

## DUCC COORDINATING CLUSTER REPORT

APRIL 2005

As a committee we have been meeting throughout each year to do the work. It has been a great opportunity to work with diaconal colleagues in the region. The work has been rewarding, though time consuming. In our report you will find a summary of what we have done since our last National Gathering and membership information. With the demise of the Committee on Diaconal Ministry we believe DUCC's work to be even more important. We are now the only body in the church that exists to advocate for Diaconal Ministry in the United Church of Canada.

### COORDINATION AND FINANCE CLUSTER: DIGEST OF MINUTES

*Diakonia, United Church of Canada (DUCC)*

*September 2003 - March 2005*

September 15, 2003 in Edmonton, at Lynda Gow's.

- Acknowledgement that CDM no longer exists and that its mandate will be included in MEPS
- Letter to be written to MEPS for clarification and details about this transition.
- Report on the evaluation of the national gathering in April 2003: very positive
- Financial report: Bank balance of \$842.60. Income from memberships is down from last year.
- Paid memberships so far: 103; 23 are fulltime. Suggesting gift memberships to students.
- Testimonial to be written for NEWS on the benefits of DUCC and the importance of belonging.

February 13, 2004 at Sunnybrook in Red Deer

- Received information from MEPS :
  - Fees for DOTAC and WORLD Diakonia will continue to be shared
  - Expenses for NEWS will continue to be shared
  - Mailing labels for all diaconal ministers continues to be maintained and this list will be available to DUCC
- Follow-up letter to go to Carol Gierak (MEPS) re questions about funds for continuing education, the history project and advocacy for diaconal ministers within the courts of the church.
- Communication from Lori Crocker that Maritimes cluster is looking at Tatamagouche Centre for national gathering in 2005, with request that we give preferences for dates. Agreement on April 5-8 pending suitability for students.
- Consideration of financial guidelines for the National Gathering:
  - Set out two-way division of costs: funding from individuals and funding from national monies
  - Decisions about costs to be paid for leadership
  - Decision to pay full costs for one student and to circulate offer in NEWS. Coordinating committee to make decision
- Minutes to be sent to all program cluster contacts

- Financial statement: 2003 Gathering total costs: \$15, 571. (Not including accomodation and meals)
- Membership letter has been sent to 280 diaconal ministers and to students.
- Action: Separate letter to be sent to all staff associates.
- Clarification of term for Linda Ervin: Review of Minutes. Recommendation that at each DUCC gathering we affirm our representative to DOTAC. Communication to be sent to Linda and to all clusters.
- A plan was developed for electing delegates to World Diakonia July 20-27 2005.
- Delegates to 2006 DOTAC event to be elected at 2005 Gathering (Correction from Linda: DOTAC delegates are not elected – anyone can attend)
- Minutes of 2003 Gathering to be sent to all delegates

#### April 30, 2004 at Sunnybrook, Red Deer

Communication from Carol Gierak clarifying MEPS responsibilities:

- Production and mailing of newsletter
- \$1400 toward international fees
- \$1800 for educational research and special projects
- Agreed that \$1000. of the \$1800. would be applied to the national gathering
- Requests for the national budget are to be submitted each fall, by November.
- Letter to be sent to Jim Blanchard of MEPS to ask about their intent to have diaconal representation of the committee and to inquire as to what is meant by "support to diaconal ministry".
- Stats reported: 3400 ordained ministers; 160 fulltime diaconal ministers; 80 retired diaconal ministers; 166 employed staff associates
- Recruiting for one member for Barbara Elliott Fund Committee, and clarification to be sought about additional members needed.
- Note in NEWS to state that anyone who wishes to have a copy of minutes of national gathering can have one by contacting Coordination Cluster (In addition to delegates who already have them)
- Clarification that Coordinating Cluster minutes are sent to all clusters
- Treasurer's report: Income from memberships: \$3943 making a balance of \$7655.99. Donations were \$838. Held from last year for 2005 gathering: \$2778.12
- Memberships coming in more quickly: almost 100 now. Last year only 102 by the end of December.
- Letter to be sent to those who have not sent in memberships
- Addition to policy re funding for national gathering: Funding to be available on request for those who need to be present (eg business) but who would require assistance.
- Travel Pool: Suggestion sent to Planning Committee that we give \$2000 to the travel pool plus \$100 from every registrant
- Communication needed with staff associates about participation in DUCC and attendance at national gatherings
- Update received from Communications Cluster: Annual budget set for Communications cluster as they are in touch with DUCC members re special occasions and transitions. Idea of developing an all-purpose card will be forwarded to Communications cluster.
- Approval of funds being sent to BETF and to the Colleges for global tours, as funds are available

#### September 20, 2004 in Edmonton

- Received letter from National re their request for applications for elected and appointed positions on national committees
- Barbara Elliott Trust Fund: Nancy Post has accepted. Need one more member.
  - Financial Report: Donations: \$1408; Memberships: \$7,276; Coordination cluster expenses: \$988
- Communications cluster: \$51. BALANCE: \$12,259.35 (MEPS funds being held \$4,578.12 being held \$200, to be allotted for Barbara Elliott Fund administration, \$300. allotted for Communications; Meeting costs for all committees for 2004: \$1400.
- Approved 2005 budget request from MEPS:
  - \$1550 International fees
  - \$1500 National Gathering
  - \$500 NEWS
- Letter to be sent to Eric Tsuz King re what is needed to complete the educational project (presented at 1 2003 national gathering)
- Conference Call to be requested for October 26<sup>th</sup> with National Gathering Planning cluster, and Local Arrangements cluster.
- Membership: 144 total to date. 38 fulltime; 63 retired, 5 ¼ time; 14 ½ time; 3 ¼ time; 11 students; 2 lay people; 5 retained. Second letter to be sent at end of June to those who had not send in memberships paid off. Noted that separate receipts should be sent for memberships and donations.

#### October 26, 2004 Conference Call

- Decision to increase amount available for worship leader and presenters by \$500. All pay the registration fees and can participate in the travel pool.
- Agreement that a representative from another denomination be invited to the gathering and money allocated
- Brochure to go out in NEWS in early November
- Budget allotted for drivers providing transportation to and from airports

#### January 10, 2005 at Sunnybrook Church in Red Deer

- Responded to letter from Communications cluster re development of their mandate
- Clarification about requirements for financial reporting and budget for national gathering (as per guidelines set at 2003 gathering)
- Plans made for taking minutes and approval of minutes at national gathering.
- Identified those institutions, committees, and clusters from whom we will solicit reports for the national gathering and developed guiding questions for the reports.
- Initial development of business agenda for the national gathering
  - Financial statement: Bank Balance Dec 31, 2003: \$5031.95;
  - Total revenue January 9, 2005: \$17,775.95; Total expenses: \$5,080.54
  - Bank balance December 31, 2004: \$12,695.41

#### February 18, 2005 at Sunnybrook Church in Red Deer

- On behalf of DUCC, send a supporting letter for a CCS request for funding from the Watkins Fund.

- Notice given that Carol Gierak is leaving her position with MEPS and that our members might be proactive in making suggestions to possible applicants
- Arranged to send a letter to Carol Gierak in appreciation of her work for diaconal ministry
- Dealt with question of who should be sending out minutes and other documents – should it be Communications? Clarification will be sought at the national gathering.
- More work was done on the agenda, identifying small groups and facilitators for them
- Discussion on interpreting policy re DOTAC representation. A proposal was developed which will be presented at the national gathering
- Will ask Anglican guest to offer theological reflection at three points during the gathering
  
- Update from Communications re database development, website, and newsletter review
- Notice from Communications that they (MNWO) would continue with this responsibility for the next biennium

March 10, 2005 at Sunnybrook Church, Red Deer

- Decisions about documents to be sent out prior to the national gathering, and those that will be given or at Registration
- Further ordering of time blocks for business agenda
- Division of responsibilities for the business sessions
- Planning cluster has asked to have a discussion at DUCC 2005 re some financial issues related to the national gathering.

Here is our 2004 Membership information as of March 15, 2005

- Retired	66
- Full Time	43
- 3/4	4
- 2/3	1
- 1/2	15
- 1/4	3
- SA	1
- Retained	7
- Students	12
- Lay	2
- Grad	1
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	155

Report submitted by Daphne Rogers, Dorothy Naylor and Roland Legge  
On behalf of the DUCC Coordinating Committee