

Office of the Diaconate

# MUTUAL AID REQUEST FORM

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Deacon's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

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Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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Email Address: \_\_\_\_\_

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Amount Requested: \_\_\_\_\_

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Purpose for Request (Please Provide Documentation): \_\_\_\_\_

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**Have you received assistance from Diaconate Mutual Aid Fund previously?**

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Dates: \_\_\_\_\_

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Amounts: \_\_\_\_\_

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**Have you sought help from other organizations?**

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Name of Organization: \_\_\_\_\_

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Amount Received: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_



# MUTUAL AID FUND GUIDELINES

## Purpose

In spirit of service to our Brothers and Sisters in Christ, the Mutual Aid Fund of the Diaconate of the Archdiocese of Chicago was established to provide emergency aid to members of the Diaconate or their families in time of need. The need may be in the form of spiritual support during a period of personal crisis or temporary financial assistance in a time of economic hardship.

## Procedure

1. The funds in support of the Mutual Aid activities shall be raised through the efforts of the Diaconate Council, from the Diaconate, and other interested parties. This shall be accomplished via periodic mailings requesting donations to the Diaconate Mutual Aid Fund and from St. Francis Day celebrations held each October.
2. The identification of those in need should be communicated to the Vice Chairman of the Diaconate Council who will confirm the information. A Mutual Aid request form (cf. Appendix XIII) with appropriate documentation shall be completed and forwarded to the Vice Chairman for distribution to the Executive Committee. The Executive Committee shall establish criteria and maximum amounts per request using the principles of charity and prudent stewardship. All applications and deliberations shall be held in strictest confidence.
3. The Mutual Aid Fund shall be administered by the Executive Committee of the Diaconate Council. The Executive Committee of the Diaconate Council consists of the Chairman, Vice Chairman, Secretary, Treasurer and Immediate Past Chairman, ex officio, the Vicar for Deacons, and the Associate Directors. Upon consultation with the Vicar for Deacons and the Associate Directors, determinations shall be made by a majority vote of the Executive Committee. The applicant will be notified of the decision of the Executive Committee by the Vice Chairman.
4. It shall then be the responsibility of the Executive Committee to determine the level of need through discussions and/or meetings with the deacon making the request. It is also the responsibility of all concerned to encourage the use of other resources and state agencies such as Catholic Charities or St. Vincent DePaul and to confirm the use of such organizations.
5. The Treasurer of the Diaconate Council shall be responsible for the management of the financial resources of the Mutual Aid Fund. The Treasurer shall be required to make reports to the Diaconate Council.