

District Superintendent's Declared Candidate Packet List

_____ Personal Data Inventory (PDI) (Form AR051)

_____ Psychological Assessment Release Form (Form AR052)

_____ Criminal, Credit and Motor Vehicle Background Check Release Form (notarized)*
(Form AR053)

_____ UMC Medical Exam Report of Ministerial Candidate (Form AR054)

_____ Candidacy Mentor's Request for Psychological Assessment Packet (Form AR055)

*Notarized for ¶311.3d (1)(2)

**All forms can be printed from the Arkansas Conference website –
www.arumc.org**

**Directions for Ministerial Assessment Paperwork
2/2010**

***Candidates should save a copy of EVERYTHING for their records!!**

It is recommended that the candidate and mentor come to the district office to fill out the candidate packet. The candidate will submit \$50.00, payable to the Arkansas Conference, for the candidate packet. The District office will send this check to the secretary of the Board of Ordained Ministry for processing.

The Declared Candidate packet contains the following 5 items:

- a. The "Candidacy Mentor's Request for the Assessment Packet" (Form AR055)
 - b. Psychological Assessment Release Form
 - c. Medical Report (Form AR054)
 - d. Background Check Release Form
 - e. Personal Data Inventory
- 1) Item a (Form AR055) is filled by the candidate and mentor. The candidate's information goes in the top section, the mentor's in the bottom. Type or print this information and follow the instructions in bold in the middle, i.e. send it to the clinician of candidate's choice. **Do not send it to ME!** This initiates the sending of the test to be proctored by the mentor.
 - 2) Fill out item e (Personal Data Inventory). This item has **four pages**...fill out **all pages** in type or legible print. Send **one copy** to the **psychologist** when form AR055 is sent. Send **one copy to David Hawkins** (Chair of Ministerial Assessment).
 - 3) Item b (Psychological Assessment Release Form) needs to be filled out and **sent to David Hawkins** (Chair of Ministerial Assessment).
 - 4) Item c (Medical Report Form AR054) has **two pages**. Page one is completed by the **candidate**. Page two is filled out **by the doctor**. Send both pages (at the same time) to **David Hawkins** (Chair of Ministerial Assessment)
 - 5) Item d (Background Check Release Form) has two pages. Page one is a series of **yes/no questions** and a place to sign. Page two is for filling in personal information, i.e. SS number, DL number etc... This page must be filled out completely, legibly, and accurately. **It must also be notarized**. Then send it to **David Hawkins** (Chair of Ministerial Assessment) preferably all at the same time.

In summary, send item a (Form AR055) to the psychologist along with a COPY of item e. (Personal Data Inventory). After completed, send items b through e to **David Hawkins** (Chair of Ministerial Assessment) preferably all at the same time.

When I have received items b through e and when the clinician sends me the psychological report, I create a summary of all and send a copy of everything to the appropriate DS.

Peace

Rev. David Hawkins
Chair of Ministerial Assessment
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