

POLICY: Psychological Testing

PROCEDURE:

Deacon and Elder Psychological Testing

A. Tier I

- 1) Candidacy mentor requests the psychological assessment packet from the Division of Ordained Ministry (DOM) using form 112. A copy of this request is forwarded to the Conference's Ministerial Assessment Specialist (MAS).
- 2) The following tests will be provided by the DOM:
 - i. Minnesota Multiphasic Personality Inventory (MMPI 2)
 - ii. Incomplete Sentence Blank (IS)
 - iii. 16 Personality Factor Inventory (16 PF)
 - iv. Personal Data Inventory (PDA)
- 3) The tests are administered by the mentor or proctor.
- 4) The tests/test booklets and forms are returned to DOM.
- 5) The DOM scores the tests and sends out the recommendation forms to those included on the Personal and Professional Reference List.
- 6) The scored tests and recommendations are sent from the DOM to the Ministerial Assessment Specialist.
- 7) When the MAS receives the information from the DOM they will contact the candidate to arrange for the candidate to take one additional psychological test, the Millon Clinical Multiaxial Inventory (MCMI-III) and to meet for their interview.
- 8) When the MCMI-III is complete the MAS will meet with the candidate for a two hour interview. This could take place on the same visit to the Counseling Center.
- 9) After the interview the MAS will complete an evaluative written assessment report.
 - i. The report will be sent to the Candidate, the District Committee on Ministry (dCOM), and the Board of Ordained Ministry
 - ii. The report is a confidential document and should not be shared with anyone without the Candidate's permission
 - iii. The Candidate may submit an addendum to their report. This addendum will be attached to the MAS report. The addendum may be used to correct information, provided additional information, rebut interpretations made in the report, or disagree with recommendations made in the report. The Candidate must send the addendum to the MAS, the District Committee on Ministry (dCOM) and the Board of Ordained Ministry
- 10) Fees are paid to the Ministerial Assessment Specialists
 - i. The Candidate pays \$170
 - ii. The Home Church or Organization pays \$170
 - iii. The Board of Ordained Ministry pays \$225
 - iv. A "Rush Fee" of \$100 will be charged to the Candidate if they do not have their requests in and scheduled with the counseling center by April 15

- B. Tier II tests are taken before meeting the Board of Ordained Ministry for Provisional Membership. There should be at least one year between Tier I tests and Tier II tests. If there is more than five years between the time the candidate takes the Tier II tests and the Candidate makes a request to meet the Board of Ordained Ministry, they will be required to retake Tier II tests.
- 1) The Candidate will arrange directly with the Ministerial Assessment Specialist (MAS) to take the Tier II battery of psychological tests. These tests include:
 - i. Myers Briggs Type Indicator
 - ii. Fundamental Interpersonal Relations Orientation-Behavior Leadership Report (FIRO-B)
 - iii. There are two additional tests that may be ordered by the MAS especially geared to Asian Candidates. These tests measure the level of assimilation in the Western North American worldview, values and norms as well as personality characteristics that are important in Asian cultural contexts but are not measured by Western personality tests.
 1. Suinn-Lew Asian Self Identity Acculturation (SL-ASIA)
 2. Cross-Cultural Personality Assessment Inventory (CC-PAI)
 - iv. If the MCMI-III was not included in the Tier I battery that the candidate took it will be added to the Tier II battery of tests.
 - 2) When the tests are complete the MAS will meet with the candidate for a 2 hour interview.
 - 3) After the interview the MAS will complete an evaluative written assessment report.
 - i. The report will be sent to the Candidate and the Board of Ordained Ministry
 - ii. The report is a confidential document and should not be shared with anyone without the Candidate's permission
 - iii. The Candidate may submit an addendum to their report. This addendum will be attached to the MAS report. The addendum may be used to correct information, provided additional information, rebut interpretations made in the report, or disagree with recommendations made in the report. The Candidate must send the addendum to the MAS and the Board of Ordained Ministry
 - 4) Fees are paid to the Ministerial Assessment Specialists
 - i. The Candidate pays \$225
 - ii. The Home Church or Organization pays \$150
 - iii. The Board of Ordained Ministry pays \$175
 - iv. A "Rush Fee" of \$100 will be charged to the Candidate if they do not have their requests in and scheduled with the counseling center by two months before they need the report for their District Committee on Ministry meeting.
 - v. A \$420 fee must be paid to the Ministerial Assessment Specialists at the time of the interview.

SUPPORTING DATA:

1. Board of Ordained Ministry, California-Pacific Conference
The United Methodist Church
Registrar for Provisional Membership
The Rev. Melissa MacKinnon
400 W. Duarte Road
Arcadia, California 91007
(626)447-2181
2. Ministerial Assessment Specialists
Samaritan Counseling Center
869 N. Euclid Ave.
Upland, California 91786
(909)985-0513
FAX: (909)985-7193
Information: www.samaritancounselingupland.org
E-mail: info@samaritancares.org
3. Ministerial Assessment Specialists
Counseling & Spiritual Care Center of Hawaii
Dr. Gary Augustin
1020 S. Beretania St.
Honolulu, Hawaii 96814-1428
(808)542-2740
FAX (808)545-2852
E-mail: info@cscch.org

APPROVED: _____
Chair, Board of Ordained Ministry

Chair, Psychological Testing Committee

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