

## Provisional Membership – Readiness in Ministry

### **Psychological Assessment Instructions**

The intent of the psychological assessment is to provide you and the Board of Ordained Ministry with a psychological understanding of how you function and how that relates to your ministry.

***Prior to Provisional Membership if it has been 5 years since your Candidacy Psychological Assessment:*** *The purpose of this assessment is to screen for psychological fitness for ministry and evidence of psychopathology as well as offer feedback to the candidate related to areas of growth early in the process.*

The Board of Ordained Ministry works with the Virginia Institute of Pastoral Care (VIPCare) as a registered Ministerial Assessment Specialist for the Virginia Conference.

Virginia Institute of Pastoral Care  
2000 Bremond Road, Suite 105, Richmond, Virginia 23226.  
Phone: (804) 282-8332; Fax: (804) 288-4558.

#### **Instructions**

1. Email the “Request Form for the Psychological Assessment” to [vipcare@vipcare.org](mailto:vipcare@vipcare.org). **This form must be received in the VIPCare office by October 3**, preferably by September 15 so that you will have your materials in hand no later than the first of October. You will not be able to complete the psychological assessment by the deadline if the request is not processed by October 3.
2. VIPCare will mail to you the psychological assessment materials. When you receive them, complete them in one uninterrupted sitting and return the packet to VIPCare. **All materials must be returned to VIPCare by October 17 with payment enclosed.** The cost to you for the testing, interview and report is **\$200.00**. You may pay by check or credit card. Make your check payable to VIPCare. The report will be released to the Board of Ordained Ministry only upon full payment.
3. Once VIPCare has received all of your materials, your testing will be scored and a preliminary report written. You will then be contacted by phone and/or email within two weeks to schedule a one-hour interview with a Ministerial Assessment Specialist of the VIPCare staff. Interviews will be scheduled until 10 days prior to the deadline for papers. Candidates will be rescheduled only under very special circumstances. If you have to reschedule the clinical interview within less than 24 hours, you will be charged a \$60 cancellation fee (in addition to the \$200 fee for the assessment). In the case of illness, injury, or special circumstances, this cancellation fee may be waived by the Executive Director of VIPCare.
4. During the interview, the Ministerial Assessment Specialist will review the results of the testing with you. The contents of the report will be shared verbally with you, and you will be given the opportunity to add any clarifying remarks. In addition, if you want to write an addendum, you are free to submit this directly to the Center for Clergy Excellence for your file.
5. After the interview, a report will be sent to the Center for Clergy Excellence and a copy will be sent to you.

Virginia Conference of the United Methodist Church

**Candidate's Request Form for  
Psychological Assessment Materials**

**Candidate Information**

Name of Candidate \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

I am applying for Provisional Membership as a \_\_\_\_ Deacon or \_\_\_\_ Elder within the Virginia Conference of the United Methodist Church.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email this form to [vipcare@vipcare.org](mailto:vipcare@vipcare.org) on or before October 3.  
VIPCare asks that you email the request form before September 15 so that you may have  
the testing materials in hand by the third of October.**

Within two weeks of receiving the form, VIPCare will mail to you, at the address you provided above, the appropriate psychological assessment materials. Please complete the assessment materials immediately and return them to VIPCare with full payment. See the instructions for further details.

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Richmond, Virginia 23226  
Phone: (804) 282-8332

*Keep a copy of this form for your records.*