

Psychological Assessment Procedures

Board of Ordained Ministry

Virginia Conference, The United Methodist Church

1. The cost of the psychological assessment is \$400, which is the applicant's responsibility. Payment is due to the pastoral counseling agency with the completed test materials.
2. Email the Request Form (page 2 of this document) to vipcare@vipcare.org.
Virginia Institute of Pastoral Care (VIPCare), 2000 Bremono Road, Suite 105, Richmond, VA 23226. Phone: 804-282-8332.

If you live outside the state of Virginia, or the travel to Richmond presents an undue hardship, please contact the Center for Clergy Excellence for an exception to use a Ministerial Assessment Specialist in your area, if one is available.

3. Upon receipt of this request form, the agency will mail the psychological assessment materials – including the Minnesota Multiphasic Personality Inventory (MMPI-2), Incomplete Sentences, 16 PF Basic Interpretative Report – to the applicant. The applicant is responsible for securing someone to serve as a “monitor” to administer the psychological assessments under the conditions stated below. A “monitor” can be any adult, non-family member (a pastor, a faculty person, a church secretary, church staff person).
4. Monitor Guidelines: The testing situation itself is an important source of information. The monitor becomes an integral part of the assessment situation. The monitor will be asked to share in writing observations of both his/her own responses and reactions, as well as those of the applicant, which are of significant value to the evaluation process. The Testing Situation Report, which the monitor completes, will be sent with the testing materials.
5. The applicant will return to the agency the completed test materials **along with a check** for the cost of the assessment **and a verification form** from the monitor that will be enclosed with the testing materials.
6. Once the tests are received and scored by the pastoral counseling agency, the applicant will be contacted to schedule a one-hour, in-person interview with a Ministerial Assessment Specialist to review the results.
7. Within 45 to 60 days of receiving the completed instruments from the applicant, a final report will be mailed to the applicant and to the Center for Clergy Excellence which will forward the report to the committee prior to the applicant's interview.

Request for Psychological Assessment Materials

Virginia Conference, The United Methodist Church

Upon receipt of this request form, the agency will mail the psychological assessment materials to the applicant. The applicant is responsible for securing someone to serve as a “monitor” to administer the psychological assessments under the conditions stated below. A “monitor” can be any adult, non-family member (a pastor, a faculty person, a church secretary, church staff person). The applicant will return to the agency the completed test materials along with a check for the cost of the assessment and a verification form from the monitor that will be enclosed with the testing materials. Once the tests are received and scored by the pastoral counseling agency, the applicant will be contacted to schedule a one-hour, in-person interview with a Ministerial Assessment Specialist. The timeline involved in this process will be approximately 45 to 60 days from the time the completed instruments are received by the agency.

Monitor Guidelines:

The testing situation itself is an important source of information. The monitor becomes an integral part of the assessment situation. The monitor will be asked to share in writing observations of both his/her own responses and reactions, as well as those of the applicant, which are of significant value to the evaluation process. The Testing Situation Report, which the monitor completes, will be sent with the testing materials.

Applicant Information

Name of Applicant _____

Address _____
Street City State Zip

Telephone (Cell) (Home) (Work) _____

Email _____

I am applying for: ___ Readmission ___ Transfer ___ Minister of Other Denomination
within the Virginia Conference, The United Methodist Church.

Email or print and mail this form to VIPCare in Richmond, Virginia. Keep one copy of this form for your records.

The Virginia Institute for Pastoral Care

Email: vipcare@vipcare.org

Physical address for the interview:

2000 Breomo Road, Suite 105

Richmond, Virginia 23226

Phone: (804) 282-8332

Check in the amount of \$400 made payable to VIPCare