

NEW ENGLAND CONFERENCE BOARD OF ORDAINED MINISTRY

PSYCHOLOGICAL ASSESSMENT PROCEDURES FOR CERTIFICATION

Important – please allow 4-6 months for the following process

The application and enrollment process to become a certified candidate in the United Methodist Church is now being done online, using the following General Board of Higher Education and Ministry website:

<https://public.gbhem.org/candidacy/default.aspx>

At this website, the candidate is given instructions on completing the initial candidacy forms (Form 101 and the IRAI), and the District Superintendent’s and candidacy mentor’s “signatures” are requested by automated email once that process has begun.

Briefly, after the IRAI is completed by the candidate, reviewed with the candidacy mentor, and the step marked as “complete” by the mentor, the mentor requests the psychological testing materials by completing Form 112 at the website. A \$225 co-payment from the candidate for the psychological assessment (payable to “New England Conference”) is required. Please send this co-payment, along with the candidate’s and mentor’s contact information, to:

Susan Evans – BOM Registrar, PO Box 709, Londonderry, NH 03053-0709.

Please note: If the candidate enrolled in the candidacy process before the online system began, but had not taken the psychological assessment test yet, the mentor and/or candidate should contact the BOM Registrar, Susan Evans (603) 424-9908 or SsEvns@aol.com for instructions.

1. The Candidacy Mentor receives the testing materials and administers the tests to the candidate. The tests include, but are not limited to:
 - a. *Minnesota Multiphasic Personality Inventory (MMPI-1)*: A general personality inventory which looks for major emotional distress, relational or sexual problems, difficulty with authority and within the family.
 - b. *Incomplete Sentences*: Formulated to elicit responses relevant to the candidate’s feelings about family, authority, anxiety, hostility, and self-concept. The report looks for themes that either confirm or disconfirm data from the MMPI-1.
 - c. *Adjective Check List*
 - d. *16 PF (Personality Factor, Fifth Edition)*: a 185 multiple-choice item inventory that describes personality dimensions and how they relate to work, family, and life situations. (This test is completed and scored online.)
 - e. *Standard Reference Forms*: a Personal and Professional Reference List is completed at the online Candidacy website and submitted to the Assessment Office in Nashville at the time of the request for the Assessment Packet. Recommendation forms are sent to all references submitted, who then forward the completed forms to Clergy Assessment Services.
2. The Candidacy Mentor mails the completed tests for scoring to the **Candidacy Assessment Office – Division of Ordained Ministry, PO Box 340007, Nashville, TN 37203.**
 - The Candidacy Assessment Office sends the scored test results to Clergy Assessment Services in Arlington Heights, IL for interpretation. Clergy Assessment Services (CAS) will take the results of all tests, biographical information, and references, and develop a 5-8-page evaluation report.

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- CAS sends the evaluation report to a clinical interviewer in the candidate's geographic area, and notifies the candidate that the report has been sent. This notification includes the clinical interviewer's contact information, in order for the candidate to schedule a 1 hour appointment for the report review.
3. The role of the clinical interviewer is to debrief the experience with the candidate, interpret the report and make sure the candidate understands it. In addition, if a concern or issue arises in the interview that needs to be included in the report, the clinical interviewer adds that information. The clinical interviewer also indicates whether, in his/her professional opinion, the report is a good fit, a moderate fit, or not a fit with the candidate.
 4. The sections of the evaluation report are:
 - 1) Background information
 - 2) Personality profile
 - 3) Self-image
 - 4) Vocational interests
 - 5) Recommendations to the candidate
 - 6) Recommendations to the Candidacy Mentor and DCOM, or BOM, depending upon the level of application (candidacy certification or ordination), using a 6 point rating scale
 5. The evaluation report will be mailed to the BOM Registrar, who will forward it to the DCOM Registrar in the case of candidacy certification.
 - 6. Time needs to be spent reading and reviewing this report by the DCOM prior to the certification interview with the candidate.**
 7. Note that this process should not be done in a hurried fashion. It can take up to **4-6 months** from the time the Candidacy Mentor requests the testing materials until the evaluation report is delivered to the BOM Registrar. The cooperation of the District Committee on Ordained Ministry in moving carefully with persons toward certified candidacy will be most helpful. **Note also that all persons must complete the psychological assessment prior to becoming a certified candidate** (§311.2b, 2008 Book of Discipline).

Clergy Assessment Services website: clergyassessment.com