



# Psychological Assessment Instructions

## Level 1 - Candidacy

Throughout your journey from admitted candidate to retirement as a licensed pastor or ordained clergy, you will participate in a number of assessments. The purpose of this level one psychological assessment is two-fold: a) to assist the district committee on ordained ministry in identifying any psychological issues that may influence a candidate's potential fitness for ministry; and b) to provide feedback to the candidate regarding areas of strength and areas of growth for personal and professional development.

We ask that you complete the Effective Ministry 360 (EM360) step on the Candidacy track before you request to begin the psychological assessment. If you have already completed the EM360, thank you. If not, you will find that as a "Next Responsible Step" on the Candidacy track in your left navigation pane of UMCARES.

When you are ready to begin the psychological assessment:

1. Complete the request form and download this instruction page from the "Request Psychological Assessment" step on your Becoming a Certified Candidate track.

The candidate is responsible for securing someone to serve as a monitor/proctor to administer the psychological assessments under the conditions stated in these instructions. We highly recommend that your candidacy mentor be the person to monitor your assessment. If for some reason that is an impossible situation, you may select another adult, non-family member (a pastor, a faculty person, a church staff person). If you designate someone other than your mentor, the mentor will need to forward the psychological materials to that person with your cooperation.

***You will be placed on a new Psychological Assessment track in 3-5 business days.***

2. You will complete the first few steps on the Psychological Assessment track to get the process started. In turn, your mentor will receive a notification to request the psychological materials. **All three parts of the assessment listed below are to be completed in one session and under your monitor's supervision.**

The psychological assessment contains three separate testing modules on different platforms:

- a) Minnesota Multiphasic Personality Inventory (MMPI-2) to be completed via web link provided by your testing monitor;
- b) Incomplete Sentences Blank to be completed on the UMCARES step and in the presence of your testing monitor;
- c) Sixteen Personality Factor (16PF) to be completed via web link provided by your testing monitor.

***Your candidacy group mentor will receive an email in 3-5 business days of completing the "Request Assessment Materials" step.***

That email will contain instructions and the above mentioned web links to the testing modules. They will share this email with you and monitor you while you complete the three testing modules. If as the candidacy mentor, you have completed this step to request the psychological materials but have not received an email with those instructions, please email Sarah Ibarra-Scurr (sibarra-scurr@gbhem.org) and request that the materials be resent to you.

**Monitor Guidelines:** The testing situation itself is an important source of information. The monitor becomes an integral part of the assessment situation. The monitor will be asked to share observations of both his/her own responses and reactions, as well as those of the candidate, which are of significant value to the evaluation process on a Testing Situation Report. **The candidate will complete all three assessment modules, in one session, under the supervision of a monitor. Neither the candidate nor monitor will complete any materials by paper.**

3. Once you complete all three modules, the testing materials will be sent electronically to Nashville for scoring and then sent electronically to the MAS - Ministerial Assessment Specialist - who will review your materials.
4. You will be contacted by the MAS to schedule an in person interview. While the Virginia Conference Board of Ordained Ministry is subsidizing a portion of the cost of this assessment, there may be an additional fee due to the MAS at the time of your interview. If that cost is not provided at the time of scheduling, please ask before you arrive for your interview.

***The timeline from when you complete your testing materials to receiving a call to schedule your interview may be two to four weeks.***

5. A final report will be mailed to you and to the Center for Clergy Excellence, who will forward the report to the district committee on ordained ministry. This report will be reviewed prior to your interview for certified candidacy.

***Please take note that the psychological assessment process can take as much as 8-10 weeks in total.***

**Blessings to you as you continue this journey!**