

# **Psychological Assessment Process**

## **Guide for Candidates for Certified and Ordained 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](http://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.
- 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 -5<sup>th</sup> 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.

## **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 \$530 of that cost. 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. Additionally, some districts also contribute toward the fee. Please contact your DCOM Chair for more information.

## **Assessment Process**

- *Step One: Testing*
  - Once a candidate has registered for testing, they will receive details on the location, instructions, and next steps. The DCOM Chairs will receive a list of candidates who have registered.
  - 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.
  - 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*
  - 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.
- *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.

Contact Hilary Ann Golden at [bomstaff@bwcumc.org](mailto:bomstaff@bwcumc.org) with any questions.