

NZACPE Code of Ethics and Complaints Procedures

CODE OF ETHICS

This Code of Ethics aims to protect both CPE students and CPE supervisors/educators. It stresses the values of integrity, competence, responsibility, and confidentiality.

1. The Nature of Supervision:

CPE supervision is training/education of a deeply personal nature, distinct from therapy and managerial supervision. Its goal is to help CPE students evaluate and improve their pastoral skills and to develop their theological and spiritual understanding of what they offer in ministry. Bound into this endeavour is the need to maintain ethical standards.

CPE supervisors/educators have convinced the NZACPE of their level of self-awareness, integrity and professional competence or, in the case of supervisors/educators-in-training, of adequate supervisory oversight (see below for ongoing training and supervision).

2. Responsibility towards CPE Students:

CPE supervisors/educators:

- a) recognise the value and dignity of all students, regardless of race, status, sex, gender, age, belief or personal preference
- b) ensure that satisfaction of their own needs is not dependent on the students (e.g., they will not exploit this relationship for personal, financial, professional, or sexual gain)
- c) remember that students, being in a process of education and change, are vulnerable
- d) give adequate time and attention to the preparation of their CPE course programme, to each course student's progress within the process, and to the supervisor's report at its end
- e) take care in the Screening Interview to assess the potential student's ability to cope with stress, and during the course monitor this factor, including its effect on the student's partner, family and whanau/community
- f) have a responsibility to address the needs of the students as they conclude the course
- g) will be in a supervisory relationship of their own, to take care of their own levels of stress, to recognise the limits of their own competence and so know when to refer students to others
- h) keep up with professional literature and pursue on-going training or, where possible, peer group involvement
- i) will respect each student's rights to privacy; will not reveal confidential material about a student unless that person gives explicit permission; will ensure that an agreement on confidentiality is reached at the start of each course.

PROCEDURES for the NOTIFICATION of a CONCERN or a COMPLAINT

Step One: Notification of a Concern

A CPE student believing they have a cause for concern about a CPE supervisor/educator is encouraged to meet with that CPE supervisor/educator to resolve the concern or difference by agreement between themselves. Before any such meeting, the CPE student must put their concern in writing using **Form One** (see below) and email it to the CPE supervisor/educator in

question. The CPE supervisor/educator must promptly inform the NZACPE Chairperson that they have received a Notification of a Concern. At the same time, the supervisor/educator must promptly respond to the CPE student acknowledging receipt of their **Notification of a Concern** and offer them a number of alternative meeting times and a number of neutral meeting places. Both the CPE student and the CPE supervisor/educator are encouraged to bring a support person to the agreed-upon meeting (this support person to offer silent support throughout the meeting).

Step Two: Notification of a Complaint

Should no satisfactory resolution result from Step One, the CPE student shall put their complaint in writing using **Form Two** (see below) and email it to the NZACPE Complaints Registrar at NZACPEcomplaintsregistrar@gmail.com . The Complaints Registrar will not be a member of NZACPE; however, they will have the professional qualifications to both receive and appreciate the nature of a complaint and to communicate clearly and pastorally with any person involved in this step of the process. The Complaints Registrar will then negotiate separately with the two parties with the mind of establishing a mediation meeting between the two parties with a professional mediator (also not a member of NZACPE) who will assist the two parties to reach a mutually acceptable place of understanding and reconciliation.

Misconduct:

Should the complaint of the CPE student show evidence of misconduct on the part of the CPE supervisor/educator (e.g., exploitation of the supervisory relationship for personal, financial, professional, or sexual gain) the Complaints Registrar will assist the CPE student to take their complaint directly to the Complaints Process of the church/faith body that has licenced / authorised / endorsed the CPE supervisor/educator.

See below (in separate documents)

FORM ONE – NOTIFICATION OF A CONCERN

or

FORM TWO – NOTIFICATION OF A COMPLAINT