



## Ministry Development Services

### Procedures for Scheduling Psychological Assessment Appointment

1. Candidates who have completed ALL required forms/materials and on-line inventories will have their counselor assessment interview appointment scheduled at the conclusion of the Retreat. Others should contact Ministry Development Services to schedule. We are available Monday – Thursday from 8:30 am-4:30 pm at 704-554-9222.
2. Please schedule your assessment interview as soon as possible in order to meet the deadline set by the SC UMC Conference. Assessments appointments will be scheduled on a first come basis. If you are a student, please be cognizant of your school schedule in order to avoid conflicts.
3. All required materials must be received at least **2 weeks prior to the Retreat in order to schedule an interview appointment at the conclusion of the Retreat.** Appointments will not be scheduled until ALL materials are completed and returned to MDS. If you are a no-show to your interview, a \$100.00 cancellation/reschedule fee will be applied. An assessment interview appointment may be rescheduled with prior notice due to an unforeseen circumstance one time without a penalty fee.
4. All required materials can be accessed from the MDS website: [www.MinistryDS.org](http://www.MinistryDS.org). Go To Programs/Ministry Candidates/UMC SC Conference. You are responsible for distributing the reference forms to your four selected individuals. Please advise them to complete their forms and return them to MDS no later than **2 weeks prior to the Retreat.** Forms can be returned via US mail or e-mailed to [mdvs@ministryds.org](mailto:mdvs@ministryds.org).
5. The assessment interview will last approximately two hours with one of the Ministerial Assessment Specialists (MAS): Dr. Jonathan Golden, Dr. Lenore Wilkinson or Dr. John Arey. Interviews are held in both Charlotte and Hickory.
6. The written report generated by the MAS will be sent to you to review and make note of any biographical errors (if any). Once we receive your consent form (within 48 hours) the report will be forwarded directly to the Conference and they will distribute the report accordingly.
7. You are encouraged to use the summary recommendations in the report as a focus for work with your mentor or supervisor(s).
8. Questions? Please feel free to call our office at 704-554-9222.