

Guidelines for using Emmaus/Chrysalis e-mail Broadcasts

E-mail broadcast is a communication tool that can be very important in communicating with the Emmaus/Chrysalis community. The danger we run is over using the tool to the point that the community is turned off and ignore messages. The community needs to know that anytime they receive a broadcast message that it is something of real interest to them.

The following are proposed guidelines for how and when to use e-mail broadcasts.

- When there is a major event that the community needs to know about.
- When major new information has been added to the community web site.
- To notify critical life threatening events in the life of a community member or one of his/her immediate family member. (spouse, children, grandchildren, parents, and grandparents)
- To remind the community of their needed participation (i.e. Prayer Vigil).
- Any message approved by the Emmaus/Chrysalis Board of Directors.

Sometime ago a prayer request web site page was added to the Emmaus/Chrysalis Web site. Anyone wishing to solicit prayers from the community can register their concerns by submitting on-line prayer requests.

The webmaster will use his discretion to determine whether the requested broadcast will be made or whether it is more appropriate to use the web site prayer page.