

## MANDATE OF NEWSLETTER

The newsletter, co-produced by Diakonia of the United Church of Canada and The United Church of Canada, shall be called DiakoNews.

### *Purpose:*

Keeping those in United Church diaconal ministry connected and informed.

The newsletter should reflect a diversity of experience and views on diaconal ministry. It should have a diverse authorship (era, geography, experience and so on).

Normally, there would be two issues a year.

### Content could include:

1. Reports from the schools with testamur for Diaconal Ministry.
2. Reports from DUCC and DUCC regional groups.
3. Report from the Diakonia of the Americas and Caribbean (DOTAC) representative and from World Federation.
4. Reports from diaconal members on committees such as Ministry Vocations, ECL and MEPS.
5. Community news provided by individuals. Notices about those being commissioned and retired.
6. Info on upcoming continuing education events.
7. Book reviews on books related to areas of interest to diaconal folks.
8. Articles of interest to diaconal ministry, perhaps generated around a theme.
9. Profiles of diaconal ministers and diaconal ministries, locally and internationally.

### The Newsletter will be sent to:

- members of Diakonia of The United Church of Canada
- United Church of Canada Diaconal Ministers
- United Church of Canada Staff Associates
- Students at Dr. Jessie Saulteaux Centre, Francis Sandy Theological Centre and the Centre for Christian Studies
- Conference Personnel Ministers
- World Federation of Diakonia
- Diakonia of the Americas and the Caribbean
- others as determined by the Editorial Committee
- Theological Colleges
- Member Assoc. of World Federation

JOB DESCRIPTION – *DiakoNews*

**Editorial Committee Responsibilities:**

1. Be connected with the diaconal community to develop awareness of membership and activity in the community.
2. Solicit and receive newsletters from other diaconal communities/organizations.
3. Consult broadly in the diaconal community about ideas for the newsletter.
4. Meet by telephone prior to each issue and by email as necessary.
5. Ensure minutes are taken of meetings and appropriate records kept and circulated.
6. Ensure expenses are submitted to DUCC Treasurer.
7. Develop and review as necessary the overall look of the newsletter.
8. Develop a plan for each issue, including on going columns, special articles and features. Set deadlines and processes for obtaining articles, photographs and information for each issue.
9. Solicit reports and find writers for articles. Follow up with writers to ensure deadlines are met for the editor.
10. Establish the mailing list.
11. Share in editing task as needed.
12. Support the editor and lay out person as necessary.
13. Report regularly to DUCC.

**Qualifications for Editorial Team:**

1. Commitment to and understanding of diaconal ministry.
2. Awareness of the diaconal community.
3. Able to work in a team to generate ideas.
4. Good recruitment skills.
5. Accessible by e-mail.
6. Able to devote 3-5 hours per issue.

**Editor Responsibilities:**

1. Call together the Editorial Team prior to each issue.
2. Facilitate the Editorial Team meeting.
3. Receive and edit all submissions for accuracy, grammar and length.
4. Prepare captions for photographs.
5. Consult and liaise with UCC clerical staff as necessary regarding deadlines, process, budget and mailing list.
6. Work cooperatively with layout person to adjust the issue as necessary for space and design.
7. Do a final check of each formatted issue prior to printing.

### **Qualifications for Editor:**

1. Commitment to and understanding of diaconal ministry.
2. Editing skills.
3. Strong organizational and facilitation skills.
4. Access to a computer and modem. Computer skills are essential.
5. An ability to network with the diaconal community and its official bodies.
6. Be able to devote 20 hours to the task per issue.

### **Lay Out Person Responsibilities:**

1. Receive final copy from Editor and prepare a draft.
2. Work cooperatively with editor to adjust the issue as necessary for space and design.
3. Prepare the final copy for Editor review.
4. Communicate with UCC staff as necessary.
5. Be able to devote 10 hours to the task per issue.

### **Qualifications for Lay Out Person:**

1. Familiarity with the software (either Desk Top Publishing or Word Processing).
2. Print design skills.
3. Access to computer and modem.
4. Ability to work cooperatively with Editor.

### **Honorarium:**

Editor: \$150. Per issue

Lay Out: \$100. per issue

(the amount is subject to change when DUCC establishes its budget).

### **Expenses:**

1. Honorarium and general expenses (phone calls, faxes, stationery, stamps, film and developing) are the responsibility of DUCC. (Budget established annually)
2. Related clerical and production costs (printing, and mailing) are the responsibility of The United Church, through MEPS.

### **Accountability:**

The Editorial Team, Editor and Layout Person will be accountable to DUCC through the Communications Cluster.