

**Procedure for Requesting Diaconal Assistance for Individuals, Pastors or Churches in
the Presbytery of the Midwest**

Diaconal committee of the PMW
of the Orthodox Presbyterian Church

Ministry to individuals, Pastors or churches within the PMW OPC

A. Philosophy

The Diaconal committee of the Presbytery of the Midwest (DCPMW) is privileged to respond to appeals for diaconal assistance from individuals, Pastors and churches in need within the PMW, using funds entrusted to it through the faithful giving of its individual churches. In striving to follow the Presbyterian structure within the diaconate, the DCPMW requires that appeals for aid be presented only after consideration at the local church level.

B. Policy

1. The DCPMW may receive request for assistance from individuals, Pastors and churches within the OPC PMW.
2. The DCPMW should receive such request from the local diaconate or session.
3. The DCPMW should receive such request with the exception that the local diaconate or session has:
 - a. Received the request from a session or deacon board that has determined the need cannot be fully met within the local congregation.
 - b. Examined the request and ascertained the legitimacy and extent of the need.
 - c. Participated in responding partially toward the need, if at all possible.
4. The DCPMW shall extend diaconal assistance with the understanding that the local diaconate or session will provide oversight and continuing care to individuals receiving assistance from the DCPMW.

C. Procedures

1. The DCPMW shall create and maintain a Request Form to be completed by those requesting diaconal assistance for individuals, Pastors and Churches in the PMW OPC.

2. The DCPMW may require that the request be accompanied by financial documentation as well as a report of the local diaconate or sessions investigative work and conclusions and advise the DCPMW in this matter.
3. The DCPMW shall make the form available on pmwopc.org or upon request.
4. The DCPMW shall request the completed form be sent to the DCPMW chairmen. He shall forward the request form on to the committee as a whole. If needed a member of the committee shall contact the requestors for further information.

**Form for Requesting Diaconal assistance for Individuals, Pastors and Churches in need
within the PMW**

Diaconal committee of the PMW
of the Orthodox Presbyterian Church

Please fill this form out as completely as possible. The DCPMW does not intend this to be a roadblock, but rather strives to ensure that it has the requisite information to come to a resolution swiftly. Naturally it is understood that the answers are confidential to the DCPMW. some answers may require additional follow up.

1. Name and address of the church requesting the assistance.
2. Name and address of the person/family that needs assistance and the OP church with which they are affiliated.
3. What is the specific Financial request to the Diaconal committee of the PMW?
4. Usually the specific request is the outworking of a larger situation. Please provide the context of the history, nature and extent (i.e., one-time or long-term assistance) of the need, include any relevant extenuating circumstances.
5. Has there been any attempt and/or success in negotiating outstanding bills and/or in agreeing upon payment plans?
6. Is this something that could be covered by insurance? Has this been explored? If a claim has been denied, has that been followed up with an appeal?
7. What has the individual, family, extended family done to address the need?

Form for Requesting Diaconal Assistance for Individuals, Pastors and Churches in need in the
PMW (cont.)

8. Please describe any government assistance sought in addressing this need and the result.

9. What counsel has the local diaconate provided and how have they been able to respond financial to this need?

10. If applicable, what steps have been done, or are being taken, to alleviate this need from reoccurring?

11. Is there any other pertinent information that the DCPMW should know in responding to this request?

12. Do you have any financial reports, budgets, and/or list of assets that can be of help to the DCPMW in a fuller understanding of the need? (Please include these as an attachment to this form.)

Name

Position

Signature

Date Submitted

Submit completed form to:

Pastor James Ferguson,
New Hope OPC 2401 Decker Ave
Green Bay WI 54302
www.nhopc.org