

WELLBEING GUIDE

Everyone has a role to play in managing wellbeing and stress for themselves, their colleagues and others. Wellbeing encompasses the physical, mental and emotional, social, and spiritual dimensions of health. This guide has been produced with our clergy, staff and volunteers in mind.

HAUORA - WELLBEING IN THE WORKPLACE

Positive mental health and wellbeing lead to positive life outcomes for all staff and better results for your workplace.

The workplace can have a significant influence on the wellbeing of staff while they are present and away from work. There is a lot we can do proactively to plan and manage potential stress and fatigue, recognise symptoms in others and offer support.

Our clergy, staff, and volunteers are all vital to the way we live out the mission of God; as good stewards and as an exercise of our duty of care, we need to ensure that all those involved in our diocesan and local communities find their ministries life-giving and sustainable. The wellbeing of our people is crucial to our health as the Church in our worship, mission and ministry.

Hauora

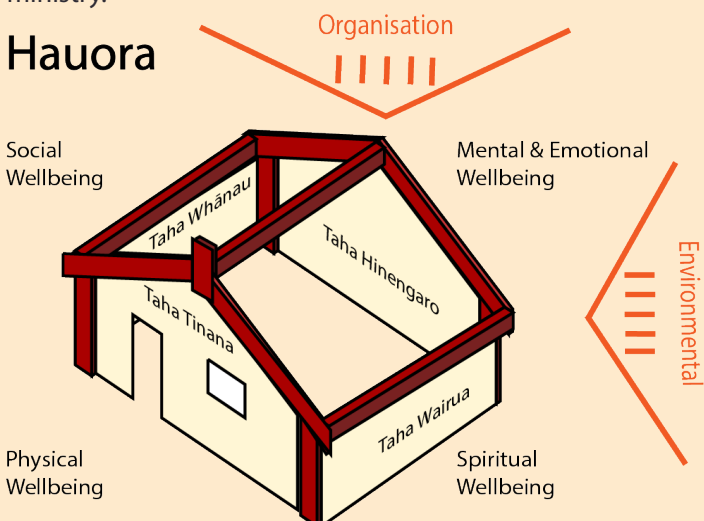


Image credit: Evan Mason 2016 (adapted by Kylie Todd 2019), creative commons licence: CC BY-SA 4.0. Dr Mason Durie's whare tapa whā model. Source: Mason Durie, *Whaiaora: Māori health development*, Auckland, Oxford University Press, 1994.

Hauora is the Māori philosophy of health unique to New Zealand. It is made up of Te taha Tinana, Te taha Hinengaro, Te taha Whānau, and Te taha Wairua; physical, mental and emotional, social and spiritual wellbeing.

Source: health.tki.org.nz/Teaching-in-HPE/Health-and-PE-in-the-NZC/Health-and-PE-in-the-NZC-1999/Underlying-concepts/Well-being-hauora

SUPPORTING MYSELF

- Establish spiritual direction and supervisory relationships (these are expected for anyone holding a bishop's licence for ministry) and other support networks so that you are well resourced when challenges arise
- Use professional support such as a counsellor when necessary, and know when it's wise to refer someone else for such support, e.g. a parishioner in crisis
- Focus on maintaining a healthy diet and some regular exercise, particularly at times of stress. A simple walk can be sufficient
- Use deep-breathing techniques, plan retreat days for yourself, and have a regular and sustainable pattern of personal prayer and reflection
- Maintain healthy boundaries; attend a diocesan boundary workshop every three years.

SUPPORTING OTHERS

If you notice any changes in behaviour of co-workers and want to help, provide time and space for a person to talk through their issues. Support them in making a proactive plan to address each issue. Remind them of other resources available, i.e. supervision, counselling etc.

Organisational

- Support work breaks and leave
- Plan and manage realistic workloads to reduce pressure points
- Share the workload with others if you can
- Plan a break either side of higher workload times, i.e. Christmas and Easter.
- Set up your workstation ergonomics for healthy support. Visit <http://habitatwork.co.nz> for a free online assessment and guide

Environmental

- Take breaks outdoors in nature or a garden
- Keep windows slightly open to have constant fresh air
- Include fun in your workday with staff and others
- Ensure adequate heating, ventilation and lighting in offices and clergy housing
- Ensure workplaces are secure and you feel safe, especially if working alone.

Wellbeing Checklist

The common symptoms of stress are listed below, i.e. emotions, physical symptoms, thoughts and behaviour patterns.

For a quick self-assessment, tick the boxes below that relate to you at this moment in time. If you tick multiple boxes in each section, you may need to seek support and advice, for example, from your supervisor.

Use the assessment tool again as you start to feel better to check if your plan is effective.

If you continue to experience stress and you need support, contact your vicar/manager, archdeacon or the bishop – don't delay.

Please tick the boxes which have regularly applied to you when you reflect on the past couple of months.

Emotions & Physical Symptoms

- Tense
- Irritable/impatient
- Overwhelmed/helpless
- Light-headed
- Nausea
- Tired/exhausted
- Poor concentration
- Disturbed sleep or changes in sleep pattern
- Weight loss/gain
- Low mood
- Unusual headaches

Thoughts

- I won't be able to cope
- Butterflies in the stomach
- There's no way I'll be able to manage all this
- I'm going to end up missing something
- I'm losing control
- I'm not good enough

Behaviour Patterns

- Being busy non-stop
- Easily irritated
- Finding it difficult to concentrate
- Being easily distracted
- Procrastinating
- Avoiding people
- Over- or under-eating
- Hard to get out of bed
- Using alcohol excessively

HOW STRESS CONTRIBUTES TO REDUCED WELLBEING

Stress is a harmful physical and emotional response that occurs when a person becomes unable to cope with everyday demands and pressure. People can become overwhelmed or unable to cope when there are multiple pressures in their lives, e.g. their work/life balance is uneven, they experience personal loss or relationship issues, or their sense of safety/security is compromised.

USEFUL LINKS

<https://worksafe.govt.nz/topic-and-industry/work-related-health/work-related-stress/>

<https://www.mentalhealth.org.nz/home/ways-to-wellbeing/>