

Holy Cross, Topsham: Newsletter

1. A newsletter is produced monthly. It is kept to two sides of A4.
2. The newsletter is emailed to those who have asked for it. The email list is maintained by whoever is responsible for writing the newsletter (currently Frances Nieduszynska). The email addresses should be stored on password-protected devices. When the newsletter is sent out, the addressees should be in the 'Bcc' (blind copy) field.
3. Hard copies are put at the back of the church to be distributed to visitors and those without email access. Welcomers should keep an eye on whether more copies are required and let Frances (or, when she is away, Mirtha) know so that they can print out and bring additional copies. Additional black and white copies can be photocopied using the parish photocopier in the office.
4. A copy should be displayed on the notice board by the gate. John Franklin has a key to the notice board and is currently doing this. There is also a key on the keyboard in the sacristy.
5. The newsletter is uploaded onto the parish website by Kath Singleton.
6. A few hard copies are taken by hand to housebound parishioners who do not have email access.
7. Items for inclusion in the newsletter should be sent to newsletter@holycrosstopsham.org before the last weekend of the month.
8. The newsletter includes contact details for the priest responsible for Holy Cross, Sunday Mass details, arrangements for confession, Holy Communion at home, and hospital visits. It also includes details of activities, meetings, events etc. taking place at Holy Cross. If there is space, it may include selected information about things going on at the other Exeter churches or more widely in the Diocese.
9. Exceptionally, information likely to be of wide and immediate interest to parishioners is sent to those on the email list, but such extra emails should be sent rarely.

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