

F Documents

INSTRUCTIONS:

- **If you are sending a form or document, make sure your name and the document number are on each page.**
- **Scan completed document and save it as PDF or MSWORD.**
- **Send as an attachment to the Vocations Office at vocfile@diocal.org.**
- **Keep a copy for your files.**

GENERAL GUIDELINES

- F 1 Behavior Screening Questionnaire
1. Found in F Forms
 2. Prepared and submitted by nominee
- F 2 Psychological Evaluation
1. NOT A FORM. Introduction made by Vocations Office
 2. Nominee/Psychologist arrange appointment
 3. Congregation will be billed for the cost.
 4. Psychologist will send report to the Bishop in hard copy
- F 2A Second Psychological Evaluation if required
1. NOT A FORM. Only required if more than 3 years between initial evaluation and ordination
 2. Initiated by Vocations Office
 3. Candidate/Psychologist arrange appointment.
- F 3 Budget and Financial Aid Request (annually for CDSP students) Postulant/Candidate
1. Found in F Forms
 2. Responsibility of person in process
- F 4 Oxford Documents background check
1. NOT A FORM. Initiated by Vocations Office
 2. Oxford Documents contacts nominee directly
 3. Oxford Documents sends reports to Vocations Office
- F 4A Second Oxford Documents background check if required
1. NOT A FORM. Only required if more than 3 years between initial check and ordination
 2. Initiated by Vocations Office
 3. Oxford Documents contacts candidate directly
- F 5 Request for Approval of the CPE Site
1. NOT A FORM Postulant writes letter addressed to Bishop
 2. Letter sent to the Vocations Office which will forward to the Bishop.
- F 6A Request for Approval of the 1st Field Education Site
1. NOT A FORM. Postulant writes letter addressed to Bishop.
 2. Letter sent to the Vocations Office which will forward to the Bishop.
- F 6B Request for Approval of the 2nd Field Education Site
1. NOT A FORM. Postulant/Candidate writes letter addressed to Bishop.
 2. Letter sent to Vocations Office which will forward to the Bishop.

- F 7 Request for Approval of the Intern Year Site if taken
1. NOT A FORM. Postulant/Candidate writes letter addressed to Bishop
 2. Letter sent to Vocations Office which will forward to the Bishop.
- F 8 Request for Approval of a Supervised Ministry Site if required
1. NOT A FORM. Postulant/Candidate writes letter addressed to Bishop.
 2. Letter sent to Vocations Office which will forward to the Bishop.
- F 9 Letter of Intent to take the General Ordination Exam (GOE)
1. NOT A FORM. Candidate writes letter of request to take the GOEs by October 15 for the following January exams. Letter must include: full name, address, phone, email address, current seminary and anticipated date of graduation.
 2. Letter sent to the Vocations Office which will register candidate for exams.
 3. Board of Examining Chaplains will contact the candidate directly with details.
- F10 GOE results
1. Candidate will be notified directly by the Board of Examining Chaplains of the results.
 2. Candidate must print or electronically store a copy of the results. These are not kept on line by the Board of Examining Chaplains indefinitely.
 3. The Vocations Office will receive a copy of the results and share them with the Bishop.
 4. The Bishop will notify the Candidate and the Diocesan Board of Examining if further review/recommendation is required.
- F11 Ember Letter Log
1. Ember Letters should be sent directly to the bishop at: bishopember@diocal.org.
 2. The Bishop may or may not reply directly to every Ember Letter.
 3. An email should be sent to the Vocations Office at vocfile@diocal.org to confirm the Ember Letter has been sent. A copy of the letter should not be sent to the Vocations Office.
- F12 Medical Exam
1. Found in F Forms
 2. Candidate must schedule the appointment and assure the form is sent to the Vocations Office at least 15 days before the Diaconal Interview with the COM.
- F13 Confidentiality Form
1. Being developed
- F14 Plan and agreement for Diaconal Ministry
1. NOT A FORM.
 2. Candidate and Supervising Clergy should prepare a letter address to the Bishop.
 3. Letter should be sent to the Vocations Office which will forward it to the Bishop.
- F15 Evaluation of the Portfolio by the DBOEC
1. NOT A FORM.
 2. Letter will be prepared by the DBOEC and sent to the Vocations Office with a copy to the Candidate.
- F16 Evaluation of Supplemental Work Requested by the DBOEC
1. NOT A FORM.
 2. Letter will be prepared by the DBOEC and sent to the Vocations Office with a copy to the Candidate.