




OFFICE OF THE VICAR GENERAL
ARCHDIOCESE OF NEW YORK

MEMORANDUM

To: Brother Priests
Department Directors

From: Father LaMorte 

Date: November 26, 2021

Subject: Monthly Combined Mailing and the Announcements Mailbox

Grace to you, and peace as we give thanks to God for His many blessings to us.

Communication between the Catholic Center and our parishes continues to be our top priority. So, with a new liturgical year upon us, it is a good time to invite you to make the best use of the *Monthly Combined Mailing*. This is a comprehensive package which includes updates from the various pastoral offices and other departments.

There is a long history behind this monthly newsletter. You will recall it was mailed though USPS until about two years ago. In 2019, we began using *Flocknotes* to email the newsletter each month with very good results. Although easier and less expensive than the printed format, there is still a production process involving the review of content, creation of the email and website page, and the formation of the *Dropbox* folder. An excellent team of people is involved. We generally transmit on the third Monday of every month.

Our goal in the *Combined Mailing* is to share pertinent information, so that when you receive it, you may review the contents and pass on information to anyone who would benefit. If you are submitting material to be included, follow these guidelines:

- Plan ahead and think through what would be most relevant to your colleagues.

- When submitting a flier, also compose a short description so it may be incorporated in *Some Things to Know*. We may edit this for consistency and tone.
- If you are including a letter with updates, keep your note short or use concise bullet points.
- Submit any material you would like us to include by the first Monday of the month at noon. We can't guarantee that anything received after this date and time will be included.

When you are planning to submit material for the *Combined Mailing*, note these dates though the end of 2022 when we ask to receive it at the office:

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| • December 6, 2021 | • July 4, 2022 |
| • January 3, 2022 | • August 1, 2022 |
| • February 7, 2022 | • September 5, 2022 |
| • March 7, 2022 | • October 3, 2022 |
| • April 4, 2022 | • November 7, 2022 |
| • May 2, 2022 | • December 5, 2022 |
| • June 6, 2022 | |

Secondly, since 2008 we have also used the *Announcements Mailbox* which is earmarked for essential messages from Cardinal Dolan or the vicar general. Except for notifications of death or emergencies, we generally send these on Tuesdays and Fridays so that you may anticipate them. We strictly monitor who has access so that you will not be deluged with mail from the various departments of the Catholic Center. Their primary means of communication is the *Combined Mailing* mentioned above.

If any priest would prefer to receive the *Announcements Mailbox* at his personal email address rather than logging in to the clergy webmail, he may contact the data center at dsc@archny.org or call 646-794-3380. This will ensure that he receives important information from the chancery without interruption.

Spectators cheered at the Macy's parade and there is a desire to bring family and friends back together for Thanksgiving and the Christmas holidays, but the start of a winter surge and lingering concerns about the unvaccinated becoming infected are still with us. We are hopeful that the pandemic will recede and we will have more typical levels of events in our parishes. Thanks to our faithful pastors and priests and those who work at the Catholic Center for ensuring that information and messages reach those who will participate in our programs.

Happy Thanksgiving weekend.