

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 yet-to-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

MATER DEI
LATIN MASS
PARISH

Creating a sign up for a parish activity or event

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 **REQUIRED** to use these approved resources. Use of personal emails or other online accounts is not permitted.

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