

**Procedures for Setting up the Psychological Evaluation**  
*Committee on Ministry: Preparation*  
St. Louis Association of the Missouri Mid-South Conference  
United Church of Christ

1. At the beginning of the discernment process, as a way of assessing a candidate's initial fitness and potential for ministry, a thorough psychological evaluation is required--life history questionnaire, behavior screening and standardized tests, written references and a face-to-face interview with a licensed counselor who regularly works with clergy. The mental health professional's report testifies that there are no contraindications to continuing in discernment.
2. Member in Discernment (MID) candidates should be aware that the sooner they get this step accomplished, the better.
3. The MID candidate is responsible for arranging the evaluation at 1 of 2 locations\*:
  - a. filling out paperwork after making an appointment
  - b. taking the tests on site (A few hours should be set aside for this.)
  - c. having a conversation with the counselor
  - d. scheduling a follow-up feedback session in conjunction with the Committee on Ministry: Preparation (COM:P) (*private conversation with counselor, then session with COM:P reps*)
- *Please note: When setting up the date and time for the feedback session, the MID candidate must ask in advance when COM:P members are available. The candidate should not arrange this session and then call to ask if the committee members can attend.*
4. The cost of the psychological evaluation is \$800 and will be shared thus:
  - a. 40% is to be covered by the St. Louis Association (SLA);
  - b. 40% is to be covered by the local church in which the MID candidate holds their membership (Please note: It is the MID candidate's responsibility to inform the local church in advance of this obligation.);
  - c. 20% is to be paid by the MID candidate (payment details below).
5. The counseling agency will bill the SLA directly. The SLA will pay the entire bill (payable to the agency and sent c/o the counselor) and then send invoices to both the sponsoring local church and the MID candidate for their portions of the bill. The local church and the MID candidate will reimburse the SLA by check, paid to the St. Louis Association and sent to the treasurer. Please note on the check the MID candidate's name and "psych eval."

St. Louis Association  
Rev. Tom Ressler  
St. Paul UCC  
3510 Giles Ave  
St. Louis MO 63116

6. Written evaluations will be sent to both the MID candidate at their home address and to the co-chairs of COM:P at the Missouri Mid-South Conference (MMS) office. The COM:P copy will be kept in the MID candidate's confidential file in the MMS office.

MMSUCC – SLA COM:P  
Co-Chairs Carole Barner and Mike Roth  
Missouri Mid-South Conference  
483 East Lockwood Ave., Suite 15  
St. Louis, MO 63119

7. It has been the practice of COM:P not to share the written evaluations with the entire committee unless questions arise in the evaluation that cause concern about the candidate's readiness and fitness for ministry.

\* Care and Counseling  
314-878-4340  
12141 Ladue Rd  
St. Louis MO 63141-8120  
careandcounseling.org  
Dale Kuhn

\* Samaritan Counseling Center  
901-729-3900  
35 S Auburndale St  
Memphis TN 38104  
samaritanmidsouth.org  
Earle Donelson