ARCHDIOCESE ᴏꜰ NEW YORK

COMBINED MAILING, ANNOUNCEMENTS MAILBOX, AND FLOCKNOTE

MONTHLY COMBINED MAILING was begun in January 1989 and was meant to handle communications from the Catholic Center a little more efficiently and with less expense than the individual mailings from each department would have cost. Since September 2019, it has been sent electronically. Printing and utilizing USPS cost $50,000 per year and this money is better used for ministry. These days, most work is conducted electronically, resulting in easier and more timely communications. A monthly email is sent in an online flip book which may be downloaded by clicking on the download button (arrow at the top left of your screen). Material may be downloaded and printed and shared with parish staff. It is transmitted, usually on the third Monday of each month. If you discover you are not getting this in your inbox, notify Dorothy at the office of the vicar general. If you would like to include material, it needs to be submitted on the first Monday. This allows time to put it all together. The dates for 2023 are January 2, February 6, March 6, April 3, May 1, June 5, July 3, August 7, September 5, October 2, November 6, December 4.

ANNOUNCEMENTS MAILBOX was introduced in November 2008 through Outlook Web Access (OWA) to replace the former system of sending mail via fax. It includes material from the cardinal, vicar general and notifications of death. Just a year earlier, each parish was given an email address for the transmission of financial reports and budgets. Announcements are usually sent on Tuesdays and Fridays. The mailbox is strictly monitored, and material is approved by the vicar general. Email addresses are protected so individuals do not have access to them. This ensures that priests are not deluged with unnecessary messages from the various departments of the archdiocese. Their principal means of communication is the monthly combined mailing (above). There exists the option of receiving official mail at a personal email account. The main benefit is that it eliminates the need to log into the clergy web mail system and goes directly to a priest's personal address and kept on a private server which strictly monitors who has access to it. If interested, notify Dorothy at the office of the vicar general.

FLOCKNOTE began in November 2014 as a no-cost, smarter way to reach parishioners (and priests) at a moment's notice by email or text message, resulting in higher attendance at Mass and events, increased stewardship, and a more connected church. Many pastors are already using it. Cardinal Dolan utilizes it for his important messages. And never is it used by the archdiocese to send solicitations or requests for donations to parish lists.