

## Psychological Assessment Process

### Virginia Conference, The United Methodist Church

1. The purpose of the psychological assessment is two-fold. One purpose is to assist the district committee on ordained ministry in identifying any psychological issues that may influence a candidate's potential fitness for ministry. The second purpose is to provide feedback to the candidate regarding areas of strength and areas of growth for personal and professional development.
2. The total cost of the psychological assessment is \$350. The candidate pays \$175 of this amount and the Board of Ordained Ministry will pay \$175 for each candidate for which the Board will be billed directly. The candidate may select either of the follow two agencies and sends the Request Form (page 2 of this document) to that agency as follows:
  - a. Richmond site: Virginia Institute of Pastoral Care (VIPCare), 2000 Bremono Road, Suite 105, Richmond, VA 23226. Phone: 804-282-8332. Candidate encloses a check for \$175 payable to VIPCare.
  - b. Northern VA site: Pastoral Counseling of Northern Virginia (PCNV) Attn: Dr. Anne Martin, 4094 Majestic Lane #237, Fairfax, VA 22033-2104. Phone: 703-449-1944, ext 220 (Physical address for the clinical interview: Trinity UMC, 1205 Dolley Madison Blvd., McLean, VA 22101). Candidate encloses a check for \$175 payable to PCNV.
3. Upon receipt of this request form, the agency will mail the psychological assessment materials to the candidate. The candidate 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 candidate will return to the agency the completed test materials along with a check for \$175 (candidate's portion of payment) and a verification form from the monitor that will be enclosed with the testing materials. Once the tests are received and scored by the agency, the candidate will be contacted for an in person interview. The timeline involved in this process will be approximately 45 to 60 days from the time the tests are received by the agency.
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 candidate, 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. Within 35 to 45 days of receiving the completed instruments, the candidate will be contacted by the pastoral counseling agency to schedule a one-hour interview with a Ministerial Assessment Specialist to review the results.
6. A final report will be mailed to the candidate and to the Office of Ministerial Services which will forward the report to the district committee on ordained ministry prior to the candidate's interview for certified candidacy.

Virginia Conference, The United Methodist Church

**REQUEST FOR PSYCHOLOGICAL ASSESSMENT MATERIALS  
FOR CANDIDACY IN THE UNITED METHODIST CHURCH**

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Monitor Guidelines:

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**Candidate Information**

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

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

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

Email \_\_\_\_\_

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*Send one copy of this form to one of the agencies below where you intend to have the in person interview:*

**The Virginia Institute for Pastoral Care**  
2000 Bremo Road, Suite 105  
Richmond, Virginia 23226  
Phone: (804) 282-8332  
**For this site: checks payable to VIPCare**

**Pastoral Counseling of Northern Virginia**  
Mail only: PCNV Attn: Dr. Martin  
4094 Majestic Lane #237  
Fairfax, VA 22033-2104  
Phone 703.449.1944 ext 220  
Physical address for the assessment:  
Trinity UMC  
1205 Dolley Madison Blvd.  
McLean, VA 22101  
**For this site: checks payable to PCNV**

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