



Baltimore-Washington Conference

The United Methodist Church

Psychological Assessment Process **Guide for District Committees on Ministry** (Revised 11/2021)

Overview

The psychological assessment process of the Board of Ordained Ministry (BOOM) is intended to serve as a positive step in helping candidates look at the gifts and graces they bring to ordained or licensed ministry, as well as identify areas of weakness that need to be addressed in order for them to be successful in ministry. Psychological assessment at the candidacy level is focused on “fitness” criteria. Fitness criteria involves determining whether or not a person possesses the personality characteristics that “fit” the requirements for both licensed and ordained ministry in the Baltimore-Washington Conference of The United Methodist Church (BWC). The psychological assessment process must be completed and the District Committee on Ministry (DCOM) must receive an assessment report before the candidate appears before the DCOM to request approval as a certified candidate for ordained or licensed ministry. The whole process can take 2-3 months from the time of registration to completion of the required steps.

Eligibility

- Candidates must have met the prerequisites for testing as outlined in the BWC Application and Assignment Portal at bwc-umc.smapply.org. The prerequisites include: completion of all application tasks, approval by the District Superintendent, completion of a background check, and approval by the DCOM Chair following the candidate’s initial interview with the DCOM.
- At the time of the candidate’s initial interview, the DCOM or the District Superintendent should inform the candidate and the candidate’s church of the psychological assessment process, including its purpose, and cost.
- It is very important that the DCOM Chair regularly completes the “Stage 10 - DCOM Chair Review” in the BWC Application Portal for your candidates, as they will not be eligible to register for testing until this step is complete. (If you notice that candidates are incorrectly listed in this stage, please contact Hilary for correction).
- Once the prerequisites have been met, the candidate will be notified through the BWC Application Portal that admission to testing has been granted.
- A new psychological evaluation is required every seven years until a candidate becomes commissioned as a Provisional Member or completes the Course of Study.

It is the BOOM's policy that if a previous assessment is more than seven years old, then a candidate will be expected to undergo a second assessment.

Testing Schedule

- The BWC requires the following tests as a part of the psychological assessment: the Millon Clinical Multiaxial Inventory (MCMI-IV), and the 16 Personality Factor Questionnaire -5th edition (16PF).
- These tests are offered quarterly. Specific dates and details on how to register will be announced approximately 6 weeks ahead of testing to allow time for candidates to complete any necessary prerequisites. Please share these dates with any candidates you know to be eligible or near eligibility, so we can be sure we are reaching all candidates.

Payment

- Once a candidate registers for and completes testing, they will receive an invoice with instructions on how to complete payment. The candidate portion of the psych fee must be paid in full before the candidate is scheduled for their Feedback Session with the DCOM representative.
- The candidate portion of the psychological assessment process is \$900. The BOOM contributes an additional \$530. The total cost of the psychological assessment process is \$1430. Candidates are highly encouraged to seek their congregation's assistance in covering some or all of the cost. If your district contributes to the cost, please be sure to share that with your candidates, too.
- If your district contributes toward your candidates' psychological assessment, an invoice for the district contribution will be sent to your District Administrator after a candidate completes their testing.

Assessment Process

- *Step One: Testing*
 - Once a candidate has registered for testing, they will receive details on the location, instructions, and next steps.
 - The candidate will need to allow 1.5 to 2 hours to complete the two tests and plan to arrive at least 5-10 minutes before the announced time for testing.
 - The tests are administered online. For the online testing, candidates will need to have their own laptop or large tablet available with WIFI capability. It will help if the device is fully charged or if they have their power cord nearby.
 - There are no time limits on the assessments, but they generally take between 30 to 50 minutes each to complete. In between tests, candidates will be encouraged to take a break and stretch.
 - Within a few days of completing testing, candidates will receive an invoice for their candidate portion of the psychological assessment fee. Additionally, candidates will receive the name and contact information for their assigned Conference Psychologist.

- o At this time, candidates will also be scheduled for their Clinical Interview with their assigned psychologist within 2-3 weeks of testing. This interview typically takes around 1 hour.
- *Step Two: Clinical Interview*
 - o Prior to the Clinical Interview, candidates need to complete the following tasks:
 - Complete and email 3 forms directly to the psychologist. These 3 forms can be found in the BWC Application Portal task called “Psychologist Prep – Forms” and are due 24 hours before the interview.
 - Request 3-4 references through the BWC Application Portal task called “Candidate Reference Feedback” by the time of the interview.
 - Complete and upload an “Informed Consent for Teletherapy Form” in the BWC Application Portal task called “Psychologist Prep - Upload Informed Consent for Teletherapy Form” at least 24 hours before the interview.
 - o Once the Clinical Interview is complete, the psychologist will generate a report within 3-4 weeks. The full report will be sent to the DCOM Chair or a designated representative on the DCOM, along with a report of recommendations to the candidate.
 - o It is the responsibility of the DCOM Chair or designated representative to pass the summary report and recommendations on to the DCOM for review and discussion regarding any requirements for the candidate.
- *Step Three: Feedback Session*
 - o Following the Clinical Interview and completion of the psychologist’s report, a 30-minute Feedback Session will be scheduled with the candidate and the DCOM Chair or designated representative.
 - o The Feedback Session will only be scheduled if the candidate portion of the psychological assessment fee has been paid in full.
 - o Once the Feedback Session is complete, the candidate’s psychological assessment is considered complete, and they are directed to work with their DCOM regarding the results of the assessment.

BWC Application Portal Stage 13 Review

- Following the candidate’s psychological evaluation process, they will continue completing tasks in Stage 2 of their application.
- Once all of these tasks are complete, their application will be moved to “Stage 13 - Psychological Exam Feedback Session” for review. This review should be completed by the DCOM Chair, and includes recording dates of the interview and feedback sessions, a summary of the report, any recommendations made, and any requirements by the DCOM.

Contact Hilary Ann Golden at bomstaff@bwcumc.org with any questions.