

REPORT OF DIACONICAL WORK

ELCTND 2005-2008



Rev. Dr. Martin Burkhardt (Diaconical Secretary)
May 2008

CONTENT

<i>Narrative Report</i>	3
<i>The work of HuYaMwi</i>	6
<i>The Work of OAPND</i>	8
<i>Disabled Program</i>	10
<i>Developments in the districts</i>	11
<i>Administration</i>	16
<i>Files in the diaconical department</i>	21
<i>Online-Documentation</i>	22
<i>CD- Documentation</i>	23
<i>Office Equipment</i>	24
<i>Bank- accounts</i>	25

NARRATIVE REPORT

What happened within 3 years

Diaconial work before the year 2005

In September 2003 the former diaconal secretary Rev. Urassa died. By bad luck his files were brought to an other place and were brought back to the department in total disorder. Therefore it is difficult to reconstruct the former activities of the diaconal department.

Since the time of the first missionaries different diaconal ministries had been implemented, mainly schools and hospitals. To some extend the congregations collected money and equipment to share it with the poor. The former bishop Kweka founded three diaconal centres:

1. Ushirika wa Neema - a sisterhouse being supported by the Sisterhouse in Augsburg (Germany).
2. The Usa River Rehabilitation Centre (today Meru diocese).
3. Faraja Diaconal Centre being supported by Rummelsberg (Germany) including a brotherhood of male deacons and a primary school for physically disabled children.

Rev. Urassa tried to reinforce the diaconal ministry on the parochial level. I was able to see the fruits of his work in Qurus (Karatu) and in Uwuo (Kilimanjaro East) where he founded parochial schools for mentally disabled children. His main emphasis was to strengthen the urban diaconal ministry in Moshi, where he started to found a diaconal network between the city parishes.¹

However as he was working without the support of the districts he was only able to reach out to few parishes. So the ELCT ND was really missing a concept to establish a meaningful diaconal ministry in all parishes.

The year 2005

Meanwhile the Orphan ministry of the LBS Mwika had developed a model for a community based diaconal ministry.² I guess one of the reasons I was asked to

¹ See chapter about district development, section Kilimanjaro Middle.

² See chapter about HuYaMwi.

lead the diaconical department was my experience as the chairperson and founder of HuYaMwi since 2003. Immediately after I received the first request in February 2005, I started to work out general diaconial guidelines, discussing the issue frequently with Dr. F. Shoo, the assistant of the bishop and also with the two deacons in the department Deacon Kaaya (Fraja) and Deaconess Raunio (FELM).

In October 2005 I was finally introduced to be the head of the diaconic department.

The year 2006

In March the final draft of the diaconal policy was approved by the executive committee of the ELCT ND. Meanwhile I had visited all five districts and I was able to give a first summary of the diaconal work in the ELCT ND.

In May bishop Shao asked me now to build up an orphan ministry in the area of the whole diocese using the example of HuYaMwi. In August the guidelines of this ministry were passed by the executive committee of the ELCT ND founding the „Orphan and AIDS program of the ELCT ND“ (OAPND).³ In December 2006 this ministry started with the first meeting of its committee.

Meanwhile I had done a broad baseline study about the ministry possibilities of OAPND. The first results were presented to the leadership of the diocese on the 16.10.2006, being a part of a HIV/AIDS sensitization seminar.

The year 2007

I used this experience to draft the „Policy on HIV/AIDS of the ELCT ND“ and the strategic plan of OAPND, documents which were handed over to TACAIDS in February and March 2007.

In January 2007 in four districts diaconal co-ordinators were already at work. My main emphasis was now to train and empower this diaconal staff. I taught four 3-4 daylong seminars until April 2008. My co-teacher was Dr. Declare Mushi, an expert for public health. I used mainly my concept „School of thinking“⁴ giving them a broad knowledge of up to date research, analysis, planning and intervention methods.

After the establishment of OAPND I tried at least to start a diocesan disabled program. A committee for disabled people was founded in June and until September

³ See chapter about OAPND.

⁴ See the German version: www.schule-des-denkens.de

it developed a syllabus for a first seminar in all pilot parishes to register disabled people.⁵

The year 2008

In the remaining time until May I tried to finish up my work. The training course for the district coordinators was finished. As the help from TACAIDS delayed, OAPND started an emergency program, giving out its first money after a preparation period of almost two years.

⁵ See chapter about disabled program.

THE WORK OF HUYAMWI

A catalytic ministry

The work of HuYamwi has been documented in several reports.⁶ So I can just highlight some important facts, especially the relationship of HuYamwi and the diaconical ministry of the ELCT ND.

The meaning of HuYaMwi for the diaconical ministry

First HuYaMwi as a department of the LBS Mwika is logically not a branch of the diaconic network of the ELCT. HuYaMwi belongs to the educational branch. However as education is needed to develop a community based diaconic ministry HuYaMwi and LBS Mwika has become very important. Since 2003 hundreds of lay persons have been trained in basic methods of the orphan ministry. The seminars are supported by the two books published by HuYaMwi.⁷

An other issue is the on going research and the maintenance of guidelines and methods. Presently almost all HuYaMwi guidelines and method are already adopted by OAPND.⁸ So HuYaMwi has become a producer of „seeds“, which can now be implanted in the whole diocese.

HuYaMwi and OAPND

Unfortunately there was no broad discussion, how to enlarge the orphan ministry in the diocese. Basically there had been two options:

1. To scale up HuYaMwi being a ministry covering the whole ELCT ND. By this HuYaMwi needed to switch from a dependent department to an independent ministry within the ELCT ND cutting off the historical roots from its origin as a department of LBS Mwika.
2. To found a new ministry with the task to reach full ministry coverage. This option was chosen by founding OAPND.

This second option caused another problem: What is the relationship of OAPND and HuYaMwi? In the guidelines of OAPND HuYaMwi is defined as **full member** of the OAPND community with the **special function as a independent research and evaluation centre**.

⁶ See website www.huyamwi.org

⁷ „Ushauri kwa walezi wa yatima“ and „Ufanisi wa vikundi na kamati katika jamii.“

⁸ Only the guidelines for the medical fund needs still a final adaption by OAPND.

Meanwhile HuYaMwi has introduced an academic day, research guidelines and a research plan. These plans were accepted officially by the executive committee of OAPND on the 1.4.2008.

An other issue is funding. HuYaMwi is well introduced since 2003 and is receiving a lot of funds. It is maybe the only institution of the ELCT ND whose budget is already funded in cash at the beginning of a new year. In the contrary OAPND needs to care for thousands of orphans and funding is still low. There is a danger of a **competition especially for the funds from Germany**. Deacon Mori and Abisai Marandu, an orphan supported by HuYaMwi, will visit Germany. I tried to make arrangement in Tanzania and in Germany, that this visit will be on behalf of OAPND and not only on behalf of HuYaMwi. I am still afraid this will not work out properly and HuYaMwi will receive much more funds.

The future of HuYaMwi

As OAPND has taken over the responsibility to provide an area-wide ministry, HuYaMwi has the possibility to specialize and to sharpen its own profile. HuYaMwi can concentrate now on research, training and education.

There are plans to **reach out to other dioceses**.⁹ But HuYaMwi has still not enough resources to do it. The main reason are not funds, but a lack of trained research personal and of course a vehicle to reach out for long distances.¹⁰

An other plan is **to register HuYaMwi as an FBO** owned by LBS Mwika. Then it would be easier to access funds.

All these steps needs a strong management and also a clear control structure. Plans to establish a **subcommittee of the board** of the LBS Mwika, which will deal with HuYaMwi only, have been already brought before the board, but are still waiting for final approval and follow up.

I also recommend to think again about the **relationship of HuYaMwi and OAPND** as the decision were made in 2003 without further considerations. At least the diaconal secretary of the ELCT ND should be an external member of the subcommittee of the Board of LBS Mwika dealing with HuYaMwi, linking HuYaMwi to the diaconal ministry of the diocese.

⁹ There is already a program in Pare, Mtii parish.

¹⁰ The present car owned by HuYaMwi, a Suzuki Samurai is Oldtime, just reliable to reach to nearby parishes.

THE WORK OF OAPND

The challenge to face the HIV/AIDS pandemic

The work of OAPND has already been reported in its first annual report for the year 2007.¹¹ So it is enough to highlight some issues.

State of organizational development

So far a ministry structure has been established reaching to all districts.¹² The zonal coordinators have been trained. The big challenge is now the acceptance of this ministry in the **diocese**, in the **districts** and in the **parishes**.

I tried to cooperate closely with all **departments of the diocese**.¹³ However the issue, which department should play the main role to combat against the pandemic is still not yet settled officially. Of course the other departments will link to OAPND, if OAPND will be able to provide funds for their departmental work. If not, the other departments will look for their own funds and will continue with their work. A shared common strategic plan will be lost.

In the same way the **districts** may cut themselves off from OAPND, if OAPND has not enough funds. They will bypass the guidelines of OAPND and will hide their budgets in order to avoid the 5% contribution to OAPND.

Also the **parishes** will measure OAPND according to the available funds. The parishes so fare have done a lot of voluntary work registering the orphans. They will stop do so, if they see, that their efforts will not have any visible results.

So for the next two years the situation is still critical, especially if OAPND will not be able to provide sufficient funds. Therefore it is very important to look for funds and to secure the already available funds (see next section). Also it is necessary to do a lot of internal advertising.¹⁴ I recommend to publish a **Suaheli leaflet** about OAPND and its different services, even to broadcast OAPND by radio „Sauti Injili“

¹¹ See website www.oapnd.org

¹² See chapter about „Development in the districts“

¹³ See baseline study from October 2006.

¹⁴ The now published book of diaconical guidelines can be a great help.

Funding

Funding is still critical. The funds from TACAIDS delayed. The Bavarian Mission „Mission Ein Welt“ has shown some interest to support OAPND on a regular base. Some of the donors who have supported HuYaMwi have shown interest also to support OAPND. All these efforts must be reinforced to secure the availability of funds.¹⁵ It is of great importance, that Deacon Mori will promote OAPND on its journey to Germany in autumn 2008.

I tried to contact several other donors by E-mail.¹⁶ I got only a few negative responses. I guess without personal contacts, it will be impossible to access other donors. So I recommend, that the new co-ordinator of OAPND will travel around to see and to meet representatives of NGOs here in Tanzania. At least 25% of is time should be invested in fund raising. I can assist him in Germany, if I will receive an official request.

Moving towards a full HIV/AIDS ministry

As OAPND started to expand the HuYaMwi program, OAPND is still missing other elements of an HIV/AIDS ministry. So these elements needs to be developed. Maybe HuYaMwi can assist in this process to start pilot programs.

I was only able to implement the orphan program according to my experience. I hope my follower will be able to fill out this gap, as he has done a research on the HIV/AIDS ministry to people living with HIV by the church.

¹⁵ Especially to make follow up for the funds from TACAIDS. Contact is Mrs. Grace Maciluli phone 0784/151242 or 2750922 at the office of the secretary of the Kilimanjaro region. Also we expect to get funds from the Rotary club Kiel (Germany) Contact is Rev. Aaron Uri (ush. wa neema) and Rev. Nass in Kiel.

¹⁶ See minutes of the last OAPND executive meeting on the 1.4.2008. I place the correspondence in English to my OAPND file Vol. II.

DISABLED PROGRAM

Starting another branch

Present efforts

I was only able to make the first steps. Presently seminars are run in the congregation to teach our parish committees, how to register the disabled people using a the same method to register orphans with only some necessary adjustment. This process needs to be finished and a final statistics needs to be published.

As Deacon Kaaya has already started to be the leader of the „Building a caring community program“ I have pointed him to be the leader of the dioceses disabled program. So he is responsible for its further development.

Urgent needs

After data collection and analysis it is our challenge to develop a **diocesan master plan for disabled people**. In this process all stake-holders should be involved, the existing committee for disabled people and the experts from Faraja diaconical centre and Usa River, as well as possible donors.

The master plan must contain a strategy **to strengthen the care for disabled people on the parochial level** and to link it to the ministry of the the two centers.¹⁷

An other urgent need is to provide funds in the following areas:

1. Equipment like wheelchairs, crutches etc.
2. Costs for medical treatment and transport to hospitals
3. Scholarships for disabled people

¹⁷ Rev. Temba from Kartu has already done a great job. We can learn from his experience. In 2006 a seminar was already in conducted for home based care of disabled people in Karatu. Deacon Kaaya has the syllabus. It is our plan to continue with these seminars. 1 Mio is earmarked for this activity in 2008.

DEVELOPMENTS IN THE DISTRICTS

Establishment of a broad diaconical infrastructure

Kilimanjaro East

S O L I D F U N D S

As HuYaMwi was working mainly in this district the district is still ahead in its development. Cooperating with the partners in Kiel (Germany) and the North Elbian Mission Zentrum (NMZ) the district is having solid funds to cover the further development. The payroll costs for the diaconical coordinator Sr. Esther Tango is covered by NMZ from 2007 until 2009. The support may be renewed if the project is going on well. From Kiel, the district partners in Germany, Kilimanjaro East is receiving 2008 more than 20.000 Euros to care for the orphans.

Therefore the district is financially independent. It has contributed 5% to OAPND in 2007 and 2008. However the district is getting a lot of profit by seminars and standards provided by OAPND.

G O O D P E R F O R M A N C E

Presently 20 congregations are covered by Sr. Esther Tango, 13 congregations are still covered by HuYaMwi. There are no doubts, that the district will reach full coverage in 2009 for all 40 congregation. Due to plenty of funds all measures are used, including medical care fund, scholarship, fieldworker and orphans meeting, which have so fare not be implemented in the other districts.

The diaconical committee is functioning, however the communication to invite all members in time must be improved. As the secretary of the district Mr. Loveland Makundi is presently a full-time student at Masoka, the book keeping of the provided funds was not fully in compliance with the requested standards. It must be assured that in future the financial reports must be above the standards, as a lot of money is involved.

C O N S U L T E D B Y H U Y A M W I

HuYaMwi who is an official consultant of the district has helped Sr. Tango a lot to take off quickly, especially the present chairperson of HuYaMwi Deacon Mori. By bad lack a already written memorandum of understanding was not countersigned. This caused some troubles and misunderstandings especially concerning the mode of payment for services conducted by HuYamwi.

Karatu

D I S A B L E D P R O G R A M

The diaconical ministry had already started before my working period. Rev. Temba, the diaconical co-ordinator had collected the data of almost 300 disabled people. I reported to the partners of Kartu in Altdorf (Germany) and they released a budget for the disabled program in 2006 and 2007, the budget for 2008 is not yet approved.

I visited 2006 and 2007 the school for mentally retarded children in Qurus. Presently there are two plans. To develop this school using governmental funds at least as a pilot project. The other plan is to develop a seminar centre for disabled people on the premises of the district in Karatu city. We have already a drawing, but I failed to put up an usage plan for the planned seminars. May be this can be done by the diocesan committee for disabled people.

W A M A D U K A A N D V I L L A G E W E L L N E S S P R O G R A M

There are two NGOs co-owned by the church district. The **village wellness program** carried out by the Lutheran Karatu hospital and **WAMADUKA** a joint venture of the the Lutheran and the Catholic church. I am missing accurate data of the help provided by this entities. This makes it very difficult to place more funds in the area of Karatu. It has been an obstacle to the development of the diaconical ministry as well for our request for more funds from the partners in Altdorf. They suspect, that help in many areas is already provided. We are missing accurate data about the real situation.¹⁸ A memorandum of understanding is needed between the Village wellness program, WAMADUKA and the diaconical work of the district to unite the existing efforts.

O R P H A N S P R O G R A M

Rev. Temba has already counted over 1000 orphans in the district an he promised to released a full-standardized report until May 2008. There was a central seminar about orphans in June 2007 and in almost all parishes there had been also seminars. As the donors in Altdorf has so far be reluctant to invest more money in the orphans work, I guess because of the reasons mentioned above, the diaconical ministry in Karatu is still depending on OAPND.

¹⁸ There might be over 200 street children only in Karatu.

Kilimanjaro Middle

THE URBAN AREA OF MOSHI

The Urban area of Moshi has a long diaconal tradition. The city congregations are cooperating at Christmas time and Eastertime to collect money and to service at hospitals and senior homes. These efforts had been reinforced by two other external projects.

1. The **Urban diaconal ministry** (UDM) sponsored by FELM, which was meant to be a service also for other urban areas like (Karatu, Hai, Himo). But so far its ministry was limited only to Moshi.
2. The „**Building up a caring community project**“ sponsored by IMPACT (Mosaik) reaching mainly out to mentally retarded people.

Also HuYamwi has been networking with some of the city parishes. All present activities are coordinated by deacon Elirehema Kaaya. His work has not been easy. The three different projects need still more harmonization and integration. A policy how to handle and to link projects would be helpful.

THE RURAL AREA OF MOSHI

The remaining part of the district has no wealthy sponsors in Germany as they are located in East Germany which is still economically behind West Germany.¹⁹

The district has chosen a very strong district coordinator Rev. James Nkya, who is also involved in the urban diaconal ministry in Moshi. His handicap is, that he is also the leading pastor in one of the city parishes. As he was delivering all reports in time, I was not forced to make further discussions with the district. Presently I do not know about a functioning diaconal committee of the district.

FUTURE PROBLEMS

Due to the lack of funds the district will depend on funds from OAPND in the rural area, as well as in the urban areas, as these funds there are not designated for orphans. There must be further efforts to integrate the work in the urban and in the rural zone, however presently Deacon Kaaya and Rev. Nkya are working as a team. A further discussion with the district about these issues is needed.

¹⁹ I have no accurate data about help provided from East Germany. However I heard, that the total amount of money coming from the partners in Marienberg is less than 1000 Euros.

Hai

S P O N S O R R E L A T I O N S H I P S

The partners of the district in Rothenburg (Germany) took over the responsibility to care for the pay roll cost of Deacon Raymond Tarimo, the diaconical coordinator of the district since January 2007. However this financial help will be reduced every year. Visitors from Rothenburg were able to meet Raymand Tarimo in February 2008 and to make their own opinion about his work. I hope these impressions will help the donors in Germany to understand the work, which is going on. In our discussion we even were thinking about a vehicle for deacon Tarimo to reach out to distant areas of the district. So far Rothenburg has not yet supported the work of the Tarimo directly beyond his salary. Therefore Hai depends still on the help of OAPND which sponsors Hai in 2008 with 7,8 Mio Tsh.

I N T E G R A T I O N O F T H E D I A C O N I C A L O F F I C E

As the district had been conducting several diaconical ministries before 2007, we are now facing the challenge to link and to integrate these activities to the new diaconical office in order to get the maximum benefit. I addressed the issues several times to the district and also to the donors in Germany. Generally the district promised to reveal all activities and all available funds to the diaconical district co-ordinator.

S U C C E S S F U L W O R K

In 2007 the diaconical work went on properly. 14 of 20 pilot parishes reported their number of orphans properly. The district will participate in the OAPND - Small Material help program and will start and SIP-program in 2008. Deacon Tarimo is also cooperating with the Usa River Rehabilitation centre in order to help people with disabilities.

K I L A N Y A O R P H A N A G E C E N T R E

I tried in 2006 very much to counsel Kilanya and to set up reliable goals before starting construction. Today the orphan centre is not an orphanage but a school which gives out special scholarships to some orphans. Due to missing cooperation I gave up to make follow up. I have no evidence, wether the annual donated money from Sommersdorf/Thann (Germany) is used according to the MOU to help orphans living in their families. The ELCT ND will call an board to govern the centre.

Siha

DISPLAY OF ONE YEAR

The district received a lot of funds from their donors in Fürth (Germany).²⁰ Due to missing reports the donors ask me to intervene. Requesting reports the former district pastors blocked further efforts to develop the diaconical work. It seems, that he was distributing all this money alone without a committee and without proper filing.²¹ Therefore officially I have no evidence about the proper use of the donated money, although the donors seem to get satisfying information during their visit in Siha in autumn 2007. Missing documentation is now also an obstacle to continue with sustainable help for the 20 families who have been supported.

Due to the blockage the district was getting a coordinator with a delay of one year. Deacon Gasper Mmari started his work in January 2008. Fürth has already contributed 1000 Euro for his salary and 1000 Euro for the diaconical work in 2008.²² The details of the salary of Deacon Gasper Mmari must still be arranged.

EMERGENCY PLAN

On the recent meeting of the diaconical committee of Siha (2.5.2008) the necessary decisions were taken to speed up the development.

1. To open an account for the diaconical department, to receive the remaining money from Fürth which will be mainly used to train and to educate the members of the parochial diaconical committees.
2. To train the committees in 11 congregations and to collect proper orphans statistics until August 2008.
3. To ask HuYamwi for assistance and consultancy, especially to develop a long term diaconical master-plan.
4. If funds will be available from Fürth or OAPND the district may ready for further programs until October 2008.

²⁰ My documents show alone for orphans from 2004-2005 a total of 9500 Euros, the total of all help is estimated for 27.800 Euros.

²¹ Even according to my information, there was no partnership committee in Siha.

²² I paid already 1000 Euro to Faraja Diaconical Centre, the other 1000 Euro will be paid to the district as soon as it will open a special diaconical account.

ADMINISTRATION

Looking for financial independence

Opening of separate accounts

The diaconical policy of the ELCT ND grants financially autonomy to the diaconical work under the supervision of the diocese. Therefore the department opened three bank accounts²³:

1. A general operating account at UCB in Tsh: „KKKT DK Udiakonia“
2. A special project operating account for OAPND at UCB in Tsh: „KKKT DK Mpango wa Yatima na UKIMWI (OAPND)“
3. A shared Euro saving account at CRDB to receive donations from Europe.
Presently the account is shared by the following owners
 - 3.1. The diaconical department itself
 - 3.2. OAPND

In the future there might be other shareholders, like the districts, which may receive diaconical donations passing through this account.

Money can be transferred from CRDB to UCB using a clearing account of UCB at CRDB.²⁴

These accounts helped a lot to secure the availability of funds as until 2007 money donated to the department using the general operating account of the ELCT ND was not fully refunded to the diaconial work.²⁵ In the future also a US-Dollar account may be needed.

²³ All accounts have three signatories (two to sign). The assistant to the bishop, Dr. Fredrik Shoo (chairperson), Elisabeth Temba (accountant), Rev. Martin Burkhardt (Secretary).

²⁴ A/C 01J 104 00197000 „Uchumi Commercial Bank“. However UCB was having some problems to book the transfers properly.

²⁵ It happened first to funds from Bavaria paid in 2006, which were partially re-funded in 2007. In 2007 the account was already open, but many congregations used still the general operating account of the ELCT to pay in the diaconical offering.

The diaconical offering (sadaka ya udiakonia)

The diaconical offering on the 26. of December is the main source of internal income of the department. It provides an annual income between 12-15 Million Tsh presently. In 2006 we try to raise it up by asking every Christian to give at least half of a soda. So far the campaign was an success.²⁶ Unfortunately the financial department recalled this request for the offering in 2007, so we expect only 10 Mio in 2008. There must be further attempts to develop this source of income, as people are willing to give for diaconical issues, if they are well informed about the purposes of their donations.

As I was able to consolidate the diaconical finances also the requests to use this money have raised up.

INSTITUTION	A M- M O U N T	STATUS
Faraja Diaconical Centre	4.000.000	Approved
Usa River	2.000.000	Promised (was so far the obligation of the whole diocese not of the department, but was not paid)
Usharika wa Neema	1.000.000	Requested
Bishops (mercy funds)	2.000.000	Approved (=20% of diaconical offering)
OAPND	3.000.000	Approved
Qurus (School for Mentally disabled children)	200.000	Requested
Estimated needs to run the departments	3.000.000	Approved
Total Request	15.200.000	
Total Approved 2008	12.000.000	

As you might see the request are already exceeding the available funds and other request may come up in the future. There for the diaconical committee of the diocese has decided to use a strict procedure: Only the districts and the diaconical institutions are allowed to request money. The detailed proposals must be delivered to the department until the 1st of September of each year in order to be considered

²⁶ It is difficult to measure the absolute figures. But I think we got 2007 almost 15 millions from estimated 24 millions.

for the following year. I recommend highly to support only projects, which have no other funds or which proof, that their available funds are not enough. As the diaconical institutions are presented in the diaconical committee they have a good lobby and may try to harvest a lot of this money. It is the task of the department to check all incoming proposals for evidence, transparency and the level of neediness. The diaconical department can reject a proposal because of formal reasons, even before it is presented to the diaconical committee.

Funding by the Bavarian mission

The Bavarian Mission „Mission eine Welt“ has been generous. They have supported the department since 2006. Additional they have donated my char to the department (value 6000 Euro).

It has been my policy not to include this money into the general budget but to earmark it for special sustainable activities, like seminars, training and printing costs.²⁷ This is in compliance with the diaconical policy of the ELCT ND, that donated money must not be used for running costs, but should be used for the needy people. This helps Rev. Scheckenbach to continue with this help, as he may use our good usage as an argument to continue with this help in the concerned committees in Germany.

Project integration and harmonization

Presently there are the following projects under the roof of the department:

1. Urban diaconal Ministry (donor FELM)
2. Building a caring community (donor Impact/Moasaik)
3. OAPND (different donors)

Additionally other independent projects and institution are counseled by the department.

1. The five districts
2. The diaconal institutions: Faraja and ushirkwa wa neema
3. Other smaller projects, like HuYaMwi, parochial project, like the schools in Qurus and Uuwo).

²⁷ See appendix of the diaconal budget 2008.

The diaconical policy of the ELCT ND is providing some basic principals, how to manage these projects²⁸ Presently the following issues must be considered in order to harmonize and integrate the various projects.²⁹

1. **Sharing of equipment and staff by the projects under the roof of the department in the ELCT headquarter.** Suggestion: Pool of staff, char, equipment shared by all projects.
 - 1.1. A policy must be written, how donors can contribute to this pool and how the usage and the maintenance of the equipment is assured.
 - 1.2. By step also the Toyoata Landcruiser donated by the Bavarian mission can be used effectively. Otherwise it will be burden, if used by the department only.
 - 1.3. As these projects are attached to the headquarter of the ELCT ND some projects are paying an **administration fee** to the financial department. Generally this issue must be standardized. However the diaconical policy recommends, that the ELCT ND will give a „yearly grant out of the general budget of the diocese for the diaconical desk to cover at least running costs, so that donated money will used directly to help the needy“ So far the work of the financial department has been considered to be a part of the contribution of the dioceses to the diaconial work. If a general administration fee is required, than at the other hand the volume of the annual grant must be fixed and its payment must be secured.
2. Introduction of a **consultancy and evaluation fee** for all projects in order to finance basic activities like meetings, guidelines development, fund raising, evaluation etc.³⁰
3. Introduction of basic standards and methods for all projects
 - 3.1. Wages and job-descriptions.³¹

²⁸ For example: that donated money should not be used for running costs, but for the needy persons themselves. See also job-description of the secretary.

²⁹ The need of a policy of project harmonisation has been discussed by the recent executive committee of the ELCT ND.

³⁰ This model is already used by OAPND, collecting 5% of the budget of the members to finance the central work of OAPND.

³¹ There is still the conflict between the HuYaMwi fieldworker-model and the outreach worker model of BCC.

- 3.2. Methods of diaconical ministry³²
4. Question of **project design**. Generally we have two different project designs.
- 4.1. **Single donor projects**, like the Urban diaconical ministry and Building up a caring community. Single donor projects have the tendency to be owned by the donor, including staff, equipment and guidelines. May be the satisfaction of the owner is higher because of this direct ownership. However many single donor projects will bring up the problem of harmonization and integration and will lack sustainability.
- 4.2. **Multi donor projects**, like OAPND and HuYaMwi. The projects are designed by the receiving institution and therefore its a culture current project owned by the local institution. It may contain multiple smaller projects or funds. Donors are invited to support the whole project or to support one of the included funds.

I recommend highly to emphasize on **multi donor projects**. The diaconical department should continue to develop master-plans for different areas and to share it with different donors.³³ **Single donor projects** are making only sense for small, limited pilot projects, but also they must be harmonized and integration to already existing projects and activities.

³² OAPND has already standardized a lot of methods. But still we have in the ELCT a multitude of methods and standards. For example:
 SIP: a) OAPND/HUYAMI b) Project department/livestock c) BCC/Impact d) Saccos
 Scholarship: a) HuYaMwi b) Education department/ secondary schools c) other institutions.

³³ So far we have OAPND, the disabled master plan is in the pipeline.

FILES IN THE DIACONICAL DEPARTMENT

- 1. General ELCT ND files
 - 1.1. General issues (box file)
 - 1.2. Minutes of the executive committee
- 2. General department files
 - 2.1. General issues (box file 2005-2008)
 - 2.2. Minutes of the diaconial executive committee (Springfile 2006-2008)
 - 2.3. Minutes of the board of Faraja Diaconical Centre (Springfile)
- 3. Diaconical work in the district/zones
 - 3.1. Kilimanjaro East
 - 3.2. Kilimanjaro Middle
 - 3.3. Hai
 - 3.4. Siha
 - 3.5. Karatu
 - 3.6. HuYaMwi/OAPND
- 4. Disabled Program
 - 4.1. Minutes of the disabled committee (Sprinfile 2007)
- 5. OAPND
 - 5.1. Baseline Study and supporting materials (Boxfile 2006)
 - 5.2. OAPND (General issues, including minutes and correspondence)
 - 5.2.1. Vol. I: 2007
 - 5.2.2. Vol 2: 2008
 - 5.3. Statistics (springfile 2007)
 - 5.4. Small material help (springfile 2008)
 - 5.5. Business contacts (springfile 2008)
 - 5.6. Building fund (springfile 2008)
 - 5.7. SIP (springfile 2008)
 - 5.8. Scholarship program (springfile 2008)
- 6. Financial issues
 - 6.1. UCB Udiakonia
 - 6.2. UCB OAPND
- 6.3. CRDB Euro-Udiakonia
- 6.4. File of money, which usage has not yet been reported to the department.

ONLINE-DOCUMENTATION

Click on the sources below to download them from the internet (if supported by your pdf-reader)!

Websites

www.oapnd.org

www.huyamw.org

OAPND papers

[Development paper](#)

[Plan 2006-2010](#)

[OAPND-Report 2007](#)

[OAPND-Summary 2007](#)

Already published papers of the Joint HuYamwi-OAPND Handbook

[1. Different measures to help the orphans](#)

[2. The four year plan to counsel a congregation](#)

[3. A balanced scholarship program](#)

[4. Sponsorship from overseas](#)

[5. Statistic report and evaluation 2004](#)

[6. Counselling in the situation of HIV/AIDS](#)

[7. Fundraising](#)

[8. Filing System](#)

[9. Review of Scholarshipprogram 2006](#)

[10. Statistics 2005/2006](#)

[11. Evaluation 2005/2006](#)

[12. Use of ID cards](#)

[13: Research work of HuYamwi](#)

[14: Evaluation and expansion of the use of counter-book.](#)

[15: How to measure neediness](#)

[16: Building fund](#)

[17: Orphans meeting&grief relief](#)

[18: SIP](#)

[20: Expansion to Masai area](#)

[21: Filedworker](#)

[22: New format of counterbook](#)

OAPND- HuYamwi-Guidelines

[Small-Income-Generating Projects \(SIP\)](#)

[Building Fund](#)

[Medical Fund](#)

Yearbooks of HuYamwi

[HuYaMwi 2003-2006](#)

[Yearbook HuYaMwi 2006-2007](#)

CD- DOCUMENTATION

HuYaMwi 2006 (DVD)

Collection of literature concerning HIV/AIDS

Capacity Building concerning HIV/AIDS

„Lexikon“ - Material concerning HIV/AIDS, Orphans and grief relieve (partial in German)

Udiakonia 2008 Data (CD-copy of all important files 2005-2008)

Financial Data 2008 (Actual Excel data-sheets)

OFFICE EQUIPMENT

2 office desks

1 regular desk

3 chairs

1 file cabinet

1 desktop computer including monitor, mouse, loudspeakers and UPS

1 stapler and 1 punch

Remaining office equipment:

1. springfiles
2. markerpens
3. Envelopes
4. flip chart paper (1 role)

BANK- ACCOUNTS

23.5.2008

UCB

KKKT DK Udiakonia

A/C 0102 000000 283

Tsh. 3.789..915

UCB

KKKT DK Mpango wa Yatima na UKIMWI (OAPND)

A/C 0102 0000000 315

Tsh. 19.026.150

CRDB

KKKT DK Udiakonia

A/C 19J2040600000

Euro 6.450,12