

**THE OPERATING MANUAL**  
**OF**  
**THE COMMITTEE ON DIACONAL MINISTRIES**  
**OF**  
**THE ORTHODOX PRESBYTERIAN CHURCH**

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REV 15

2021-04-22

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## I. The Purpose of the CDM

### A. Purpose:

1. The purpose of the Committee on Diaconal Ministries (CDM) shall be to coordinate, stimulate, and promote the diaconal ministries of the congregations of the Orthodox Presbyterian Church (OPC) in those areas which are beyond the province and/or capacity of the local diaconates or presbytery diaconal committees.

### B. History:

1. The Committee on General Benevolence (which in 1973 was renamed the Committee on Diaconal Ministries) was established in 1947 in response to an overture to the Fourteenth General Assembly from the Presbytery of Philadelphia. Its purposes were "to study the needs of Christians who would not normally come under the purview of the deacons of the local churches" and "to solicit funds for and distribute gifts to those needy Christians."
2. In 1960, the CDM described itself as "an instrument of the whole church in ministering to the broader areas of human need, poverty, and suffering which are the responsibility of the whole church."
3. In 1970, the CDM was instructed "to examine ways to expand their ministry in cooperation with local congregations and presbyteries to reach out to the needs of the poor and distressed in the church and the world."
4. In 1984, a special study committee reported to the Fifty-first General Assembly the result of four years of research and deliberations with regard to their assignment "to present to the Forty-eighth General Assembly a report that will provide principles grounded on the exegesis of Scripture leading to positive attitudes and actions on which the church may base its diaconal ministry...." The extensive majority and minority reports presented by the study committee sparked a debate surrounding the worthy recipients of the church's diaconal ministry.
5. In 2005, the Committee began a process of reevaluation of its ministries and restructuring of the Committee to meet the increasing needs of the church. Major disasters at home and abroad, an increasing number of retired ministers and widows, a growing concern for the training and encouragement of deacons, an awareness of the need to improve procedures for meeting financial requests, a need for coordination of short-term missions programs, a desire to improve communications and reports to the church, and a possibility of developing a program to send out missionary deacons to help on mission fields, resulted in the expansion of the Committee from seven to nine members. Standing subcommittees were created to focus the labors of the committee members on ministry to ministers and widows, diaconal training, disaster response, and providing oversight to missionary deacons. This process also led to the hiring of an ordained officer of the OPC to serve as CDM Administrator, Disaster Response Coordinator, and Short-Term Missions Coordinator.

6. In 2018, the OPC's new Committee on Ministerial Care (CMC) took over the responsibility for ministry to ministers and widows, including administration of the Obadiah Fund. The CDM's Ministers and Widows Subcommittee was disbanded.

### C. The Office of Deacon

1. The primary duty of the Church is to witness to the gospel, to celebrate the sacraments, to seek man's sanctification, and above all, to seek God's glory. To this end, elders were appointed and ordained. The office of deacon was established to relieve the elders of certain time- and energy- consuming tasks in order that the elders might devote themselves more fully to prayer and the ministry of the Word. As part of the diaconal ministry, the Church has asked the deacons to oversee the work of God's people as they provide fully, with love, first for their fellow Christians' needs, and afterwards to the needs of the world.
2. Quoting the Form of Government of the OPC, "Deacons are called to show forth the compassion of Christ in a manifold ministry of mercy toward saints and strangers on behalf of the church. To this end they exercise, in the fellowship of the church, a recognized stewardship of care and of gifts for those in need or distress."

### D. Principles of Diaconal Ministry

#### 1. The Reason for Diaconal Ministry

- a. The heart of God for the poor is the reason for the diaconal ministry of the church. God's special regard for the needy among his people is clearly revealed in:
  - i. His careful provision for and protection of them: e.g., Leviticus 23:22; 25:35-37; Deuteronomy 15:7-11; 24:10-15
  - ii. His stern warnings against the neglect or abuse of them: e.g., Proverbs 11:24; 14:21, 31; 21:13, 22:22-23; 28:27
  - iii. His calls for covenant renewal in terms of care for them: e.g., Isaiah 1:16-17; 58:6-10; Ezekiel 18:16; Zechariah 7:9-10
  - iv. His casting of the Messiah's ministry in terms of ministry to them: e.g., Isaiah 11:4; 29:19; 61:1; Luke 4:18; Matthew 5:3
  - v. His many calls to show generosity toward them: e.g., Job 29:11-16; Psalm 41:1; 112:9; Matthew 5:42; 25:35-40; Luke 3:11; 6:30-38; 12:33; 14:12-14; Acts 20:35; Romans 12:13, 20; 2 Corinthians 8:1-21; 9:1-13; Ephesians 4:28; 1 Timothy 6:17-18; Titus 3:14; Hebrews 13:16; James 1:27; 2:15-18; 1 John 3:17-18
- b. And God's general regard for all the needy among his creatures is revealed in:
  - i. His goodness and mercy to all: e.g., Psalm 145:9; Psalm 36:6
  - ii. His provision for both the just and the unjust: e.g., Matthew 5:45; Luke 6:35-36

- iii. The general benevolence by which he testifies of himself to all men: e.g., Acts 14:17; Romans 2:4
  - c. The church ministers to the poor and needy because of the very character and ways of our God.
2. The Need for Leadership in Diaconal Ministry
  - a. Though much of the church's ministry to the poor will be on an individual and spontaneous basis, Acts 6:1-6 makes clear the need for leadership in the mercy ministry of the Church in order to better coordinate and allocate the resources of the church for the good of those in need.
  - b. The office of deacon in the local church is the primary provision for this need for diaconal leadership, but in a connectional church it is proper that this leadership also be manifested at the regional level (presbytery diaconal committees) and national level (a denominational committee on diaconal ministry) as well.
3. The Subordinate Role of Diaconal Ministry
  - a. While ministries of both word and deed are entrusted to the Church, the clear priority in Scripture is on the ministry of the Word of God. Indeed, the institution of the diaconate is expressly related to this priority, inasmuch as deacons serve to preserve the priority of the elders' devotion to the ministry of the word and prayer (Acts 6: 3-4).
  - b. The forgiveness of sins and a new life in Christ is what men most fundamentally need, and all temporal needs are trivial in comparison. For this reason, the diaconal ministry of the Church must never be separated from the preaching and teaching ministry of the Church, and should always serve to facilitate it.
  - c. Biblical mercy ministry may never devolve into mere aid or relief work, but rather should always adorn the ministry of the gospel.
4. The Essential Nature of Diaconal Ministry
  - a. Though subordinate to the ministry of the Word, mercy ministry is, however, a vital complement to it, and can even be indispensable to it. The gospel is an expression of the holistic love of God: it aims at the ultimate wellbeing of the whole person, both body and soul. The kingdom of Christ will bring an eventual end to all human deprivation, both spiritual and material, for those who put their faith in Christ.
  - b. The church testifies to this reality when it complements the ministry of the Word with a ministry of mercy, even as our Lord joined a ministry of healing to his ministry of teaching.
  - c. Indeed, without genuine compassion for the material needs of our brother, our assurances of love for them can ring hollow (James 2: 15-16). The work of diaconal ministry is to lead the Church in such a way as to ensure that its love is not in word or talk only, but in also in deed and in truth (1 John 3:17-18). This is

not to displace the ministry of the Word as the primary calling of the Church. It is rather to strengthen it, and to render it more credible and effective.

#### 5. The Church and Diaconal Ministry

- a. The primary focus of diaconal ministry in the Bible is clearly on the covenant community. A special priority is given to providing aid to fellow members of the covenant community in the Old Testament legislation (Deuteronomy 15:11-12). The widows that Paul refers to as being eligible for ongoing diaconal support are members of the church (1 Timothy 5: 3-16), as were the widows in the Jerusalem church (Acts 6: 1-6). And the special offering for the poor that Paul takes among the churches is for the “saints in Jerusalem” (Acts 11:29, Romans 15:26, 2 Corinthians 8: 1-15).
- b. This priority of the household of faith is due to the fact that diaconal ministry is a vital component of the communion of the saints: it is a benefit of the unique bond of love that Christ has formed by his saving union with his Church (Westminster Confession 26:1-2).
- c. Just as the priority of the ministry of the Word each Lord’s Day is for the assembled people of God, so also the priority for the use of diaconal funds is for the covenant community.

#### 6. The World and Diaconal Ministry

- a. Just as the ministry of the Word is not only for the Church but also for the world, so also is the ministry of mercy for both “saints and strangers on behalf of the church” (FOG XI.1).
- b. In the Mosaic law, the resources of the covenant community were to be shared with the sojourner and stranger (e.g. Leviticus 19:10; 23:22; Deuteronomy 24:19-21; 26:11-13). Likewise, Paul exhorted the church, “as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith” (Galatians 6:10).
- c. Diaconal ministry adorns the gospel when it provides tangible evidence of the love of God and of his messengers for the lost of this world. Indeed, in certain circumstances of extreme hardship the ministry of the Word can be virtually unintelligible apart from a ministry of deed.
- d. A compassionate response to men’s temporal needs can encourage an openness of heart to the gospel’s provision for their deeper eternal needs.

#### 7. The Potential Abuse of Diaconal Ministry

- a. Diaconal ministry is always susceptible to abuse on the part of its recipients, due to the sinfulness of men’s hearts. Jesus acknowledged the tendency of men to seek only the material apart from the spiritual blessings of his own ministry (John 6: 26-27).

- b. Diaconal ministry must be conducted, therefore, mindful of the guiding principles of Scriptures, such as the importance of diligent labor by all who are able bodied (2 Thessalonians 3:10-13), and the duty of families to be the primary responders to material need (1 Timothy 5:8).
- c. Diaconal ministry must seek to avoid rewarding sinful patterns or creating or perpetuating a state of dependency upon aid. On the other hand, the prospect of abuse must not be allowed to stifle a compassionate response to genuine need. Our Lord was not blind to the potential abuse of generosity when he told his disciples “Freely ye have received, freely give” (Matthew 10:8 KJV).

## **II. The Functioning of the CDM**

- A. The CDM is a Standing Committee of the General Assembly of the OPC.
- B. The CDM is subject to the Word of God, the Bible, as its supreme authority, and to the secondary standards of doctrine, government, discipline, and worship of the OPC.
- C. As a committee of the General Assembly, the CDM is subject to directives of the Assemblies, and its membership and terms of service are governed by the instruments of the General Assembly.
- D. The conduct of the CDM’s work shall also be governed by the most recent edition of Robert’s Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with the other governing standards listed in the CDM’s bylaws or in this Operating Manual.

## **III. The Operation of the CDM**

- A. Meetings
  - 1. Regular Meetings
    - a. The CDM shall meet normally two times each year, ordinarily by physical attendance, on:
      - i. The fourth Thursday and following Friday of March
      - ii. The second Friday and previous Thursday of October.
    - b. The first regular meeting following General Assembly shall be designated as the Annual Meeting at which the following will be docketed:
      - i. Election of officers
      - ii. Election of subcommittee members
      - iii. Adoption of annual resolutions

- c. Written notification of regular meetings shall be sent by the CDM Administrator to each member of the CDM at least four weeks in advance of every regular meeting.
  - d. Written notification of regular meetings of the CDM may be emailed.
  - e. The date, time, or place of an appointed meeting may be changed, provided that all CDM members are notified at least four weeks in advance of the appointed date or the new date, whichever occurs first.
  - f. At each meeting, the date, time, and place of the next meeting shall be established.
  - g. A majority of the CDM shall constitute a quorum for the transaction of business at any regular meeting of the CDM.
2. Special Meetings
- a. Special meetings of the CDM may be called by the President or the Secretary of the CDM in coordination with the CDM Administrator.
  - b. A special meeting shall be called at the written request of any three members of the CDM.
  - c. A special meeting shall be conducted by physical attendance, by telephone conference call, or by videoconference.
  - d. Written notification stating the purpose of the special meeting shall be sent by the CDM Administrator to each member of the CDM:
    - i. At least fourteen days in advance of a meeting to be conducted by physical attendance.
    - ii. At least three days in advance of a telephone or videoconference meeting.
  - e. Written notification of special meetings of the CDM may be emailed.
  - f. A majority of the CDM shall be necessary to constitute a quorum for the transaction of business at any special meeting of the CDM.
3. Email Referendums
- a. Email referendums may be circulated on occasion, at the direction of the Executive Committee, the President, a subcommittee, or the CDM Administrator to decide matters of an urgent or perfunctory nature.
  - b. Email referendums must include provision for the call of a special meeting to discuss and decide the matter in question if any member of the CDM does not concur with the email referendum.
  - c. Decisions that are deemed to be urgent in nature may be considered decided if a majority of the CDM responds in the affirmative by the deadline indicated in the email, which deadline must not be less than three days from the date sent.

- d. Decisions made by email referendum are to be ratified at the next regular meeting of the CDM.
4. Reimbursement for Travel and Other Expenses
    - a. CDM members who reside in North America shall be reimbursed for expenses incurred in travelling to any duly called CDM or Executive Committee meeting.
    - b. CDM members who reside outside of North America shall be reimbursed for expenses incurred in travelling to one CDM meeting per year, and shall be encouraged to join additional meetings via telephone conference, unless the CDM Executive Committee deems it necessary that they be physically present.
    - c. All CDM members shall be reimbursed for any additional expenses incurred in doing the work of the CDM.
    - d. CDM members elected to represent the CDM at General Assembly, or at a meeting of the North American Presbyterian and Reformed Council (NAPARC), or other similar conference, shall be reimbursed for any expenses incurred by their attendance, unless the body whose meeting they are attending reimburses them.
- B. Officers
1. President
    - a. The President shall be the Presiding Officer of the CDM and shall moderate all meetings of the full CDM and the Executive Committee.
    - b. The President shall be an ex officio member of all Standing Subcommittees.
    - c. The President shall serve as a signatory for official CDM documents.
    - d. The President may be paid an annual stipend, the amount and terms of which shall be determined each year when the CDM adopts its budget for the coming year.
  2. Vice President
    - a. The Vice-President shall carry out the duties of the President in the event that the President is not able to do so.
  3. Secretary
    - a. The Secretary shall keep and preserve all records/minutes of the CDM's meetings.
    - b. The Secretary shall serve as a signatory for official CDM documents.
    - c. The Secretary may be paid an annual stipend, the amount and terms of which shall be determined each year when the CDM adopts its budget for the coming year.
  4. Treasurer

- a. The Treasurer shall review financial reports and ensure the proper administration of the CDM's funds.
  - b. The Treasurer may serve as a signatory for official CDM documents.
5. Vacancies
- a. If any officer is unable to complete his term in office or if any officer leaves the committee for whatever reason, thus rendering his office vacant, the CDM may elect a successor to complete his term of service.
  - b. The Executive Committee may appoint a member of the CDM to carry out the duties of a vacated office pro tem until such time as an election can be held by the entire CDM.
- C. Finances
1. The CDM shall utilize the services of the Committee on Coordination and its centralized accounting system for the administration of the CDM's finances, including accounting, bookkeeping, and auditing.
  2. The CDM shall operate with the following three (3) Funds:
    - a. General Fund
      - i. The CDM shall record its operating activities in the General Fund.
      - ii. The CDM shall credit all undesignated or generally designated contributions to the CDM as income to the General Fund.
      - iii. The CDM shall pay all approved expenditures from the General Fund unless otherwise stipulated.
    - b. Disaster Response Funds
      - i. General Disaster Response Fund
        01. The CDM shall maintain a General Disaster Response Fund.
        02. The CDM shall credit all undesignated contributions to disaster response as income to the General Disaster Response Fund.
      - ii. Designated Disaster Response Funds
        01. The CDM may establish a designated disaster response fund for a specific major disaster (as defined and approved by the CDM), with income and expense accounts restricted to that disaster.
        02. The CDM shall credit all contributions designated for that disaster as income to that designated disaster response fund.
        03. The CDM shall utilize designated contributions for disaster response ministry to those directly or indirectly impacted by that disaster.



04. The CDM may pass designated disaster response funds on to other churches or organizations that are providing disaster relief in areas where the Orthodox Presbyterian Church does not have direct ministry.

05. The CDM may transfer unutilized designated funds to the General Disaster Response Fund, or otherwise repurpose them, on or after the second anniversary of the disaster.

iii. The CDM may transfer any balance exceeding \$50,000 from the General Disaster Response Fund to the CDM General Fund.

c. Contingency Fund

i. The CDM shall place all gifts received by bequest into the Contingency Fund.

ii. The CDM shall set these funds aside for approved purposes.

D. The Executive Committee

1. The CDM shall have an Executive Committee comprised of the President, Vice President, Secretary, and Treasurer.

2. The Executive Committee shall meet at the call of the President or the CDM Administrator.

3. A majority of the Executive Committee shall constitute a quorum for its meetings.

4. The Executive Committee shall decide upon the issuance of email referendums to the CDM.

E. Standing Subcommittees

1. The CDM shall be structured with Standing Subcommittees.

2. Subcommittee members shall be reimbursed for travel and other expenses related to their subcommittee work.

3. The work of Standing Subcommittees shall be subject at all times to the review and approval of the full CDM.

4. Standing Subcommittees shall:

a. Be authorized to act on behalf of the CDM in matters delegated to them by the CDM and in areas under their oversight.

b. Seek the approval and consent of the full CDM before acting in matters where no precedent has been set by the CDM, or when a matter is weighty.

i. Where there is precedent, the subcommittees are authorized to act in accordance with that precedent and report their actions to the CDM.

c. Be authorized to spend up to the approved budget line items under their oversight.

d. Keep accurate records of decisions and actions.

- e. Report any subcommittee decisions and actions to the CDM at its regular meetings.
5. The Executive Committee may appoint members of the CDM to temporarily fill vacancies on subcommittees until such time as an election can be held by the entire CDM.
6. The Standing Subcommittees shall be Administration and Finance, Aid Request, Disaster Response, Diaconal Training, Missionary Deacon and Refugee Ministry.

#### **IV. The Standing Subcommittees of the CDM**

- A. The Administration and Finance Subcommittee (AFS) shall:
  1. Develop and recommend policies and procedures to be considered by the CDM.
  2. Oversee and evaluate the work of the CDM Administrator, the Disaster Response Coordinator, the Short-Term Missions Coordinator, the Communications Coordinator, and the Administrative Assistant.
  3. Annually review the compensation of all CDM employees in time to report and prepare recommendations for the CDM at its October meeting.
  4. Annually negotiate the contractual arrangement with the Committee on Foreign Missions and the Committee on Home Missions and Church Extension for the services of the Short-Term Missions Coordinator.
  5. Review the budgets and finances of the CDM.
  6. Structure and propose the annual budget in cooperation with the CDM Administrator.
  7. Be authorized to approve line item overruns in the budget and report their decision to the full CDM.
  8. Be comprised of the Treasurer and at least two other members of the CDM.
- B. The Aid Request Subcommittee (ARS) shall:
  1. Develop and recommend policies and procedures to be considered by the CDM.
  2. Process requests for financial assistance that come to the CDM from presbyteries, other denominational committees, sister churches or other such sources which do not fall under the jurisdiction of any other subcommittee, and prepare recommendations for the CDM to consider at its next meeting or by other means if urgent.
  3. Be comprised of at least three members of the CDM.
- C. The Disaster Response Subcommittee (DRS), shall:
  1. Work in conjunction with the Disaster Response Coordinator.
  2. Develop and recommend policies and procedures to be considered by the CDM.

3. Approve the use of funds received in response to a particular disaster.
  4. Acquire, deploy, and oversee disaster response equipment.
  5. Develop and provide training and training materials for disaster response teams.
  6. Recruit on-site coordinators to assist in carrying out disaster response efforts.
  7. Interact with the Committee on Foreign Missions, the Committee on Home Missions and Church Extension, and/or the Committee on Ecumenicity and Interchurch Relations as needed.
  8. Write and solicit articles about disaster response for publication within the OPC.
  9. Be comprised of at least three members of the CDM.
- D. The Diaconal Training Subcommittee (DTS) shall:
1. Develop and recommend policies and procedures to be considered by the CDM.
  2. Develop, plan, and execute all matters for a Diaconal Summit or any similar conference or event.
  3. Establish budgets for diaconal training programs in conjunction with the Committee on Christian Education (CCE) and prepare recommendations for the CDM.
  4. Interact with the CCE on overlapping matters.
  5. Promote the development of presbytery diaconal committees.
  6. Collect, develop, and distribute diaconal training materials, including handbooks and policies for local OPC diaconates.
  7. Write and solicit articles about diaconal training opportunities for publication within the OPC.
  8. Be comprised of at least three members of the CDM.
- E. The Missionary Deacon Subcommittee (MDS) shall:
1. Develop and recommend policies and procedures to be considered by the CDM.
  2. Recruit, and secure funding for, missionary deacons.
  3. Review resumes of missionary deacon candidates in conjunction with the Committee on Foreign Missions and prepare recommendations for the CDM.
  4. Establish budgets for missionary deacons in conjunction with the CFM and prepare recommendations for the CDM.
  5. Visit, encourage, and assist missionary deacons on the field.
  6. Acquire and oversee tools and equipment for missionary deacons.
  7. Interact with the CFM on overlapping matters.
  8. Write and solicit articles about the work of missionary deacons for publication within the OPC.

9. Be comprised of at least three members of the CDM.

F. The Refugee Ministry Subcommittee (RMS) shall:

1. Develop and recommend policies and procedures to be considered by the CDM.
2. Approve the use of funds received designated for “refugee ministry” (insert footnote definition below), including the funding of refugee-related projects that arise in the midst of Refugee Ministry.

Note: “Refugee Ministry” is defined as diaconal ministry, or ministry of mercy, to “refugees” as defined herein.

3. Develop and provide training and training materials for ministry to “refugees” (insert footnote definition below), and/or provide the funding for the development of such training materials to others.

Note: “Refugees” are defined as those individuals and groups, including their children (whether or not their parents are living), who have been forced to flee from their homes and who are unable or unwilling to return to their homes because of civil unrest or persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion, regardless of whether such individuals or groups have been granted legal status of “refugee”. This definition is thus intended to include those who are seeking asylum, and those residing in refugee camps who may or may not have crossed the border of their home countries.

4. Study the plight of “Refugees” and assist the church in understanding ways to show them the love of Christ.
5. Visit, encourage, and learn from those engaged in active Refugee Ministry.
6. Interact with the Committee on Foreign Missions, the Committee on Home Missions and Church Extension, and/or the Committee on Ecumenicity and Interchurch Relations as needed.
7. Write and solicit articles about Refugee Ministry for publication within the OPC.
8. Be comprised of at least three members of the CDM.

## V. The Employees of the CDM

A. The CDM Administrator

1. The CDM may employ an ordained officer of the OPC as CDM Administrator to assist with the implementation and administration of the various ministries of the CDM.
  - a. The CDM Administrator may also be employed as the Disaster Response Coordinator and/or the Short-Term Missions Coordinator.

- b. The CDM Administrator shall serve an initial three-year term, which may be renewed by the CDM for an additional term or terms.
  - c. The CDM Administrator shall be an ex officio member of the CDM, the Executive Committee, and all Standing Subcommittees, and shall have the privilege of the floor at all meetings. As such, he may make motions but may not vote.
2. The CDM Administrator shall:
- a. Speak for the CDM in its communications to ministers, sessions, presbyteries, diaconal committees, and other church bodies or agencies whenever appropriate and necessary, according to the policies of the CDM and the principles and directives that govern its work.
  - b. Promote the various ministries and needs of the CDM and seek to increase awareness at all levels of the church of the biblical mandates for diaconal ministry.
  - c. Respond to any inquiries concerning the CDM's ministries and activities.
  - d. Receive all emergency appeals, make inquiries necessary for their adequate evaluation, and prepare such requests for review and response by the CDM in cooperation with the appropriate subcommittee.
  - e. Send out written notification to each member of the CDM in advance of every regular or special meeting.
  - f. Prepare, in consultation with the President of the CDM, an agenda for every regular or special meeting, and send to all members of the CDM.
  - g. Provide each member of the CDM with any materials and reports to be considered by the CDM. Written reports shall normally be sent out at least ten days in advance of a meeting.
  - h. Maintain current versions of The Bylaws and The Operating Manual of the CDM, and shall provide copies of these to new members of the CDM.
  - i. Write, in consultation with the Secretary of the CDM, the Annual Report of the CDM.
    - i. Prepare report in time to be approved by the CDM at its March Meeting
    - ii. Present the approved version to the Stated Clerk of the General Assembly in time to be included in the Agenda of the Assembly.
    - iii. The Report of the CDM to the General Assembly shall include:
      - 01. The Annual Report of the work and ministries of the CDM.
      - 02. The CDM's proposed budget for the coming calendar year.
      - 03. The CDM's response to any directives or inquiries of a previous Assembly.
      - 04. The names of the CDM members whose terms have expired.

05. The plans, requests, and recommendations of the CDM, including its request for per capita support of its ministries in the coming calendar year.
  06. The approved Auditor's Report.
- j. Oversee, in consultation with the Treasurer of the CDM, the handling of all CDM funds:
    - i. Provide monthly reports of receipts, disbursements, and fund balances to the CDM on at least a quarterly basis.
    - ii. Ensure that the CDM responds to each contribution with a receipt and expression of gratitude on behalf of the CDM.
  - k. Carry out other duties as assigned.
- B. The Disaster Response Coordinator (DRC)
1. The CDM may employ an ordained officer of the OPC as Disaster Response Coordinator (DRC) to plan, organize, implement, and administer domestic and international disaster response activities.
    - a. The DRC may also be employed as the CDM Administrator and/or the Short-Term Missions Coordinator.
    - b. The DRC shall serve an initial three-year term, which may be renewed by the CDM for an additional term or terms.
  2. The DRC shall:
    - a. Work in conjunction with the Disaster Response Subcommittee.
    - b. Develop and recommend policies and procedures to be considered by the CDM.
    - c. Approve the use of funds received in response to a particular disaster.
    - d. Acquire, deploy, and oversee disaster response equipment.
    - e. Develop and provide training and training materials for disaster response teams.
    - f. Recruit on-site coordinators to assist in carrying out disaster response efforts.
    - g. Interact with the Committee on Foreign Missions, the Committee on Home Missions and Church Extension, and/or the Committee on Ecumenicity and Interchurch Relations as needed.
    - h. Write and solicit articles about disaster response for publication within the OPC.
    - i. Carry out other duties as assigned.
  3. The DRC shall be authorized to:
    - a. Receive and distribute contributions designated for disaster response efforts carried out by specific OPC congregations.

- b. Advance a gift of up to \$10,000 to a Presbytery Diaconal Committee (PDC) or local OPC diaconate to enable it to respond immediately following a disaster.
    - i. The DRS, PDC, and/or officers of that congregation shall be notified where appropriate.
    - ii. Funds may come from the General Disaster Response Fund.
  - c. Approve disbursements of up to \$2,500 in cash to affected OPC families in the immediate wake of a disaster (within one month of the disaster), when such disbursements have been recommended by the officers of their congregation.
    - i. Funds may come from the General Disaster Response Fund.
  - d. Approve the reimbursement of the Disaster Response Site Coordinator's travel expenses (such as food, lodging, and airline or auto IRS mileage reimbursement rate) related to the disaster.
  - e. Offer a weekly honorarium to the Disaster Response Site Coordinator.
    - i. The amount of the honorarium shall be agreed upon by the DRS.
    - ii. Funds may come from the General Disaster Response Fund.
  - f. Authorize the Disaster Response Site Coordinator to approve expenditures of up to \$1,000 that might bring immediate relief to affected OPC families, and up to \$500 for expenditures for affected non-OPC families.
    - i. Funds shall come from the appropriate designated disaster response fund.
    - ii. The amount, circumstances, and avenue of such expenditures shall be reported to local or regional OPC disaster response oversight within one week of the transaction.
  - g. Reimburse the General Disaster Response Fund from a designated disaster fund, for any expenses that were paid towards that disaster before a designated disaster fund was established.
- C. The Short-Term Missions Coordinator (STMC)
- 1. The CDM may employ an ordained officer of the OPC as Short-Term Missions Coordinator (STMC) to plan, promote, coordinate, and administer domestic and international short-term missions (STM) trips.
    - a. The STMC may also be employed as the CDM Administrator and/or the Disaster Response Coordinator.
    - b. The STMC shall be employed with the cooperation of the Committee on Foreign Missions (CFM) and the Committee on Home Missions and Church Extension (CHMCE) in order to facilitate the coordination of these three committees' STM programs.

- c. The STMC shall serve an initial three-year term, which may be renewed by the CDM (subject to the concurrence of the CFM and CHMCE) for an additional term or terms.
  - d. The STMC's support and ministry expenses shall be shared as mutually agreed by the CDM, CFM, and CHMCE, with the exception of his travel expenses, which shall be borne by the respective committee(s) for which such expenses are incurred.
  - e. The STMC shall be an employee of the CDM (subject to the concurrence of the CFM and CHMCE in his employment) and shall labor under its oversight.
    - i. In the performance of his duties on behalf of the CFM, the STMC shall also be under the oversight of, and subject to the policies and directives of the CFM (through its general secretaries).
    - ii. In the performance of his duties on behalf of the CHMCE, the STMC shall also be under the oversight of, and subject to the policies and directives of the CHMCE (through its general secretaries).
2. On behalf of the CDM, the STMC shall:
- a. Plan, promote, coordinate, and administer STM trips for the purpose of providing diaconal assistance to churches, presbyteries, or foreign mission fields.
  - b. Communicate regularly with churches, presbyteries, and foreign mission fields to:
    - i. Discover opportunities whereby the use of diaconal STM teams or individuals can help advance the cause of the church, presbytery, or foreign mission field.
    - ii. Help define the scope of such opportunities (the amount of time necessary to carry out the work, the best time of year to go, the number of people needed, any special qualifications required of STM participants, etc.).
  - c. Serve as the contact person for information on STM trips.
  - d. Serve as the liaison between those requesting STM help and STM participants.
  - e. Develop STM promotional materials and application forms.
  - f. Use OPC.org, OPCSTM.org, or other approved websites, to post STM needs, opportunities, and application forms.
  - g. Assist in the review of applications and the selection of STM participants.
  - h. Facilitate pre-trip planning and logistics when requested, such as:
    - i. Securing passports, letters of invitation, visas, background checks, inoculations, airline reservations, travel insurance, and overseas medical insurance (including medical evacuation).



- ii. Helping to make arrangements for STM participants' local transportation, room, and board, as needed.
    - iii. Ensuring that STM participants understand that they are expected to cover their own costs for STM trips.
  - i. Arrange for STM participants to receive appropriate orientation and training (including safety training) before a trip.
  - j. Arrange for debriefing of STM participants following their return, especially with a view towards the improvement of future STM trips.
  - k. Maintain a register of all STM participants, including the trip they took and their home congregation.
  - l. Represent the CDM as its agent for any legal, immigration, or financial matters relating to STM trips.
  - m. Carry out other duties as assigned.
3. On behalf of the CFM, the STMC shall:
- a. Plan, promote, coordinate, and administer an STM program on behalf of the CFM.
  - b. Communicate regularly with the CFM and foreign mission fields to:
    - i. Discover opportunities whereby the use of STM teams or individuals can help advance the cause of the foreign mission field.
    - ii. Help define the scope of such opportunities (the amount of time necessary to carry out the work, the best time of year to go, the number of people needed, any special qualifications required of STM participants, etc.).
  - c. Serve as the contact person for information on STM trips.
  - d. Serve as the liaison between the CFM, foreign mission field, and STM participants.
  - e. Develop STM promotional materials and application forms.
  - f. Use OPC.org, OPCSTM.org, or other approved websites, to post STM needs, opportunities, and application forms.
  - g. Assist in the review of applications and the selection of STM participants, including flagging for the attention of the appropriate bodies applications that warrant further consideration.
  - h. Facilitate pre-trip planning and logistics when requested, such as:
    - i. Securing passports, letters of invitation, visas, background checks, inoculations, airline reservations, travel insurance, and overseas medical insurance (including medical evacuation).

- ii. Making arrangements in conjunction with the foreign mission field for STM participants' local transportation, room, and board.
    - iii. Ensuring that STM participants understand that they are expected to cover their own costs for STM trips.
  - i. Arrange for STM participants to receive appropriate orientation and training (including safety training) before a trip.
  - j. Arrange for debriefing of STM participants following their return, especially with a view towards the improvement of future STM trips.
  - k. Maintain a register of all STM participants, including the foreign mission field visited and their home congregation.
    - i. Provide this register to the CFM general secretary each year for inclusion in his report to the General Assembly.
  - l. Ensure that the CFM general secretaries are kept informed about current and prospective STM trips.
  - m. Regarding Missionary Associates:
    - i. Assist the CFM, foreign mission field, and missionary associate, as appropriate, in the missionary associate's pre-field logistics, including developing a budget, securing passports, letters of invitation, visas, background checks, inoculations, airline reservations, travel insurance, and overseas medical insurance (including medical evacuation).
  - n. Regarding Disaster Response:
    - i. Assist, as appropriate, in the organization and logistics of whatever support the CFM might provide to the CDM in responding to disasters overseas.
  - o. Carry out other duties as assigned
4. On behalf of the CHMCE, the STMC shall:
- a. Plan, promote, coordinate, and administer an STM program on behalf of the CHMCE.
  - b. Communicate regularly with the CHMCE, presbyteries, and church planters to:
    - i. Discover opportunities whereby the use of STM teams or individuals can help advance the cause of home missions and church extension.
    - ii. Help define the scope of such opportunities (the amount of time necessary to carry out the work, the best time of year to go, the number of people needed, any special qualifications required of STM participants, etc.).
  - c. Serve as the contact person for information on STM trips.
  - d. Serve as the liaison between those requesting STM help and STM participants.
  - e. Develop STM promotional materials and application forms.

- f. Use OPC.org, OPCSTM.org, or other approved websites, to post STM needs, opportunities, and application forms.
  - g. Assist in the review of applications and the selection of STM participants.
  - h. Facilitate pre-trip planning and logistics when requested, such as:
    - i. Airline reservations, travel insurance, background checks.
    - ii. Helping to make arrangements for STM participants' local transportation, room, and board, as needed.
    - iii. Ensuring that STM participants understand that they are expected to cover their own costs for STM trips.
  - i. Arrange for STM participants to receive appropriate orientation and training (including safety training) before a trip.
  - j. Arrange for debriefing of STM participants following their return, especially with a view towards the improvement of future STM trips.
  - k. Maintain a register of all STM participants, including the trip they took and their home congregation.
  - l. Ensure that the CHMCE general secretaries are kept informed about current and prospective STM trips.
  - m. Be available to represent the CHMCE as its agent for any legal, immigration, or financial matters relating to these trips.
  - n. Carry out other duties as assigned.
- D. The Communications Coordinator
1. The CDM may employ a Communications Coordinator to promote and document the work of diaconal ministries, short-term missions, and disaster response.
  2. The Communications Coordinator shall:
    - a. Manage Websites
      - i. OPC.org
        01. Provide content for the diaconal ministries page at OPC.org.
        02. Maintain and provide content for the STM and disaster response page at OPC.org.
        03. Prepare feature articles on diaconal ministries, STM, and disaster response for the homepage at OPC.org.
      - ii. OPCSTM.org
        01. Be responsible for the design, content, and upkeep of the OPC STM website, which shall include:
          - a. An introduction for those new to STM.

- b. A roadmap for those who want to go on an STM trip.
  - c. Current STM opportunities.
  - d. An overview of all STM opportunities offered through the year.
  - e. Archived issues of the S.T.O.R.M. Report newsletter.
  - f. STM resources including planning and training tools, travel tips, etc.
  - g. Photos and testimonials from those who have served on STM teams.
- iii. OPCDisasterResponse.org
  - 01. Be responsible for the design, content, and upkeep of the OPC Disaster Response website, which shall include:
    - a. How to volunteer for disaster response service.
    - b. How to donate to disaster response efforts.
    - c. Current needs for disaster response volunteers.
    - d. Archived issues of the S.T.O.R.M. Report newsletter.
    - e. Resources and training materials for disaster response.
    - f. Photos and reports from those who have served as disaster response volunteers.
- iv. Facebook
  - 01. Manage and post content to STM and disaster response Facebook pages.
- v. Vimeo
  - 01. Manage and upload slide shows and videos to STM, disaster response, and diaconal ministries pages at Vimeo.com.
- b. Produce Publications
  - i. S.T.O.R.M. Report (Short-Term Outreach, Relief, and Missions) Newsletter
    - 01. Produce a monthly e-newsletter on STM and disaster response.
    - 02. Produce Special Editions of the newsletter during disasters, including church news, volunteer needs, and OPC disaster response efforts.
    - 03. Create printable poster and bulletin insert versions of each newsletter.
    - 04. Post newsletters to websites, as above.
    - 05. Archive newsletters at OPCSTM.org and OPCDisasterResponse.org.
  - ii. Mercy Minute
    - 01. In conjunction with the CDM Administrator, produce a quarterly e-newsletter.
    - 02. Archive newsletters at diaconal ministries page at OPC.org.

- iii. New Horizons
  - 01. Prepare ads, notices, photos, and brief articles regarding diaconal ministries, STM, and disaster response for *New Horizons*.
- c. Promote and Document STM and Disaster Response Activities
  - i. Interface with the churches, presbyteries, mission fields, and team leaders that offer STM opportunities.
  - ii. Create posts to advertise each opportunity at websites (as above) and in the S.T.O.R.M. Report.
  - iii. Assist individuals or churches seeking the right STM opportunity.
  - iv. Solicit reports, photos, and testimonials from STM and disaster response leaders and teams.
  - v. Sort, label, and file all photos received for current or future use.
  - vi. Edit and title reports and testimonials before posting to websites, as above.
  - vii. Create STM and disaster response slideshows for websites (as above), General Assembly, and STM Coordinator's church visits.
- d. Maintain Databases
  - i. Maintain a demographic database on all STM participants.
  - ii. Maintain a demographic database on all disaster response volunteers.
  - iii. In conjunction with the STM Coordinator, maintain a database of recipients for the S.T.O.R.M. Report
- e. Administer STM and Disaster Response Surveys
  - i. Prepare online surveys and send to all STM and disaster response participants.
  - ii. Tally results, post to websites (as above), and send directly to fields, leaders, and participants.
- f. Assist the CDM Administrator
  - i. Design, edit, and update CDM Operating Manual under direction of CDM.
  - ii. Edit, and provide content as needed, for CDM, STM, and disaster response reports to General Assembly.
  - iii. Provide hospitality for CDM meetings at the Administrative Offices.
  - iv. Help maintain current records on Presbytery Diaconal Committee members.
  - v. Serve as registrar for National Diaconal Summit; attend summit.
  - vi. Help with planning, logistics, and creating documents for National Diaconal Summit and Presbytery Diaconal Summits.

- vii. Participate in Diaconal Training Subcommittee meetings as needed.
    - g. Work with Outside Contractors
      - i. Work in conjunction with professional designers to create websites and promotional materials such as logos, brochures, display boards, and ads.
    - h. Carry out other duties as assigned.
- E. The Administrative Assistant
  - 1. The CDM may employ an Administrative Assistant to assist the Communications Coordinator and Administrator in their roles.
  - 2. The Administrative Assistant shall:
    - a. Communicate and aid with needs of short-term mission fields.
    - b. Communicate and aid with needs of potential and current short-term and disaster response volunteers.
    - c. Manage short-term volunteer database.
    - d. Manage disaster response volunteer database.
    - e. Update manuals for CDM, STM and DR.
    - f. Coordinate hospitality and handout materials for CDM meetings.
    - g. Coordinate hospitality, handout materials, marketing tools for PDS and NDS Summits.
    - h. Purchase and manage inventory of all marketing tools.
    - i. Upload and label photos from STM and DR volunteer trips.
    - j. Upload and label photos from CDM meetings, summits and gatherings.
    - k. Coordinate mailings.
    - l. Make necessary travel arrangements for STM and DR volunteers.
    - m. Manage background checks for volunteers (confidential).
    - n. Communicate with churches and church secretaries for feedback .
    - o. Generate and proofread e-mail newsletter campaigns (STORM Report, DRIP, Mercy Minute).
    - p. Update websites and social media with timely content.
    - q. Respond to e-mail questions and comments for STM and DR.
    - r. Carry out other duties as assigned.

## **VI. The Ministries of the CDM**

- A. Ministry to Individuals in Need Within the OPC

1. Philosophy
  - a. The CDM is privileged to be able to respond to requests for diaconal assistance for individuals in need within the OPC, using funds entrusted to it through the faithful giving of individuals and churches.
  - b. In striving to follow a Presbyterian structure within the diaconate, the CDM requires that requests for aid for individuals be presented to it only after having first been considered at the local and regional levels of the church.
  - c. The Aid Request Subcommittee (ARS) has primary responsibility for processing such requests.
2. Policy
  - a. The CDM may receive requests for diaconal assistance for individuals in need within the OPC.
  - b. The CDM shall receive such requests from a presbytery or its presbytery diaconal committee (PDC).
  - c. The CDM shall receive such requests *with the expectation that* the presbytery or its PDC has:
    - i. Received the request from a session or deacon board that has determined that the need cannot be fully met within the local congregation.
    - ii. Examined the request and ascertained the legitimacy and extent of the need.
    - iii. Determined that the need cannot be fully met within the presbytery.
    - iv. Participated in responding partially toward the need, if at all possible
  - d. The CDM shall extend diaconal assistance with the understanding that the presbytery or its PDC will provide oversight and continuing care to individuals receiving assistance from the CDM.
3. Procedure
  - a. The CDM shall create and maintain a Request Form to be completed by those requesting diaconal assistance for an individual in need within the OPC.
  - b. The CDM shall make the Request Form available on OPCCDM.org or upon request.
  - c. The CDM shall require that the Request Form be accompanied by financial documentation as well as a report of the presbytery's investigative work, conclusions, and advice to the CDM in this matter.
  - d. The CDM shall request that the completed Request Form and supporting documentation be sent to the CDM Administrator, who shall forward it on to the appropriate subcommittee and, upon their request, shall contact the requestor if further information is needed.

- e. The CDM shall be prepared to consider a recommendation that may come to it in conjunction with said request in cases where a direct response to the request from the subcommittee is outside the purview of that subcommittee.
    - i. In urgent matters, that recommendation may come to the CDM via Email Referendum or by the call of a Special Meeting.
- B. Ministry to Those in Need Internationally
- 1. Philosophy
    - a. The unity and universality of the Church are compelling reasons for the CDM to receive requests for diaconal assistance for needy brothers and sisters around the world.
    - b. The CDM shall consider requests primarily from those within the OPC, but also from those with whom the OPC has ecclesiastical fellowship, and to others, as the CDM has opportunity and resources to meet such needs.
    - c. Unless the recipient is a refugee, the Aid Request Subcommittee (ARS) has primary responsibility for processing such requests.
    - d. If the recipient is a refugee, then the Refugee Ministry Subcommittee (RMS) has primary responsibility for processing such requests.
  - 2. Policy
    - a. The CDM may receive requests for diaconal assistance for those in need internationally.
    - b. The CDM shall consider the following three types of requests for international diaconal assistance:
      - i. Special Requests
        - 01. Special Requests are defined as requests for diaconal assistance to help meet a new need or opportunity that has arisen in the context of the ministry.
        - 02. Special Requests are typically one-time requests, but may subsequently become Recurring Requests, if appropriate.
      - ii. Recurring Requests
        - 01. Recurring Requests are defined as requests for continuing diaconal assistance to help meet a need or opportunity for which the CDM has previously granted assistance.
        - 02. Recurring requests are typically annual.
      - iii. Emergency Requests



01. Emergency Requests are defined as requests for diaconal assistance to help meet a need that has arisen suddenly and warrants immediate attention.
  02. Emergency requests are typically one-time requests.
- c. The CDM shall prioritize requests for international diaconal assistance as follows:
    - i. First priority shall normally be given to the international missionary work of the OPC administered by the Committee on Foreign Missions (CFM).
    - ii. Second priority shall normally be given to the international missionary work of the OPC administered by presbyteries or sessions in consultation with the CFM.
    - iii. Third priority shall normally be given to sister denominations of similar faith and practice, especially those that are members of the National Association of Presbyterian and Reformed Churches (NAPARC) or the International Conference of Reformed Churches (ICRC).
    - iv. Fourth priority shall be given to situations in which there is not a reformed presence but the CDM sees an opportunity for the OPC to contribute to the relief of widespread suffering by responding to special needs through other evangelical relief agencies.
  - d. The CDM shall limit its consideration of requests to those that are demonstrated to be diaconal in nature, not those which further Word ministry projects or pay pastor's salaries.
  - e. The CDM shall grant international diaconal assistance only in situations where there is satisfactory accountability in the disbursement process.
  - f. The CDM shall grant international diaconal assistance only where it will be disbursed in connection with the ministry of the Word and prayer.
  - g. The CDM shall strive to consider requests for international diaconal assistance in consultation with NAPARC or ICRC.
  - h. The CDM shall strive to partner with local churches in matching grants that are given by the indigenous church in meeting needs, wherever possible.
  - i. The CDM shall expect to be granted full disclosure of assistance that has been asked for and/or given by other relief agencies, such as non-governmental organizations, governmental relief agencies, and any other church-related relief organizations.
3. Procedure
    - a. Requests for Diaconal Assistance from Foreign Mission Fields Administered by the Committee on Foreign Missions (CFM)
      - i. Special Requests shall be received with the expectation that:

01. The request was originated as a mission action (or with the missionary, if an exploratory field) and was submitted to the CFM.
  02. The request was approved by the CFM, and forwarded to the CDM.
  03. The request is accompanied by a detailed explanation of the need and the manner in which diaconal assistance will be administered.
  04. The field representative(s), through the CFM, provide a detailed follow-up report explaining how and when diaconal assistance was given (except so far as protection of personal identities is required), including the balance of any funds remaining.
- ii. Recurring Requests shall be received with the expectation that:
01. The on-going financial need was communicated by the mission (or the missionary, if an exploratory field) by means of a mission budget that was submitted to the CFM.
  02. The request was approved by the CFM, and forwarded to the CDM.
  03. The request is received by the CDM in time for consideration at its March meeting.
  04. The request is accompanied by a detailed explanation of how diaconal funds were used in the previous year and the balance of diaconal funds still on hand.
- iii. Emergency Requests shall be received with the expectation that:
01. The request was initially presented by the CFM general secretaries and representatives of the executive committee to the Aid Request Subcommittee of the CDM.
  02. The request was made of the CDM because it exceeds the amount allotted by the CFM's budget.
  03. The field representative(s), through the CFM, provide a detailed follow-up report explaining how and when diaconal assistance was given (except so far as protection of personal identities is required), including the balance of any funds remaining.
- b. Requests for Diaconal Assistance from Foreign Mission Fields Administered by OPC Presbyteries or Sessions
- i. Special Requests shall be received with the expectation that:
01. The request was originated as a mission action (or with the missionary, if an exploratory field) and was submitted to the presbytery or session under which it operates.
  02. The request was approved by the presbytery diaconal committee, and forwarded to the CDM.

03. The request is accompanied by a detailed explanation of the need and the manner in which diaconal assistance will be administered.
  04. The field representative(s), through the presbytery diaconal committee, provide a detailed follow-up report explaining how and when diaconal assistance was given (except so far as protection of personal identities is required), including the balance of any funds remaining.
- ii. Recurring Requests shall be received with the expectation that:
01. The on-going financial need was communicated by the mission (or the missionary, if an exploratory field) by means of a mission budget that was submitted to the presbytery or session under which it operates.
  02. The request was approved by the presbytery diaconal committee, and forwarded to the CDM.
  03. The request is received by the CDM in time for consideration at its March meeting.
  04. The request is accompanied by a detailed explanation of how diaconal funds were used in the previous year and the balance of diaconal funds still on hand.
- iii. Emergency Requests shall be received with the expectation that:
01. The request was initially presented by representatives of the presbytery diaconal committee to the Aid Request Subcommittee of the CDM.
  02. The request was made of the CDM because it exceeds the amount allotted by the presbytery diaconal committee's budget.
  03. The field representative(s), through the presbytery diaconal committee, provide a detailed follow-up report explaining how and when diaconal assistance was given (except so far as protection of personal identities is required), including the balance of any funds remaining.
- c. Requests for Diaconal Assistance from Non-OPC Foreign Sources
- i. Special, recurring, and emergency requests shall be received with the expectation that:
    01. The request originated with a mission or indigenous church court (i.e., not with an individual)
    02. The request was forwarded by the indigenous church court to the CDM.
    03. The request is accompanied by a detailed explanation of the need and the manner in which diaconal assistance will be administered.
    04. The request includes, as far as possible, the history of the OPC's involvement in that country.

05. The field representative(s) provide a detailed follow-up report explaining how and when diaconal assistance was given (except so far as protection of personal identities is required), including the balance of any funds remaining.

ii. In considering such requests, the CDM shall:

01. Consult with the CFM, to take into account the history of the OPC's involvement with the church that is making the request.

02. Consult with OPC missionaries that work in close proximity to the mission or church that is making the request, for help in assessing the need and in the disbursement of aid.

03. Consult with the Committee on Ecumenicity and Interchurch Relations (CEIR) and/or the ICRC, for help in determining the kind of help needed and the history of the OPC's involvement with that mission or church.

iii. The CDM shall specify that:

01. Diaconal assistance be disbursed in connection with the ministry of the Word and prayer as much as possible.

02. Diaconal assistance be disbursed by more than one individual whenever possible.

iv. To facilitate diaconal assistance to churches with which the OPC has ecclesiastical fellowship, the CDM shall seek to maintain an up-to-date list of contacts in the CEIR and ICRC.

#### C. Ministry to Those Affected by Disasters (DRAFT)

##### 1. Philosophy (to be written)

*(A major disaster is defined as a calamity which arises suddenly and unexpectedly, resulting from an identifiable natural or man-made event such as an earthquake, volcano, flood, hurricane, typhoon, famine caused by drought, or war, which directly injures the persons and property of tens of thousands of people in a defined geographic area.)*

a. The Disaster Response Subcommittee (DRS) has primary responsibility for overseeing disaster response.

##### 2. Disasters in North America

###### a. Policy

i. The CDM may receive requests for diaconal assistance for those affected by disasters that occur in North America.

ii. The CDM may receive such requests only from a presbytery or its Presbytery Diaconal Committee (PDC).

- iii. The CDM shall receive such requests with the expectation that OP churches or presbyteries in the affected areas shall be directly involved in the administration of aid.
  - iv. The CDM may also consider requests from a North American Presbyterian and Reformed Council (NAPARC) church, or other Reformed church with which the OPC has ecclesiastical fellowship, where it is believed that aid will be administered according to biblical principles.
  - v. Any member of the CDM may contact OPC presbyters nearest the scene of a disaster to learn if there is need for diaconal aid.
- b. Procedure
- i. Requests shall be received by the Disaster Response Coordinator and the Disaster Response Subcommittee, which shall:
    - 01. Evaluate the extent and nature of the request.
    - 02. Decide whether or not aid shall be granted by the CDM.
    - 03. Determine the most effective procedure for rendering such aid.
  - ii. The CDM shall give aid in one or both of two ways:
    - 01. The CDM shall send emergency financial aid immediately to the presbyteries or churches that will administer the aid locally.
    - 02. The CDM shall send an immediate appeal to OP churches for gifts of money, materials, and/or volunteers.
    - 03. When the CDM has determined to render such aid, it shall communicate this to the whole church in a timely fashion.
3. Disasters in Countries to Which the OPC is Currently Sending Missionaries
- a. Policy
- i. The CDM may receive requests for aid for those affected by disasters that occur in countries to which the OPC is currently sending missionaries.
  - ii. The CDM may only receive such requests from the Committee on Foreign Missions (CFM).
  - iii. The CDM shall receive such requests with the expectation that:
    - 01. The OP mission in that country originated the request, either by way of an official request from the indigenous Reformed church with which the OP mission is working, or, if there is no such church, by the OP mission itself, and was submitted to the CFM.
    - 02. The CFM has forwarded the request to the CDM.

03. The CFM has indicated to the CDM whether or not it concurs with granting the request, and if not, it has communicated the reasons for non-concurrence.
  04. The CFM has provided any pertinent information which may be helpful to the CDM in evaluating the request.
  05. The CFM has indicated to the CDM whether or not it believes the church making the request has developed appropriate biblical guidelines by which to distribute the diaconal aid.
- iv. If the CDM determines to grant diaconal aid, it shall do so in coordination with the CFM, the goal being to ensure that, as far as possible, the distribution of aid is accompanied by a Reformed ministry of the Word.
- b. Procedure
- i. The CDM is authorized to give aid in one or both of two ways:
    01. The CDM may make a disbursement from its unbudgeted cash reserves, unless the CFM does not concur with the granting of the request, in which case no such disbursement shall be made until the matter is reviewed by the General Assembly.
    02. The CDM may make a special appeal to the churches for funds, materials, or personnel to help meet the need, unless the CFM does not concur with the granting of the request, in which case no such appeal shall be made until the matter is reviewed by the General Assembly.
  - ii. If a special appeal is made to the churches, the total amount raised by each appeal shall be reported to the next General Assembly.
  - iii. When the CDM has determined to render such aid, it shall communicate this to the whole church in a timely fashion.
  - iv. Diaconal aid provided by the CDM shall be distributed as follows:
    01. The CDM shall require that the distribution of aid, whether in goods or cash, be made by the ordained diaconate of the indigenous Reformed church.
    02. If there is no such diaconate, the CDM shall require that the distribution of aid be made by the ordained officers of the indigenous Reformed church.
    03. If there are no such officers, or if there is no such church, then the CDM shall require that the distribution of aid be made by the OP Mission (or if none, by the missions of other Reformed churches with whom the OPC has ecclesiastical fellowship) in that country.

04. The CDM shall require that, insofar as is possible, decisions regarding the distribution of aid to any particular individual or family never be made by one man acting alone.
  05. transmitting funds or goods for distribution, the CDM shall determine whether or not those handling the distribution of aid have developed appropriate biblical guidelines to ensure an equitable distribution of the aid received.
  06. If no biblical guidelines for equitable distribution are in place, the CDM shall assist the distributor in the development of the same.
  07. The CDM may request the assistance of the CFM (usually by its personnel already in the field) in developing such guidelines.
  08. The CDM shall require that those handling the distribution of aid provide the CDM with a detailed accounting of all funds and goods within six months of receiving the aid.
  09. The CDM shall not require that the names of individual recipients of diaconal aid be included in the detailed accounting, but that they be included in the files of the distributor and available to an auditor.
  - v. The CDM shall direct its communications regarding these matters to the General Secretary of the CFM.
4. Disasters in Countries to Which the OPC is Not Currently Sending Missionaries
    - a. Policy
      - i. CDM may receive requests for aid for those affected by disasters that occur in countries to which the OPC is not currently sending missionaries.
      - ii. The CDM may only receive such requests from the Committee on Ecumenicity and Interchurch Relations (CEIR).
      - iii. The CDM shall receive such requests with the expectation that:
        01. The request originated with an appropriate agent of an indigenous Reformed church with whom the OPC has ecclesiastical fellowship (or, if there is no such church, an appropriate agent of any indigenous Reformed church in that country), and was submitted to the CEIR
        02. The CEIR has forwarded the request to the CDM.
        03. The CEIR has indicated to the CDM whether or not it concurs with granting the request, and if not, it has communicated the reasons for non-concurrence.
        04. The CEIR has provided any pertinent information which may be helpful to the CDM in evaluating the request.

05. The CEIR has indicated to the CDM whether or not it believes the church making the request has developed appropriate biblical guidelines by which to distribute the diaconal aid.
  - iv. If the CDM determines to grant diaconal aid, it shall do so in coordination with the CEIR, the goal being to ensure that, as far as possible, the distribution of aid is accompanied by a Reformed ministry of the Word.
- b. Procedure
- i. The CDM is authorized to give aid in one or both of two ways:
    01. The CDM may make a disbursement from its unbudgeted cash reserves, unless the CEIR does not concur with the granting of the request, in which case no such disbursement shall be made until the matter is reviewed by the General Assembly.
    02. The CDM may make a special appeal to the churches for funds, materials, or personnel to help meet the need, unless the CEIR does not concur with the granting of the request, in which case no such appeal shall be made until the matter is reviewed by the General Assembly.
  - ii. If a special appeal is made to the churches, the total amount raised by each appeal shall be reported to the next General Assembly.
  - iii. When the CDM has determined to render such aid, it shall communicate this to the whole church in a timely fashion.
  - iv. Diaconal aid provided by the CDM shall be distributed as follows:
    01. The CDM shall require that the distribution of aid, whether in goods or cash, be made by the ordained diaconate of the indigenous Reformed church.
    02. If there is no such diaconate, the CDM shall require that the distribution of aid be made by the ordained officers of the indigenous Reformed church.
    03. If there are no such officers, or if there is no such church, then the CDM shall require that the distribution of aid be made by the OP Mission (or if none, by the missions of other Reformed churches with whom the OPC has ecclesiastical fellowship) in that country.
    04. The CDM shall require that, insofar as is possible, decisions regarding the distribution of aid to any particular individual or family never be made by one man acting alone.
    05. Before transmitting funds or goods for distribution, the CDM shall determine whether or not those handling the distribution of aid have developed appropriate biblical guidelines to ensure an equitable distribution of the aid received.



06. If no biblical guidelines for equitable distribution are in place, the CDM shall assist the distributor in the development of the same.
  07. The CDM may request the assistance of the CFM (usually by its personnel already in the field) in developing such guidelines.
  08. The CDM shall require that those handling the distribution of aid provide the CDM with a detailed accounting of all funds and goods within six months of receiving the aid.
  09. The CDM shall not require that the names of individual recipients of diaconal aid be included in the detailed accounting, but that they be included in the files of the distributor and available to an auditor.
- v. The CDM shall direct its communications regarding these matters to the Chairman of the CEIR.
5. Cooperation with Other Reformed Churches
    - a. Policy
      - i. The CDM may endeavor to share information regarding opportunities for offering diaconal aid, developed in XI.B through XI.D, above, with churches with which the OPC has an official ecclesiastical relationship (i.e., Ecclesiastical Fellowship, Corresponding Relations, and Ecumenical Contact), as appropriate.
      - ii. The CDM may serve such churches by acting as a conduit for transmitting their diaconal aid to those responsible for distributing it.
      - iii. The CDM may, as the parties desire, memorialize the mutual understanding of each party's responsibilities with regard to information sharing and/or transmission of funds in a cooperative agreement (Ecclesiastical Fellowship) or a memorandum of understanding (Corresponding Relations or Ecumenical Contact).

#### D. Ministry to Deacons and Presbytery Diaconal Committees

1. Philosophy
  - a. Diaconal ministry is inherently local in nature, therefore the role of the CDM at the denominational level is to be a resource for deacons who serve on the regional and local levels as members of presbytery diaconal committees or local diaconates.
  - b. The CDM strives to provide networking and training opportunities for those who "are called to show forth the compassion of Christ in a manifold ministry of mercy toward the saints and strangers on behalf of the church" (OPC Book of Church Order).
  - c. The Diaconal Training Subcommittee (DTS) has primary responsibility for the CDM's provision of diaconal training in the OPC.

## 2. Policy

- a. The CDM shall host recurring summits for the purpose of bringing deacons together for networking, encouragement, and training.
- b. The CDM shall publish an e-newsletter for the purpose of keeping deacons informed about opportunities for service or training, and sharing reports on what other deacons are doing.
- c. The CDM shall provide articles to appear in denominational publications for the purpose of educating the church on the work of the deacons, and promoting the ministry of mercy within the church.
- d. The CDM shall maintain a website to serve as a repository for diaconal news, materials, and archives.
- e. The CDM shall maintain a Facebook page as a source of communication to and among OPC deacons.
- f. The CDM may offer financial assistance for the purpose of promoting diaconal training on the regional and local levels.

## 3. Procedure

- a. National Diaconal Summit (NDS)
  - i. The CDM proposes to hold an NDS every five years.
  - ii. The NDS typically would be held on a Thursday through Saturday in June.
  - iii. The NDS shall be open to all OPC deacons, deacons-in-training, elders, and ministers; deacons from sister denominations; and any others that the CDM deems appropriate.
  - iv. All NDS expenses, except travel, typically would be covered by the CDM, as finances permit, for attendees who are members of the OPC.
  - v. The NDS shall be organized by the Diaconal Training Subcommittee and the CDM Administrator, who shall:
    01. Set the agenda and propose speakers to the CDM for its approval.
    02. Design the brochure and mail it out to all church officers.
    03. Advertise the summit at OPC.org and in *New Horizons*.
    04. Assign a registrar to process registration forms.
    05. Oversee all logistics (such as location, lodging, local transport, meals, audio-visual services, and hand-outs).
    06. Prepare and review summit evaluation forms.
- b. Presbytery Diaconal Summit (PDS)
  - i. The CDM proposes to hold a PDS every two years.

- ii. The PDS typically would be held on a Thursday through Saturday in the fall.
  - iii. The PDS shall be designed specifically for presbytery diaconal committees, each of which shall receive an invitation to send representatives to the summit.
  - iv. All PDS expenses, including travel, typically would be covered by the CDM, as finances permit.
  - v. The PDS shall be organized by the Diaconal Training Subcommittee and the CDM Administrator, who shall:
    - 01. Set the agenda and arrange for speakers.
    - 02. Oversee all logistics (such as location, lodging, local transport, meals, audio-visual services, and hand-outs)
- c. Diaconal Newsletter
- i. The CDM shall publish a quarterly electronic newsletter, *The Mercy Minute*.
  - ii. The newsletter shall be edited by the CDM Administrator.
  - iii. Content for the newsletter shall be written by the CDM Administrator or solicited from CDM members or others.
  - iv. The newsletter shall be distributed to all church officers.
  - v. The newsletter mailing list shall be maintained by the CDM Administrator.
  - vi. Current and archived issues of the newsletter shall be available on OPCCDM.org.
- d. Diaconal Articles in OPC Publications
- i. News items, reports, book reviews, and other articles pertaining to diaconal ministries shall be prepared for publication in the OPC's *New Horizons* and *Ordained Servant Online*.
  - ii. The CDM shall provide articles in response to editorial requests, or may approach the editors to request that a particular piece on diaconal ministries be published.
  - iii. The CDM shall seek to have diaconal ministries be the theme of one issue of *New Horizons* each year.
  - iv. The CDM shall provide feature articles for the homepage of OPC.org.
  - v. Articles may be written by the CDM Administrator or solicited from CDM members or others.
  - vi. The CDM shall pay the honorarium for anyone from whom an article is solicited.
- e. OPCCDM.org

- i. The CDM shall maintain the OPC's Diaconal Ministries website OPCCDM.org, which shall include:
      - 01. Suggested reading materials for deacons.
      - 02. Contact information for the CDM and PDCs.
      - 03. Principles of diaconal ministry.
      - 04. Forms for requesting diaconal assistance from the CDM.
      - 05. Training materials (videos, slide presentations, handouts) from diaconal summits.
      - 06. Information on disaster response.
      - 07. Information on refugee ministry.
      - 08. Archived issues of *The Mercy Minute*.
      - 09. Information on how to donate to the work of the CDM.
    - f. Facebook
      - i. The CDM shall maintain a Closed Group page at Facebook for "OPC Deacons."
      - ii. Only OPC officers shall be permitted to join the group and post or participate in discussion items.
      - iii. The CDM Administrator shall serve as the page administrator.
    - g. Financial Assistance for Regional Training
      - i. The CDM may offer financial assistance up to \$5,000 to any presbytery that is hosting its first regional diaconal conference.
      - ii. The Diaconal Training Subcommittee is authorized to determine the specific amount of assistance to be provided to each presbytery.
- E. Ministry To and Through Missionary Deacons
  - 1. Philosophy
    - a. In reflecting upon the divinely ordained role of deacons to enable ministers of the Word to devote themselves to their calling, the CDM has concluded that it is proper and appropriate to use CDM funds to send out missionary deacons to assist missionaries in their labors on the field.
    - b. The CDM has entered into a cooperative agreement with the Committee on Foreign Missions to promote the work of the church through the ministry of missionary deacons.
    - c. The Missionary Deacon Subcommittee (MDS) has primary responsibility for the CDM's involvement with missionary deacons.
  - 2. The Cooperative Agreement with the Committee on Foreign Missions (CFM)

- a. The CDM has entered into a Cooperative Agreement with the Committee on Foreign Missions of the OPC to express their mutual desire to work together in the sending of Missionary Deacons to foreign fields where the CFM labors to strengthen the ability of OPC missionary evangelists to devote themselves wholly to prayer and the ministry of the Word and to show forth the compassion of Christ in a manifold ministry of mercy toward the saints and strangers on behalf of the church, to the end that healthy indigenous national churches, which are firmly and fully committed to the Reformed standards, and have developed, by God's grace, to the place where they are becoming self-supporting, self-governing, and self-propagating, might be established.
- b. The CDM will keep on file the signed Cooperative Agreement with the CFM, which document will be considered the "original" whenever alterations or amendments to this Cooperative Agreement are contemplated. The following portion of this section of the CDM's Operating Manual contains the substance of that Cooperative Agreement in a form that keeps this important agreement before the CDM and allows for its effective implementation by the CDM.
- c. Principles of Cooperation between the CDM and the CFM
  - i. Bearing in mind that the purpose of the CDM is to coordinate, stimulate, and promote the diaconal ministries of the congregations of the OPC in those areas which are beyond the province and/or capacity of the local diaconates, the CFM concurs with the principles adopted by the CDM in discharging its mandate:
    01. When, in the course of pursuing obedience to the Great Commission, the Church encounters benevolent needs, she ministers to those needs in the name of her compassionate Lord.
    02. Benevolence in any form should not be allowed to dilute significantly the preaching and prayer ministry.
    03. General benevolent operations to all men should not be allowed to dilute significantly the primary benevolent concern for fellow Christians. The primary diaconal concern is "especially those of the household of faith."
    04. The closer the ecclesiastical relationship, the greater the claim upon available resources. Ordinarily, the priority in the application of diaconal resources (after the family) will be towards those:
      - a. Within the local congregation
      - b. Within the presbytery
      - c. Within the OPC
      - d. Within a church with whom the OPC has a relationship of ecclesiastical fellowship
      - e. Within the household of faith

- f. Outside the household of faith, but under the preaching of the gospel
05. To maintain the primacy of the Church's ministry of the Word, requests for the CDM's assistance should originate in the governing assembly (or an agency thereof) bearing the primary responsibility for ministering the Word to the recipients of the requested benevolence.
- d. Qualifications of a Missionary Deacon
    - i. The Missionary Deacon shall be an ordained deacon (or a ruling elder, if previously ordained as a deacon) in good and regular standing in a congregation of the OPC (or of a church with which the OPC has ecclesiastical fellowship, and who is able to approve of the government of the OPC).
    - ii. Ordinarily, he should have at least three years of experience working as a deacon in a local congregation.
    - iii. He should be willing to devote a portion of his energies (especially in his early years on the field) to the acquisition of a working proficiency in the local language(s) and a knowledge of the local culture. It is desirable that he have some cross-cultural experience.
  - e. Candidate Recruiting, Appointment, and Field Training
    - i. Determination of Need and Available Resources
      - 01. If there is a need on a field to which the CFM has called or appointed evangelists to labor for a Missionary Deacon(s) to join in those labors, it may seek the assistance of the CDM in supporting a Missionary Deacon(s) for that field.
      - 02. After receiving the request for such assistance from the CFM, the CDM will communicate whether it believes it has sufficient resources available to be able to commit to such for a specified term of service.
    - ii. Publicizing the Need to the Church
      - 01. Either the CFM and/or the CDM may publicize the need for a Missionary Deacon(s) for that field to the church, with applications being directed to the CFM.
    - iii. Screening Potential Candidates
      - 01. The CDM's Missionary Deacon Subcommittee (MDS) will work with the CFM's Candidates Subcommittee (CFM-CAND-SUBC) in screening potential Missionary Deacon candidates.
      - 02. The MDS will be given copies of all application documents from potential candidates to whom the CFM-CAND-SUBC is giving serious consideration, and is welcome to advise the CFM-CAND-SUBC with respect to such.
      - 03. The CDM may also recommend particular men for consideration by the CFM.

04. A candidate for appointment as a Missionary Deacon will go through the regular candidacy process outlined in Chapter 6 of the "Manual" of the CFM.

05. The candidate will also be requested to supply a resolution from the session of the congregation of which he is a communicant member ("his Session") commending him (with his family) to such service.

iv. Interviews

01. When the CFM-CAND-SUBC is ready itself to interview a particular candidate, or is ready to present a candidate to the appropriate field subcommittee and/or the CFM for an interview(s), with a view toward his appointment as a Missionary Deacon, it shall communicate such to the MDS, and invite representatives of the MDS, at the CDM's expense, to participate (without vote) in the interview(s) and in the ensuing deliberation regarding his appointment.

v. Appointment

01. The appointment of a Missionary Deacon is made by the CFM, and he will be considered its employee. Where the CFM will be dependent upon the CDM for the support of a Missionary Deacon, his appointment by the CFM will be contingent upon the approval by the CDM of the terms of the appointment and the CDM's commitment, by God's grace, to supply the amounts promised to the man for a specified term of service.

vi. Term(s) of Service

01. As is the case with other missionaries serving under the call or appointment of the CFM, the Missionary Deacon will serve regular terms of service according to the CFM's policies.

02. Representatives of the CDM will be invited to participate (without vote) in the Missionary Deacon's end-of-term interview with the CFM and in the ensuing deliberation regarding his return to the field.

vii. Pre-Field Training

01. Before proceeding to the field, the newly appointed Missionary Deacon and his family will be expected to go through the orientation process described in CFM "Manual" 4.6.2, including participating, as appropriate, in recommended courses in cross-cultural labors and linguistic acquisition.

f. Financial Support

i. Support for the Missionary Deacon

01. The CDM will supply the funds necessary to support the Missionary Deacon (and his family) according to the CFM's regular schedule of missionary salaries and allowances.
- ii. Equipment and Supplies
  01. The CDM will also supply the funds necessary to purchase and maintain the equipment and supplies a Missionary Deacon requires to perform the labors assigned to him by the Mission.
  02. Such requests for funds shall be approved by the Mission, and legal title to all such assets shall reside with the Mission, with the understanding that such assets (which represent the tools of his trade) shall be under the dominion and control of the Missionary Deacon.
- g. Oversight
  - i. During the tenure of his appointment by the CFM, the Missionary Deacon is, in his work as a missionary, under the administrative oversight of the OPC field mission ("the Mission" – which is responsible for planning and coordinating the overall work of the Mission and its members), and the general oversight of the CFM.
  - ii. The policies of the "Manual" of the CFM, as supplemented by the CFM's booklet, "Making Disciples of All the Nations," shall apply to his labors during such tenure.
  - iii. His Session remains primarily responsible for the exercise of pastoral care over him and his family.
  - iv. As a member(s) of the Mission, the Missionary Deacon (and his wife) shall enjoy all of the rights, privileges, and responsibilities of such membership, including the right to deliberate and vote in Mission meetings.
  - v. The Mission shall prepare a job description for each of the Missionary Deacons assigned to it, and may amend it from time to time, as it deems appropriate; however, it shall not make major changes in the nature or scope of the Missionary Deacon's duties without consulting with the CFM (which will, in turn, seek the advice of the CDM).
- h. Reporting to the CFM and the Mission
  - i. The Missionary Deacon will report orally to the Mission at each regular meeting of the Mission, and in writing on a quarterly basis to the Mission and the CFM in accordance with its policies (with the report for the fourth quarter or the year including a summary of his work for the year and an evaluation of his work), and send copies of his written reports to the CDM.
  - ii. The Missionary Deacon will also prepare an article relating to his work at least once a year for inclusion in the foreign missions pages of *New Horizons*.



- i. Fund-Raising
  - i. Inasmuch as the labors of the Missionary Deacon are part of the activities of the CFM, which in turn are part of the General Assembly's program of Worldwide Outreach, the Missionary Deacon will honor the promotional guidelines in Instrument E and will not solicit additional financial support for either himself or the work of the Mission from congregations of the OPC without the consent of the CFM.
- j. Labors
  - i. The duties of deacons consist of encouraging members of the church to provide for those who are in need, seeking to prevent poverty, making discreet and cheerful distributions to the needy, praying with the distressed, and reminding them of the consolations of Holy Scripture.
  - ii. Other forms of service for the church may also be committed to deacons. Included among the various tasks that may be assigned to a Missionary Deacon by the Mission are:
    01. Responding, on behalf of the Mission and/or his colleague(s) in the Mission, to requests for assistance from both within the indigenous church(es) with which the Mission labors (or is in the process of establishing), and without – towards this end, he will be encouraged to develop a good working knowledge of the relevant resources that are generally available in the context in which the Mission labors, which might be used to assist in responding to such requests in a biblical manner.
    02. Administering the distribution of diaconal funds on the field (when providing non-cash forms of assistance is not feasible).
    03. Working with the missionary evangelists to assist in developing a faithful diaconate in the indigenous church(es) with which the Mission labors – towards this end, he will be encouraged to develop healthy mentoring relationships with biblically qualified indigenous deacons (and potential candidates).
    04. Facilitating the development of economic opportunities for members of the indigenous church(es) to be able to support both their families and the ministry of their church (especially the support of their pastor, and provision for widows and orphans).
    05. Overseeing the acquisition, disposal, maintenance, and repair of Mission facilities (including missionary residences) and vehicles.
    06. Representing the Mission before the various governmental agencies with which the Mission and/or its members must deal (e.g., visas, work permits, licenses, etc.).

07. Assisting in the planning, administration, and/or oversight of short-term mission teams coming to the field, especially for construction projects.

08. Coordinating the efforts of the Mission and the indigenous church(es) in the on-the-ground response to major disasters.

k. Communications

i. The parties to this Agreement shall inform each other of changes.

ii. Communications to the parties in the Agreement may be sent electronically.

l. Amendment and Termination

i. This Agreement may be amended from time to time with the concurrence of the CDM and the CFM. It shall continue in effect until terminated by either the CDM or the CFM, and the party desiring termination shall make every effort to provide one year's notice of such intention.

F. Ministry To Refugees (To Be Written)

1. Philosophy

2. Policy

3. Procedure

## VII. Amendments to the CDM Manual

A. This Operating Manual for the Committee on Diaconal Ministries may be amended by a vote of two-thirds of those present at a regularly called meeting, provided that notice of the proposed amendment(s) is distributed in writing to every member of the CDM at least ten days prior to that meeting.

**VIII. Appendix**

**BYLAWS OF  
THE COMMITTEE ON DIACONAL MINISTRIES  
OF THE ORTHODOX PRESBYTERIAN CHURCH, INC.**

**I**

**TITLE**

The title of the corporation is "The Committee on Diaconal Ministries of The Orthodox Presbyterian Church, Inc."

**II**

**LOCATION**

1. The location of the principal office of the corporation shall be in 919 North Market Street, Suite 1401, Wilmington, Delaware, 19801, in New Castle County. The name of the registered agent is Delaware Incorporating Company.

2. The corporation may, in addition to its principal office in the State of Delaware, establish and maintain an office or offices in the Township of Upper Moreland, Commonwealth of Pennsylvania, and at such other places as the Board of Trustees may from time to time find necessary or desirable.

**III**

**CORPORATE SEAL**

The corporate seal of the corporation shall have inscribed thereon the name of the corporation and the year of its creation, 2011, and the words "Incorporated, Delaware."

**IV**

**BOARD OF TRUSTEES**

1. The property and activities of the corporation shall be managed by a Board of Trustees, subject nevertheless, to the direction and control of the General Assembly of The Orthodox Presbyterian Church.

2. The Board of Trustees shall be composed of the members of the corporation as elected from time to time, in the manner set forth in the Charter, by the General Assembly of the Orthodox Presbyterian Church.

3. The Board of Trustees, in addition to the powers and authorities by these bylaws expressly conferred upon them, may exercise all such powers and do all such acts and

things, as may be exercised or done by the corporation, subject nevertheless, to the provisions of the statute, of the Charter and of these bylaws, and subject also to the direction and control of the General Assembly of The Orthodox Presbyterian Church.

## V

### MEETINGS OF THE BOARD OF TRUSTEES

1. The newly elected Board of Trustees shall meet as soon as possible after their election for the purpose of organization and transaction of such business as may properly come before the meeting.
2. At the first meeting after their election the Board of Trustees shall elect from among their own number a president, a vice-president, a secretary, and a treasurer, to hold office for one year or until their successors are elected and qualified.
3. The Board of Trustees shall meet in regular session on its own adjournment, at such time and place as may be determined, from time to time, by resolution of the Board of Trustees. Regular meetings may likewise be called by the President or the Secretary in coordination with the Administrator. Notice of regular meetings shall be sent to each trustee by the Secretary or by the Administrator at least fourteen days prior to the meeting.
4. Special meetings of the Board of Trustees may be called by the President or by the Secretary in coordination with the Administrator. Special meetings shall be called by the President or the Secretary or the Administrator upon the request of any three trustees. Notice of special meetings shall be sent to each trustee by the Secretary or the Administrator at least fourteen days prior to the meeting. The notice shall specify the business for which the Board of Trustees is called into special meeting.
5. A majority of Trustees shall be necessary at all meetings to constitute a quorum for the transaction of business.

## VI

### OFFICERS OF THE CORPORATION

The officers of the corporation shall consist of the President, Vice-President, Secretary and Treasurer, or such subordinate officers as may from time to time be elected or appointed by the Board of Trustees. The officers of the corporation shall constitute the Executive Committee.

## VII

### THE ADMINISTRATOR

The work of the corporation may be assisted by the services of a person employed by the Board of Trustees and designated "Administrator." The Administrator shall not be a

member or officer of the corporation, shall at all times be subject to the direction and control of the Board of Trustees, and shall have such powers and authority and perform such duties as may from time to time be prescribed by the Boar

## **VIII**

### **DUTIES OF THE PRESIDENT**

The President of the corporation shall preside at all meetings of the Board of Trustees; he shall execute all contracts and agreements authorized by the Board; and he shall perform such other duties as may be prescribed by the Board of Trustees.

## **IX**

### **DUTIES OF THE VICE-PRESIDENT**

The Vice-President shall preside at all meetings in the absence of the President and shall perform such other duties as may be prescribed by the Board of Trustees.

## **X**

### **DUTIES OF THE SECRETARY**

The Secretary shall attend the meetings of the Board of Trustees and keep an accurate record of all of its proceedings. He shall perform such other duties as may be prescribed by the Board of Trustees.

## **XI**

### **DUTIES OF THE TREASURER**

1. The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation; and shall deposit all money and other valuable effects in the name and to the credit of the corporation, in the depositories as may be designated by the Board of Trustees.
2. The Treasurer shall disburse the funds of the corporation in accordance with the directions of the Board of Trustees, taking proper vouchers for such disbursements.
3. Unless and until otherwise directed by the Board of Trustees, all checks, drafts or orders for the payment of money shall be signed by the Treasurer, when accompanied by a warrant signed by the Administrator.
4. The Treasurer shall render to the Board of Trustees, whenever required to do so, an account of all his transactions as the Treasurer and of the financial condition of the corporation.
5. If required by the Board of Trustees, the Treasurer shall give the corporation a bond in form and in an amount prescribed by the Board of Trustees for the faithful performance of the duties of his office and the restoration to the corporation in the case of his death, resignation, or removal from office, of all books, papers, vouchers, money, and other property of whatever kind in his possession belonging to the corporation. He shall perform such other duties as the Board of Trustees may from time to time prescribe.

## **XII**

### **VACANCIES**

If the office of the President, Vice-President, Secretary, or Treasurer becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise,

the Board of Trustees then in office, may choose a successor or successors who shall hold office for the unexpired term in respect of which such vacancy occurred. Until such time, the Executive Committee may appoint a member of the Board of Trustees to carry out the functions of the officer in an interim capacity.

### **XIII**

#### **FISCAL YEAR**

The fiscal year of the corporation shall begin on the first day of January and terminate on the thirty-first day of December.

### **XIV**

#### **WAIVER OF NOTICE**

Whenever any notice whatever is required to be given to any officer, trustee, or member of the corporation, a waiver thereof in writing, signed by such officer, trustee, or member, whether before or after the time stated in the waiver, shall be equivalent to such notice.

### **XV**

#### **ORDER OF BUSINESS**

The order of business at all meetings of the Board of Trustees, unless otherwise prescribed by the Board, shall be as follows:

1. Roll call (quorum being present)
2. Reading of minutes of previous meeting or meetings, and action thereon
3. Report of the Executive Committee
4. Report of Administrator
5. Report of the Treasurer
6. Report of the Standing and Special Committees
7. Old business
8. New business
9. Adjournment

### **XVI**

#### **AMENDMENT OF BY-LAWS**

The Board of Trustees, by a vote of the two-thirds of the members present at any meeting, may alter or amend these bylaws, provided however, that notice of proposed amendments shall have been given to each member of the Board of Trustees in writing at least ten days before such meeting.

**STATE OF DELAWARE  
CERTIFICATE OF INCORPORATION  
A NON-STOCK CORPORATION**

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THE UNDERSIGNED INCORPORATOR, in order to form a non-profit corporation for the purposes hereinafter stated, under and pursuant to the provisions of the General Corporation Law of the State of Delaware, does hereby certify:

**ARTICLE I**

The name of the Corporation is COMMITTEE ON DIACONAL MINISTRIES OF THE ORTHODOX PRESBYTERIAN CHURCH (the "Corporation").

**ARTICLE II**

Its Registered Office in the State of Delaware is to be located at 919 North Market Street, Suite 1401, Wilmington, Delaware 19801, in New Castle County. The name of the registered agent is Delaware Incorporating Company.

**ARTICLE III**

The Corporation is a non-profit corporation organized and operated exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, or the corresponding provision of any subsequent federal tax law. The purpose of the corporation is to coordinate, stimulate and promote the mercy ministries of the local congregations in those areas that are beyond the province or capacity of the local diaconates. Their responsibilities include providing a denominational response to major natural disasters as well.

As a means of accomplishing the foregoing purpose, the Corporation shall have the power to do any and all acts as are necessary or conducive to the attainment of any of the objects and purposes hereinbefore set forth, to the same extent and as fully as any natural person might or could do; provided, however, that notwithstanding any provision of this Certificate or any provisions of applicable state law to the contrary, the Corporation shall not have the power to carry on any activities which would cause it to fail to qualify, or to continue to qualify as (a) an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, or the corresponding provision of any subsequent United States Internal Revenue law, or (b) an organization contributions to which are deductible under Sections 170, 2055, and 2522 of the Internal Revenue Code of 1954, as amended, or the corresponding provisions of any subsequent United States Revenue law. The Corporation shall be authorized to solicit, receive, and administer funds for the above purposes, but the Corporation shall not be authorized to accept gifts or contributions for other than the purposes hereinbefore stated. The funds of the Corporation shall not be restricted in use to people of any race, color, sex, national origin, religion, marital status, disability, sexual orientation, veteran status, or creed, and such funds shall be administered on a nondiscriminatory basis.

**ARTICLE IV**

No part of the earnings of the Corporation shall ever inure to the benefit of or be distributable to any member or individual having a personal or private interest in the activities of the Corporation, and no



substantial part of the activities of the Corporation shall ever be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office. No Officer, Director, Member, or employee of the Corporation shall receive or be lawfully entitled to receive any pecuniary profit from the operations and activities of the Corporation, except reimbursement of out-of-pocket expenditures and reasonable compensation for services actually rendered to or on behalf of the Corporation.

#### **ARTICLE V**

If at any time or times, the Corporation shall be classified as a private foundation under United States Internal Revenue laws, then at such time or times the Corporation shall be subject to the following restrictions:

(1) The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, as amended, or corresponding provisions of any subsequent federal tax laws.

(2) The Corporation shall distribute its income for each taxable year at such time and in such manner so as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, as amended, or corresponding provisions of any subsequent federal tax laws.

(3) The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, as amended, or corresponding provisions of any subsequent federal tax laws.

(4) The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, as amended, or corresponding provisions of any subsequent federal tax laws.

(5) The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954, as amended, or corresponding provisions of any subsequent federal tax laws.

#### **ARTICLE VI**

The corporation shall be a membership corporation and shall have no authority to issue capital stock. The Members of the Corporation shall be the Directors thereof, who shall be nominated and elected by the Incorporator immediately upon the organization of the Corporation and who shall act as the Members and Directors of the Corporation until the election of their successors as provided in the By-Laws of the Corporation.

#### **ARTICLE VII**

The affairs and business of the Corporation shall be managed and conducted by the Board of Directors. The qualifications, election, number, tenure, powers, and duties fo the members of the Board of Directors shall be as provided in the By-Laws.

#### **ARTICLE VIII**

The Board of Directors may, by a majority of the whole Board, designate \_\_\_\_\_ committees. Any such committee, to the extent provided in the resolution of the Board of Directors, or in the By-Laws of

the Corporation, shall have may exercise all of the powers and authority of the Board of Directors in the management of the business and affairs of the Corporation, and may authorize the seal of the Corporation to be affixed to all papers which may require it. The Board of Directors may designate one (1) or more Directors as alternate members of any such committee, to replace any absent or disqualified member at any meeting of the committee. The By-Laws may provide that, in the absence or disqualification of a member of a committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not he or they constitute a quorum, may unanimously appoint another member of the Board of Directors to act at the meeting in the place of any such absent or disqualified member.

#### **ARTICLE IX**

No member of the Corporation, member of the Board of Directors, or Officer shall be personally liable for the payment of the debts of the Corporation except as such Member, Director, or Officer may be liable by reason of his own conduct or acts.

#### **ARTICLE X**

The furtherance and not in limitation of the powers conferred upon the Board of Directors by law, the Board of Directors shall have the power to make, adopt, alter, or repeal, from time to time, the By-Laws of the Corporation.

#### **ARTICLE XI**

In the event of the liquidation, dissolution, or winding up of the affairs of the Corporation, whether voluntary, involuntary, or by operation of law, the Board of Directors of the Corporation shall, except as may be otherwise provided by law, transfer all of the assets of the Corporation in such manner as the Directors, in the exercise of their discretion, may be a majority vote determine; provided, however, that any such distribution of assets shall be calculated to carry out the objects and purposes hereinbefore stated in ARTICLE III hereof, and only such objects and purposes; and, provided further, that such distributions must be to one or more organizations (a) which are exempt from tax as organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or the corresponding provision of any subsequent United States Internal Revenue laws, and (b) contributions to which are deductible under the provisions of Sections 170, 2055, and 2522 of the Internal Revenue Code of 1954, as amended, or the corresponding provisions of any subsequent United States Internal Revenue laws.

#### **ARTICLE XII**

The Corporation reserves the right to amend, alter, or repeal any provisions contained in this Certificate of Incorporation in a manner now or hereafter prescribed by applicable statutes, and all rights conferred herein are granted subject to this reservation; provided, however, that no amendment shall authorize the Board of Directors or the Members of the Corporation to conduct the affairs of the Corporation in any manner or for any purpose contrary to the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or the corresponding provision of any subsequent United States Internal Revenue laws.

**ARTICLE XIII**

Upon dissolution of the Corporation, the assets of the Corporation shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XIX**

Furthermore, notwithstanding any other provision of these articles, this Corporation shall not engage in any activities or exercise any powers that are not permitted to be carried on by a Corporation exempt from the federal income tax under Section 501 (c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code or by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code.

**ARTICLE XX**

The name and mailing address of the incorporator is Edward B. Rosenthal, Esquire, 919 North Market Street, Suite 1401, Wilmington, DE 19801.

IN WITNESS WHEREOF, I, the Undersigned, for the purpose of forming a corporation under the laws of the State of Delaware, do make, file and record this Certificate, and do certify that the facts herein stated are true, and I have accordingly hereunto set my hand this \_\_\_\_\_ day of July, 2011.

BY: \_\_\_\_\_

NAME: Edward B. Rosenthal, Esquire

STATE OF DELAWARE :  
: SS.  
NEW CASTLE COUNTY :

BE IT REMEMBERED, that on this \_\_\_\_\_ day of July, 2011, personally appeared before me, the subscriber, a Notary Public for the State and County aforesaid, Edward B. Rosenthal, Esquire, party in the foregoing Certificate of Incorporation, known to me personally to be such, and he did acknowledge the said Certificate to be his act and deed, and that the facts stated therein are true.

GIVEN under my hand and seal of office the dy and year aforesaid.

\_\_\_\_\_  
Notary Public (SEAL)