

# Instructions for Background Check, Physical and Psychological Examinations

*NOTE: These reports are confidential to the Bishop and any specific designee of the Bishop.*

It is difficult to overstate the importance of the maintenance of a base of physical and psychological health for the successful preparation and exercise of any form of ordained ministry. A component in this is the need for a thorough background check. These are affirmed in the Canons of General Convention (III,6,5,j and III 8,5,k).

In the Diocese of Michigan, these steps are initiated after the Bishop has had an initial meeting with the Nominee and Sponsoring Cleric, and are intended to be complete prior to a Postulancy weekend, and must be complete before Postulancy can be granted.

## **Background Check**

Background checks are administered through the diocesan office through Praesidium. Print and use this [Background Check Authorization Form](#) to request a background check, following the instructions listed on that form. The cost of the background check is shared by the Diocese, the Nominee and the sponsoring congregation.

## **Medical Examination**

The Medical Examination is to be conducted by the physician of your choice. It is very important to provide them with the necessary medical forms provided by the Church Pension Group. Make an appointment with your family physician to have your physical examination and provide them with the forms as soon as possible. If your last physical exam was within 12 months, many offices will complete the form without needing a new appointment. Either way, please have your physician return the completed form directly to the Office of the Bishop. If not covered by insurance, the cost of the physical examination should be shared by the Nominee and the sponsoring congregation.

## **Psychological Assessment**

These assessments are conducted by Dr. Steven Huprich, on behalf of the bishop's office. The evaluation includes an initial interview and administration of assessment tests, as well as a follow-up interview. Please reach out to the Rev. Susie Shaefer at [sshaefer@edomi.org](mailto:sshaefer@edomi.org) for Dr. Huprich's contact information in order to set up your assessment. We recommend you do this as soon as possible to get on his schedule, as the process takes a bit of time.

Your report will be sent to and will remain the property of the Office of the Bishop. The Nominee will also receive a copy of the report. The cost of the psychological assessment is shared by the Diocese, the Nominee and the sponsoring congregation. Dr. Huprich will bill the diocesan office, and then invoices will be sent to the Nominee and the sponsoring congregation for their portion of the fee.