



Profiles of Ministry (POM) Instructions for Administration

Administering the POM Casebook to your students

Each participant should receive

- 1 answer sheet
- 1 *Casebook*

Use a **No. 1** or **No. 2** pencil throughout the process. Make sure that 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**, you or your student should write

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

On **Answer Sheet B**, your student should enter:

- his/her name
- the personal identification, denomination, and denominational family information as presented on pages 3–4 in the *Casebook*.

Conducting the Interview

It is 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.

- Most interviews take about half an hour, but some can be as long as an hour. Plan accordingly.
- Use a standard digital recorder, available at any electronics store.
- Transfer the digital recordings to a computer, and give each recorded interview a filename in the following format: **answer sheet number, first name, last name**, (e.g., 12345 Jane Doe). Keep them in numeric order.
- When you transfer the recordings from the device to a computer, make sure that they are saved in either a WMA (Windows Media) or MP3 format.
- Transfer all of the renamed files to a USB flash drive (2GB should be adequate).

Mailing the Materials

Some of your materials will need to be mailed to your interview coder; others to ATS.

Mail to Coder	Mail to ATS (Attn. Meghan Niskach)
Copy of Confidential Index	Copy of Confidential Index
Copy of Answer Sheet Processing Summary	Copy of Answer Sheet Processing Summary
Recorded interviews	Paper <i>Casebook</i> answer sheets
	Paper field observations (if used)

What is the Confidential Index?

The Confidential Index 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.** The following is information that you **MUST** complete:

- **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.

The other information is optional and only needs to be completed if it helps with your bookkeeping.

Make **three** copies of the Confidential Index. One is to be sent to the coder with the interview recordings, one to ATS with the answer sheets, and the other is for your files.

What is the Answer Sheet Processing Summary?

The Answer Sheet Processing Summary helps ATS and your interview coder to know where the materials have come from, who needs to receive the finished product, and by what date. Without this document, we won't know what to do with your materials!

Make **three** copies of the Answer Sheet Processing Summary. One is to be sent to the coder with the interview recordings, one to ATS with the answer sheets, and the other is for your files.

Allow four weeks from the coder's receipt of the interviews for receipt of your completed profiles. If you have sent more than 40 interviews for processing, please add a week. The completed profiles will be emailed to you as PDF documents.

Please sort and list answer sheets in **numeric order**.

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; fewer than three field observations cannot be processed because of insufficient data.

Field observations can be completed either online or via paper answer sheets.

PAPER Field Observations

The answer sheets, unlike those for the *Interview* and *Casebook*, **do not have a preprinted number**. For each paper field observation answer sheet, enter:

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

However you decide to distribute the *Field Observation* manual 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* manual;
- ask them to complete all items in the manual;
- encourage them to complete and return the *Field Observation* manual and answer sheet by a specific deadline; and
- have them mail the materials mailed directly to you or submit them to the student in sealed envelopes to assure confidentiality. **DO NOT FOLD THE FORMS!**

Field Observation manuals should be stored for reuse in the future.

ONLINE Field Observations

Many coordinators find it easier to administer the online field observation. If interested, please contact Meghan Niskach for more information and the link for your school's field observation batch. She will also send along instructions for online administration.

**If you choose, you can administer the field observation both online AND by paper for the same group.*

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

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