



Dear {First Name},

The attached document are the instructions for the MMPI-2®, the 16PF®, and the Incomplete Sentences Blank. Each candidate has been assigned a username and password to complete the 16PF® and a web address to complete the MMPI-2® online. This information has been sent in an email to the address provided in UMCARES. Please make sure that your email address is correct.

The assessment instruments will be scored and forwarded to the MAS selected in the system. If the MAS for this candidate has changed, please notify the candidacy office immediately at candidacy@gbhem.org.



FOR THE CANDIDATE, MENTOR, AND MINISTERIAL ASSESSMENT SPECIALIST
THE CANDIDACY PROCESS AND ASSESSMENT
PHILOSOPHY AND PURPOSE

Psychological assessment serves two major goals of the candidacy process:

1. To increase self-understanding by the candidate in the context of one's capacities and interest in ministerial work
2. To enable the church to examine with more accuracy the candidates who present themselves as aspirants for professional ministry

These two purposes entail processes of nurture and selection, each of which grows out of assessment.

Reports, which result from the psychological assessment, are understood to be written consultation about areas of strength and areas of need, with a focus on the identification of areas of growth that the candidate, the candidacy mentor, and the district committee on ordained ministry may want to explore together.

In the context of considerations for nurture and selection, the candidacy mentor works with the exploring candidate in a relationship that is largely focused on nurture and growth, particularly in terms of exploration of the vocation of ministry in the context of self-understanding, the church – as a community and as a mission – and the sense of calling of the individual candidate.

The psychological assessment is utilized as a means for enabling the candidate, the candidacy mentor, and the district committee on ordained ministry, to ascertain the fitness or potential of the candidate for functioning in the role of an ordained minister.

Typically, recommendations from the psychological assessment to the candidate include experiences that would be helpful in the development of the candidate's full potential during his/her period of preparation for professional ministry, and suggestions about achieving and maintaining optimal mental health and effective interpersonal functioning in whatever vocation is finally selected by the candidate.

INSTRUCTIONS FOR THE MENTOR (MONITOR/PROCTOR)
ADMINISTERING PSYCHOLOGICAL ASSESSMENT INSTRUMENTS

The following instructions are for the person who administers the inventories included in this Assessment Packet to insure a testing situation for the candidate which will make it possible for him/her to complete the materials under the best possible conditions and which will provide the most accurate and useful data in this important review. Your assistance in this matter is appreciated by all concerned.

1. Please read both the *Monitor's Testing Situation Report* and the *Monitor's Agreement – Candidacy Assessment* form. If you agree, then sign the *Monitor's Agreement* and submit it in UMCARES. Be aware of the questions asked in the *Monitor's Testing Situation Report* about the testing PRIOR to beginning the session with the candidate.
2. Provide a quiet, comfortable place for the candidate to work. This place should include an office-type chair, a table/desk, and should be well-lighted and ventilated in a secure area where the candidate(s) can work without interruption.
3. The candidate(s) answer ALL appropriate questions on the assessments. Unanswered questions and blanks, when the latter is not called for, create problems when the assessments are scored.
4. In the event that more than one person is completing the assessment instruments, provide separate places for them to work independently of each other, or schedule them at different times. If you must have them in the same room, you will need to be present in the room while they are completing the materials.
5. Monitor should be in the testing room or nearby to answer questions and to be sure that the candidate understands and is following instructions for each inventory. Be alert to any apprehension, fatigue, or strain on the part of the candidate which may interfere with effective assessment. If observed, this should be noted on the *Monitor's Testing Situation Report*.
6. Remember that the candidate's "rights to privacy and confidentiality" should be carefully safeguarded. Completed materials should not be discussed at all with persons not directly involved with the candidacy assessment process. Assessment data, per se, is released only to the Ministerial Assessment Specialist.

INSTRUCTIONS FOR THE MENTOR (MONITOR/PROCTOR) Continued
ADMINISTERING PSYCHOLOGICAL ASSESSMENT INSTRUMENTS

7. The candidate(s) should read the *Instructions to the Candidate* and then begin completion of the assessment instruments. The candidate should carefully read and follow the instructions which accompany each instrument in turn. **Assessment instruments are to be taken in the following order:**
 1. Minnesota Multiphasic Personality Inventory (MMPI-2)
 2. Incomplete Sentences Blank (ISB)
 3. Sixteen Personality Factor (16PF)
10. The candidate(s) may take a break in between instruments.
11. Submitting the *Testing Situation Report* completes your task as monitor.
12. Contact your conference office to for information on making an appointment for the assessment interview.

Thank you

INSTRUCTIONS TO BE READ TO THE CANDIDATE FOR EACH ASSESSMENT INSTRUMENT

1. **MMPI-2 - Read these instructions to the candidate while the candidate follows along silently:** The MMPI-2 is a general personality inventory which provides a good assessment of strengths as well as areas of needed growth. It consists of 567 numbered statements that you read and mark True (T) or False (F).

Candidate responses are important and the results of this inventory will be taken seriously by the reviewing committee. The most accurate results are obtained when the candidate responds quickly and candidly, and avoids any effort to contrive the responses to present a “favorable” profile. The average time to complete this inventory is 60-90 minutes.

2. **Incomplete Sentences (ISB)**

The Incomplete Sentences Blank assessment is a projective technique that asks the candidate to complete 39 sentence stems. Each sentence stem permits a wide range of possible responses relevant to the candidate’s feelings about family, authority, hostility, self-concept, and social adjustment that reflects personal needs, conflicts, values, and thought processes. It gives the candidate the opportunity to provide open-ended narrative information for discussion with the Ministerial Assessment Specialist (MAS). The Incomplete Sentences form was developed by the National Task Force on Psychological Testing/Pastoral Evaluation of The United Methodist Church.

Read these ISB instructions to the candidate:

Complete each sentence in a way that best expresses your feelings. Be sure to make complete sentences and not skip any. Give spontaneous answers and work quickly. In addition to completing the sentences, name three famous people (not religious leaders) whose qualities you would most like to have, and what quality or qualities make them your choice. The average time to complete this inventory is 20 minutes.



INSTRUCTIONS TO THE CANDIDATE

THE CANDIDACY PROCESS AND ASSESSMENT

You are being asked to complete a series of assessment instruments as a part of your application for candidacy certification. The purpose of this assessment is to help you attain greater self-knowledge in the context of your interest in and abilities for ministry. It is also a way to help your candidacy mentor and district committee on ordained ministry get to know you in greater depth.

Results from the assessment process should come to you via a feedback interview with the conference psychologist or ministerial assessment specialist (MAS). Upon receipt of the *Authorization for Release of Information* (in UMCARES) which has been signed by you and witnessed by the monitor/proctor, your assessment instruments, your *Personal Data Inventory* (as filled out by you via UMCARES), and the recommendation forms from your references (as listed by you on the *Personal and Professional Reference List* via UMCARES) the MAS will forward a written report to the person(s) designated by the annual conference board of ordained ministry. The utilization of the results of this assessment will occur in the context of your exploration of your own self-understanding, and in your exploration of licensed ordained ministry as a vocation.

You may feel some anxiety about the assessment process. However, please keep in mind that your candidacy mentor, the district committee on ordained ministry, and the MAS all have your best welfare in mind, both as a valued person and as a potential colleague. The basic commitment of all parties to the assessment is that the annual conference develops and selects the most competent, responsible, and committed clergy possible. If you are interested in the standards which provide a basis for the review of your materials, you will find them described in the *Candidacy Guidebook*.

Some of the items you are being asked to respond to in the instruments may not fit your experience exactly, or at all. Please remember that they do fit the experience of some other persons who are completing the assessments, hence are a necessary part of a comprehensive assessment packet. Also, you may not be able to see a relationship between some of the questions in the booklets and your interest in ordained ministry. The issue of whether such a relationship exists will be considered as the inventories are scored and interpreted. So, you may be assured that the question of the relevance or pertinence of items will be considered at the appropriate time in the process.

Some of the inventories may reflect the language and assumptions of an ethos somewhat different from yours, as to time and linguistic conventions. You may be assured that the comparisons by which the significance of the results are determined are scrutinized, revised, and updated as part of the process of GBHEM's Advisory Committee on Candidate & Clergy Assessment. Further, the results of each assessment are focused in terms of the candidate's background, with specific reference to norms appropriate to age, sex, gender, cultural ethos (ethnic background), educational level, etc. Such items of information are needed if your responses are to be properly understood. If, after you have completed the Assessment Packet, you have specific concern about any of the above, please prepare a note about your concern and forward it with your answers so that your concerns can be considered by the specialists who compile and configure the results.