

*DUCC NEWSLETTER EDITOR and
EDITORIAL COMMITTEE
JOB DESCRIPTION*

*As of
10.2008*

PREAMBLE

The **purpose** of the newsletter is to keep those in United Church diaconal ministry connected and informed. DUCC has the responsible for the production of the newsletter, including gathering, editing, and formatting. The Editor with the Editorial Committee carry out these tasks, reporting to the DUCC community through the Communications Cluster.

The **content** of the newsletter should reflect a diversity of experience and views on diaconal ministry and should reflect a diverse authorship with respect to geography and experience. **The Editor and Editorial Team is responsible for developing a vision for the DUCC newsletter, imagining ways to enhance its role in strengthening and supporting DUCC.**

Content could include:

Thematic issues; reports from schools with testamur for Diaconal ministry; DUCC and regional groups; DOTAC and World Federation; mentors; grads and recent grads; con ed events; current reviews on resources; local or international diaconal minister profiles.

Normally, there would be two issues per year. The newsletter will be available on line via the web site and in hard copy for those wishing to receive that format.

In cooperation with the United Church of Canada, MEPS unit, the hardcopy issues will be distributed through the national office. It is the responsibility of the DUCC Coordinating Cluster to insure this National church budget line item is maintained for this purpose.

The newsletter will be sent to, either by email or mail:

- Members of Diakonia of UCC
- UCC diaconal ministers
- Students of Dr Jessie Saulteaux Resource Centre, Francis Sandy Theological Centre and the Centre for Christian Studies
- Members organizations of World Federation of Diakonia
- The Observer
- Anglican Association of Deacons

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- Conference Personnel Ministers
 - All General Council Program and Senior Administrative Staff
 - The Moderator
 - Staff Associates
 - Secretary of each Presbytery
 - Chair of Each Conference Education and Students Committee
 - Anyone else requesting a copy

This list will be reviewed and maintained by the Communications Cluster.

Job Descriptions

Editorial committee

The Editorial Team will be 2 or 3 volunteers and the Editor. Their tasks:

- Help to determine the direction of the newsletter, including its look and content
- Participate in determining themes, features and content for each issue
- Solicit writers and contributors for each issue and follow up as agreed to get articles in by determined deadlines
- Meeting regularly by phone and/or email and ensure a record is kept of meetings
- Support the Editor and lay out person as necessary
- Report regularly to the Communications Cluster of DUCC

Qualifications for Editorial Team

Commitment, awareness and an understanding of diaconal ministry

Ability to work in team to generate ideas

Accessible by email

Able to devote a minimum 5 hours per issue

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Editor

- Call together and facilitate meetings of Editorial Team prior to each issue
- Receive and edit all submissions for accuracy, grammar and length
- Be responsible for preparing as clean a copy as possible to minimize layout time and costs.
- Prepare captions for photographs
- Work cooperatively with layout person
- Communicate as needed with the Communications Cluster

Qualifications for Editor

Commitment, awareness and an understanding of diaconal ministry
Strong editing, organization and facilitation skills
Computer access and literacy is essential
Ability to network within the diaconal community and its official bodies
Be committed to a minimum 20 hours per issue

Lay out person/company

- Receive final electronic copy from editor and create a draft
- Work cooperatively with the Editor and adjust the issue as necessary allowing for space and design
- Prepare final copy to the satisfaction of the Editor

Qualifications for lay out

Familiarity with software
Computer print design skills
Ability to work cooperatively with editor

Expenses

Honourarium and general expenses (telephone calls, faxes, stationery, stamps) are

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the responsibility of DUCC Communications Committee.

Related distribution costs and printing are the responsibility of the United Church of Canada through the MEPS unit.

There is an honoraria for the editor and layout determined annually by the Communications Cluster through the DUCC budget.

Accountability

The Editorial team and Editor will be accountable to DUCC through the Communications Cluster.