

## **Form for Requesting Diaconal Assistance for an Individual in Need Within the OPC**

Committee on Diaconal Ministries  
of the Orthodox Presbyterian Church

*The Committee on Diaconal Ministries (CDM) makes this form available to Presbyteries or Presbytery Diaconal Committees that wish to request financial assistance for individuals in need within the OPC. Please fill it out as completely as possible. The CDM does not intend for this to be a roadblock, but rather to ensure that we receive all pertinent information so as to be able to come to a swift decision. All answers are confidential to the CDM. Some answers may require additional follow-up by the CDM. You can print out this form and submit it by mail, or type in your answers below, save, and send the completed form by email to David Nakhla (see pg. 3). Thank you.*

*"Procedure for Requesting Diaconal Assistance for Individuals in Need Within the OPC" can be found at [http://www.opc.org/committee\\_dm.html](http://www.opc.org/committee_dm.html)*

1. Name and address of the church/presbytery/committee requesting financial 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 exact amount of financial assistance you are requesting from the Committee on Diaconal Ministries?
  4. Usually a specific request for aid is the result of a larger situation. Please provide the history, nature, and extent (i.e., one-time or long-term assistance) of the need, including any relevant extenuating circumstances.
  5. Have there been any attempts and/or success in negotiating outstanding bills and/or in agreeing upon payment plans?

Form for Requesting Diaconal Assistance for an Individual in Need Within the OPC (cont.)

6. Is this need something that could be covered by insurance? Has this option been explored? If a claim has been denied, has it been followed up with an appeal?
7. What has the individual, family, and extended family done to address this need?
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 financially to this need?
10. What interaction has the presbytery diaconal committee had with the local diaconate and/or session in evaluating this request?
11. What counsel has the presbytery diaconal committee provided, and how have they been able to respond financially to this need?

12. If applicable, have steps been taken to prevent this need from recurring?
  13. Is there any other pertinent information that the CDM should know before considering this request?
  14. Please list any financial reports, budgets, lists of assets, etc., that could help define the need and support this request, and include them as an attachment to this form.

**Name of person completing this form**

## Your position

**Signature**

**Date Submitted**

**Submit this completed form to:**

Mr. David Nakhla, Administrator, Committee on Diaconal Ministries  
The Orthodox Presbyterian Church  
607 N. Easton Road, Bldg. E  
Willow Grove, PA 19090  
Cell 562-760-7606  
Email: [David.Nakhla@opc.org](mailto:David.Nakhla@opc.org)

### ***Response of the Committee on Diaconal Ministries:***