

**DIAKONIA OF THE UNITED CHURCH OF CANADA  
NATIONAL GATHERING  
July 5-6, 2017  
Chicago**

**CONTENTS**

Agenda for the DUCC Gathering	p. 2
DUCC Coordinating Committee Accountability Report	p. 3
DUCC Business Meeting Information	p. 6
Communication and Membership Cluster Report	p. 7
Regional Reports	p. 11
Administrative Committee of the Barbara Elliott Trust Fund for Innovative Ministry	p. 18
The Kaufman Renewal and Emergency Fund	p. 19
2017 DOTAC report to DUCC	p. 21
DUCC Representative to DOTAC Job Description	p. 25
DUCC Gathering 2018 Flyer	p. 27
DOTAC 2019 Flyer	p. 28
2017 Financial Statement Comparison to Budget	p. 29
2017 – 2020 Four Year Budget Draft	p. 30
Barb Elliott Trust Fund Report 2016 from the United Church Foundation	p. 31
Barb Elliott Trust Fund Report 2017 from the United Church Foundation	p. 32
Diaconal Ministers on General Council Committees	p. 33
DUCC Staff Report	p. 34

## Agenda for the DUCC Gathering

### WEDNESDAY

*Ecumenical guests will be with us all day Wednesday.*

9:30 – 9:45 am	Welcome (Linda)
9:45 – 10:45 am	Opening Worship (Michelle and Kathy)
10:45-11 am	Transition/Break
11 – 12 pm	Theme Called To Be Diaconal, No matter what we are called (Lori C)
12-12:30 pm	Reports (brief) question and clarification
12:30 – 1:30 pm	Lunch
1:30 – 5 pm	Theme “Called to be Diaconal, No matter what we’re called” (Lori)
(Break as needed)	
	Remit 6 and further conversations and exploration (Vicki & Eric)
5 – 5:30 pm	Staff report (Eric)
5:30 – 7pm	Supper
7 – 7:30 pm	Connections with one another, regions caucus about how to make connections
7:30 – 8 pm	Closing
8 pm	Party with Lutheran Deaconess Association and Ecumenical Guests

### THURSDAY

9:30 – 9:45 am	Opening (Linda)
9:45 – 10:30 am	Nominations and organizational issues (Vicki)
10:30 – 11:30 am	Budget (have in advance) (Helen)
11:30 – 12:30 pm	Worship and closing (Michelle & Kathy)
12:30 pm	Lunch

## **DUCC Coordinating Committee Accountability Report DUCC 2017 Gathering**

Members since 2015: Linda M. Ervin (Chair), Lori Stewart (Secretary), Marlene Britton Walfall, Vicki McPhee, Barbara Hansen (for four months), Mark Laird, Debbie Springer (Treasurer until fall 2016), Helen Reed (Treasurer since Fall 2016), Lori Crocker (Communication and Membership), Kent Gibbons (Communication and Membership) Michelle Owens and Kathy Douglas joined the conference call periodically regarding Local Arrangements for Loyola University.

Staff: Eric Tusz King

DOTAC: Sharilynn Upsdell, alternate Debbie Deborah LaForet Laforet, Incoming DOTAC Representative: Ted Dodd

Reports Circulated for 2017 DUCC Gathering: DOTAC, Kaufman, Barb Elliot Trust Fund, Staff, Coordinating Committee, Financial and Budget Proposal, Communication/Membership

The DUCC Coordinating Committee met monthly by conference call for about one and half hours to two hours. There was much to cover and most specifically developing membership and the database as well as education work on Remit #6 and preparing for the DUCC gathering at the World DIAKONIA meeting. DUCC CC is evolving. It was decided that rather than wait until the DUCC gathering in 2017 to recruit new volunteers, a nominating committee would be drawn up to ensure that there was a coordinating committee in place for approval so we do not have to do the scramble to find people at the DUCC gathering. Members staying on are Lori Stewart who will continue as DUCC secretary, Vicki MCPhee who will be DUCC Chair, Helen Reed who will be DUCC Treasurer, Marlene Walfall who is on the Ministers Association Committee, and Lori Crocker as Communication contact. Thank you to Mark who is stepping off the committee to Kent who was part of the committee for several months, and to Barbara Hansen who stepped off the committee early. Thanks to Lori Crocker for stepping onto the committee, to help sort out with the Communications Committee and our staff person, a new database for Communication and Membership. For the time being Membership will be lodged in the Communication Committee. An Advocacy committee was set up at the last DUCC gathering and there was some consultation with the Staff person around Remit #6. It is hoped that the Advocacy committee will take on more responsibility in the area of diaconal education in the next year. It is also recommended that DUCC create a video that will tell the story of diakonia in the United Church. The DUCC coordinating committee considered a proposal developed by Ted Dodd, Eric Tusz King and Linda Ervin to hold a DUCC gathering in 2018, which would mean DUCC would gather in the years there was no World DIAKONIA or DOTAC gathering. The recommendation to hold a DUCC Gathering in 2018 was accepted by the DUCC Coordinating Committee. The next DOTAC Gathering is in 2019 in Vancouver. The DUCC CC also discussed offering a student subsidy to attend DOTAC, DUCC and World DIAKONIA. Further discussion will be held in the future. A proposal will be brought to the DUCC Gathering 2017 to discuss continuing the Staff Position.

Highlights of the DUCC Coordinating Committee Work

1. Planning Committee for DUCC 2017 at World DIAKONIA in Chicago: As this was an unusual DUCC gathering, it was determined that DUCC would meet following World DIAKONIA from July 5 until noon July 6, 2017. Michelle Owens and Kathy Douglas were the local arrangements committee, developing the contract with Loyola University and registering DUCC participants through London Conference office. We thank London Conference for their generosity in the registration process. Early in 2017 Lori Crocker took on the role of developing the program for the DUCC gathering and Vicki and Linda developed the agenda for the day and half event. Arrangements were made with the Lutheran Deaconess Association (LDA) to share ecumenical guests and that will happen on July 5. (Ecumenical Guests are often invited by various World DIAKONIA organizations to arrive early or stay after a World event to participated with other Diakonia member groups.) DUCC also agreed to buy coffee for Canada Day and Lori S will arrange for flags and Canadian red and white candies for the tables. The LDA and DUCC will have a party together the night of July 5. DUCC will have 31 participants at the DUCC gathering.
2. Banner: The DUCC banner is now in French and English. Vicki McPhee and Sharilynn Upsdel worked on ensuring that the banner is now bilingual. Thank you.
3. Card Secretary: In the fall of 2016 Kay Dean agreed to fill this role.
4. Membership Registrar: In the spring of 2017 Deb Kigar agreed to maintain the database.
5. Communication Data-Base: Considerable work was done by the Communications Committee and our staff person Eric, to create a database that will track membership and contributions. The Communication Report is extensive. It has taken some years to arrive at this place.
6. Membership: Considerable work has been done in this regard. Please see the Communication and Membership minutes/report.
7. Travel Pool: Mark Laird did considerable work on the Travel Pool Policy and that was approved by the Coordinating Committee and is now posted on the DUCC website.
8. Pin: It was decided at the DUCC Gathering in 2015 at Crieff Hills that DUCC coordinating committee would attempt to copywrite the PIN as their own. At this time that has not yet occurred.

Next DUCC Gathering: Winnipeg April 17-20, 2018

DUCC Gathering Responsibilities: Attached

DOTAC Position Description: Attached

Policy Book: Being developed by Linda M. Ervin building on the former policy book and including DUCC Gathering Responsibilities, DOTAC Position Description, Travel Policy, Barb Elliott Trust Fund terms of reference and the Kaufmann Fund information.

Financial Handbook: This is being developed by Treasurer Helen Reed.

And finally, I Linda want to personally thank those who I served with for the last six years.

2011-2013 Coordinating Committee Members: Linda Ervin, Ann Naylor, Roland Legge, Sharilynn Upsdell, Liz Bowyer, Margaret Collard (treasurer)

2013-2015 Coordinating Committee Members: Linda Ervin, Ann Naylor, Terrie Chedore, Roland Legge, Vicki McPhee, Sharilynn Upsdell, Debbie Springer, Marlene Walfal

2015-2017 Coordinating Committee Members: Linda Ervin, Debbie Springer, Helen Reed, Vicki McPhee, Mark Laid, Lori Crocker, Lori Stewart, Barbara Hansen, Kent Gibbons, Marlene Walfal

The Coordinating Committee has evolved over the years. It has been a joy to work with all of these folks, sometimes the numbers on a conference call were a little daunting. I am pleased that we now have a staff person and a data-base that is easily accessible and that there is a small coordinating committee ready to continue the work that DUCC has been doing for many years. Thank you for your trust in me as chair and thank you for your wisdom. God's blessings as the diakonia continues to build and thrive in the UCC.

Report:

Linda M. Ervin & Lori Stewart

June 5, 2017

**DUCC Business Meeting Information**  
**DRAFT 3 April 2017**  
**DUCC 2017 Gathering**

For each DUCC meeting there are several actions that have to be taken, some with standard voting others with consensus. The business meeting is integrated into the DUCC program\*\*

1. **Kaufmann Fund:** Independent of DUCC however DUCC has to affirm the Kaufmann members. Kaufmann selects their members. (need to check with Kaufmann Board to determine who is on the board.)
  2. **Financial Report:** consensus \*
  3. **Barb Elliott Trust Fund Report**
  4. **Staff Report**
  5. **DOTAC Representative:** usually serve for eight years and can be extended.
    - Ensure that there is an **alternate to DOTAC Representative** if the DOTAC rep cannot attend a DOTAC meeting
    - Two years prior to the end of the **DOTAC Representatives Term** ensure that there is someone in place to take over as DOTAC representative. DUCC pays for the new representative to attend one meeting of the DOTAC Central Committee.
    - DOTAC Job Description may need to be updated periodically.
  6. **DOTAC Report**
    - World DIAKONIA Report**
    - World DIAKONIA allows DUCC** to have two voting representatives usually they are the current DOTAC representative and the alternate to the DOTAC representative. DUCC ensures the voting delegates have the funds to attend World DIAKONIA
  7. **Ecumenical Guests** Invited and often do theological reflection
  8. **Establish the various 'committees, groups'** to function as DUCC formal organization
    - Financial/ Treasure officer
    - Coordinating Committee
    - Membership Committee
    - Communications Committee
    - Advocacy Committee
    - Barb Elliott Trust Fund Members
    - Other as deemed necessary
- \* **Financial Contents:**
- funds for DOVE Delegates
  - Funds for DOTAC Conference attendees beyond the DOTAC representative
  - Funds for World DIAKONIA Conference attendees beyond the two voting delegates
  - Funds for DUCC bi-annual meetings
  - Funds for Staff, DUCC had funds from the BETF but only for a short time, funds need to come from DUCC memberships, so need to be in the DUCC budget
- \*\* **DUCC Gatherings** usually have Program and Business meetings but in 2017 DUCC met at World DIAKONIA in Chicago and only had a business meeting

**Communication Cluster Report**  
**Diakonia of the United Church of Canada (DUCC)**  
**May 30, 2017**

Since taking on this role at the last national gathering, a few from the Maritimes group along with interested friends from other areas, took stock of the different elements that have previously been the responsibility of the Communication Cluster. Topics such as maintaining the website, having up-to-date emailing lists, newsletter production and urgent or time-sensitive communication have been reviewed. We have been systematically going through these ways of staying connected and asking “what’s the purpose?”, “who is responsible?”, “how does this function?” In the process we came to believe there would be less confusion if the Membership work was connected to this Cluster at least for this present time. (With the understanding that once the work around Communication and Membership is flowing more smoothly and protocols are in place perhaps the two clusters could be separate again.) This suggestion was sent to the Coordinating Cluster who encouraged us to make this change.

We also recommended to the DUCC Coordinating Committee that the Newsletter be discontinued and that we incorporate its role into the website with more in depth pieces and mail outs that refer people to the material on the website. The Coordinating Committee passed a motion making this decision.

A big piece of our work has been coming up with a manageable database. Debra Kigar and Eric Tusz - King have done a commendable piece of careful and time consuming work on this and we now have a functioning database on a spreadsheet which Debra Kigar has agreed to manage. We owe these two a great debt and are very grateful for the way their work has moved us forward. Details concerning this database can be found following this report.

With helpful legwork from DUCC’s part-time staff person, Eric Tusz-King, and discussions between the web-minder and Membership Cluster and others, there has been steady progress in defining the mandate and protocols for Communication and Membership development.

The Communication Cluster has recruited DUCC member Kay Dean to be our Card Secretary. Kay is retired and lives in Truro NS. A link can be found on the DUCC website for folks to contact her with names of those who should be sent a card.

With the work of assessing and restructuring coming to a good place, the group has determined they would be willing to offer to continue for another 2 years if that is agreed at the National Gathering in Chicago in June.

Communication Cluster members include : Eric Tusz- King , Annika Sangster, David Hewitt , Kent Gibbons, Laura Hunter, Lori Crocker, Martha Martin, and Kathy Toivanen. Those receiving our minutes and sometimes on our calls or doing related work include: Deb Kigar, Caryn Douglas and Deborah Laforet.

Submitted by Laura Hunter and Lori Crocker.

## **More details on pieces of work and actions taken by the Communication Cluster from 2015 – 2017.**

In these two years the DUCC Communication Cluster has assumed responsibility for the website, mailing list, membership, and database. Below is some detail on what has been done.

### **Website**

We have described its purposes as follows:

1. To support the work of DUCC organization and its members
2. To promote diaconal ministry and be a resource to those inquiring/searching/seeking information on diaconal ministry.

Information put on the website could come from:

- Persons named from each cluster or regional group
  - Coordinating Committee
  - Communication
  - Membership
  - Etc.
  - Regional groups
- These persons would create the text and be in touch with Communication Cluster designated person to finalize what is sent to web minder
- At present there is an honorarium for the web minder (\$600 per year)

### **Mass emails (sent using MailChimp)**

We have determined that the purposes of Mass emails would be to

1. Direct readers to pertinent material on the website.
2. To direct readers to respond and take action (ie time to renew your membership!)
3. To Send out time sensitive information.

### **Database and MailChimp**

- a. We have created a Membership Spreadsheet
  - i. What was called a database is now referred to as a “Membership Spreadsheet”. This is where DUCC will keep a list of “members” which includes those who have paid and also those who are recognized in the UCC yearbook (potential members).
    1. This list includes all people with whom we would want to communicate with on items specific to those currently serving in UCC
    2. This list will include General Council’s list of Diaconal Ministers.
    3. This list presently has 48 fields of data and can be sorted by any of these. For example, they can be sorted by name, postal code, graduating year, etc.
    4. This list can be used to provide names and email addresses to send specific emails to groups, such as, *all unpaid members* asking them to consider joining DUCC.



b. MailChimp List

The MailChimp list includes most of the names and email addresses of the above Membership Spreadsheet unless some on the Membership Spreadsheet have requested not to receive emails or some may not have an email address.

- This list also includes those who only want to keep up-to-date on DUCC and are not potential members, e.g., conference personnel ministers, and CCS graduates from denominations other than United Church, etc.

This list will be sorted by fields, similar to the Membership Spreadsheet.

c. Treasurer's List

This list includes the Treasurer's data gathered when people pay membership. It is maintained by the treasurer for their purposes only.

d. Maintenance of Data

- Membership Coordinator (Debra Kigar) will maintain the Membership Spreadsheet
- Caryn Douglas to maintain the MailChimp List
- Helen Reed our Treasurer maintains the Treasurer List
- As the lists are inter-related Debra Kigar has the overview of updating processes for sharing data among the lists. These three people have worked out procedures for sharing the data and it seems to be working very well.

### **The Editorial Team and its Mandate**

Kathy Toivanen and Eric Tusz-King have been working to clarify the protocol for the DUCC website and MailChimp. As a result the Communication Cluster has recommended the following:

*Regarding MailChimp :*

There needs to be a person who authorizes the material sent out on MailChimp and directed to the Website (i.e. to give direction to the Webminder, to receive requests to send out information)

It is recommended that this person be the Chair or someone else appointed by the Chair of the Communication Cluster. This person should have good writing ability and be able to respond quickly. It was agreed that the goal would be to send regular MailChimp communication six times a year. There could be more in the years of the DUCC Biannual meeting or General Council.

*Regarding the Website:*

1. One or two people are needed to review the website on a monthly basis and recommend any changes to the web minder. These people need good writing ability
2. In Memoriam page on the website needs to be tended and updated. Perhaps Caryn Douglas would be willing to continue to do this.
3. DOTAC & World – DUCC Representatives to DOTAC could post updates to the website.

*Criteria for sending out DUCC communication.*

For Regular Communication:

1. Website: material posted on the website should promote aspects of the mandate of DUCC and augment the different pages posted on the present website
2. Mail Chimp is the 'quick response' so it is used for timely communication that draws attention to new and emerging events i.e. things that will be stale in 3 months. Mail chimp directs people to the various pages or current announcements on the website
3. Regular communication can be invited from the Coordinating, Communication, Gathering and conference clusters

For Irregular Communication:

1. Urgent news (e.g. related to General Council or DUCC national gatherings)
2. Timely news – DUCC events/gatherings
3. Important life passages of DUCC members can be posted on the website whenever appropriate.

Lori Crocker will be receiving requests and authorizing the sending out of MailChimp messages until the fall of 2017 when Kathy Toivanen will take over.

We are inviting Caryn Douglas to continue to have the responsibility for maintaining the MailChimp list, if she is willing.

We agreed to invite Deb Laforet to be one of two people to review the website and compose updates as she deems necessary. The second person will be recruited through the Coordinating Committee, the National Gathering in July, or MailChimp in that order.

## DUCC Regional Cluster Reports

### ANCC

The following diaconal ministers are part of All Native Circle Conference: Lawrence Moore Delores Bouchie, Melody McKeller, Joan Golden, Gaylene Jacobs-Saulteaux, and student Lisa Byer de Wever.

Delores in her journey of breast cancer continued to keep busy in ministry. She underwent radiation treatments and is currently receiving chemotherapy treatments that should be completed in September.

At their church, in Berens River, Delores and her partner Roy have continued and developed outreach programs that include: flea markets at the church that give an opportunity for local craftspeople to sell their work, coffee houses providing a safe community to gather, Bible Studies and visiting, also fishing and cook outs after the fishing time.

Please keep Delores and Roy in your prayers, as they continue in their ministries and Delores on her journey of fighting this dreadful disease of cancer.

Submitted by *Joan Golden*

### British Columbia

What I can say, is baby steps are being made to bring together the UCC, Anglican and Lutheran Diakonia. There is interest. I have had several conversations with the Lutheran Diaconal Minister and we strategized. She was willing to keep working on it as my priority for some of my “free” time is focused on my sister and family.

It is difficult to have opportunities to connect with diaconal folks when we don’t even meet as a Presbytery! A couple of years ago I hosted an Advent “Sisters in Ministry” gathering and it was certainly appreciated by those who came. I wasn’t in active ministry at the time and recruited a couple of others who were on the edge to help. The intent was for us to host – all others needed to do was come, to take a break out of the busy season for themselves, supported by their sisters.

I deeply understand the value of building relationships. I will continue to discern how I can be in ministry. I say this, aware it may mean ministering to the ministers rather than in paid ministry.

In December 2015 Lori Stewart was in the area on behalf of CCS and gatherings were held in Victoria and Nanaimo. This year Ian McLean was commissioned at BC Conference.

Blessings, *Barbara Hansen*

### Alberta Northwest

Over the past two years there have not been many gatherings. I do not know what that says.

In the Edmonton area, Betty Marlin had a gathering about the proposed One Order of Ministry prior to General Council last year and sent the information to Eric Tutz-King. Sharon McRann and Denise Davis-Taylor had a surprise gathering to honour Betty Marlin on April 3 which I was sorry to miss. Barbara Myers came from Vancouver to lead singing of some Carolyn McDade songs. Denise made a quilt from the gathered 12x12 inch squares people from across Canada who knew Betty were invited to make something about what Betty has meant to us.

In Calgary and area, if it were not for CCS staff coming we would not have a gathering. We had one gathering at my home November 2015 when Lori Stewart came our way. And then in September 2016 we had a gathering at Kelley Warner's home when Maylanne Maybee and Lori Stewart came to Calgary. Each time about 8 of us gathered. Also there was a gathering in Edmonton for those two visits with the CCS staff.

Both Kelley Warner and I are on the Education and Students Working Unit for Calgary Presbytery and remind people about diaconal ministry. Thus we are also both on the Presbytery Personnel Support Commission. I am also the diaconal rep on the Conference Education and Students Committee. I learned recently that several lay and ordained on the Presbytery Working Unit and Conference Committee thought that diaconal ministry training was available at United Church theological colleges.

I wish that I could be with you in Chicago but my struggles with health and the process of selling my house have "trumped" my going.

Blessings of Joy and Peace, *Carolynne Bouey Shank*

### **Saskatchewan**

I would love to be able to send you a report with regards to the goings on of our Saskatchewan DUCCs...but I have to confess that this particular group has not been eager to communicate, yet alone plan anything together. I am new to this province and I live a great distance from other DUCCs. I tried a couple of times to rouse them, but not successfully. We did eat a meal together at the last two Conferences. There's not a great sense of connection.

It is challenging being in ministry in a rural community with little in person communication with other diaconal ministers. This being said I hold tightly to my diaconal identity and all that CCS has blessed me with. It is part and parcel of the times that we are in as so many of us have been absorbed into full-time ministry positions that keep us busy and occupied beyond measure. There is little time or energy left at the end of the day to put towards our diaconal friends and causes.

Submitted by *Jacqueline Samson*

## Manitoba and Northwestern Ontario

2015

We met for the afternoon on May 27th at Ted's home to receive an update on the DUCC National Gathering (April 28 to May 1 at Crieff Hills), and to discuss and respond to the One Order of Ministry and the Comprehensive Review Proposals. This was followed closely on May 29th by our DUCC gathering over lunch at the Annual Meeting of Conference. We enjoyed a meal together with informal conversation, followed by a facilitated check in, announcements, and a presentation of gifts to Aileen Urquhart and Ted Dodd who were retiring.

2016

In January Ted Dodd initiated regular gatherings at his home for MNWO DUCC's. We meet for two hours usually monthly and usually on the 26th (which is the World Diakonia's designated day of prayer) beginning with conversation and a simple meal of soup provided by Ted. Folks throw in money to cover the costs and the proceeds go to the Ted Dodd Fund for Leadership at CCS. After lunch we have a lengthy check-in that stretches our brains and spirits, and sometimes worship. Whoever is available on the appointed day comes.

Here are a few highlights:

- On January 26th, fifteen of us met for lunch (including four from outside of Winnipeg). Our sharing circle focused on the personal state of our call at the present time. This rich time together elicited poignant observations and honest self-disclosure. When we ask one another questions of consequence, we know one another more deeply and spirits are touched.
- We had another fine gathering on May 26th with 14-15 of us in attendance. During our reflection time, we shared our feelings and thoughts about the diaconal image of bowl and towel.
- In June the gathering took the form of a pot luck/BBQ in the evening. As regional groups were invited to send in comments on One Ministry to the national DUCC Coordinating Committee by the middle of July, there was time designated after supper to discuss the One Ministry Remit.
- On the 26th, in honour of upcoming All Saints Day, we named diaconal saints who have mentored us and modelled diaconal ministry.
- Twelve of us met in November 25 for lunch and conversation on the meaning and practice Advent-Christmas season and appreciated the thoughtful reflection and poignant sharing -- as well as the welcome laughter. We also had a quick look at a power point presentation on Diakonia of the Americas and the Caribbean.

While we didn't have an Annual Meeting in 2016, on May 28th a number of MNWO diaconal ministers attended a banquet in Kenora honouring Ken DeLisle's retirement. We were also present for Hubert Den Draak's speech to the gathered assembly, and were present for worship and Hubert's commissioning the next day, where Ted Dodd preached about various ways of understanding service.

We didn't have our usual DUCC meal but we huddled together at the end of the banquet Saturday to make the brief presentation of gifts to Ken and Hubert.

There were a couple of events scheduled to discuss One Ministry. On July 13th Karen Tjaden facilitated a conversation and provided lunch at Carman United Church. Then on October 25th a group gathered around the table at CCS to participate in the One Ministry Conference call hosted by Eric King, Ann Naylor, and Vicki McPhee. We welcomed Tammy Allan, in town from Alberta, to the circle.

2017

We gathered a number of times at Ted's place.

- A road trip to Chicago was proposed for those going to world Diakonia; however after much discussion, in person and by e-mail, we ended up not pursuing that option.
- In March, twenty diaconal colleagues gathered for lunch and conversation. We discussed stories of adaptability and flexibility in ministry. We were delighted to welcome to the circle: the two CCS students, Josh Ward (Winnipeg) and Ian McLean (Kamloops, BC), who are graduating, the facilitator of the Integrating Year Marcie Gibson (Hamilton), the co-chairs of the CCS Council in town for the Face to Face Council meeting, Kathy Platt (Regina and Penny Cummine (Kenora)), and John Robertson (Winnipeg) recovering from health concerns.
- There were twenty-one diaconal folks at our April gathering. We shared lunch and then in our sharing circle we talked about transitions: lots of tears and laughter in the shared stories and lots of wisdom in the reflection. We appreciated having CCS principal-elect, Michelle Owens, with us.

MNWO DUCC's have been asked if we could host a national gathering in 2018. There is much enthusiasm from the group and willingness to participate in the logistics.

Our annual DUCC gathering at the Conference Annual Meeting was arranged by Joan Jarvis in the afternoon before the meeting began. 23 diaconal ministers were hosted by Beth Kerr at Trinity United in Portage la Prairie, where we enjoyed wonderful Syrian food. Sherri McConnell facilitated our time together and presentations were made to Allison Halstead, Beth McLean, Heather Robbins, Deborah Vitt, and Marg Scott who were retiring and to Josh Ward who was being commissioned.

Respectfully submitted by *Lori Stewart*

**Manitou**– No report

**Hamilton and Toronto**

After a full and busy year of serving as the local arrangements cluster for the 2015 Gathering of Diakonia of the United Church of Canada, the Hamilton Regional Group enjoyed a quieter couple of years, with fewer meetings focusing logistics and the business of DUCC. In the fall of 2015, about a dozen of us met to evaluate our experience of hosting DUCC and to network and relax during a daylong retreat at Crieff

Hills. We met again in January 2016 for an overnight retreat at Crieff. In addition to sharing our ministry and life experiences and gleaning from the wisdom of the group, we began discussing the One Order Remit. We met again in June for a deeper discussion of the remit using the process created by the Coordinating Cluster. Our report was compiled with other regional group reports, thanks to Eric Tusz-King, and later distributed as a part of the resource to presbyteries and pastoral charges.

In January 2017 about a dozen of us gathered again for our annual overnight retreat. In addition to the checking-in with one another over meals, walks and board games, we revisited the One Order remit and had another insightful discussion. In response to the invitation to attend World Diakonia in Chicago, we discussed the logistics of getting to the gathering. Many of us will be carpooling or taking the train to attend World Diakonia – many of us for the first time!

Throughout 2017, some of us were invited to speak to our local presbyteries about the One Order Remit – Debra Kigar in Hamilton and Kathy Toivanen in Halton. We appreciated the wealth of resources compiled by the DUCC Coordinating Cluster.

At the annual meeting of Hamilton Conference this year, DUCCs made their presence known in a variety of ways. Deborah Deavu was the theological reflector for the meeting, effectively using story telling as her vehicle for reflection. Deborah Laforet was part of the worship team and led the conference in singing. Deborah L. was also elected as chair elect of Hamilton Conference and will begin her term in June 2018. Five of us were recognized as retirees – Linda Clark, Gail Clarkson, Brenda Ottawa, Roz Vincent-Haven and Kathy Toivanen.

This year no one was commissioned at Hamilton Conference.

*- submitted by Kathy Toivanen on behalf of the regional group.*

## **London**

Unfortunately our local grouping of Diaconal Ministers has not met more than once over the past two years. We gather at London Conference AGM to share a meal and catch up briefly on CCS, DUCC and local Diaconal news but have done very little in the form of community building or gathering since the last national gathering.

We have a couple students at the CCS from our area but even for them, we have not offered much in the way of a 'group support'.

Perhaps, we will find our way to come together in a more intentional way, into the future.

*Kathy Douglas*

## **Bay of Quinte**

I have been wondering what in the world I can say. There is not a lot of Diaconal activity in this Conference. Recently, with the remits, I have been doing a lot of explaining about Diaconal Ministry. I find it rather distressing that after all these years of clearly defined Diaconal Ministry, people still have

so little knowledge of what it means. We just had Bay of Quinte Conference Annual Meeting, and I talked to a person from one presbytery who said quite proudly that they now have five Diaconal ministers there. However, a few minutes into the conversation, I realized she was talking about Designated Lay Ministers. Sigh. I don't know what Diaconal ministry will look like if the remit on one order of ministry passes. Yet conversations I have had with some ordained ministers suggest they are not in favour of the one order of ministry idea because they don't think it is fair that people could automatically become ordained ministers when that was not their original call.

This isn't much of a report, but it's what I've got.

On a personal level, I have really enjoyed being involved in a group of people, mostly United Church folks, who have settled a Syrian refugee family in our town, Napanee. It was the highlight of the past year for me.

Keep well and much peace to you, *Elaine Kellogg*

### **Montreal and Ottawa**

In the spring and summer of 2016 two gatherings were held in response to the DUCC initiative related to Remit 6. One meeting was held in Montreal with 2 diaconal ministers and 1 student). The Ottawa gathering included 1 student, 1 dm currently in ministry, 3 retired dms, 2 dms who were later ordained, 1 CCS grad. Although the recommended process for the gathering did not specify discussion of "the question", those attending were glad to include some discussion on that specific topic.

Diaconal ministers in both areas will be prepared to speak when Remit 6 is on the presbytery agenda or in other locations as requested.

Three of us were part of the conference call in October when Eric Tusz-King (for DUCC) facilitated a discussion of the proposed handout, with a request for feedback before the document was finalized and distributed.

Since the one-day Conference meetings in the last two years was attended by some, while others attended from afar, online, diaconal ministers were not able to make use of their usual opportunity to meet together.

The Annual General Meeting of CCS was an occasion for five to come together in Ottawa for supper and the meeting, while one was on the line from the Montreal area.

We are pleased to have 2 CCS students active in area gatherings: Lisa Byer and Lorrie Lowes.

Other diaconal ministers in our region are the following diaconal ministers in active ministry: Sally Meyer, Alyson Huntley, Patricia Lisson, Catherine Gutjahr, Janet Nield, and these retired diaconal folk: Laura Richardson, Dorothy Naylor, and Jan Lougheed. Terri Chedore also participates as a CCS grad and members of DUCC in non-commissioned diaconal ministry.



*Dorothy Naylor '59*

### **Maritime**

Many of the Maritime DUCCs have been working as Communication Cluster members so the bulk of our activities are described in the Communications Cluster Report. Outside of that we gather for a meal a year at the meeting of Maritime Conference.

In July of 2016 we gathered at the Cottage of Eric Tusz-King for a delicious potluck meal and some swimming. Eric led us in a process which helped us to creatively explore our diaconal selves as part of the material and issues surrounding Remit 6.

Maritime DUCC s include: Annika Sangster, David Hewitt, Gail Golding, Kathryn Anderson, Kay Dean, Kent Gibbons, Laura Hunter, Lori Crocker, Lynda Gow, Martha Martin, Nancy Corrigan, Sue King-Darby, and Jessie MacLeod.

Respectfully submitted, *Lori Crocker*.

### **Newfoundland and Labrador Region**

Diaconal folk in the Conference: Marion Pardy (graduated from CCS in 1968 and ordained in 1981), John McGonigle (retired), Karen Thorne (graduated in 1997 and ordained 1999), and Margaret Elder (retired), Rebecca Pike (student)

I can't be of any help about DUCC gatherings as I am unaware of any. My only "diaconal" contact was the privilege of having lunch with Maylanne when she was in St. John's in the spring of 2016. We dealt with the One Order of Ministry Remit at NL Conference, together with the other Remits.

With appreciation, blessings and peace, *Marion Pardy*

## **Administrative Committee of the Barbara Elliott Trust Fund for Innovative Ministry**

The Barbara Elliott Trust Fund for Innovative Ministry supports innovative and/or nontraditional ministries that find it difficult to secure regular funding. Funding should be seen as seed money to get new projects started, or for new aspects of existing programs, or to enable a one time special project, and not for support of ongoing work. A project is only eligible for one grant.

It was established in memory of Diaconal Minister, Barb Elliott. Funding criteria and application form are available on the website: [ducc.ca](http://ducc.ca)

Donations to the fund to remember, honour or celebrate someone or a particular event or ministry are always appreciated.

The members of the administrative committee of BETFIM are Russell Mitchell-Walker (Saskatchewan Conference), Nan Corrigan (Maritime Conference) and Susan Butler-Jones (Montreal and Ottawa Conference).

The committee meets by Skype conference call as needed. Applications are reviewed and decisions are made as soon as possible following the application deadline are made in accordance with the Funding Criteria. All applicants are contacted with the decision of the committee as soon as possible following decisions made.

The committee met March 1 and 15 2106, and March 17 2017

### **2016**

One application was received from Bedford House (Shining Waters Presbytery) which received the full amount of \$5000. The application was for development of this new ministry that had received money from BETFIM in 2015 for Feasibility Study to create a lay-training centre for missional engagement, focused on what God is doing in the church and in the world.

### **2017**

Three applications were received in 2017.

1. St. Columba House (Montreal) for the project Bill's Community Bike Shop
2. West Broadway Community Ministry (Winnipeg) for the project Sage Seniors program
3. United Theological College (Montreal) for the project La Presence-Q1

Going forward:

Susan and Nan have agreed to continue this work on the BETFIM team on behalf of DUCC.

Russell would like to give someone else an opportunity to join the team. If there is no one willing to take on this responsibility from DUCC he would stay on for another year.

***A Brief History of the Kaufman Fund  
Captured in 2017 from its pages of Past History***

*The Kaufman Renewal and Emergency Fund* consists of the original Kaufman Cottage Fund (1951) made possible by Miss Emma Kaufman, Dr. Margaret Addison and Mrs. Murray Brookes and *The Bequest Fund* of the Association of Professional Church Workers.

*The Kaufman Cottage Fund* was originally owned by the Fellowship of Deaconesses and Other Women Workers of the United Church. The fund was to provide a retreat house, but as this was not accessible to persons across Canada, the money available was invested in 1989 to provide a fund from which grants can be made to persons living anywhere in Canada.

The Bequest Fund was a combination of the Isabel Haddock Davidson Bequest Fund and the Covenant College Alumni Memorial Fund.

*The Kaufman Renewal and Emergency Fund* was opened to Anglicans when the Alumnae of the Anglican Women's Training College, and the two colleges which came together to form the Centre for Christian Studies, along with the various professional organizations of trained women church workers, joined to form the Association of Professional Church Workers in 1971. (A.P.C.W.)

- The Alumnae of the Anglican Women's Training College
- The Anglican Registered Church Workers' Association (no longer in existence)
- The Alumnae of Covenant College, previously called the United Church Training School, bringing the Bequest Fund with them
- The Fellowship of Professional Women Workers in the United Church of Canada, who brought the Kaufman Cottage Fund
- The Deaconess Association of the United Church of Canada

In the 1980's The Anglican workers wanted to have a more direct link to the denomination. The Diakonia of the United Church of Canada was formed for a similar purpose. After consultation with the A.P.C.W. members of the time, it was voted that the former A.P.C.W. structure be discontinued.

A new structure was formed with the understanding that *The Kaufman Fund and The Bequest Fund* were to be combined and continue to be available to present and future Anglican Lay Ministers and United Church Diaconal Ministers.

The funds became held within the United Church investment pool, and 2 committees were struck and continue to this date:

- A small “Continuing” A.P.C.W. Committee to act as trustees and to be able to accept bequests and deal with legal matters. The committee consists of five (5) persons- 2 appointed by the United Church, 2 appointed by the Anglican Church and 1 appointed by the Centre for Christian Studies.
- The second committee formed was an Administration Committee consisting of 6 or 7 members to meet twice a year or as need be. The Administration Committee is to send annual reports to the “Continuing” A.P.C.W. and to the General Secretaries of both denominations, the principle of the Centre for Christian Studies, and Diakonia of the United Church of Canada. The Administration Committee is responsible for receiving and granting the requests for funds. When a request is received and the Administration Committee agrees on the amount of the grant the information is then sent to the United Church Foundation and they issue the grant funds directly to the recipient. More recently the Administration Committee is made up of 3 or 4 persons that live fairly close to each other for ease of travel and to reduce travel costs taken from the fund.

Diakonia of the United Church of Canada affirms the members of the Administration Committee when they meet bi-annually. At present 2017 committee members are Lynda Appleby, Judy Astley, and Ellen Baynton-Walker.

**“The Kaufman Renewal and Emergency Fund.” Purpose and Potential Users of the Fund**

- “The purpose of the fund is to help with the cost of retreat, reflection, renewal and rest experiences, and to make possible a grant or loan to persons who find themselves in a financial emergency”
- Request for grants are to be applied on an individual basis and in advance of the event requesting funds for.
- Funds are available to persons who are graduates of the Centre for Christian Studies or its predecessors, for other former APCW members, and for United Church Diaconal Ministers and Anglican professional lay workers.

## 2017 DOTAC report to DUCC – Sharilynn Upsdell

My time as DUCC's representative on the DOTAC Central Committee is coming to an end this summer at the rise of World Diakonia Assembly in Chicago. I have been so very grateful for the opportunity to serve in this way, and to learn so much about the international church and the many varied forms of Diakonia. My predecessor Linda Ervin continued to offer ongoing mentoring, especially in the early years as I strove to understand the languages and styles of various ministries and their structures. I endeavor to offer Ted Dodd as much support and encouragement as he follows me in this role, bringing his own set of gifts and skills and passions to the role of DUCC Representative.

I highly recommend DUCC members to become more deeply engaged in the international community of Diakonia, and am delighted that this year, for the first time, we will hold our DUCC meeting back to back with World, to entice many more people into attending this rich international Conference.

Throughout my time on DOTAC, I have particularly offered skills and interest in images and technology. One result has been many powerpoint/video presentations of past conferences, some of which are posted on YOUTUBE under "Diaconalspirit".

My largest areas of learning and contribution within DOTAC and to benefit DUCC were:

1. Study of symbols – resulting in databank of info of all DOTAC symbols, and subsequent
2. leadership in the creation of the 2011 DUCC pin.
3. documentation in Master's Thesis – Evolving Symbols, Evolving Ministry (posted on

UCCdeaconesshistory.org) History of Uniforms, symbols, and pins from early diaconal beginnings, through Europe to US, and into Canada, and UCC.

*I am grateful for both support and enthusiasm of DOTAC/DUCC for me to lead DUCC through a process of imagining our own symbol for ministry. Without my intimate exposure to DOTAC, this leadership would not have been called out in me at this time.*

4. 2010-2014 DOTAC Website revision and maintenance.

*I was also grateful to be supported as DOTAC webmaster for 4 years (2010-2014), resulting in a document rich tri-lingual DOTAC website written in Dreamweaver program as per international Diakonia websites. In the past few years, when I returned to full time employment, this role passed onto another in DOTAC, who initiated a user-friendly format - that now needs volunteers to populate with fresh and historic information.*

*FYI - I still have the historic info on my computer if someone is interested in volunteering, it could be forwarded.*

### DOTAC Central Committee met in Seattle in November 2016.

#### **Attendance** (12 member groups named & their representatives)

1. Scott Vickery – Offices of Deaconess, Home Missioner and Home Missionary, The United Methodist Church
2. Lisa Scherzer Polito – LDA (Lutheran Deaconess Association / Conference)
3. Sister Mary Arie – Deaconess Community of the ELCA (Evangelical Lutheran Church in America)
4. Ann Blane – Order of Diaconal Ministries, The Presbyterian Church in Canada
5. Judy Whaley – Diaconal Ministers of the ELCIC (Evangelical Lutheran Church in Canada)

6. John Struthers – Association of Anglican Deacons in Canada / Association Anglicane des Diacres au Canada
7. Sharilynn Upsdell – The United Church of Canada
8. Arlete Prochnow – Comunitaria Igreja Evangelica de Confissao Luterana no Brasil
9. Claudette Campbell – The Wesley Diaconal Community of the Methodist Church in the Caribbean and the Americas
10. Pam Nesbit – Association for Episcopal Deacons
11. Victoria Rebeck – Deacons and Diaconal Ministers, Division of Ordained Ministry, United Methodist Church
12. Jan Cherry – Diaconal Ministers of the ELCA

Guests: Ted Dodd – will be next year's DUCC rep

Sr. Noreen Stevens - ELCA Deaconess – 2017 rep

Anita & Brian Wood

– Anita is co-chair for DOTAC 2019 (with John Struthers) and Brian is support

extrordinaire)

By Skype: Louise Williams & Diane Martin – for World Diakonia update

**DOTAC Central Committee exists to fulfill these purposes:**

- Render mutual assistance and undertake common tasks
- Reflect on the nature and task of diakonia in the New Testament sense and to further the understanding of it
- Encourage ecumenical relationships among diaconal associations, sisterhoods and orders in North America, the Caribbean, Central America and South America
- Provide a forum for discussion of issues of mutual concern
- Strengthen a sense of community among the associations, sisterhoods and orders

**World Assembly – Chicago – July 2017**

– *member groups bring their banner for opening Worship.* (Deb Laforet is bringing DUCC Banner to World)

**Theme: Shaken By the Wind** (*Shifts slightly each day*)

- To be gathered together
- To create community
- To rock the foundations
- To face the chaos
- To experience the unknown
- To form a new perspective
- To nourish hope
- To be scattered to serve

**ELCA Diaconal Ministers and Deaconess Community shared that there will be the merger of the 3 Lay Rosters into one new roster – Ministers of Word and Service, who will use the title Deacon.**

**Projects of DOTAC in prep for World Diakonia in Chicago.**

- **PowerPoints to see at WORLD**
  - **History powerpoint**
  - **Celebrations**
  - **Future of DOTAC**
  
- **DOVE presentation – Ann Blane.**
  - Crieff Hills, Ontario, September 19-23, 2016
  - **DOVE – Diakonia Overcoming Violence Experience**  
**Very successful. Great speakers. Lots of learning.**

**DOVE 2020 Hopefully in Caribbean - Early planning –**

- Rewrote the application form
- Added special needs – then will have a personal call for specific needs
- Details
  - Jamaica location – Kingston or Montego Bay
  - 24 persons plus planning Team
  - Meet at airport
  - Meals on site
  - Registration will be handled by Central Committee
  - Dates were suggested
  - Different ministries were suggested to highlight
  - Invitation prepared for our Regional Focus – highlighting this DOVE event
  
- **DOTAC 2023 will also be in Caribbean**

FYI – interesting way to ensure students get involved in international events.  
*LDA Students during “student week” are given information for DOTAC events that they can attend. It is suggested that they **save \$20 a month for a personal travel fund.***  
*Every year International Guests (from DOTAC or World) are invited to attend their assembly.*

**World Diakonia has now combined Diakaid and Emergency Fund -**

**Celebration of Life** was held re: Becky Dobson, who died earlier, but full group could not attend.

**DOTAC WEBSITE, Facebook page, twitter, and yahoo Central Committee group – now handled by** Victoria Rebeck – Deacons and Diaconal Ministers, Division of Ordained Ministry, United Methodist Church

**New DOTAC Executive:**

- President – Jan Cherry
- Vice President – Victoria Rebeck
- Secretary – John Struthers
- Treasurer – Pam Nesbit
- 2<sup>nd</sup> Representative – Ted Dodd

**Possible new DOTAC Members**

- new Episcopal deacons in Haiti and so a conversation needs to happen about DOTAC to see if there is an interest. help the Wesley Diaconal Community of the Methodist Church in the Caribbean and the Americas connect with the Episcopal deacons in Haiti
- Question was asked have we ever extended an invitation to the Roman Catholic groups of Deacon and Sisterhoods – discussion followed.
- Russell Mitchell-Walker met some Christian reformed church Diaconal ministers at Seattle Conference in April 2017. They have just elevated their diaconal ministers to be same level as Elders. Are interested in learning more about DOTAC. Ron VandenBrink is National Director – formally of Kelowna, now based in Hamilton. rvandenbrink@crona.org.

### **2019 DOTAC Conference in Vancouver:**

- John Struthers & Anita Wood are co-chairs.

**Tentative Dates** - This conference will be held at the University of British Columbia in August in Vancouver, BC. We will stay in the dorms

August 14, 2019	Travel Day
August 15 – 19, 2019	Conference
August 20, 2019	Departure Day

- **Dates have not yet been confirmed** because UBC will not book this far in advance. John is also balancing date with changing dates of Anglican/Lutheran events the same summer.

John & Anita will talk to Lisa Kanavaros – Sales Manager of the university

This sub-group formed small groups and leaders  
Central Committee will develop theme, worship, etc.

**DOTAC Event Planning Handbook** was reviewed for strategic planning purposes (p. 9) Design & Administration of DOTAC Conference Events – the Central Committee went over this page as to what the local arrangement committee will do and what the Central Committee is responsible for.

Discussion of page 3 in planning handbook – to clarify the recommended sub-committees for local Planning Committee

- Languages – Portuguese and English
- Facilities – workshop rooms, break out rooms
- Program – local speakers, local site visits
- Registration – forms to fill out – on line (on site team)
- Hospitality – very important – using signs and help to make planning team members visible
- Transportation
- VISA work – to make sure those who need VISAs into Canada will be given an invitation letter from DOTAC
- US citizens need a passport

### **Next DOTAC Central Committee Meeting – Ted Dodd will be new Delegate of DUCC**

- Vancouver, BC
- Dates: November 5-11, 2017 (travel days Nov. 5 & 11)



## **DUCC Representative to DOTAC Job Description**

1. Attend annual DOTAC Central Committee meetings, (usually about five days in length)<sup>1</sup>
2. Liaise with the alternate DUCC representative to DOTAC. Keep the alternate informed of DOTAC matters.<sup>2</sup>
3. Attend DUCC biennial meetings and share a report on DOTAC and World DIAKONIA events and business.
4. Provide a report to the DUCC Coordinating Committee after each DOTAC Central Committee meeting, DOTAC assembly, and when relevant.
5. Write a yearly report for DOTAC Central Committee about the work of DUCC, the Centre for Christian Studies, and the Sandy-Saulteaux Spiritual Centre and other Diaconal activity and concerns that arise in The United Church of Canada.
6. At DOTAC assemblies, reports are made from each DOTAC member group. Coordinate this presentation on DUCC's behalf.
7. Be prepared to take on leadership in worship, and business matters at DOTAC Central Committee meetings and Assemblies. As possible, accept responsibility for other work that needs to be done in between DOTAC meetings.
8. Be in regular email and social media communication with DOTAC and DUCC Coordinating Committee.
9. Arrange to have DOTAC and World Diakonia information posted on DUCC website.
10. Encourage people to attend DOTAC, DOVE and World DIAKONIA events.
11. Provide names of Centre for Christian Studies and Sandy-Saulteaux diaconal ministry graduates to DOTAC President so they can provide congratulation and invite graduates to attend DOTAC and World DIAKONIA events.
12. DUCC may be asked to co- host a World, DOTAC, DOVE event. The working committee for DOVE, DOTAC and World DIAKONIA is usually Ecumenical. As appropriate, take leadership in this area.
13. Enjoy the ecumenical connection with other diaconal folks and maintain Ecumenical relationships

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<sup>1</sup> These meetings are often held in the United States, as travel is cheaper for the majority of the members of the Central Committee. However, meetings can be held in the (Global) South which means a longer travel journey for those from the North.

<sup>2</sup> DOTAC needs people who are committed to attending annual Central Committee meetings. It is essential that each member group have a representative at the table each time DOTAC meets. If the representative is not able to attend then the alternate representative needs to attend. In this case, the DUCC representative needs to provide information well in advance of the meeting, so that the alternate can make arrangements to attend.

with others from your area who may or may not be on the DOTAC Central Committee.

14. Ensure DOTAC and World DIAKONIA Fees are paid annually. Send thank you note to the national church for Fee payment.

Other:

1. Term is usually eight years (the period between two World DIAKONIA assemblies).
2. The DOTAC representative is usually chosen two years prior to taking on the beginning of their term. (which begins after the World DIAKONIA Assembly is over).
3. The incoming representative is mentored, by the incumbent representative, for one year prior to the beginning of their term.<sup>3</sup>
4. Once the representative's term begins, DOTAC pays for the representative to attend the annual Central Committee meeting.
5. DOTAC pays the costs of travel to DOTAC assemblies for the representative. DUCC makes a contribution to the registration.
6. DUCC makes a contribution to the travel and registration for the representative to attend World DIAKONIA.
7. The Representative is one of the voting Representatives to World DIAKONIA.
8. The Alternate DOTAC representative does not necessarily become the next DUCC representative to DOTAC.

Prepared by Linda M. Ervin

February 2007, Revised April 2015, Revised November 2016

Revision suggestions: Ted Dodd March, 2017

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<sup>3</sup> DUCC pays for the incoming representative to attend one Central Committee Meeting during this mentoring year.

**DUCC**

— **Winnipeg** —

**National**

— **April 17- 20, 2018** —

**Gathering**



Financial Statements: May 20, 2017

Income Statement

	Actual 2017	2017 Budget	
<b>Income</b>			
Membership	4,772.40	9,000.00	
Donations	1,104.60	900.00	
Staffing Grant		<del>2,500.00</del>	
Registration – National Gathering		12,500.00	
Travel- National Gathering (In/out)	530.00	7,500.00	\$480 + \$50
From Savings - National Gathering		5,000.00	
DUCC Pin (in/out)	27.00		
Misc. Income			
<b>Total Income (year-to-date)</b>	<b>6,434.00</b>	<b>34,900.00</b>	
<b>Expenses</b>			
Administration	*37.50	500.00	*postage
<b>Clusters:</b>			
Coordinating	*107.98	400.00	*2016 Conf. Calls
Advocacy		200.00	
Membership		500.00	
Communications Cluster		125.00	
Website domain fee			
Software update		100.00	
Webminder Honorarium		600.00	
Newsletter editor honorarium		<del>600.00</del>	
Regional Groups		500.00	
DUCC Liaison to UCC (Staff)	600.00	2,500.00	
National Gathering		25,000.00	
<b>Diaconal Connections:</b>			
DUCC DOTAC rep	*175.34	1,500.00	*2016 expense
DOTAC conf registration + travel			
DOTAC (Coffee Sponsorship)	677.70		
World registration + travel	2,000.00	5,000.00	(Upsdell, LaForet)
DOVE	*500.00		*2016 expense
DUCC Chicago Conference Registration			
<b>Financial Expenses:</b>			
Financial Review		850.00	
Treasurer Honorarium		600.00	
Bank Charges + new cheques	118.50	200.00	
Institutional Membership	*200.00		*Affirm United
DUCC Pins (in/out)	*571.20		
<b>Total Expenses</b>	<b>4,988.22</b>	<b>38,000.00</b>	
<b>Total Surplus/Deficit</b>	<b>+1,445.78</b>	<b>-\$3,100.00</b>	

2017-2020 4 year budget – Second Draft

	2016 Actual	2017 Budget	2018 Budget	2019 Budget	2020 Budget
<b>Income</b>					
Membership	6,150.00	9,000.00	9,000.00	9,000.00	9,000.00
Donations	1,399.00	900.00	900.00	900.00	900.00
Staffing Grant (Barb Elliott Trust Fund)		<del>2,500.00</del>			
Registration – National Gathering		12,500.00	25,000.00		25,000.00
Travel- National Gathering (in/out)		7,500.00			
From Savings - National Gathering		5,000.00			
Misc. Income	1,000.00				
<b>Total Income</b>	<b>8,549.00</b>	<b>34,900.00</b>	<b>34,900.00</b>	<b>9,900.00</b>	<b>34,900.00</b>
<b>Expenses</b>					
Administration	110.67	500.00	400.00	400.00	400.00
Clusters:					
Coordinating		400.00	300.00	300.00	300.00
Advocacy		200.00	200.00	200.00	200.00
Membership		500.00	200.00	200.00	200.00
Communications Cluster		125.00	125.00	125.00	125.00
Website domain fee			200.00		
Software update		100.00	100.00		100.00
Webminder Honorarium	600.00	600.00	600.00	600.00	600.00
Newsletter Ed. honorarium					
Regional Groups		500.00	400.00	500.00	500.00
DUCC Liaison to UCC (Staff)	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
National Gathering (DUCC)	1,206.75	25,000.00	25,000.00		25,000.00
Diaconal Connections:					
DUCC DOTAC rep		1,500.00	1,500.00	1,500.00	1,500.00
DOTAC conf reg + travel	1,152.87			*Vancouver 5,000.00	
World reg + travel		*5,000.00			
DOVE		**500.00	500.00		500.00
DUCC		*Chicago	*		*
Financial Expenses:					
Financial Review		850.00	600.00	600.00	600.00
Treasurer Honorarium	600.00	600.00	600.00	600.00	600.00
Bank Charges + new cheques	279.00	200.00	200.00	200.00	200.00
<b>Total Expenses</b>	<b>6,449.29</b>	<b>39,075.00</b>	<b>33,425.00</b>	<b>12,725.00</b>	<b>33,325.00</b>
<b>Total Surplus/Deficit</b>	<b>+2,099.71</b>	<b>-\$4,175</b>	<b>-\$1,425.00</b>	<b>-\$2,825.00</b>	<b>+\$1,575.00</b>



**REPORT ON THE BARBARA ELLIOTT TRUST FUND FOR  
INNOVATIVE MINISTRY**

Date: March 2017

**2016 Activity**

This report covers the time period of January 1, 2016 – December 31, 2016.

**Summary:**

<b>Opening Balance</b>		<b>\$ 161,490.89</b>
<b>Revenues</b>	<i>Donations</i>	\$ 620.00
	<i>Realized Income (gain/loss)</i>	\$ 33,069.15
	<i>Income Distribution</i>	\$ 7,047.03
	<i>Unrealized Income (gain/loss)</i>	\$ -29,290.97
	<b>Revenue Total</b>	<b>\$ 11,445.21</b>
<b>Expenses</b>	<i>Grants</i>	\$ 5,000.00
	<i>Administrative Fees</i>	\$ 2,418.76
	<b>Expense Total</b>	<b>\$ 7,418.76</b>
<b>Closing Balance</b>		<b>\$ 165,517.34</b>

**Total Grant Amount Available in 2017: \$ 16,157.01**

Please note that this fund had a rebate on the 2015 fees as the Foundation ended the year with an operating surplus. These surplus funds were returned on a pro-rated basis and the amount that was returned to this fund was \$404.60. This return is reflected in the 2016 opening balance and is why the opening balance of \$161,490.89 does not match the closing balance of \$161,086.29 on the 2015 report.

If you have any questions please contact Sarah Charters at 1-866-340-8223 or at [scharters@united-church.ca](mailto:scharters@united-church.ca)



**REPORT ON THE BARBARA ELLIOTT TRUST FUND FOR  
INNOVATIVE MINISTRY**

Date: May 2017

**2017 Quarter 1 Activity**

This report covers the time period of January 1, 2017 – March 31, 2017.

**Summary:**

<b>Opening Balance</b>		<b>\$165,517.34</b>
<b>Revenues</b>	<i>Donations</i>	\$75.00
	<i>Realized Income (gain/loss)</i>	\$0.00
	<i>Income Distribution</i>	\$0.00
	<i>Unrealized Income (gain/loss)</i>	\$5,628.11
	<b><i>Revenue Total</i></b>	<b>\$5,703.11</b>
<b>Expenses</b>	<i>Grants</i>	\$15,000.00
	<i>Administrative Fees</i>	\$603.26
	<b><i>Expense Total</i></b>	<b>\$15,603.26</b>
<b>Closing Balance</b>		<b>\$155,617.19</b>

If you have any questions please contact Sarah Charters at 1-866-340-8223 or at [scharters@united-church.ca](mailto:scharters@united-church.ca)



## Diaconal Ministers Serving in General Council Roles - March 2017

Committee Name	Constituent Name	Role	Conference	Start Date	End Date	Comments
Anglican Church-United Church Dialogue	Russell Mitchell-Walker	Diaconal	Sask	11/30/2016	12/15/2019	1st Term
Conference Presidents and Leading Elders	Keith Simmonds	Diaconal	BC	6/1/2016	6/1/2017	
Executive of the General Council	Brenda Curtis	Diaconal	Sask	10/21/2015	7/15/2018	Conference Representative
	David W. Hewitt	Diaconal	Mar	1/1/2011	1/1/2050	CES
	Debra Kiger	Diaconal	M&O	1/6/2016	7/15/2018	Chair - PC MEPS
	Kenneth E. DeLisle	Diaconal	MNWO	8/15/2015	7/15/2021	Conference Representative
General Council 42	Carey Wagner	Diaconal	Lon	8/8/2015	8/15/2018	Lon - MP
	Catherine Gutfahr	Diaconal	Tor	8/8/2015	8/15/2018	Tor - MP
	Gail Clarkson	Diaconal	Ham	8/8/2015	8/15/2018	Ham - MP
	Heather Sandilands	Diaconal	MNWO	8/8/2015	8/15/2018	MNWO - MP
	Keith Simmonds	Diaconal	BC	8/8/2015	8/15/2018	BC - MP
	Kenneth E. DeLisle	Diaconal	MNWO	8/8/2015	8/15/2018	MNWO - GCE
	Kim Horwood	Diaconal	BC	8/8/2015	8/15/2018	BC - MP
	Laura Fohse	Diaconal	Sask	8/8/2015	8/15/2018	Sask - GCE
	Mark Green	Diaconal	BC	8/8/2015	8/15/2018	BC - MP
Russell Mitchell-Walker	Diaconal	Sask	8/8/2015	8/15/2018	Sask - MP	
KAJROS: Movement Building	Kenneth E. DeLisle	Diaconal	MNWO	1/1/1753	7/15/2018	PMM representative
Mission & Service Advisory Committee	Jennifer L. Dresser	Diaconal	Sask	11/30/2016	12/15/2019	
Nominations Committee	Brenda Curtis	Diaconal	Sask	10/21/2015	7/15/2018	1st term
Observer - UCC Representatives	Keith Simmonds	Diaconal	BC	5/4/2016	7/15/2018	
PC-Ministry&Employment Policies&Services	Debra Kiger	Diaconal	M&O	8/18/2012	7/30/2018	2nd term
PC-Programs for Mission and Ministry	Kenneth E. DeLisle	Diaconal	MNWO	8/18/2015	7/30/2018	GCE cascade
Theology and Inter-Church Inter-Faith Committee	Martha E. Martin	Diaconal	Mar	8/18/2012	7/15/2018	

Total rows: 23

The United Church of Canada  
Committee Member Services

## **DUCC Staff – Report to 2017 Biennial Meeting –Chicago – May 26, 2017**

As I begin my report on my work over the last two years, I want to start with a note of pleasure. As your staff person my experience is that DUCC is functioning very well with a fine group of volunteers who offer their professional skills in administration, financial records, commitment to diakonia and truly care for those doing diaconal ministry. It is my pleasure to work with such a group.

My second introductory remark is an explanation of how I see my role and how work is identified. I primarily see this position accountable to and under the direction of Coordinating Cluster. I want my work to support the many volunteers who help make DUCC function, not take DUCC in directions that may be unique to my particular interests. My work is usually identified by the Coordinating Cluster. However, in relation to my support of the Communications Cluster, it developed from my volunteer role as member of the Maritime-based Communications Cluster. The Communications Cluster identified that there were several issues that needed to be clarified and felt overwhelmed with the complexity and the time needed to get the right people together to come to agreement on the issues. Before proceeding I took this request to the Coordinating Cluster and it agreed that this would be a good use of my time, because the issues were long-standing and hampering the overall functioning of DUCC. The Communication Cluster then guided the details of my work and reported on that work to the Coordinating Committee. I believe these relationships and understanding of my role have worked well.

### **1. Remit #6**

Soon after the 42<sup>nd</sup> General Council meeting General Council Office called and asked for Diaconal Ministers representation on an ad hoc group to prepare educational material related to Remit #6. However, Vicki McPhee and Russell Mitchell-Walker, the two Diaconal Ministers chosen did not feel their perspective was well represented in the final draft. The Advocacy Cluster met around this concern and recommended to the Coordinating Committee that DUCC could use this opportunity with presbyteries and pastoral charges to educate about diaconal ministry. The Coordinating Committee did not feel it had the mandate to advocate for or against Remit #6 based upon the divergent statements made in Crieff Hills. However, we agreed on a lot and that information would be helpful to the church as it discussed and decided on the remit.

The Coordinating Cluster asked Vicki McPhee, Ann Naylor and me to design and facilitate a process to prepare documents that would be sent directly to presbyteries and pastoral charges. Through consultation with conference clusters and a final national conference call, we accepted by consensus two documents on the history and identity of diaconal ministry that eventually was offered to presbyteries and pastoral charges.

The documents were used by Debra Kigar, who was a member of a webinar panel General Council Office organized. The further distribution of the documents was a challenge, because General Council office, and at least one conference, did not feel that they should distribute the documents. The reason for not distributing this material was perception of endorsement and precedence. The General Council staff person who read the documents felt they were good quality educational material. However, this refusal to distribute added significant time for me to develop alternative avenues for its distribution and reduced the confidence that all pastoral charges and presbyteries that actually received it. The matter of General Council office's unwillingness to distribute DUCC's material was addressed by the Coordinating Committee with the letter to the Moderator and General Council Executive. At the time of writing this report, no response has been received.

## **2. Communications**

It may not be apparent to all readers but the three topics that follow are all interrelated and need to be considered simultaneously. My role was to facilitate discussions and urge clarity of roles and tasks to maintain the tasks related to them.

### **a. DUCC Data**

For several years there has been confusion with regard to the purpose and maintenance of the data of DUCC members. Some of that confusion actually started with DUCC's understanding of membership. It was helpful to have Helen Reed's input on this, as treasurer, to clarify the income tax implications. Debra Kigar will continue to be responsible for maintaining this data and her suggestions greatly guided us to clarity. The detail of how DUCC's data will be maintained is in the report of the Communications Cluster, which guided the process. My role was to keep the process moving forward and assisting in getting the correct people to a common place. I am very pleased to say that I believe DUCC now has easily-maintained records that can be used for the purposes of DUCC.

### **b. Website & MailChimp**

Two important forms of communication from DUCC to its members and others interested in our activities are the DUCC website and MailChimp. Caryn Douglas worked as the webweaver and has agreed to continue the DUCC website into the future. The Communication Committee did create a role for one or two people who will periodically create the text for updating the website.

The MailChimp software allows DUCC to communicate via email to those interested in DUCC, some of whom are not members. For example, some General Council and Conference staff people subscribe to receive these emails. Caryn has also maintained this list of recipient and often created the text for emails. For the short-term Lori Crocker will create the text for the email, and then in the fall of 2017 Kathy Toivanen will take on this role.

### **c. Membership**

We left the Crieff Hills meeting with the intention to continue to have a Membership Cluster. For several reasons this never worked well. In the midst of seeking clarity on the maintenance of our data records, the Communications Cluster brought the Membership Cluster's responsibilities under its mandate and later Debra Kigar recommended and volunteered that she be the Membership information contact. This suggestion simplified the transmission of data and did not add significantly her workload. The Membership responsibilities for the next while will continue to relate to the Communications Cluster.

## **3. Liaison with General Council Office**

One of the roles of this staff position is to be DUCC liaison with General Council Office. My connection with the General Council office was centralized through Joe Ramsey until December 2016 when he resigned. In May 2016 Jenny Stephens took over as Team Leader for Policies and Programs for Ministry Personnel, but I have not had any contact with her. My main contacts now have been John Young, with responsibilities for Remit #6, Angie Musonza with regard to General Council data, and Diane Bosman, in seeking DUCC volunteers for General Council committees and staff openings.

## **4. Diaconal Ministers Serving on General Council Committees**

I have appended to my report a listing of Diaconal Ministers serving in General Council roles as of March 2017.

I hope my efforts have contributed to the strengthening of DUCC and forwarded its goals.

Together in ministry,

A handwritten signature in cursive script, appearing to read "Eric Tusz-King".

Eric Tusz-King