



# The Association of Theological Schools The Commission on Accrediting

## Profiles of Ministry Program Instructions for Administration

### Administering the PoM to your students

Each participant should receive:

- 1 answer sheet
- 1 *Casebook*

You and your students must use a **No. 1** or **No. 2** pencil throughout the process. Make sure that all circles are completely filled.

*! Answer sheets completed in pen cannot be processed.*

*! Circles that are not completely filled cannot be read by the scanning equipment.*

On **Answer Sheet A** (*Interview*), you or your student should write:

1. his/her name where it reads “Respondent Name”;
2. your school/institution name;
3. your three-digit school number (sent at the time your order is filled) and fill in the circles;
4. and the student’s “Personal Identification” information from Answer Sheet B.

On **Answer Sheet B** (*Casebook*), your student should enter:

1. his/her name
2. the personal identification, denomination, and denominational family information (see pages 3–4 in the *Casebook*).

**Please do not separate Answer Sheet A from B.** If they do become separated, retain Answer Sheet A until you send all the material to the interview coder.

When your students submit their answer sheets to you, be sure to **collect the *Casebooks*** as well for the integrity of the assessment process and for reuse in the future.

**IMPORTANT:** If you are not using the *Interview* or *Field Observation* and are sending the answer sheets directly to ATS, **please put the answer sheets in numeric order** to facilitate processing.

## Preparing the Confidential Index

The Confidential Index is very important and must be completed. It is the only link between the names of your students and the numbers that will appear on the individual profiles. **No names are printed on the profiles we send.** This is what you will need to fill out:

**Name of student**

**Answer Sheet Number.** This can be found on the bottom right corner of the answer sheet. This is also the number that will appear on the printed profile

**Personal Identification Code.** This is the numeric ID used for students at your school. In many cases, it is the student's social security number. This section is optional. If you choose to identify students by number rather than name because of confidentiality concerns, this column should be completed.

**Dates.** These columns will help with your administrative bookkeeping.

## Administering the Interview

It is absolutely critical that the directions be followed exactly when conducting and submitting the interviews. Please see pages 3–4 of the *Interview* manual for detailed instructions and make sure that your assigned interviewers have done the same.

Record the interview on a 90-minute standard-sized cassette tape.

Make sure the tape recorder is working properly.

Make sure the interview setting is quiet and conducive to recording. The microphone should be as close to the respondent as possible so that the coder can understand the responses clearly.

Remind respondent to speak clearly.

Have the interview follow the script EXACTLY. If questions are explained or rephrased, the responses CANNOT BE CODED. (This is a common error interviewers make.)

Write the full name of the respondent on the cassette label.

Send ALL answer sheets, interview tapes, and the **Answer Sheet Processing Summary** directly to your assigned interview coder.

Remember, the quality of the product you send for processing ensures our ability to return a reliable profile to you.

## Administering the Field Observation (Applies only to Stage II)

Observers should be individuals who have observed the participants in various ministry settings. The ideal number of observers is five; we recommend that no fewer than three rate any participant. We also recommend that the PoM coordinator specify the positions of each observer (e.g., field observation supervisor, senior pastor, professional colleague, parish secretary, and so on).

*Field Observation* answer sheets, unlike those for the *Interview* and *Casebook*, **do not have a preprinted number**. For each *Field Observation* answer sheet, enter:

1. the name of the person observed;
2. the name of your school;
3. the name of the observer;
4. the three-digit school number (be sure to fill in the circles); and
5. the answer sheet number from Answer Sheet A (and remember to fill in the circles).

However you decide to distribute the *Field Observation* booklet and answer sheet, we recommend that you include a letter explaining the process and requesting the observer's cooperation. This letter should:

inform each observer to follow the instructions in the *Field Observation* booklet;

ask them to record their observation on the corresponding answer sheet for all items in the booklet;

encourage them to return the *Field Observation* booklet and completed answer sheet by a specific deadline; and

have them mail the materials directly to you or submit them to the student in sealed envelopes to assure confidentiality.

*Field Observation* booklets should be stored for reuse in the future.

Best wishes on your use of the PoM! Please contact us if you have any questions:

Helen Blier • blier@ats.edu • 412-788-6505, Ext. 248

Linda Griffin • griffin@ats.edu • 412-788-6505, Ext. 223