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Clarity is kindness. This document is an attempt to be kind! Shepherding candidates to assessment requires time and patience. These sections provide the big picture in each phase of paperwork heading towards assessment. Please discuss these phases with your candidate. Best practice is to discuss each phase with them in advance and as they enter each phase tell them what is in front of them.

## Application Phase (Located in Candidate Information)

***Timeframe: ~1-7 Days for candidate to complete. Delays occur (see below)***

1. Church Planter Application
2. Request 3 References for Lead Church Planter (This is a 5-minute form)
3. Complete Background and Credit Check
4. Complete Ministry Safe Training

Delays: There are many reasons that this may be delayed.

* Background Check Follow up
* Credit Check Follow Up
* References may be slow, or email addresses might be wrong.

## Pre-Assessment

The candidate will complete some information and give his wife’s email address at the very beginning of this phase. BOTH Candidate and spouse will have a login to MAP. Ensure that both candidate and spouse are aware.

***Timeframe: ~1-6 Weeks for candidate and spouse to complete. These requirements are for both candidate and spouse. Delays Occur (see below)***

1. Submit $60 payment.
2. Input 6 – 360-degree observers each (6 for husband and 6 for wife).
   1. We are able to close 360s out when the candidate has 5 observations completed and the spouse has 4 observations completed.
   2. We don’t close them out unless we are getting close to an assessment. More observations is better.
   3. Requests to close have to be done with permission from Send Network Director or Church Planting Leader.
3. Church Planter Assessment or Spouse Assessment.
4. Prepare and Enrich (this comes in a separate email)
   1. Email Subject Line: “PREPARE-ENRICH Customized Couple Login”
   2. Frequently, this email ends up in junk mail or spam filter. Please make sure candidate checks.
   3. Note: There are plans for this to be fully integrated into MAP in the future.
5. DISC Assessment

**Theological Questionnaire:** *ONLY the candidate* will have to complete a theological questionnaire as well. The spouse will not have to do this. Note: Once this questionnaire is completed you will have review it to be sure it is in alignment with BF&M 2000.

Delays: There are many reasons for delays. These are the most common:

* Spouse doesn’t know she has to do something. Please communicate clearly that this is for BOTH of them. They will have separate logins into the system.
* 360 Observers are not completed.
* One “side’ of the P&E is not completed, or it has not been checked off by the P&E team.

## PPQ – Planter Profile Questionnaire

Once Pre-Assessment is completed you will need to complete the Planter Profile Questionnaire. You will need to supply the Sending Church in this step. You should be able to find them and their SBC ID number in Missionary Dashboard (CRM). You cannot complete the PPQ until pre-assessment is completed. You will need information from the Candidate Information and Assessment Information section (on the right side in MAP). Before submitting make sure that the candidate is a contextual fit for their area if you are unfamiliar with their planned location.

## Pre-Retreat

This is the “questionnaire phase” there will be four for the candidate and two for the spouse. *Additionally, the candidate will need to submit a sermon link for a sermon on particular texts.*

***Timeframe: ~1-4 Weeks to complete.***

### Candidate Questionnaires:

1. Calling Questionnaire
2. Emotional & Spiritual Health Questionnaire
3. Practical Leadership Questionnaire
4. Missional Strategy Questionnaire

### Spouse Questionnaires:

1. Spouse Calling Questionnaire
2. Spouse Emotional & Spiritual Health Questionnaire

### Sermon Link

* Candidate will need to submit a link to a video sermon on one of the following texts.
  + Genesis 22:1-19
  + ﻿﻿Exodus 12:1-32
  + ﻿﻿Psalm 90
  + ﻿﻿Matthew 5:1-12
  + ﻿﻿Luke 19:1-10
  + ﻿﻿Ephesians 2:1-10
  + ﻿﻿James 2:14-26
  + ﻿﻿1 Peter 1:3-12
* Sermon needs to be 35 minutes or less.
* This is preferably in a church preaching setting although a video from a cell phone is also acceptable.
* A candidate may submit an older sermon on these texts so long as it meets the criteria.

**Note: Once each of these elements are submitted Alert Assessment Trainer (Shawn Kemp,** [**skemp@namb.net**](mailto:skemp@namb.net)**) and Assessment Coordinator (Shauna Sigmon, ssigmon@namb.net).**

* The candidate will then be sent a link to register for the assessment.
* The cost will be $399. This fee will be refunded to them upon completion of the assessment regardless of outcome.