

NOTES CONCERNING SPIRITUAL DIRECTION (version 6)

John-Francis Friendship

The ministry of Spiritual Direction is offered to individuals who are seeking to develop their relationship with God. It is an ancient tradition which, over the centuries, has established itself as an important element in the life of the Church. Those who offer this ministry do so after careful training and they, like you, desire to grow before their Creator. They have also realised the need to work with someone as they seek to respond to the love of God calling them into wholeness and holiness. Much of this ministry concerns the way an individual seeks to make sense of the movements going on within them and to discern how to respond in a way that moves them towards God. No Spiritual Director has the answers to life's questions, but the Director will listen, ask open, sometimes probing, questions and will try to help in your own desire for integration and growth before God. Having a space to explore the movements of your heart and discerning how God is drawing you, is one important aspect of how we grow into the people God is creating us to be.

It is important that you are aware of some of the 'norms' associated with this ministry and these will be explored in the initial interview. I have, therefore, prepared the following notes to help you prepare for this:

- An initial interview will explore if both parties sense they can work together. At this point neither of us is committed to an on-going process. As such it gives both an opportunity to get to know each other a little and to explore what is understood by, and required from, Spiritual Direction. You will not need to decide whether to go ahead at the end of our time together. You may want to see other Directors. Both of us should take time to discern if it is right to work together and you can telephone or email (020 3583 9312 or jff2209@yahoo.com) after a few days to give your response. Answering "no" is just as acceptable as "yes".
- You should ask yourself what you understand by Spiritual Direction and what you want from such a relationship. Do you have any particular concerns?
- *Confidentiality* is essential. However there are two caveats:
 - a) As a Director I undergo regular Supervision. There may be times when I need to (anonymously) discuss aspects of Direction with my Supervisor. This is quite normal for all who seek to act professionally, e.g. doctors. It is also a means whereby a Director can be accountable to someone for this ministry;
 - b) If issues of child, or vulnerable person, abuse emerge or if I consider the Directee is 'at risk' I would discuss such concerns with that person as well as any course of action.

I also maintain brief notes about matters that may have arisen. In accordance with the (European) General Data Protection Regulations 2018 these are kept in a secure place and would be destroyed when I ceased to be your Director. Further information about Data Protection can be found overleaf.

- It is important for me to know if you are having, or have recently received *therapy or counselling* or are under any medication which might create serious side-effects. If you would like *prayer* to form part of our time together then I am happy to talk with you about how this might be expressed.
- As I depend on this ministry to provide some of my income, I ask for a *donation*. Your gift needs to cover such matters as on-going training, professional fees, Supervision and room hire (where applicable) which amounts to app. £15. As a guide this might be equivalent to your hourly income or you may consider the value you place on this ministry. If you are unemployed I would be happy with whatever you felt you can afford.
- In order to develop a developing relationship it is normal to meet once every 6 – 8 weeks, although this might be more frequent if necessary. Some people feel a need to email or telephone between sessions and, whilst this is not ideal, I would be happy to respond providing this was understood to be an exception. If you are not able to make an appointment then I would ask that you let me know as soon as possible. If I am paying for a room then it may be necessary to ask you to cover this cost.
- If you decide to proceed I would expect that, after about 5 sessions, we would review the relationship to see how it's working for both of us. This review would consider the process and content of our time together with the idea of looking at the effectiveness/suitability of the process and whether we are both confident in the way the relationship is developing. Such Reviews would take place from time to time (say 18 months).

Whether or not one is aware of it, God is constantly engaged with the human heart. God is present, inviting, cajoling, challenging, enabling, always loving persons to be who they are At some point in the spiritual journey we are awakened to this love affair and the subsequent choice to claim the primacy of love in our lives. For some this may show itself as an insatiable passion for truth or for justice, for others it may be a deep reverence for beauty, and still for others it may appear as the drawing of the heart to compassionate service. Others may sense only that beneath the pain, the joy, the complacency of their lives there is a Reality which can no longer be ignored. However this longing shows itself, it is ultimately a longing for God. This longing for God is the bedrock of the spiritual life and of spiritual direction. (Rose Mary Dougherty)

NOTES CONCERNING SPIRITUAL DIRECTION (5.18)
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GENERAL DATA PROTECTION REGULATIONS 2018

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Act 2017, the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

I will not share your data with any other organisation without your permission, except where there is a statutory duty to do so.

I may hold some or all of the following where necessary to perform my tasks:

Names, titles, and aliases;

Contact details such as telephone numbers, addresses, and email addresses;

The data I process may constitute sensitive personal data because, as a Christian spiritual director, the fact that I process your data at all may be suggestive of your religious beliefs.

How do I process your personal data?

I will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

I use your personal data for some or all of the following purposes:

To maintain our own accounts and records;

To maintain an email address list, database or similar record keeping mechanism, thus enabling me to contact you with information about spiritual direction or other material by email and social media;

To process a donation that you have made;

To seek your views or comments;

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared your prior consent.

How long do we keep your personal data?

I will keep some records permanently if I am legally required to do so. In general, I will endeavour to keep data only for as long as I need it. This means that I will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

The right to access information I hold on you

At any point you can contact me to request the information I hold on you as well as why I have that information, who has access to the information and where I obtained the information from. Once I have received your request I will respond within one month.

There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

The right to correct and update the information we hold on you

If the data I hold on you is out of date, incomplete or incorrect, you can inform me and your data will be updated.

The right to have your information erased

If you feel that I should no longer be using your data or that I am illegally using your data, you can request that I erase the data I hold.

When I receive your request I will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

The right to object to processing of your data. You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

You can withdraw your consent easily by email.

The right to object to the processing of personal data where applicable.

The right to lodge a complaint with the Information Commissioner’s Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

I have read the NOTES CONCERNING SPIRITUAL DIRECTION (Version 6) including the GDPR 2018 and understand and accept the conditions applying to the ministry:

Name

Signed

Date