

**DIACONAL FORMATION COMMITTEE Charter**

1. **Purpose**

This committee shall coordinate and support a network of those doing diaconal formation within the DIAKONIA World Federation (DWF) for the purpose of sharing this information within the Federation.

1. **Meetings**

The committee shall meet at least twice annually via electronic platforms.

1. **Membership**

The Diaconal Formation Committee shall consist of at least three members who are not members of the Executive Committee.

These persons are to be chosen for their competence in nurturing relationships and hosting (on-line and/or in-person) gatherings, and for their interest in diaconal formation and training.

They should represent the international and ecumenical diversity of the three geographic regions of the organization.

Members of the committee shall be appointed for one term (from DWF Assembly to the next) and are eligible to serve one additional consecutive term.

A member(s) of the Executive Committee shall be *ex officio* member(s) and act as liaison to the Executive Committee.

The chair of the committee will be chosen from among the members who are not ex-officio members.

1. **Relationships**

The Diaconal Formation Committee will report to the Executive Committee at least annually making

recommendations and suggesting actions.

The Executive Committee will oversee the work of the Volunteer Coordination Committee and make recommendations and suggest actions to the Volunteer Coordination Committee.

1. **Specific Duties**

a. Research the variety of diaconal formation programs, courses, and schools throughout the DWF.

b. Approach directors, instructors, and leaders of diaconal formation to assess the interest, need, and ideas for connecting as a network.

c. Develop platforms for sharing ideas and resources amongst the groups and leaders.

d. Recruit leaders to facilitate gatherings of diaconal formation leaders.

e. Keep minutes of meetings and maintain records of committee actions.

f. Annually report to the Executive Committee, indicating actions and progress of the Diaconal Formation Committee and making suggestions for any plans or next steps.

g. Periodically review and revise the Charter and policies of the Diaconal Formation Committee, and if necessary, submit recommendations and documents to the Executive Committee for consideration and approval.

h. Submit any budget considerations to the Treasurer for the annual budget process.

Adopted by DIAKONIA World Federation Executive Committee in 2020.