

DUCC Communications Cluster Report

The Communications Cluster is comprised of diaconal community folks from Manitoba Northwestern Ontario Conference. At the Annual meeting of Conference in 2003, we named a core group of people who would take on this responsibility and have been meeting quarterly in person and via conference call since January of 2004. The membership is named at the end of this report.

At the DUCC gathering in 2003, there were a number of areas listed that would be the responsibility of this group. Here's what we said we would do:

Set up and maintain a database

Find someone to send cards to membership when requested

Identify occasions/people for whom cards might be appropriate

Network with diaconal folks in regions/areas

Explore possibilities for a website

Support the current **Diaconal News** newsletter/communications piece and editor

Here's what we were able to do:

The **data base** is up and running, although still in its infancy, thanks to Cathie Clement, Aileen Urquhart and Peter Kidd.

DUCC now has its own **website** which is **Error! Hyperlink reference not valid.** This site is supported through the CCS site to minimize costs. We would recommend to DUCC that \$200 per year be given in the form of an honorarium to the website manager. A current CCS student, Richard Manley-Tannis has agreed to develop the website. We are planning to have things like the diaconal brochure produced by the National Church, the DUCC statement and some mini profiles of our membership on the site. There will be links to other sites. After it is up and running we can test what the use of the site is and it could expand to have other items and resources.

Dorothy Naylor, Caryn Douglas, Linda Clark, Kay Dean and Ruth Cairns have formed a task group to review the current **Newsletter**. They will be preparing a proposal to the 2005 DUCC meeting with regards to expectations, budget and current relationship with MEPS, the national church body responsible for the diaconal ministry budget. This task group will also explore the purpose of the newsletter and how best to circulate it throughout the membership.

Bea Amill and Rolly McLean are the current **card secretaries**. There has been a request to the membership to suggest design possibilities for a specific DUCC card and those suggestions should be sent to Aileen Urquhart at **Error! Hyperlink reference not valid.** Notice has gone in **Diaconal News** and via email encouraging members of DUCC to let Bea and Rolly know if cards are needed.

The membership of the Communications Cluster consists of:

Anne Duncan, Irene Rainey, Deborah Vitt, Cathie Clement, Caryn Douglas, Ted Dodd, Aileen Urquhart, Patricia McMahon.

Please find attached our suggested budget for 2005 of \$1,235.00.

We have agreed to communicate to the Coordinating Group that the Manitoba NWOnt Communications cluster would be willing to continue this work for another term.

Submitted by,
Deborah Vitt

DUCC Communications Cluster Suggested Budget for 2005

Item	for	Sub-total	Total
Web Site	domain name (once/yr cost)	\$30.00	
	web hosting fees (approx \$17 x 12 months)	\$205.00	
	web site manager (honorarium/year)	\$200.00	
			\$435.00
Cards	cards and postage (will likely go down once we produce our own cards, but first year might cost more)	\$150.00	
			\$150.00
Newsletter	editing/layout honorarium	\$500.00	
	editorial committee meetings (by phone) and incidentals	\$100.00	
			\$600.00
Cluster expenses	telephone calls for meetings (5 calls x \$10/call)	\$50.00	
			\$50.00
	Total Suggested Budget		\$1,235.00