

Foothills Presbytery Contact Information for Ministry Development Services

Applicants for Inquiry in the preparation for ministry process are referred to the following agency for career and psychological assessment prior to being able to meet with the Committee on Preparation for Ministry. This process can take 6-8 weeks so please plan accordingly.

About Us MDS: Staff MDS: Ministerial Candidates MDS: Judicatory Information MDS: Clergy/Church Professionals MDS: Commission Ruling Elders MDS: Clergy Colleague Groups Psychological, Pastoral & Career Counseling How You can Help Us MDS guides and nurtures ministerial candidates, church professionals, and individuals from a number of denominations through the process of career and life planning. We provide vocational counseling and assessment, programs in congregational leadership, conflict resolution, boundaries, and self-care.

Ministry Development Services

6100 Sardis Road
Charlotte, NC 28270

phone: 704.554.9222 fax: 704.307.4607

mds@presbyteriansamaritan.org

Cost of the testing and assessment range from \$800 (CRE's) to \$1050 (students seeking ordination as Teaching Elder). A deposit is required in order to receive the instructions for the online testing component. The balance is due prior to your appointment at the center to receive the report. The Center will bill the Applicant and the Applicant is responsible for seeking support from his/her home congregation in the payment of these services. In extreme circumstances, Applicants should contact the CPM Chairperson or Staff for assistance. Payment is made to MDS.

1) Your first step is to schedule an appointment at the Center. Please call the Center (704-554-9222) if you have not done so already, and schedule the appointment.

2) Once the appointment is scheduled, complete the registration form on their web site and submit. In your phone conversation to schedule the appointment, you will be given details on your fee, which will enable you to complete and sign the registration form. Complete and return that form, along with any required deposit, within 14 days of scheduling. Your appointment date is not secured until your deposit is received.

3) You are now ready to begin the preliminary forms and prepare for preliminary testing. You must download the forms that need to be completed prior to your appointment. There are preliminary materials that need to be completed prior to your appointment. Because different programs require different materials, please make sure you utilize the forms appropriate to your program. If you are not sure which set of materials to complete, just give call MDS and they will direct you. All forms appear in PDF and word format. They should be completed and mailed so that they are received in the office at least 14 days prior to the date of your scheduled appointment. You should be able to type directly into the WORD forms but the PDF files are not in fillable format. If you choose to complete the forms by hand rather than word processor, please write legibly, using a pen.

4) After your registration and deposit have been received, you will be notified of the inventories that will be used in your program. Links to appropriate testing websites are located on the LINKS page of MDS web site. You will need a pass code to enter each site, so expect to receive communication from us with that information. You may take the inventories at the computer location of your choice. The pass code is good for only one test administration. Your results will be sent to our office and made available to you at the time of your program. All inventories must be completed at least 14 days prior to your appointment. Failure to complete them in a timely manner may result in cancellation of your program.

5) Please arrive on time for your appointment. You may have one or more inventories to complete on-site prior to your meeting with the counselor. Please call (704) 554-9222 if you have questions or difficulty entering the site or downloading the forms.