



WORKER SUPPORT PROCEDURE

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1 PURPOSE

- 1.1 To ensure all church workers receive appropriate support.

2 SCOPE

- 2.1 This procedure applies to all paid or unpaid (volunteer) workers working for the Diocese of North West Australia ("the Diocese"), including clergy.

3 PROCEDURE

- 3.1 The Minister-in-charge will provide a system of support, enabling workers to feel valued and respected.
- 3.2 This will require communication and encouragement of the worker to meet with a 'support person' one to one regularly, as agreed. Thereby:-
- Providing time in which to debrief safely, to jointly reflect upon work processes, future direction, and goals in their various roles.
 - Providing the opportunity for worker to receive constructive feedback, encouragement and mentoring.
 - Enabling the opportunity for discussion and a sharing of ideas, experience and knowledge.
 - Providing an opportunity for growth in Christian maturity, by reading the Bible and praying together.
 - Develop a knowledge and understanding of from whom they can receive support, together with the type of support/counselling available within the Diocese and within the community.
 - Increase awareness of the importance and role staff meetings have in facilitating communication, support and team building.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Ministry centre governing groups are responsible for ensuring compliance of this procedure

Reporting

4.2 Compliance with this procedure is reported in the quarterly reports to the Diocese

Records management

4.3 The Registry maintains all records relevant to administering this policy using its recordkeeping system.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the Diocesan Glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Safe Ministry Policy

7 QUESTIONS & FEEDBACK

7.1 Church members may provide feedback about this document by emailing registrar@anglicandnwa.org.

8 APPROVAL AND REVIEW DETAILS

Certifications and Assent	Details	Signature	Date
Chair of Committees	Certified as printed in accordance with the regulation as reported		
Registrar	Certified as passed by the Diocesan Council		
Bishop	Assented		
Approval and Review	Details		
Approval Authority	Diocesan Council		
Administrator	Diocesan Registrar		
Next Review Date	21/08/2024		

9 APPENDIX

1. Support Person Role Description
2. Mentoring Agreement
3. Supervisor Agreement