

# **Parish-wide Email Addresses and Email Blasts**

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## **POLICY:**

Parish-wide email addresses will be used on a limited basis

## **REASON FOR POLICY:**

Assumption Parish would like to communicate with parishioners about various important events by reaching out to our on-line community. Based on the high usage of this technology, emailing could be both effective and inexpensive. In order to encourage as many people as possible to agree to receive such emails, it would also be important that parishioners understand that this mode of communication would be used on a limited basis and not abused in any way.

## **DESCRIPTION:**

It is important that parishioners know Assumption Parish will use great discretion when emailing them and will do so on a limited basis. Emails will be sent as a blind-copy only to those who agree to receive them. Email addresses will be maintained by individual parishioners, and anyone could subscribe or unsubscribe at any time. Emails will be sent as a means of communication for parish-wide events or announcements, spiritual growth opportunities, or critical news items that would be of interest to a majority. In addition, all parish-wide emails must first be approved by the pastor with feedback from staff.