAPC;

## **Responsibilities and Guidelines for Our Supervisor/ Supervisee Relationship:**

It is important to have a clear understanding of our work—a learning covenant. Certain things in the covenant, listed below, are givens. Others, which you will write out and give to me early in the supervision process, are negotiable, based on the things you particularly want to learn during this experience. Here are the givens:

1. You must have already attained the appropriate graduate professional degree or be enrolled in a master's level program (designed to meet AAPC requirements) which allows you to receive credit from this supervision toward Clinical Membership. If you have the appropriate graduate degree, it is recommended that you become a Pastoral Counselor in Training in AAPC because that will clarify and "lock in" the requirements that you must meet if you seek become a Clinical Member.
2. I am responsible to attest to at least a portion of your familiarity with the important literature on pastoral care and counseling, developmental psychology, personality theory; human sexuality; systems therapy; and professional ethics. Even though I am responsible to evaluate your knowledge, only the AAPC Certification Committee can make the final determination on acceptable completion and documentation of membership requirements.

3. Our major emphasis will focus on the artful task of integrating spiritual resources with the behavioral sciences. I will ask that you submit samples of that work via an easily understandable audio or videotape. I also ask that you write a one- or two-page summary of the case and prepare a genogram, as you first present it to me. I also want you to up-date me on any new clients you wish me to supervise.
4. I am ultimately responsible for the cases I supervise and, therefore, I must ask that, on those occasions when I require that you follow a certain course of action with a case, you do so. That does not mean that we cannot discuss and/or negotiate that directive but, in certain situations, my decision may be final. I also require that you confer with me if you see any clients who you suspect may be a danger to him or herself or others, as these are also my responsibility.
5. I always set aside some time during my first session(s) with a supervisee to conduct a screening interview to get acquainted and to determine if we can work together.
6. We will need to establish clear supervision goals soon. Please submit a draft of your individual goals to me.
7. I will charge you a fee of \$80.00 per fifty-minute hour for supervision (unless we negotiate other time agreements) and I will also charge you at that same rate for other substantial time required for telephone consultation and report writing connected with our work. An exception to this policy applies to those currently enrolled in the Northwest Pastoral Counseling (NPC) Training Program.
8. Unless you attend the NPC Training Program I need a statement regarding your mal-practice insurance.
9. Our sessions will be conducted in my office here at the Pastoral Therapy Associates, unless we agree upon some other appropriate professional setting.
10. I will be available to you for emergency situations, but otherwise we will discuss clinical matters at our regularly scheduled sessions. I will be happy to discuss what I consider an emergency situation.
11. I am required to periodically review your progress in supervision, according to our mutually agreed upon goals and will discuss with you any reports I write before I give them to you to share with anyone else.