



The United Church of Canada Archives
Prairie to Pine Regional Council (in Winnipeg)



DUCC Digital Image Archive

The Vision

The Diakonia of The United Church of Canada (DUCC) is partnering with The United Church Archives in Winnipeg to gather and preserve our history and we need your help! Have you taken photographs of DUCC's activities, people, and events using your digital camera or cell phone? Would you be willing to donate digital copies of your best images to the Archives? We have stories to tell and you can help us do that by completing the steps below and donating your digital images to the Archives.

We know that if we do not actively collect our history that much of it will be lost as technology becomes obsolete, digital files degrade, and images are insecurely stored on old phones and cameras that become forgotten. Our goal is to gather hundreds of well-described images of DUCC that reflect our activities, our people, and our faith. In the Archives, these images will be preserved indefinitely and made accessible to DUCC, the broader Church, the wider community, and students wanting to learn about you and others in DUCC.

Our Partners

- DUCC Photographs Sub-Group of the Archives Committee:
 - Kimiko Karpof – kimiko_k@telus.net
 - Ann Naylor – annnaylor@shaw.ca
 - Lynda Gow – lngow09@gmail.com
 - Sally Meyer – sallymeyer2016@outlook.com

Please contact Ann Naylor if you'd like assistance selecting or describing your images.

- Erin Acland
Keeper of the Archives, The United Church of Canada Archives Winnipeg (Prairie to Pine)
Please contact Erin if you have questions about the project and how to donate your images. Email is best Ucarchives@uwinnipeg.ca but Erin can also be reached by phone 204-783-0708.

Deadline

Please email your images and completed form by February 12th, 2021.

Steps to Donate

Please, follow the steps below to donate your digital images. If you need more information or have questions, these steps will be discussed via 30-minute webinar over Zoom:

- Friday January 15, 2021 – 1:00 pm (CT).

The United Church of Canada Archives
University of Winnipeg
515 Portage Avenue, Winnipeg, Manitoba R3B 2E9
Phone: (204) 783-0708 • Fax (204) 786-1824 • ucarchives@uwinnipeg.ca



1. Assess and select excellent digital images:
 - a. Is it clear? Good colour? Everyone in frame? Well taken? Would you put it on your fridge?
 - b. Is it a representative sampling of a larger event, activity, or person?
 - c. Does it fit with DUCC's Image Categories? Please see appendix as a guide.
 - d. Does it reflect the ethos, activities, and people of DUCC?
 - e. *Optional* Do you have over 50 digital images to send and would like to discuss alternate methods to select and donate them? Send an email to ucarchives@uwinnipeg.ca

2. Complete the DUCC Image Donation Form and describe each image:
 - a. Please sign (or type if necessary) the Deed of Gift and include contact information.
 - b. Without detailed descriptions, the meaning of images is quickly lost. So please pass along your knowledge of each and every image you donate.
 - c. Finding the form overwhelming? Need help with naming people, or remembering dates and events? We have DUCC volunteers who would love to talk with you over phone or email! Please contact Ann Naylor - annnaylor@shaw.ca

3. Rename Images and save them as jpegs or tiffs (or ideally both!)
 - a. Please rename each photo as DUCC_YOURLASTNAME_1 (or 2, 3, etc)
 - b. Send this completed form and your high quality jpeg/ tiff images as attachments via email(s) to ucarchives@uwinnipeg.ca
 - c. Have questions about a and b? Please attend our webinar or send an email to the above address.
 - d. *Optional* Are you a tech wiz? Do you have extremely high-quality images you wish to donate? Please be in touch with the email address above.

4. Do you or someone you know have physical images, such as printed photographs, slides, negatives, and/ or albums? Would you like to donate these physical items to the Archives or digital scans of them? Please start thinking about what you have that you may wish to donate. In Phase Two of this project, we'll be shifting our focus from the digital world to the physical one. If the items are in a precarious place and you need help sooner, then please contact ucarchives@uwinnipeg.ca.

5. Thank you for donating your digital images to The United Church Archives! Please fill out the DUCC Image Donation Form as best you can and email your completed form along with your digital images to: ucarchives@uwinnipeg.ca



Appendix Categories for DUCC Photo Library – June 20, 2019

Explanation of terms: There are several categories of photos which will be repeated at different events or periods.

- **In Ministry** - *Repeated in different eras. These will be images of Deaconesses, WMS Missioners, Certified Employed Churchmen, Commissioned Ministers, and Diaconal Ministers in the act of ministry. This section should represent the diverse types of ministry in the church and the community.*
- **Formal pictures** - These pictures would be staged shots of committees, presenters, awards, presentations, guests (ecumenical, international, and denominational), etc.
- **Group Picture** - This category is to include all-participant photos, not small groups
- **Impromptu** - The purpose of these images is to capture the social life of DMs when gathered (greeting one another, dancing, walking, eating, conversations, etc.)
- **Meeting Year, Location, and Theme** – Pictures that depict year, where an event took place, and the event's theme
- **Meetings Dynamics** – These pictures would include photos of small groups, plenary, worship, ice breakers, coffee breaks, etc.

- 1) Prior to founding of DUCC
 - a) Deaconess Order
 - b) Association of Professional Church Workers (APCW)
 - c) Consultations in 1980's with Deaconesses, WMS Missioners, Certified Employed Churchmen, Commissioned Ministers about our name and relationship with UCC
 - d) In Ministry
- 2) Founding of DUCC
 - a) Planning meetings
 - b) Event at Five Oaks
 - i) Formal pictures
 - ii) Group Picture
 - iii) Impromptu
 - iv) Meeting Year, Location, and Theme
 - v) Meeting Dynamic
- 3) Each Biannual National Gathering of DUCC (In the final version each gathering will listed)
 - a) Year, location, and theme
 - i) Formal pictures
 - ii) Group Picture



- iii) Impromptu
- iv) Location indicators
- v) Meeting Dynamic
- 4) DOTAC – quadrennial gatherings (In the final version each gathering will listed)
 - a) Year and location
 - i) Formal pictures
 - ii) Group Pictures
 - (1) Whole group
 - (2) DUCC participants
 - iii) Impromptu
 - iv) Meeting Year, Location, and Theme
 - v) Meeting Dynamic
- 5) World Diakonia – quadrennial gatherings (In the final version each gathering will listed)
 - a) Year and location
 - i) Formal pictures
 - ii) Group Pictures
 - (1) Whole group
 - (2) DUCC participants
 - iii) Impromptu
 - iv) Meeting Year, Location, and Theme
 - v) Meeting Dynamic
- 6) General Council – frequency has changed (In the final version each gathering will listed)
 - a) Year and location
 - i) Formal pictures
 - ii) Group Pictures
 - (1) Whole group
 - (2) DUCC participants
 - iii) Impromptu
 - iv) Meeting Year, Location, and Theme
 - v) Meeting Dynamic
- 7) DUCC Representatives at Irregular Events
 - a) Attendance as ecumenical events or sister diaconal associations
- 8) Diaconal Ministers in Leadership
 - a) General Council Staff
 - b) Conference Staff
 - c) Presbytery Staff
 - d) Global, national, provincial, municipal or community positions



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- 9) Diaconal Ministry by Decades
- a) 1970 – 1979
 - i) In Ministry
 - b) 1980 – 1989
 - i) In Ministry
 - c) 1990 – 1999
 - i) In Ministry
 - d) 2000 – 2010
 - i) In Ministry
 - e) 2010 – 2020
 - i) In Ministry