

WNCC PSYCHOLOGICAL ASSESSMENT PROCESS

1. Candidate initiates psych process as a part of candidacy studies. (This should be done not before the candidate and mentor have reviewed the IRAL.)
2. Candidate contacts **Ruth @ Ministry Development Services (MDS) at 704-554-9222**
 - Ruth will instruct candidate on what needs to be completed prior to the assessment interview.
 - i. The candidate will be assigned to one of the three ministerial assessment specialists (MAS): John Arey, Dick Spain or Jonathan Golden and an appointment date will be set.
 - ii. Ruth will instruct candidate how to complete the online parts of the assessment.
3. The candidate will be directed to the website to obtain registration information, reference and mentor, personal data and medical information forms.
4. The candidate needs to return the registration and mentor information forms along with their registration payment in order for the appointment to be confirmed. This needs to be done within two weeks of the initial contact with Ministry Development Services. If this is not done, the interview cannot take place.
5. The candidate will take one assessment online. This will not need to be done in the mentor's presence. Candidate can do it in their own location at their convenience. Once the registration form with the payment is received, then MDS will give the candidate the needed code for the online assessment.
6. The candidate will take two assessments with their mentor. MDS will send mentor the paperwork to include the MMPI-II and the NEO-PR-III forms. Both of these assessments must be done on paper with the candidate in the presence of the mentor. There will be a return envelope in the packet of information sent to the mentor from MDS. The mentor will put the MMPI-II and NEO-PR-III assessments in the envelope and mail back to MDS. The candidate should watch the mentor close and seal the envelope.
7. The candidate is responsible for the distribution of the reference forms to the references. References will return them directly to MDS. MDS will periodically remind the candidate of the number of assessments that have come in and the number that are still needed for the interview.

The mentor should encourage the candidate to complete all parts of the assessments and to distribute the reference forms as quickly as possible. It is important that this process not be extended over a long period of time.
8. Ruth at MDS receives the psych assessment and watches for 4 references to be returned:

If appointment time nears and all of the information including the personal data, medical history, incomplete sentences and letters of recommendation haven't been received, Ruth contacts candidate.
9. Candidate meets with MAS for a three hour appointment to review psych assessment.
10. The psych assessment is sent to BOM registrar is placed in candidate file and a copy is mailed to district office. The candidate also receives a copy of the report. The mentor is encouraged to ask the candidate to see the report and 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 might say "no."
11. Ministry Development Services send a bill to candidate for psychological. BOM Treasurer pays for their share of the assessment

Cost	\$600
i. Candidate pays	\$300
ii. BOM pays	\$300
12. There is nowhere in the online process to indicate the psychological assessment has been completed. Please don't forget to initiate this process. It likely might still take 6 weeks or so from start to finish. However, don't do it too soon either as it's an expensive investment and candidate should do some discernment with the mentor prior to the psychological assessment.
13. If candidate has difficulty paying their portion of the assessment costs, please suggest they contact their local church and see if they can help with the cost.
14. Thank you for your leadership in the role of mentor and in the psychological assessment. If you have any questions, contact Kim Ingram at kingram@wnccucm.org or 704-535-2260. May God bless and keep you on this journey together!