

CLM

MONITOR'S REQUEST FOR THE ASSESSMENT PACKET – CERTIFIED LAY MINISTER

**Completed form and payment (see instructions below) to be mailed to
Susan Evans, PO Box 709, Londonderry, NH 03053**

Name of Candidate (please print) _____

Address _____
Street City State Zip

Tel./area code (Home) _____ (Cell) _____ (Work) _____

E-mail _____

It is my understanding that I will be responsible for administering the instruments in the assessment packet to the candidate in a manner consistent with the guidelines enclosed in that packet, and for sending the completed instruments by return mail to the DOM Candidacy Assessment Office in the mailer provided in the assessment packet. I further understand that the results of the scoring of the assessment instruments will be forwarded by mail from the DOM Candidacy Assessment Office to the Ministerial Assessment Specialist or conference approved psychological consultant designated below, and that the consultant will contact the candidate for a feedback session. I understand that the timeline involved in this process, beginning from the date when I mail the completed instruments to the DOM Candidacy Assessment Office until the MAS receives a report from the consultant, will be approximately six weeks.

Ministerial Assessment Specialist or Conference Psychological Consultant:

Rev. Dr. John Hinkle, PhD
Clergy Assessment Services
412 West Hintz Road
Arlington Heights, IL 60004-2439
(847) 577-5132

Name of Monitor/Mentor _____

Address _____
Street City State Zip

Tel./area code (Home) _____ (Work) _____

E-mail _____

Today's Date _____ Proposed Date of Testing _____

District _____ Conference _____

Signature _____

**Send original form to the BOM Registrar (address below); keep a copy of this form for your records.
Please include payment of \$550, payable to "New England Conference".**

SEND THIS REQUEST FORM AND PAYMENT TO:

Susan Evans, Registrar
Board of Ordained Ministry
PO Box 709
Londonderry, NH 03053-0709
(603) 424-9908
SsEvns@aol.com

The Board of Ordained Ministry

NEW ENGLAND CONFERENCE
THE UNITED METHODIST CHURCH

www.neumc.org/boom

CO-CHAIRS

The Rev. Ernest Belisle
335 Smyth Road
Manchester, NH 03104
(603) 647-7322
neum_boom@yahoo.com

The Rev. Lynn McCracken
109 Elmgrove Ave
Providence, RI 02906
(401) 333-5203
lynnmac1@verizon.net

REGISTRAR

Susan Evans
PO Box 709
Londonderry, NH 03053-0709
(603) 424-9908
FAX: same #, please call first
SsEvns@aol.com

Psychological Assessment: Please allow 4-6 months for this process to be completed.

1. Ask someone to serve as test *monitor*.
This person should be a clergy member in full connection. The monitor will be the one to administer the testing materials (primarily personality and vocational inventories), making sure they are done correctly and seeing to it that you are not disturbed during the 4-6 hour time period the tests will take to complete.
2. **Ask the monitor to request the Assessment Packet from Susan Evans, Board Registrar, using the request form provided. A \$550.00 check from the candidate (payable to “New England Conference”) should be included with this form.** This is the cost of the report for which the Conference will be billed by Clergy Assessment Services.
3. The candidate’s and monitor’s name will be forwarded by the Registrar to the GBHEM (General Board of Higher Education and Ministry) Candidacy Office in Nashville. The candidate and monitor will be emailed instructions from GBHEM on how to log in to the OCAS (Online Candidacy Application System) website to begin the psych assessment process. A payment of \$20.00 to GBHEM (to cover the cost of the testing materials) will be requested at the OCAS site early in the process.

Complete instructions for both the monitor and the CLM candidate will be mailed with the testing materials from Nashville.
4. Once the completed tests are scored by Nashville and an evaluation report is prepared by Clergy Assessment Services, you will be notified of a clinical interviewer in your geographical area who will meet with you to review the report before it is sent to the Board.