



Baltimore-Washington Conference

The United Methodist Church

Psychological Assessment Process **Guide for Candidates for Licensed and Ordained Ministry** (Revised 07/2026)

Overview

The psychological assessment process of the Board of Ordained Ministry (BOOM) is intended to serve as a positive step in helping candidates look at the gifts and graces they bring to Licensed and Ordained Ministry, as well as identify areas for growth that should be addressed to support long-term effectiveness in ministry.

Psychological assessment at the candidacy level focuses on fitness criteria, which involve determining whether a person possesses the personality characteristics needed for Licensed and Ordained Ministry in the Baltimore-Washington Conference of The United Methodist Church (BWC).

The psychological assessment process must be completed and the District Committee on Ministry (DCOM) must receive the final report before the candidate appears before the DCOM to request approval as a Certified Candidate for Licensed and Ordained Ministry. The entire process typically takes 2–3 months, from registration through completion of all required steps.

Psychological Assessment Timeline

1. Meet eligibility requirements
2. Register for quarterly testing
3. Complete testing
4. Complete Clinical Interview
5. Psychologist prepares report
6. Participate in Feedback Session (candidate fee due)
7. Continue the certification process with your DCOM

Eligibility

- Candidates must have met the prerequisites for testing as outlined in the BWC Application and Assignment Portal at bwc-umc.smapply.org. These prerequisites include completion of all initial application tasks, approval by the District

Superintendent, completion of a background check, and approval by the DCOM Chair following the candidate's initial interview with the DCOM.

- Once all prerequisites have been met, Ministerial Services will invite the candidate to register for the next available quarterly psychological assessment.
- A new psychological assessment is required every seven years until a candidate becomes commissioned as a Provisional Member or completes the Course of Study. Candidates whose previous assessment is more than seven years old will be required to complete a new assessment.

Testing Schedule

- The BWC requires the following tests as part of the psychological assessment: the Millon Clinical Multiaxial Inventory (MCMI-IV), 16 Personality Factor Questionnaire Fifth Edition (16PF), and an Emotional Intelligence assessment (EQ-i 2.0).
- These tests are offered quarterly. BOOM will announce specific dates and registration instructions approximately six weeks before each testing session to allow time for candidates to complete any necessary prerequisites.

Payment

- After completing testing, candidates will receive an invoice with payment instructions. The candidate portion of the psychological assessment fee must be paid in full before the candidate is scheduled for the Feedback Session with the psychologist and DCOM representative.
- **The candidate portion of the psychological assessment process is \$600.** The BOOM contributes an additional \$530 and the Conference contributes \$300. The total cost of the psychological assessment process is \$1,430. Candidates are highly encouraged to seek their congregation's assistance in covering some or all of the cost.

Psychological Assessment Process

1. Testing

- o Once a candidate has registered for testing, they will receive details on the location, instructions, and next steps. DCOM Chairs will receive a list of registered candidates.
- o Candidates should allow 1.5–2.5 hours to complete testing and arrive 5–10 minutes early.
- o The tests are administered online. For the online testing, candidates will need to have their own laptop or large tablet available with Wi-Fi capability. Devices should be fully charged, or candidates should bring their power cord.

- o There are no time limits for completing the tests, though each assessment typically takes 30–50 minutes. In between tests, candidates will be encouraged to take a break and stretch.
- o Within a few days of testing, candidates will
 - receive an invoice for the candidate portion of the assessment fee;
 - receive the name and contact information of their assigned Conference Psychologist; and
 - be scheduled for a Clinical Interview approximately 2–3 weeks after testing.

2. **Clinical Interview**

- o The Clinical Interview is a one-on-one conversation with a licensed psychologist that provides an opportunity to discuss your background, experiences, and readiness as a Candidate for Licensed and Ordained Ministry.
- o Prior to the Clinical Interview, candidates need to complete the following tasks:
 - **Forms:** Complete online forms that go directly to the psychologist. The links to these forms can be found in the BWC Application Portal task called “Psychologist Prep – Forms” and are due at least 48 hours before the interview.
 - **References:** Request 3–4 references through the BWC Application Portal task called “Candidate Reference Feedback” no later than the date of the interview.
- o Once the Clinical Interview is complete, the psychologist will generate a report typically within 3–4 weeks. The full report will be sent to the DCOM Chair (or designated representative), and the candidate will receive a separate summary of the psychologist's recommendations.

3. **Feedback Session**

- o The Feedback Session is a brief meeting with your psychologist and a representative of your District Committee on Ministry (DCOM) to review the results of your psychological assessment and discuss any recommendations.
- o After the Clinical Interview is complete and the psychologist has finalized the report, a 30-minute Feedback Session will be scheduled with the candidate and the DCOM Chair or designated representative.
- o The Feedback Session will only be scheduled if the candidate portion of the psychological assessment fee has been paid in full.
- o Once the Feedback Session is complete, the psychological assessment process is finished, and candidates should continue working with their DCOM regarding the assessment results.

Contact Ministerial Services at bomstaff@pdcbwc.org with any questions or concerns.