



## **WNC CONFERENCE PSYCHOLOGICAL ASSESSMENT PROCESS**

1. A **\$155.00 deposit is required with the remaining balance of \$170.00 due one week prior to the Retreat. Or, the entire fee of \$325.00 can be paid at one time.** Payment can be made via a check, payable to Ministry Development Services and mailed to MDS, 6100 Sardis Rd. Charlotte, NC 28270, or, via MasterCard or Visa by calling MDS at 704-554-9222.
2. The candidate contacts Ministry Development Services (MDS) at 704-554-9222 to set up their appointment, unless they are attending the Retreat. **If attending the Retreat, appointments will be scheduled at the conclusion of the Retreat, provided all materials have been completed.**
  - a. The candidate will be assigned to one of three Ministerial Assessment Specialists (MAS): John Arey, Jonathan Golden or John Spain and an appointment date will be set.
  - b. The deadline(s) for completing the preliminary work is given to the candidate. If attending a Retreat, all materials and on-line inventories should be completed one week prior to the Retreat date if an immediate appointment is desired.
  - c. Required materials can be found on our website: [www.MinistryDS.org](http://www.MinistryDS.org): Programs, Ministry Candidates, UMC Western NC Conference.
  - d. The candidate is responsible for distribution of the recommendation forms to **four (4) references**. They are also required to complete a recommendation on them self. These forms should be e-mailed or faxed directly to the MDS office. If the forms are not returned by the due date, it may result in delaying the candidate's appointment.
  - e. **If a candidate is a no-show or late for a scheduled appointment without prior notification, a \$100.00 re-scheduling fee will be charged.**
3. The Candidate meets with the MAS for a three hour interview to review the psychological inventories, written materials and recommendations. The MAS then prepares a report.
4. MDS will send a draft of the psychological assessment report to the candidate via e-mail. The candidate has an opportunity to review the report and note any errors in biographical information (only). They must also complete the *Consent to Release* form that accompanies the report which allows MDS to send the report to the BOM c/o Clergy Services, Charlotte, NC. This should be done within a 48 hour time frame. Upon receipt of the report in Clergy Services, a copy is placed in the candidate's file, a copy is sent to the district office, as well as, to the candidate.
5. The candidate's mentor is encouraged to ask the candidate to see the report so they can review together any possible suggestions or topics that might come up in dCOM conversation. The mentor is not obligated to see the report and the candidate is free to say "no".