

## **Ministry Assessment Outline of Steps to Follow**

1. Download all Application Forms. The Invoice is to be used to secure payment from whatever sources you are using for your Assessment.
2. Fill out the “Candidate Questionnaire” completely as well as all consent forms. Make a copy for yourself and mail the originals with the complete fee of \$960 to: (Make checks payable to “**Ministry Assessments**”)

**Ministry Assessments  
2801 Buford Highway, Suite 503  
Brookhaven, Georgia, 30329**

- Note: (Check only) If your presbytery and/or church is paying some or all of your fee, all funds must be received with your application prior to your first appointment.
3. When your file is complete with all application forms and the full payment is received in our office we will then email you or call you with a few testing date options. In this first office visit you will take 2 of the 6 tests that generally takes 2 ½ hours to complete. Instructions will also be given for taking the other 4 online instruments, on your home computer, that will be downloaded at our office. ***Note:*** *For those were English is a second language please bring your dictionaries and translation helpers.*
  4. Email your “Statement of Call” to ([gwrinker@BellSouth.net](mailto:gwrinker@BellSouth.net)) in Microsoft Word format. Include how you have been called to Ordained Ministry and your faith journey.
  5. After your first testing visit to the office is completed and all online tests are completed, please call or email to get a date for your second office visit (Approx. 1 to 1 ½ hours) to hear your tests results and talk about the writing of your Ministry Assessment that we will send to your Presbytery or Governing Body upon completion.

**NOTE:** After your second office visit it may take 2 -3 weeks on average before your Assessment is complete and we can send your Ministry Assessment to your Presbytery or Governing Body. Please plan accordingly.