

**DIAKONIA WORLD FEDERATION (DWF)
EXECUTIVE COMMITTEE (EC) Zoom MEETING
July 14th /July 15th – 17th/July /July 18th 2020**

PRESENT:

Members: Sandy Boyce (President); Meresiana Kuricava (DAP Regional President); Ted Dodd (DOTAC Regional President); Marianne Uri Øverland (DRAE Regional President and Vice-President DWF); Anne Russell-Brighty (DAP Vice-President); Christa Megaw, Advisor (DAP); Jan Cherry (DOTAC);

Birgit Banzhaf (DRAE); Sr. Elisabeth Maier (DRAE);

Ibironke Oworu (DRAE Vice-President); Gordon Pennykid (DRAE);

Officers: Rfl Thorsten Walter; Diane Kaufmann, Web Manager; Traude Leitenberger, Secretary

Guests: Sara Manning, proposed new Web Manager, July 16th;

Judy Knowling, Assembly 2022 planning team, July 17th;

Sandy Boyce welcomed the Executive Committee. She led us in a reflection and devotion with virtual Holy Communion. Prior to the Zoom Meeting we were asked to prepare a glass of wine, juice or water and bread. Members of the EC had been assigned to lead various sections of the liturgy.

Sandy outlined the EC agenda and explained how we will go forward under this new and special situation. We are in different time zones, for some it is late night, and for others early morning. Covid 19 has had a tremendous impact globally and we had a time to share our personal experiences and how the pandemic has impacted us in our local context.

Each of the devotions was led by our Regions - DRAE, DOTAC, DAP.

Approval of the 2019 minutes

It was noted that a reference to the Financial Futures Task Group had not been included in the minutes. With this addition, the minutes from the 2019 EC meeting at Neuendettelsau, Germany were **approved**.

1.Reports

1.1 President (*See report*)

1.2 DAP Regional Report: Christa Megaw (*See report*)

1.3 DOTAC Regional Report: Ted Dodd (*See report*)

1.4 DRAE Region Report: Marianne Uri Øverland (*See report*)

1.5 Finance Report: Thorsten Walter (see report) **and 4, 5.**

1.6 Report of Webmaster: Diane Kaufmann (*See report*) and agenda item 3

1.7 Secretary: Traude Leitenberger (*See report*)

Action: Reports will be uploaded on DIAKONIA Website with the minutes

2. Other reports

2.1 RE-DI

2.2 International Diaconate Center (IDZ)

The meeting in March 2020 in Stuttgart was cancelled due to COVID19. Sr Elisabeth Meier and Sr Traude Leitenberger had planned to attend. An international study conference in Barcelona/Spain is now scheduled for Sep. 15-19, 2021.

2.3 World Council of Churches (WCC)

3. Financial Futures Task Group: Ted Dodd (*see report*)

At the November 2019 meeting of the DWF Executive Committee, a Financial Futures Task Group (FFTG) was created. Members of the FFTG are Ted Dodd, Anne Russell-Brighty, Gordon Pennykid, and Thorsten Walter. The Task Group met monthly January to June 2020 via a variety of electronic platforms.

After reviewing the budget, the FFTG concluded that the cost of the Executive Committee meeting annually is the biggest percentage of the DWF budget and therefore the most logical place to trim expenses. Several changes were proposed to the way the DWF EC operates and are intended to address the high costs of travel, accommodation, and meals. In addition, the FFTG believe that we need to be modelling new ways of meeting to reduce our footprint on the environment and to monitor the personal safety issues involved in international travel.

Recommendation #1: It was **agreed** that the Executive Committee meets every two years (instead of annually) with multiple meetings in between via electronic platforms. If there are new members to the EC, the first meeting should be face to face.

Recommendation # 2: It was **agreed** that the following people be invited to join the meetings via electronic platforms as 'Orders of the Day' at specified times during the meetings: the Chair of the Planning Team for the upcoming Assembly; the Web Manager; the e-news editor; Chairs of any Committees or Task Groups.

Recommendation #3: It was **noted** that the work of DWF would be enhanced by establishing a series of Committees, Working Groups and Task Groups to further the work and deepen the networks of the Federation beyond those on the Executive Committee. By involving more people in DWF, there would be an increased interest and investment in the organization, and an energized re-commitment to the organization's mission.

It was **agreed** that the Executive Committee would establish the following Committees:

1. Volunteers Coordinating Committee (previously 'Nominations') by Nov 1, 2020 (See Recommendations #4)
2. Communications (See Recommendations #16)
3. Membership Connections (See Recommendations #17)
4. DIAKAID (See Recommendations #18)
5. Donor Development (See Recommendations #6)
6. Finance Committee (See Recommendations #7)
7. Social Justice Initiatives and Networking (See Recommendations #19)
8. New Member Communities (See Recommendations #20)
9. Diaconal Formation (See Recommendations #21)
10. Theology of Diakonia (See Recommendations #22)

Working purpose statements, job descriptions, and membership guidelines be established for each committee. Each of these committees will consist of at least three members who will meet electronically at least twice annually. Each of the committees will report to the Executive Committee at least annually.

Recommendation #4: It was **agreed** that the Volunteers Coordinating Committee membership will represent the three regions of DWF and be responsible for recruitment, orientation, and appreciation of volunteers throughout the organization.
Action: The Regional Presidents of DRAE, DAP and DOTAC will recruit members for the Nominating Committee by November 1, 2020

Recommendation #5: It was **agreed** that the Volunteers Coordinating Committee will recruit volunteers for Committees according to the following timelines:
a) by 1 March 2021: Communications, Membership Connections and DIAKAID
b) by 1 November 2021: Donor Development, Finance Committee and Social Justice Initiatives and Networking
c) by 1 March 2022: New Member Communities; Diaconal Formation; Theology of Diakonia

Recommendation # 6: It was **agreed** that the Donor Development Committee will nurture and oversee our donor base by reviewing historical patterns, making personal contact, and imagining creative ideas for developing donor relationships.

Recommendation #7: It was **agreed** that the Finance Committee will oversee financial management of DWF, establish financial policies including travel funds, and prepare long term budgets, with at least three members including the Treasurer. A representative for Finance and Laws Support (RFL) at Diakoneo will serve ex officio members on this committee.

Recommendation #8: Donation link to be added to the website
It was **agreed** that a donation link, such as PayPal, be added to the website and included in all communication media (e.g. E-news, Facebook, President's Blog, distribution of the Monthly Prayer, dues collection notices, correspondence with member communities).
Action: The Web Manager and the RFL at Diakoneo to coordinate this venture, with a goal to be up and running by September 1, 2020.

Recommendation #9: Automatic payment/direct Debit to be set up for DWF
It was **agreed** that a system for collecting Pre-Authorized Remittance/Automatic Payment/Direct Debit be set up for DWF, with information on all DWF communication media.
Action: The Web Manager and RFL at Diakoneo will coordinate, with a goal to be up and running by October 1, 2020.

Recommendation #10: Bequests and wills
It was **agreed** to promote opportunities for members to remember DWF in their wills and bequests.
Action: The RFL at Diakoneo will create a document that includes the appropriate legal wording in German and English, by September 1.
Action: The Web Manager will ensure it is added to all DWF communication media.

Recommendation #11: Offerings for Assemblies, DIAKAID, Emergency Funds
It was **agreed** that we dedicate offerings at Assemblies to the DWF Travel Fund and/or DIAKAID.
Action: The DWF Assembly Planning Team will oversee this offering for Darwin 2022.

Recommendation #12: Member communities donations to DWF travel fund/DIAKAID
It was **agreed** that DWF member associations be invited to consider offerings at community gatherings to go towards the DWF Travel Fund and/or DIAKAID.

Action: The Secretary to communicate regularly with member associations about this.

Action: The Web Manager to add to all DWF communication media.

Recommendation #13: No change of membership fees structure

It was **agreed** that, at the present time, there will be no change to the current membership fees structure. The current financial situation for DWF is not so urgent that we need to take any steps at this point.

Action: The Finance Committee will consider this matter further.

Recommendation # 14: Investment strategies

It was **noted** that the RFL at Diakoneo will present the Executive Committee with recommended investment strategies in July 2020. Funds are to be invested, as much as possible, ethically and with an eye toward safety and caution and reviewed by the Finance Committee and Executive Committee at least annually.

Recommendation #15: "Benefit of Membership"

The draft 'Benefit of Membership' (July 2019) statement was **noted and affirmed:** DIAKONIA offers an international and ecumenical community of diaconal friendship, connecting us in diversity and commonality.

DIAKONIA broadens our worldview and deepens our sense of diaconal vocation.

DIAKONIA reminds the church of God's call to justice, compassion, and peace for creation, and assists us in living out our ministries in the world with vision and hope.

The church is not the church without diakonia.

Action: Circulate to member associations and in all communication media.

Recommendation #16: Establish the Communication Committee

It was **agreed** that a Communications Committee be established. In addition to three members to be appointed, the following will serve as ex officio on the Committee: the E-news editor, Web Manager, President, Secretary or distributor of the Monthly Prayer Letter. The role of the Communication Committee will be to identify a variety of communication strategies to share the work of DWF, to highlight the people and the programs (including the DWF Monthly Prayer). The Committee will find ways to boost our social media presence (e.g. Instagram, Twitter, Facebook), upgrade the DWF website, and oversee the E-news communication.

Action: Establish the Communication Committee by 1 March, 2021

17: Establish the membership Connection Committee

It was **agreed** that a Membership Connections Committee be established to focus on relationships within this international and ecumenical federation between Assemblies.

This may include organizing electronic meetings that offer educational programs; developing check in support groups; connecting those who are involved in similar ministries (e.g. prison chaplains, hospice workers, anti-poverty activists).

Action: Establish the Membership Connections Committee by 1 March, 2021.

Recommendation #18: DIAKAID Committee

It was **agreed** that a DIAKAID Committee be established to re-invigorate the work of DIAKAID by:

* Establishing clear criteria and priorities for projects

- * Advertising the fund amongst the members
- * Cultivating projects and nurturing those making applications
- * Overseeing the projects and receiving reports
- * Sharing stories of the projects in our communication media

Action: Establish the DIAKAID Committee by 1 March, 2021

Recommendation #19: Social Justice Initiatives and Networking Committee

It was **agreed** that a Social Justice Initiatives and Networking Committee be established, to imagine ways that the members of our organization might be supportive of social justice initiatives undertaken by our member associations, other ecumenical partners, and individuals. The Committee will find ways to set priorities and concentrate our justice work. They will develop communications strategies in collaboration with the Communications Committee.

Action: Establish the Social Justice Initiatives and Networking Committee by 1 November, 2021.

Recommendation #20: New Member Communities Committee

It was **agreed** that a New Member Communities Committee be established to research diaconal communities that are not presently members of DWF, to establish relationships with a view to inviting them to join DWF. The Committee will also develop resources for initiating diaconal communities where none exist at present.

Action: Establish the New Member Communities Committee by 1 March, 2022.

Recommendation #21: Diaconal Formation Committee

It was **agreed** that a Diaconal Formation Committee be established to network with instructors who are leading diaconal formation programs for their associations, and to develop platforms for sharing ideas and resources amongst the groups and leaders.

Action: Establish a Diaconal Formation Committee by 1 March, 2022.

Recommendation #22: Theology of Diakonia Committee

It was **agreed** that a Theology of Diakonia Committee be established to survey and review the current literature in diaconal theology. In cooperation with the Communications Committee they will find ways to share this scholarship and academic literature amongst our members.

Action: Establish a Theology of Diakonia Committee by 1 March, 2022.

Recommendation #23: The EC to intentionally develop ecumenical contacts

It was **agreed** that the DWF Executive Committee develop concrete plans and strategies for enhancing our relationship with other ecumenical and international partners that are doing the work of diakonia. These organizations would include, at least:

- * World Council of Churches
- * ReDI (Research Diakonia)
- * International Diaconate Centre (Roman Catholic)

Action: This plan is to be further developed early in 2021.

The substantial work of the members of the FFTG was affirmed (Anne Russell-Brighty DAP; Gordon Pennykid, DRAE and DIAKONIA Treasurer; Ted Dodd, DOTAC; Thorsten Walter, DIAKONEO Neuendettelsau).

4. Financial report: Thorsten Walter

4.1 German financial laws for DIAKONIA e.v.

Thorsten Walter identified the changes in relation to the transfer from Foundation DIAKONIA in the Netherlands to DIAKONIA e.V. in Germany in order to comply with German association law in regards to financial matters.

4.2. Purpose of donations

It is important to inform members that the purpose of donations must be clearly identified, for bookkeeping purposes.

4.3 Income and Expenditure 2019

The income and expenditure are within budget. The expenditure was lower than anticipated.

4.4 Membership fees

The process was outlined, namely that:

- a) Regional Presidents will take responsibility to update the number of members in each association in the Region at the beginning of each calendar year;
- b) The invoice for membership fees for each association will be prepared and issued according to the updated membership numbers.

At present, membership fees remain unchanged.

Further work needs to be done on the process for member associations who do not pay annually.

4.5 Decisions

The EC **approved** the following:

- (i) Transfer of foundation capital from the Netherland to Germany and credit balance to be project related funds
- (ii) Opening of PayPal account. Gordon Pennykid, appointed as the Chief Financial Officer, will supervise the account.
- (iii) Decision of investing € 50.000, in real estate fund, equality and bond fund, sustainable equality fund.
- (iv) Document on website concerning inheritance is being worked on
- (v) approval of the financial statement

5. Budget 2021

The EC **approved** the following budget:

BUDGET DWF	Covid 2020	Budget 2021
INCOME/Einnahmen	41.005,00 €	51.300,00 €
Member fees/Mitgliederbeiträge	36.000,00 €	38.500,00 €
Interest / Zins	5,00 €	1.500,00 €
miscellaneous / Sonstige Einnahmen	- €	- €
Donations / Spenden	2.000,00 €	8.300,00 €

Assembly / Versammlungen	- €	- €
From general fund / aus allgemeinen Mitteln		
From / von DIAKAID	3.000,00 €	3.000,00 €
EXPENDITURE / Ausgaben	22.600,00 €	52.500,00 €
ExCo / Vorstandsversammlungen	1.000,00 €	20.000,00 €
Contract / Vertrag Diakoneo	8.000,00 €	8.000,00 €
Honorariums / Honorare	4.000,00 €	4.000,00 €
Professional services / Dienstleistungen	4.000,00 €	4.000,00 €
President's fund / Präsidenten-Fonds	- €	2.000,00 €
Ecumenical / Ökumene	600,00 €	2.000,00 €
Admin / Verwaltung	- €	1.500,00 €
Miscellaneous / Sonstiges	1.000,00 €	1.000,00 €
Assembly / Versammlungen	- €	- €
Grants (DIAKAID) / Zuschüsse (DIAKAID)	3.000,00 €	5.000,00 €
New Strategy Committees (Comms, SJ etc)	1.000,00 €	5.000,00 €
surplus transfer to general fund		
Income Statement (Überschuss/Verlust)	- 18.405,00 €	1.200,00 €

It was **agreed** that the Finance Committee would discuss and make recommendations regarding the costs in relation to online platforms eg MailChimp (for e-news), and the website/s.

6. Web Manager

Diane Kaufmann has been the Web Manager since 2012 and has indicated she plans to hand over responsibilities by the end of 2020. She has offered any assistance to her successor. Diane has done a great job transitioning the former DWF website to a new format, and updating the website regularly. The EC thanked Diane for her work, and her dedication.

Sara Manning from LDA Valparaiso/ USA was introduced and proposed as the new Web Manager. A small honoraria will be made of 3000 Euros for the set up of the new web site for DWF and DWF Regions in 2020, and 1500 Euros for ongoing annual honoraria for web maintenance and updating. In addition, the Web Manager

will be invited to attend the next face-to-face Executive Committee to become familiar with the EC members and its work.

The EC **agreed** to appoint Sara as the new Web Manager, and Sara has accepted the role. The Web Manager will be a member of the Communications Committee.

A suggested timeline outlines the responsibilities for the second half of 2020:

- * July-August 2020: Cultivate skills and knowledge re web design and construction through consultation with current Web Manager and others
- * September 2020: Consult widely about the redesign of the current DWF, DRAE, DOTAC and DAP websites
- * October 2020: Redesign the website(s) to make it dynamic, engaging and readily accessible to authorized contributors
- * November 2020: Test the website(s) with various stakeholders, and train authorized administrators to enter/upload updates to the website.
- * December 2020: Website(s) up and running

7. DIAKONIA e-News

The second edition of DIAKONIA e-News was received well. The current editorial team is Ted Dodd, Jan Cherry and Sandy Boyce, who work together as an advisory team. It is the intention that this e-news will provide regular news, updates and resources with a wide readership in member associations. The program has a translation button which is an asset to deepen understanding.

The next E-News will focus on how we as diaconal people are finding our "new normal" in a time of pandemic and social distancing. Further information from the editor news@diakoniamworld.org or direct to Jan Cherry, janmcherry@comcast.net

8. New DWF Member

The EC received a membership request from the Kaiserswerther Schwesternschaft in Germany. This new community has 74 members and complies with all requirements for DIAKONIA membership. Kaiserswerther Schwesternschaft had been approved for DRAE membership.

The EC **approved** the membership request.

9. Bylaws

Jan Cherry presented the edited version. The EC discussed proposed changes.

Action: The EC will finalise changes at its next meeting in September 2020.

10. New DWF Logo *(see report for further details)*

In 2019, it was suggested that the logo from the DIAKONIA World Assembly in Berlin (2013) be used for an updated logo, both for World and the Regions. It has been necessary to clarify copyright arrangements, and fees for the graphic designer to tailor the logo for our purposes. A document was tabled outlining the costs and usage fees.

The EC **agreed** to proceed with a contract for the right to use the logo for 10 years. Further work will be done by the graphic artist in consultation with the DWF EC.



11. DIAKAID and Emergency Funds

11.1 Application for DIAKAID

An application was received from the Order of Deaconesses Methodist Church Nigeria, presented by Ronke Oworu. The project proposed for school kits to less privileged primary school students to attend school. Given the disruption of COVID-19, this project has been postponed.

Action: Marianne Uri Øverland, Ronke Oworu, Gordon Pennykid will file the application for consideration at a later date.

11.2 DIAKAID-COVID-19-Projects

The EC recognizes the different ways member associations have engaged in responding to COVID-19, and will invite applications for a 'quick turn around' grant that will offer support for short term projects and activities specifically responding to the COVID-19 pandemic. A flyer and application form has been uploaded on the DIAKONIA website and sent by email to all members. The deadline for applications is August 28, 2020, with consideration by each Regional Ex Co and/or Regional President, and a recommendation by the Regional President to the EC.

12. Election of President and appointment of new Secretary 2022

Postponed to next zoom meeting

13. World Assembly in Darwin 2022

Postponed to next zoom meeting.

14. Archive affairs

Postponed to next zoom meeting

Dates for Executive Committee Zoom Meeting 2020

September 3rd (DRAE, DOTAC), September 4th (DAP)

November 5th (DRAE, DOTAC), November 6th (DAP)

Mössingen, August 10th, 2020



Sandy Boyce, President



Traude Leitenberger, Secretary