

Timmins Diocesan Council  
The Catholic Women's League of Canada  
Communications Standing Committee

*Directive #1*

*June 13, 2019*

*To: Parish Communications Chairpersons*

*cc: Diocesan Spiritual Advisor, President & Executive, Parish Presidents,  
Diocesan Life Members, Provincial Communications Chair*

*From: Timmins Diocesan Communications Chairperson, Frances Freeman*

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Last Sunday, Pentecost Sunday, Easter season ended when Jesus said "As the Father has sent me, so I send you" *John 20:21* and He is sending us out to show His love, by treating people with the same kindness and mercy as He has shown us.

I greet you as the new Diocesan Communications chair for the next term. Through good communication, misunderstandings can be avoided and great things can be accomplished. It is good practice to always send a reply to emails, even a single word, acknowledging that you received it. A quote from George Bernard Shaw "The greatest problem with communication is the illusion that it has been accomplished". Already I have learned my lesson not to assume your message was seen.

Facts about Email Etiquette:

When you log in to your email account and start composing a new email or click to reply to an email you have received, you will find 3 separate fields for entering the email addresses of the recipients. The 3 fields are TO, CC and BCC. However, entering the email addresses randomly in the 3 fields is NOT what you should be doing.

The TO field, according to the rules of email etiquette, is meant for the main recipient(s) of your email. To be more precise, this field should be used to include the recipients who are **required to take action** in response to the email.

The CC (carbon copy) field is intended for sending a copy of the email to people just to keep them in the loop. Email etiquette says that the people you keep in the CC field **are not expected to take any action or reply** to the message.

The BCC (blind carbon copy) field is used when you want to send an email to multiple recipients but **do not want any of them to see any other names or addresses** who have been sent the email. This offers the

most privacy, however, none of the recipients in BCC receive the replies posted by any of the other recipients on the same email thread.

Also if you are forwarding an email, it is proper to erase the names and addresses at the top of the original email.

Parish Presidents, If you have a communications chairperson would you please send me their name & email address so I can send directives on to them.

I am looking for photos and articles from all parish and diocesan activities and events, including "our diocesan project garbage". I would be proud to send them to the Ontario Provincial Council for the next newsletter this fall.

God Bless everyone and have a safe and happy summer and take care of yourselves and our Common Home!