



## DIOCESE OF OGDENBURG

### *Moderator of the Curia*

622 WASHINGTON STREET • P.O. BOX 369 • OGDENSBURG, NEW YORK 13669  
TELEPHONE: 315-393-2920 • FAX: 1-866-314-7296 • email: kobrien@rcdony.org

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## MEMORANDUM

**TO:** All Priests, Diocesan Staff, Deacons, Deacon Candidates, Bookkeepers and Secretaries, Catechetical Leaders, Principals, Commissioned Lay Ministers, Diocesan Finance Council, Diocesan Pastoral Council, Pastoral Associates, Youth Ministers, and Seminarians

**FROM:** Father Kevin O'Brien

**RE:** *E-notes* Newsletter

The Diocese is introducing a newsletter, "*e-Notes*" beginning October 1, 2015. The bi-weekly newsletter will be published every other Friday, commencing October 15, 2015 and will be distributed by e-mail. The e-mail will contain notices about events throughout the Diocese, bulletin announcements, liturgical notes, suggested Prayers of the Faithful, pulpit announcements, notices from various departments, departmental information, links to departmental newsletters, links to documents of interest on the Pastoral Documentation page, and other items, including events and information from parishes throughout the Diocese.

### **Purpose:**

The purpose of the newsletter is to (a) consolidate into one e-mail notices currently received in numerous group e-mails (thus reducing the number of group e-mails sent from the Chancery); (b) give parishes the opportunity to disseminate notices and information throughout the Diocese, (c) improve the quality of e-mails in communications by assuring completeness and accuracy; (d) encourage better planning for the dissemination of information throughout the Diocese; and (e) more effectively publicized events and important information by making it available to wider audiences. The notices will be in a format that will allow pasting and cutting for bulletin use.

The Diocese reserves the right to accept or reject submissions to eNotes in its sole discretion.

**How to Submit Items for e-Notes Newsletter:**

The *E-notes* submission form is found at <http://www.rcdony.org/enotes>. The submission form may also be accessed from the diocesan homepage. Instructions for this submission form are as follows:

- a. Provide the information to identify the person who is submitting the item and their contact information. Information received from parishes must be approved by the pastor.
- b. Provide the name of the pastor, principal or other supervisor approving the submission (all submissions require approval).
- c. Choose the newsletter section in which you want the item to appear.
- d. Choose publication dates for the item (refer to the newsletter schedule link). Please note the deadlines for bulletins listed in this portion of the submission form and plan accordingly.
- e. Choose the number of issues of the newsletter that you want your item to appear.
- f. Choose other places where you would like the item to appear (such as the *North Country Catholic* and social media)
- g. Provide the content of the item. Please make sure the information is complete (see suggestions contained in the newsletter policy).
- h. Upload images or fliers relating to the event that you would like disseminated (optional).
- i. Provide special instructions or requests relating to the item, if necessary.

**Dates of Publication for E-notes Newsletter:**

*E-notes* will be published every other Thursday, beginning October 1, 2015. Adjustments will be made for weeks in which holidays or holy days occur. The schedule for the publication of the e-Notes are found at the link on the submission page.

The deadline for submitting items for the newsletter will be the Monday prior to the publication date. Submissions will only be accepted by means of the submission form.

**Group e-mails:**

*E-notes* will reduce the number of e-mails from the Diocese, but will not eliminate group e-mails from the Diocese entirely. Events or information aimed at very specific audiences (e.g. Bishop's letters to priests, information about the

Deacon convocation, information specific to school principals, or catechetical leaders (will be sent by means of a group e-mail).

**What Are We Asking of You?:**

We are asking for your cooperation and your feedback. Please plan the communication of events or information that you would like disseminated via our newsletter. Please be complete and accurate in the information that you submit. Use the submission form for this purpose. Give us feedback of improvements that can be made to this newsletter and it will serve you better. Please direct your comments to Marika Donders, editor of e-Notes.

Diocesan staff personnel are asked to pay particular attention to the procedure for handling requests to forward emails to some group on our email server. Staff will no longer forward such emails to any group on our server, but will instead forward such emails to Marika Donders for handling.

All submissions will require the approval of the pastor, principal or other supervisor as appropriate. Please inform your staff of this policy and the requirement for approval.