#### ENGAGING ONLINE WITH THE LOVE OF CHRIST

The use of technology is **rapidly growing** to form, inform, and, with God's grace, transform the adults, teens and children of our diocese.

Every day, **countless conversations take place online** about the Catholic faith on social media, and the Diocese of Dallas encourages Church and School personnel to join these conversations to proclaim the Gospel. The Diocese of Dallas also **respects the rights of Church and School personnel** to use social media as a form of self-expression.

It is important that we **make every effort to ensure the safety** of producers and consumers of social media, while at the same time ensuring the integrity of the message we proclaim. This requires responsible, focused, and intentional use of new and yetto-be-developed technologies.

> From "Social Media Policy", Catholic Diocese of Dallas

All volunteers at Mater Dei are responsible for adhering to the guidelines of the policies of the Diocese of Dallas. These policies can be found at www.cathdal.org/policies.

> Safe Environment Program Social Media Policy Non-Parish Based Organization (NPBO) Policy

### Do's and Don'ts of Parish Communications

## DO

... Use the **official communications resources** outlined in this brochure to get the word out about your ministry's activities.

... Feel free to **ask questions** about your communications options or questions about this policy - the staff and technical team are here to help!

... Obtain **parental permission** before sharing images of children in photos online.

... Make sure parents **have access to all communication** provided to their children.

#### **DON'T**

... Use your **personal emails or social media accounts** to communicate for your ministry.

... Initiate or accept **"friend" requests** with children connected to your ministry using your personal profiles on Facebook or other social media platforms or apps.

... **Contact children** connected to your ministry with your **personal email** or **via private messages** on social media.



Communications Parish Policy For Volunteers

# Creating a sign up for a parish activity or event

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All signups created for events should be created on official parish accounts. To create a signup, please contact Jean Blizzard at **secretary@materdeiparish.com**.

The parish **will not share signups** in the bulletin, on Flocknote, or on the website that are not created on official parish accounts.

#### **FLOCKNOTE**

Simple Yes/No RSVP with Flocknote Events

**GOOD FOR:** Ministry group RSVPs, Simple RSVPs to get a general idea for interest in an event

#### **SIGNUP GENIUS**

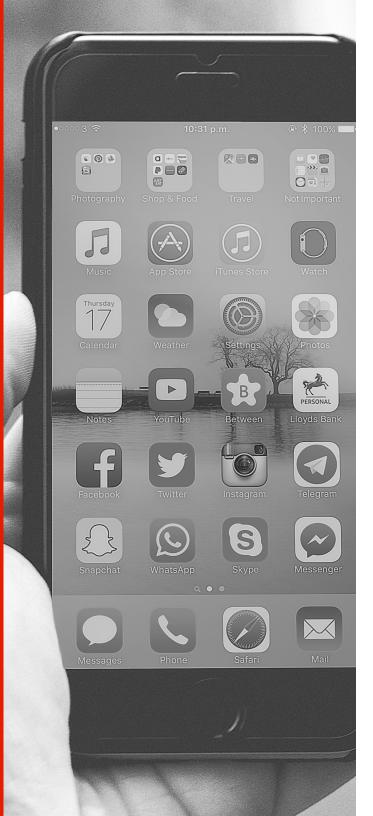
The parish Signup Genius account allows for ad-free signups

**GOOD FOR:** Potlucks where specific quantities are needed, Recurring events with time slots (Adoration, etc.)

#### **GOOGLE FORMS**

For one-time events; can be embedded into website

**GOOD FOR:** Event registration needing a simple form but with multiple custom fields



#### COMMUNICATIONS RESOURCES

All volunteers are **<u>REQUIRED</u>** to use these approved resources. Use of personal emails or other online accounts is not permitted.

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#### BULLETIN

Add news to bulletin - Email Jean Blizzard at secretary@materdeiparish.com

#### **EMAIL**

- Group leaders who use email for one-on-one communication should use an official
  @materdeiparish.com email address
- Get an official email for your group -Contact Adrian Montes at parishlife@materdeiparish.com

#### FLOCKNOTE

- Flocknote Groups is the best way to send news and information to ministry groups.
- Send Flocknote to parish Contact Jean Blizzard at secretary@materdeiparish.com
- Create Flocknote group for your ministry -Contact Jean Blizzard at secretary@materdeiparish.com

#### WEBSITE

- Share news on the main website Contact Cynthia Bates at
  - secretary@materdeiparish.com
- Add events to calendar Contact Adrian Montes at parishlife@materdeiparish.com

#### **FACEBOOK**

- Parish groups can announce their events on the official parish Facebook page
- Share to Facebook page Contact Kathi Boor at events@materdeiparish.com