

## SC CONFERENCE PSYCHOLOGICAL ASSESSMENT PROCESS

1. The candidate and the mentor review the IRAI. The candidate can then begin the assessment process.
2. The candidate will go to his/her District Office to sign two forms. The *Limits of Confidentiality and Release of Information* and the *Consent to Testing*. The District office then mails, faxes or e-mails (preferred) the signed forms to **Ministry Development Services**. The candidate will then pay their \$220.00 to MDS via a check made payable to Ministry Development Services and mailed to MDS, 6100 Sardis Rd. Charlotte, NC 28270. Or, the candidate can pay via credit card (MasterCard or Visa) by calling MDS at 704-554-9222.
3. 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, candidate will schedule appointment AFTER the Retreat.**
  - a. The candidate will be assigned to one of the three Ministerial assessment specialists (MAS): John Arey, Jonathan Golden or Lenore Wilkinson 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.
  - c. Required materials can be found on our website: [www.MinistryDS.org](http://www.MinistryDS.org): Programs, Ministry Candidates, UMC SC Conference.
  - d. The candidate is responsible for distribution of the recommendation forms to four references. The candidate is also to complete a recommendation on themselves. These forms should be faxed or e-mailed 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 \$50.00 re-scheduling fee will be charged.
4. The Candidate meets with the MAS for a two hour interview to review the psychological inventories, written materials and recommendations. The MAS then prepares a report.
5. MDS will send a draft of the psychological assessment report to the candidate. The candidate has an opportunity to review the report and correct any biographical information (only). They must also complete the *Consent to Release* form that accompanies the report which allows the MDS office to send the report to the BOM c/o Clergy Services in Columbia, SC. This should be done within a 48-72 hour time frame. Upon receipt of the report in Clergy Services, a copy is placed in the candidate's file, a copy sent to the district office as well as to the candidate.
6. 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".