

Procedure for Requesting Diaconal Assistance for Individuals in Need Within the OPC

Committee on Diaconal Ministries
of the Orthodox Presbyterian Church

Overview:

- The Committee on Diaconal Ministries (CDM) is privileged to be able to respond to appeals for diaconal assistance for individuals in need within the OPC, using funds entrusted to it through the faithful giving of individuals and churches.
- In striving to follow a Presbyterian structure within the diaconate, the CDM requires that appeals for aid for individuals be presented to it only after having first been considered at the local and regional levels of the church.

Procedure:

- The CDM provides a form entitled, "Form for Requesting Diaconal Assistance for Individuals in Need Within the OPC" to be used to submit a request.
- The form is available upon request or at OPC.org, under Ministries - Diaconal Ministries at http://opc.org/committee_dm.html
- The form can be printed and mailed in, or completed on line and submitted by email.
- The form should be submitted by a Presbytery or a Presbytery Diaconal Committee (PDC).
- The CDM receives the completed form with the expectation that the Presbytery or PDC has:
 - Received the request from a session or deacon board that has determined that the need cannot be fully met within the local congregation
 - Examined the request and ascertained the legitimacy and extent of the need
 - Determined that the need cannot be fully met within the Presbytery
 - Participated in responding partially toward the need, if at all possible
- The form should be accompanied by financial documentation that defines the need and supports the request.
- The form should be accompanied by a report of the Presbytery's or PDC's investigative work, as well as their conclusions and advice to the CDM in this matter.
- The completed form is received by the CDM Administrator, who will forward it to the appropriate sub-committee and, if the sub-committee requires further information, will contact the requestor for more details.
- The CDM will extend diaconal assistance with the understanding that the Presbytery or PDC that made the request will provide oversight and continuing care to individuals who receive assistance from the CDM.

Contact:

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