

Policy For Parish Email Distribution List.

The intended purpose of such a list is to communicate urgent information to the parish community when the timeliness of the message cannot wait until the regular Sunday bulletin is available.

Examples of the kind of information that fall into this category would be deaths, illnesses and personal calamities that might benefit from a quick response from members of the parish community.

Too often a person becomes ill, dies, and is buried before many in the parish are aware of it. Other times persons who may have a serious illness, accident, or other hardship are in need of our immediate prayers and help.

A parish email distribution list must be:

Voluntary - participants must register online at www.stmaryslanesville.org.

Confidential - not given or forwarded to any other entity whatsoever.

Restricted - simple text messages, no pictures or graphics that take bandwidth.

Urgent - only information that cannot wait until Sunday bulletin.

The parish email distribution list is not a replacement for the bulletin. The bulletin is already available online if one wishes to read it in that manner.

The parish email distribution list is maintained by volunteers and will not impact the parish office manager's time, other than to send a message.

Every message will be approved by the pastor or president of Parish Council if they contain anything other than "standard" pre-approved content, such as death and funeral notices, illnesses, and other pre-approved generic messages.

Only the pastor, parish office manager, her temporary replacement when she is not available, or the president of Parish Council are authorized to initiate messages using this list. Except for "standard" pre-approved content, a good faith effort will be made to notify and gain the concurrence of families who are the subject of a message.

It will be the responsibility of the individual participants to register and to maintain the accuracy and status of their email address on the Parish E-mail Distribution List. A separate page on the parish website (www.stmaryslanesville.org) is set up for this purpose.

Please note that if a message to a particular address is rejected on two successive distributions, that email address will be subject to automatic deletion from the list.