

**Board of Ordained Ministry**  
**California-Pacific Annual Conference**  
**Psychological Assessment Policy**

- 1) After the candidate fills out and submits the Biographical Information Form #102 on the Boards website under the Candidacy section, the candidate must meet with their District Superintendent (DS) to be approved to start the Candidacy process. If approved, the DS will assign the candidate a mentor and fill out an online approval form for the candidate to enter the candidacy program. For Certified Lay Ministers (CLM) please see the CLM instructions below.
- 2) Once the candidate receives the form of approval by email, the candidate may email the Samaritan Counseling Center (in Upland, CA) to schedule their appointment for their Psychological Assessment at [info@samaritancares.org](mailto:info@samaritancares.org). The email must include the candidate's full legal name (along with the name they go by), address, email, telephone number, District, Mentor and due date as determined by the DCOM and the Board of Ordained Ministry (the Board) for the completed Psychological Assessment. A current list of DCOM contacts can be found on the Board's website.
  - a. The MAS will check to make sure they have a Biographical Information form and the DS Approval Form before they can begin the process for the assessment.
  - b. If the MAS determines that the necessary steps have been completed, the MAS will send the candidate the necessary required documents to complete. All the reference rating forms must be submitted back to the MAS before the MAS can schedule the assessment measures or the clinical interview. It is the responsibility of the candidate to follow up with their references to make sure they have been submitted. It is recommended to complete all the requirements by November 1<sup>st</sup> before the year of interviewing with DCOM for certification (usually in the Spring) to be scheduled to have the Assessment to the DCOM before the certification interview. Samaritan Counseling Center does get booked up and may run out of appointment times available if it isn't scheduled early.
- 3) The MAS cannot proceed with the clinical interview appointment without the completed requirements, resulting in the appointment being rescheduled to a later date. When a candidate for whom English is a second language and/or a candidate has been in the United States less than 10 years, a brief screening must occur before the measures are given.
- 4) The following measures will be provided, administered, and scored by the MAS:
  - a. Minnesota Multiphasic Personality Inventory (MMPI 2 or 3)
  - b. Incomplete Sentence Blank (ISB)
  - c. 16 Personality Factor Inventory (16 PF)
  - d. Million Clinical Multiaxial Inventory (MCMI III or IV)
- 5) The MAS will schedule an appointment for the Candidate to come in for a face-to-face clinical interview. This interview usually takes two hours and must be done in person.
- 6) After the interview the MAS will complete an evaluative written assessment report.
  - a. The report will be sent to the Candidate, the DCOM, and the Board.
  - b. The report is a confidential document and should not be shared with anyone (other than those with a need to know in connection with the candidacy, commissioning, or ordination process) without the Candidate's written consent to release information.

- 7) 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, provide 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 DCOM and the Board.
- 8) Fees are paid to the Ministerial Assessment Specialists:
  - a. The Candidate pays \$310 (must be paid at the time of the interview). The Home Church or Organization pays \$310 (must be paid at the time of the interview). The Board pays \$385 (the MAS will invoice The Board once the written assessment is complete).
  - b. A "Rush Fee" of \$100 will be charged to the Candidate if he or she does not have his or her materials completed, the request in and scheduled with the MAS by two months before he or she needs the report for their DCOM meeting.
  - c. If a Candidate does not show up for their assessment or cancels with less than 24 hours' notice, the entire \$1,005 fee would be the responsibility of the Candidate and the church and NOT the Board.

Candidates need to repeat the Tier I assessment if 1) they leave the candidacy process by timing out or being discontinued or 2) if at the time of applying for certification, their Tier I is more than 5 years old. If a District Committee on Ordained Ministry (DCOM) reinstates certification of a candidate who has withdrawn and his/her Tier I is not more than 5 years old, it is up to the discretion of the DCOM whether the candidate needs to re-take Tier I. 3) If for any reason the DCOM or Board of Ordained Ministry requests the candidate to take another assessment. If a candidate has already taken Tiers I and 2 and the Tier 2 assessment is more than five years old by July 31<sup>st</sup> of the year the candidate interviews with his/her DCOM for commissioning, the candidate must re-take the Tier I before interviewing.

**Expired Psychological Assessments:** If a candidate has only taken Tier I and that assessment is more than five years old by the time that the candidate interviews with his/her DCOM, the candidate must re-take the Tier I psychological assessment before interviewing. To re-take the Tier I Psychological Assessment, please call the Samaritan Counseling Center directly and schedule your appointment. When re-taking Tier I, three new reference evaluation letters need to be sent as well as a new/updated Personal Data Inventory. The cost to re-take the Tier I assessment will be the same breakdown in costs as the first Tier I. All Local Pastors shall have a Psychological Assessment on file with the DCOM to have their Local Pastor license renewed if they did not have one when they came into the candidacy process. These will be done the same way/cost as candidates re-taking their Tier I assessment. If a candidate is coming before the DCOM for a recommendation interview for Provisional Membership with BOM, the Tier I (or Tier II) must be within 5 years of July 15<sup>th</sup> of the year applying for Provisional Membership.

**Certified Lay Ministers (CLM):** Certified Lay Ministers (CLM) must complete a Psychological Assessment to be certified by the DCOM. CLMs may schedule an appointment directly with the MAS and follow the same guidelines as a candidate re-taking an expired Psychological Assessment. The cost for the Assessment is the same amount of \$1,005. CLMs are responsible for the entire amount of the cost of the Psychological Assessment.

**Other Important Information:** No interview portion of the Psychological Assessment can be done electronically (i.e. Zoom). Interviews must be conducted in person with the MAS face-to-face. If the Board of Ordained Ministry allows a candidate to make an exception to their policy and an interview has been done electronically, this will be noted in the Psychological Assessment report.

**Transfers:** If an ordained applicant from a different denomination transfers into the California-Pacific Conference, he or she must provide an equivalent psychological assessment to our Tier I which has been conducted by his or her denomination in the last five years. If the transfer applicant has not had an equivalent psychological assessment, then our California-Pacific

Conference Psychological Assessment is required. All Assessments must be received by the Board for candidates to be transferred in.

If a provisional or ordained applicant from another United Methodist Annual Conference requests to transfer into the California-Pacific Conference, that applicant must provide an equivalent psychological assessment to our Tier I which has been conducted by his or her Annual Conference. The Board's Psychological Committee Chairperson will review the psychological assessment and let the Transfer Coordinator for the Board know one of the following: 1) the Psychological Assessment is equivalent; 2) what other information is needed, or 3) that the Psychological Assessment needs to be repeated by the Cal-Pac Ministerial Assessment Specialist.

**Hawaii District Candidates:** The Board only uses one Ministerial Assessment Specialist who is located in California. Please take your face-to-face portion of the Ministerial Assessment when you are on the mainland for Annual Conference. The timing of these assessments will be important for you to plan and schedule well in advance.

**Ministerial Assessment Specialists:**

Samaritan Counseling Center  
Dr. Doug McKown, Dr. Chris Adams  
1126 W. Foothill Blvd., Suite 110  
Upland, CA 91786  
909-985-0513 [www.samaritancares.org](http://www.samaritancares.org)  
E-Mail: [info@samaritancares.org](mailto:info@samaritancares.org)

**Board of Ordained Ministry:**

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