



BRAND STANDARDS GUIDE

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Photo by The Georgia Bulletin

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA
BRAND STANDARDS
GUIDE

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Compiled by the Office of Communications of the Archdiocese of Atlanta, in consultation and with guidance from the Archdiocese of Dubuque, the Archdiocese of St. Louis, the Diocese of Grand Rapids, the Diocese of Arlington and the United States Conference of Catholic Bishops (USCCB).

INTRODUCTION

In advertising, a “brand” is an intangible collection of perceptions that exists in the mind of the consumer. A brand is not a logo, a color scheme or a mission statement. A brand is not a rulebook, advertising or simple attributes. A brand is every association and experience, active and intentional. It is how people feel and think about something. In our case, it is how people feel and think about the Archdiocese of Atlanta. It is the awareness and relevance of our archdiocese in the minds of priests and religious, lay people, the Curia and the community at large. We are not a business, and our people are not “consumers,” but a strong brand can help us communicate who we are—The Roman Catholic Archdiocese of Atlanta—and who we are called to become as disciples of Jesus Christ.

A brand is built not only through effective communication or appealing logos; it is built through the total experience it offers. Our visual identity is simply a reflection of our brand and mission as, the faithful of the Archdiocese of Atlanta, a people of prayer, love and joy who are dedicated to the salvation of all.

As disciples and believers in our Lord and Savior Jesus Christ, we proclaim the good news and grow in faith, hope, love and service to others. We are unified in our commitment to sacramental life, pastoral care and lifelong formation in our Roman Catholic faith. We express our love through evangelization, fellowship, Catholic education, social services and charity in the full pursuit of effective discipleship.

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“
As baptized Christians, we have a name. We are children of God.
God has a name. It is Emmanuel. God is with us. We have a family in
the church, and we have a sense of belonging.”

The Most Reverend
Gregory J. Hartmayer, OFM Conv.
Archbishop of Atlanta

MAINTAINING THE **ARCHDIOCESAN BRAND**

Consistent use of the Archdiocese of Atlanta's brand elements contributes positively to the identity of the Roman Catholic Church in North and Central Georgia. The Archdiocese of Atlanta's graphic identity strengthens the organization's name and image via a distinctive mark applied consistently to all materials, print or electronic, published by the archdiocese, its ministry offices and affiliated organizations. Consistent and correct use of these images and other identity elements enhance our organization's image.

Our logo use policy describes the use of these images with and without text in clear terms and gives general guidelines of acceptable and prohibited use. It does not attempt to define every imaginable use, but it provides a clear path to seek approval for variations on the standard logos and their permitted variations.

The archdiocesan logo, department graphics and (arch)bishops' coats of arms are valuable legal and intellectual assets, and unauthorized use is prohibited. Questions regarding this policy should be directed to the archdiocesan director of communications.

The policy applies to archdiocesan office and ministry staff, parishes, Catholic schools and affiliated ministries such as Catholic Charities Atlanta, Catholic Foundation of North Georgia and The Georgia Bulletin. Suppliers and manufacturers of commercial and noncommercial products must comply with the Brand Standards Guide and policies.

NOTE: The Office of Communications reserves the right to deny the use of the archdiocesan logo, department graphics, school logos and (arch)bishops' coats of arms in association with any project that is not congruent with the archdiocesan mission and/or church teaching, or that fails to comply with any aspect of the logo use policy guidelines.

1

BASIC

GUIDELINES

The Basic Guidelines chapter defines the use of the Archdiocese of Atlanta’s logo, variations, margin, colors and approved graphics. These elements are key for communicating the Archdiocese of Atlanta brand consistently as they define the cornerstones of our visual identity.

1.1 The Archdiocesan Logo Policy

1.2 Logo Variations

1.3 Social Media Logo & Policy

1.4 Minimum Margin Size

1.5 Approved Department Graphics

1.6 Requesting Logos & Graphics

1.7 Primary Colors

1.8 Secondary Colors

LOGO USE POLICY & DESCRIPTION OF THE ARCHDIOCESAN LOGO

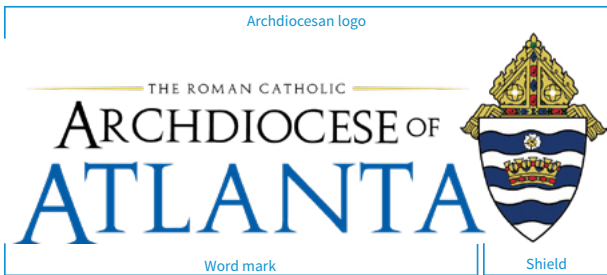
The Archdiocese of Atlanta logo is comprised of two elements: the **Archdiocese of Atlanta Shield** and the **Word Mark**. The **Archdiocese of Atlanta Shield** has been in use since 1963 and is made up of many converging symbols representing the Archdiocese of Atlanta: the waves not only represent the Atlantic Ocean but also symbolize our Blessed Mother; seven bars in number represent the seven sacraments; the crown is a nod to the archdiocese’s cathedral church, Christ the King; and the Cherokee rose - the state flower of Georgia.

The **Word Mark** contains the official name: The Roman Catholic Archdiocese of Atlanta (not “Atlanta Archdiocese”).

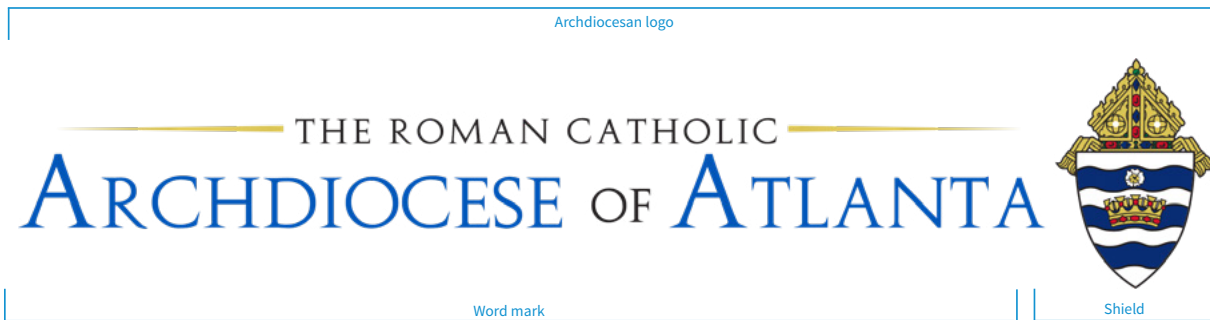
The logo should always contain the words: The Roman Catholic Archdiocese of Atlanta. The logo should not be altered in any way as it is an instantly recognized symbol of this local church, the archbishop and bishops.

Under no circumstance should:

- The Archdiocese of Atlanta Shield appear without the Word Mark.
- Old versions of the logo be used. This logo has been in place since 2015.
- Edits be made to the logo, including drop shadows, tinting or embossing.



The archdiocesan logo consists of both the shield and the word mark.



Minimum height for the double row archdiocesan logo: 1”



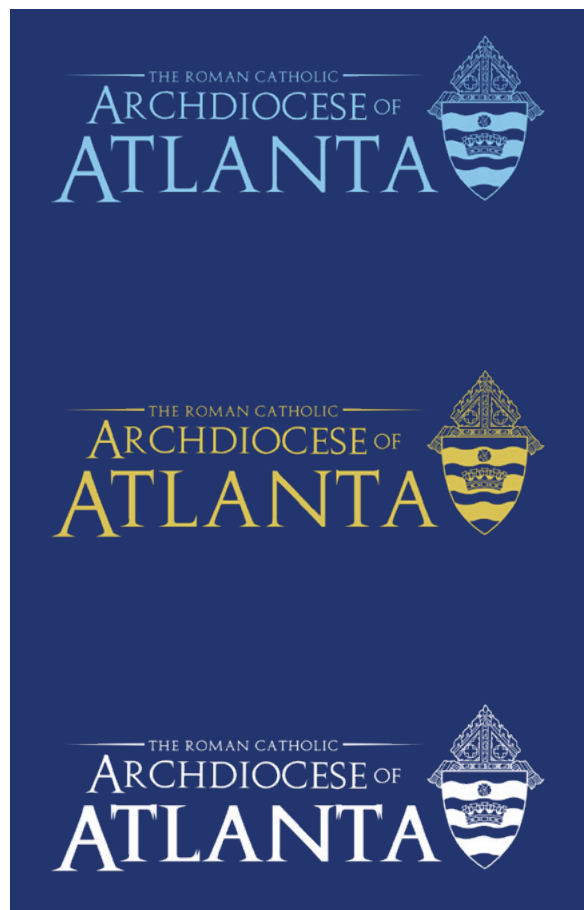
Minimum height for the single row archdiocesan logo height: 1/2”

SINGLE-COLOR VARIATIONS OF THE ARCHDIOCESAN LOGO

The full-color, double-row archdiocesan logo is the primary logo. Variations of this logo are available. A black version of the archdiocesan logo is to be used on white or light color backgrounds when full-color printing is not possible.

The opposite is true. When a light color logo is needed, it should be printed on black or dark color background when full-color printing is not possible.

The logo is available in the colors featured below in both the single- and double-row option depending on the materials and size for printing.



FULL-COLOR VARIATIONS ON BACKGROUNDS



USE & RULES FOR THE SOCIAL MEDIA LOGO & POLICY

One logo exists for use in social media in two colors and one font. This logo also utilizes a **Word Mark** and the **Archdiocesan Shield**. This logo should only appear in social media and on the website sliders. The shield appears to the left of the Word Mark “ARCHATL.COM” and in the font AUGUSTUS. This logo is to be used when the single- and double-row logos are not functional with a graphic.

E.g.: Logo size will be less than 1/2”.

Consistent formatting of profile images aids in branding.

This logo follows the same rules as the standard double- and single-row archdiocesan logo when displayed on light and dark backgrounds, but is only available in black or white.

Please contact the Office of Communications for allowable graphics, formats, etc.

The Social Media Policy is available at:

<https://archatl.com/offices/communications/>



Minimum height for the social media logo: 1/4”

***Please be aware of the archdiocesan Social Media Policy if/when using social media.**

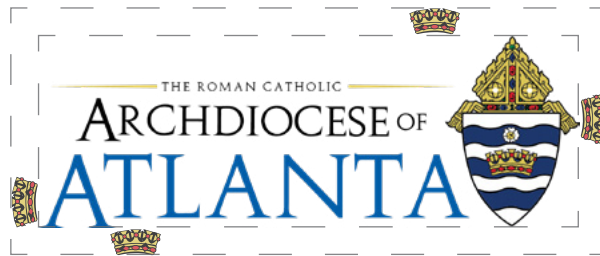
FREE SPACE RULES

MINIMUM MARGIN SIZE

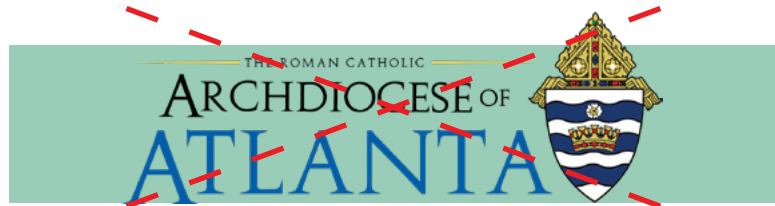
The archdiocesan logo must be placed with a minimum margin around it to other objects such as the edge of the graphic, objects and text. The minimum margin size is the size of the crown placed on each side of the archdiocesan logo.

The archdiocesan logo free space defines how closely it may be positioned to the edge of a format, and how close other elements (e.g. text, images) may come to the logo. The examples below demonstrate both correct and incorrect use.

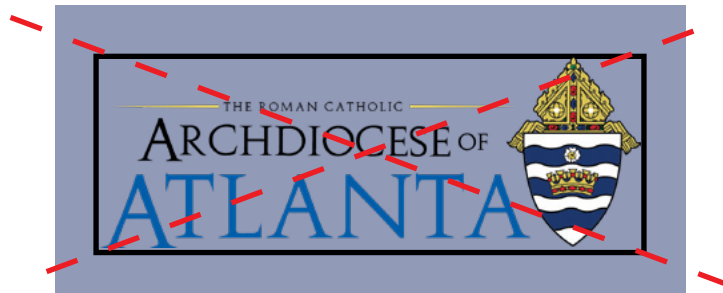
The minimum archdiocesan logo margin for the double- and single-row archdiocesan logo is the same size as the size of the crown on the shield. Here the visual with the dashed perimeters provides enough space for a crown on each side before text or another image is placed near it.



In the example here, the archdiocesan logo free space is given ample room in width but not in height. Therefore, it should be arranged so the archdiocesan shield fits on the green background and the margin is increased on the top and bottom.



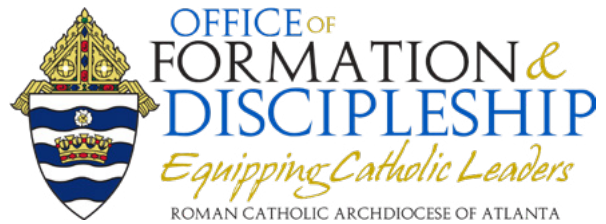
Never infringe the archdiocesan logo. In the example right, the black border is touching the archdiocesan logo—which is unacceptable.



APPROVED DEPARTMENT GRAPHICS

There is only one logo for the Archdiocese of Atlanta. Offices, departments, agencies, services, authorized organizations and administrative units do have a graphic element that symbolizes that group within the archdiocese.

Remember that archdiocesan funds may not be used for designs that are not in compliance with the archdiocese’s graphic standards.



Faith † Family † Excellence



REQUESTING LOGOS & GRAPHICS

Official Archdiocese of Atlanta logos are available on the (M:) drive in the folder “AOA-Style Guide-Branding” or by contacting the Office of Communications.

All logos and graphics should adhere to the rules outlined in this manual. It should be taken with great care to insert logos directly into documents and graphics rather than copied from the file. File types and how to insert the graphic into a file are detailed below.

All graphic requests must be submitted as a ticket to Communications online at:
<http://support.archatl.com>

Additional time is needed for print materials and during peak seasons for the Archbishop’s Annual Appeal, the Eucharistic Congress and ordinations.

For affiliated organizations and ministries of the Archdiocese of Atlanta, a request must be made in writing, with a description of the art being requested for use, and sent to the Office of Communications for approval. This includes digital representations as well as printed materials. If there is a question about whether this policy applies to your organization, contact the Office of Communications at communications@archatl.com.

JPEG

Best used for still images, real world images, complex color images and gray-scale images.

Compatible with all software; examples include Microsoft, Adobe and online websites like Facebook.

PNG

Best used for web-based images, images that involve transparency and fading, complex images like photographs if file size is not an issue and tiny graphics.

Compatible with all software.

Microsoft

In using Microsoft software such as Word, PowerPoint, Outlook and Publisher, images may be inserted from the ribbon bar as seen here by selecting “Insert” and “Pictures.”

From there you will be able to select the logo from your folders to insert it into the publication.

PDF

Best used for web-based printing services.

EPS

Best used for large format printers.



PRIMARY ARCHDIOCESAN COLORS AND DEFINITIONS

The primary color palette of the Archdiocese of Atlanta is Pantones 288C, 2935C, 458C and black. This color palette is based on the full color archdiocesan logo which has been in use since 2015. The shield of the Archdiocese of Atlanta has remained the same since 1963. When printing, Pantone colors can be compared with a Pantone book for accuracy.

ARCHDIOCESAN COLOR DARK BLUE

Pantone: 288 C
4-color (CMYK): C:100 M:91 Y:26 K:15
RGB: R:36 G:53 B:111
HEX: #24356f



Color tones

ARCHDIOCESAN COLOR BLUE

Pantone: 2935 C
4-color (CMYK): C:92 M:72 Y:0 K:0
RGB: R:36 G:89 B:169
HEX: #2459a9



Color tones

ARCHDIOCESAN COLOR GOLD

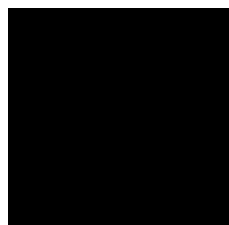
Pantone: 458 C
4-color (CMYK): C:16 M:17 Y:81 K:0
RGB: R:219 G:197 B:83
HEX: #dbc553



Color tones

ARCHDIOCESAN COLOR BLACK

Pantone: Black
4-color (CMYK): C:0 M:0 Y:0 K:100
RGB: R:0 G:0 B:0
HEX: #000000



Color tones

SECONDARY ARCHDIOCESAN COLORS AND DEFINITIONS

The secondary color palette has been developed to enable creative flexibility. The three colors are also found in the logo and can be used as supplementary to the primary colors.

When in doubt, use the Pantone color system as reference.

CORPORATE COLOR GREEN

Pantone: 348 C
4-color (CMYK): C:88 M:25 Y:91 K:11
RGB: R:0 G:130 B:75
HEX: #00824b



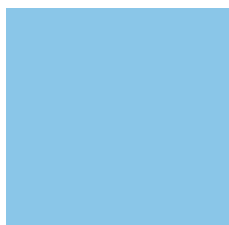
CORPORATE COLOR RED

Pantone: 186 C
4-color (CMYK): C:12 M:100 Y:94 K:3
RGB: R:207 G:32 B:44
HEX: #cf202c



CORPORATE COLOR LIGHT BLUE

Pantone: 2905 C
4-color (CMYK): C:142 M:8 Y:2 K:0
RGB: R:141 G:198 B:232
HEX: #8dc6e8





STATIONERY DESIGN

The Archdiocese of Atlanta stationery package is available for purchase from the Office of Communications. It includes the official letterhead, second sheets, envelopes, folded notecards, mailing labels and folders. It is required to use for all official printed letters.

2.1 Letterhead

2.2 Envelopes

2.3 Catalogue Envelopes

2.4 Notecards

2.5 Mailing Labels

2.6 Business Cards

2.7 Fax Cover Sheet

SAMPLE LETTERHEAD IN USE

The letterhead templates are meant to be used along with the letterhead shell. The letterhead shell (the paper itself) should be ordered through the Office of Communications.

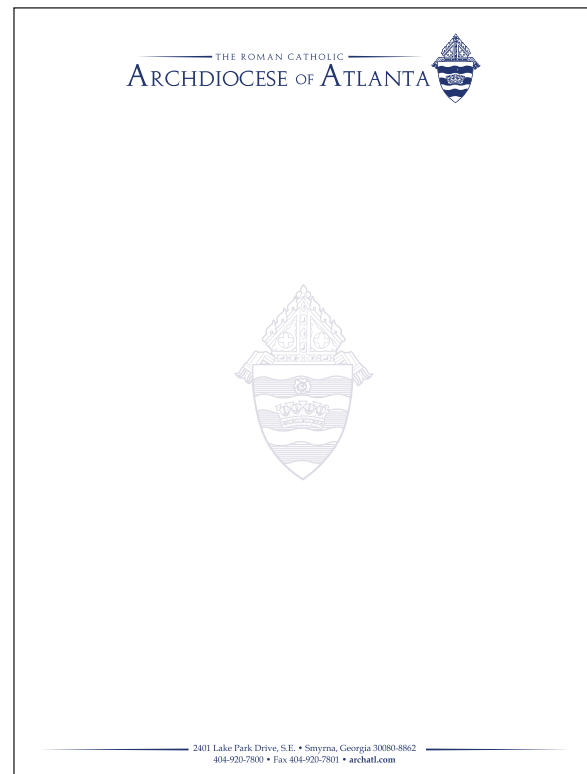
You can use these templates exactly the same way you would normally use a new document in Word. You may set tabs, etc., the same way for the body of the document.

Please do not add, change or remove any contact information, graphic elements, fonts, tabs, etc., without first contacting the Office of Communications.

Letterhead with copy and legal information below



The archdiocesan letterhead without copy

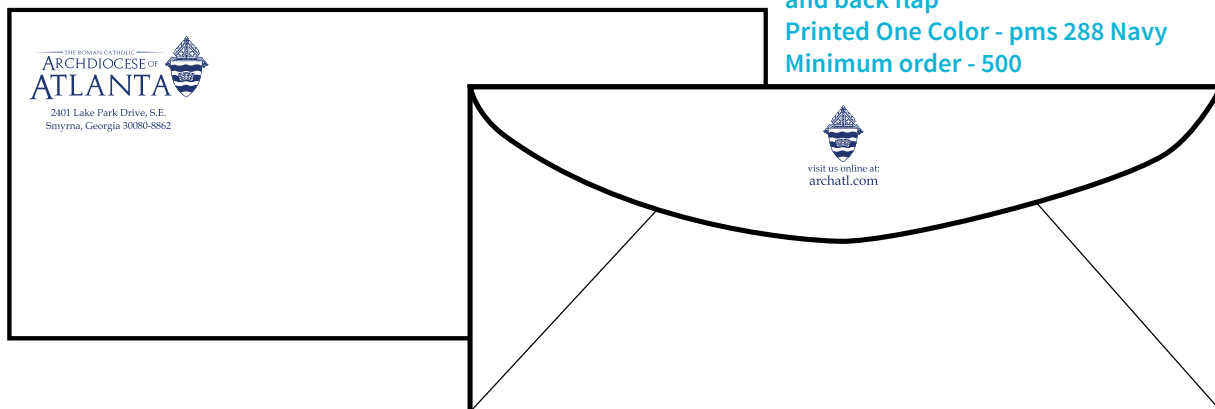


SAMPLE ENVELOPES

The Office of Communications offers three sizes of envelopes in our stationery package. The Classic Crest Solar White envelope is a #10 Envelope which fits a 8.5” by 11” piece of paper folded in thirds.

Also available is the #10 Window Envelope which has an address window. The #9 Envelopes have both a window and security print. This envelope is ideal for checks but also fits a tri-fold 8.5” by 11” sheet of paper. All three sizes fit the archdiocesan letterhead.

Classic Crest Solar White - #10 Envelope - printed front and back flap
Printed One Color - pms 288 Navy
Minimum order - 500



#10 Window Envelope - plain white 70# text
Printed front only
Printed One Color - pms 288 Navy
Minimum order - 500

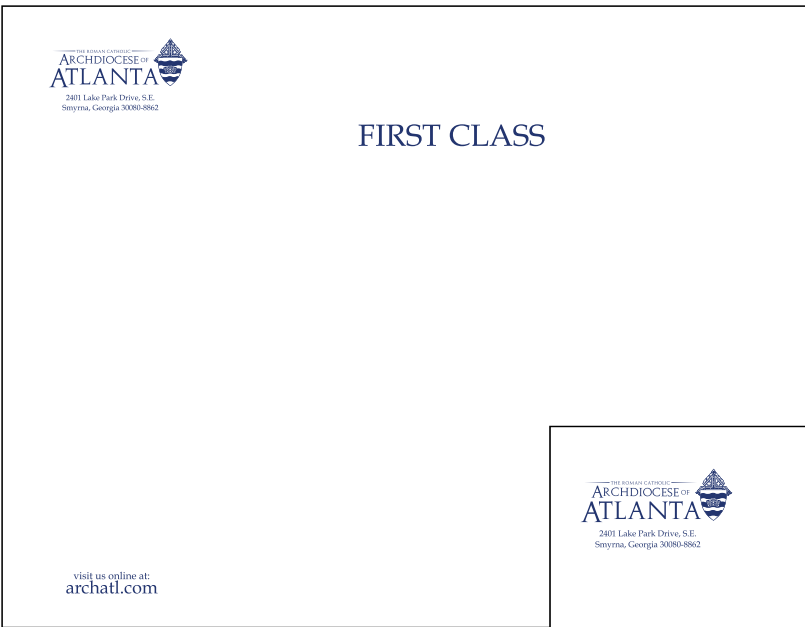


#9 Security Window Envelope - plain white 70# text
Printed front only
Printed One Color - pms 288 Navy
Minimum order - 500

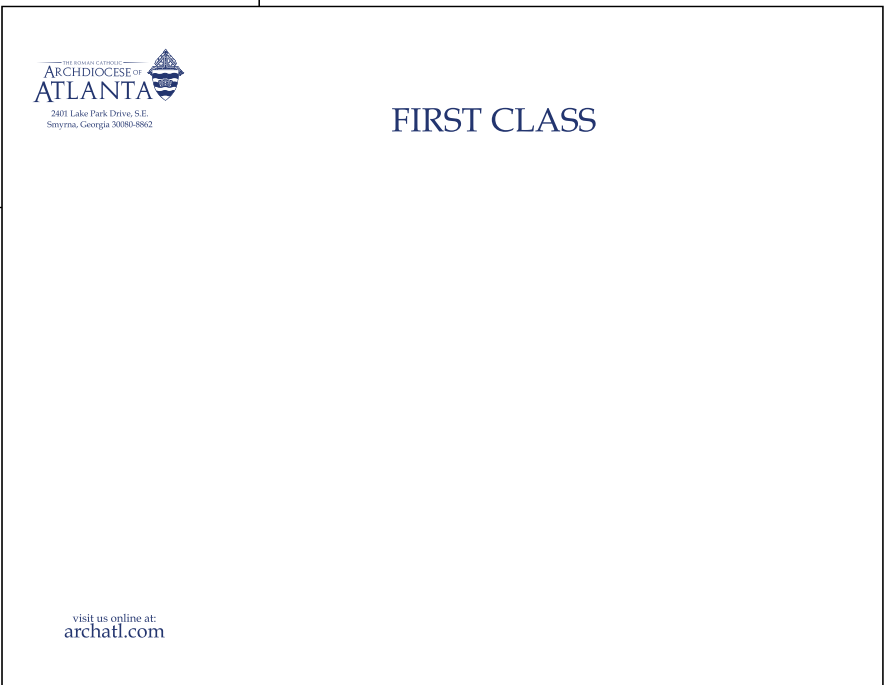
SAMPLE CATALOGUE ENVELOPES

The Office of Communications offers two sizes of catalogue envelopes in our stationery package. Catalogue envelopes open on the short side vs. booklet envelopes which open on the long side. The Office of Communications does not offer booklet envelopes.

The #13 catalogue envelope is 10” by 13”, and the #10 catalogue envelope is 9” by 12”. Both are available in bundles of 50.



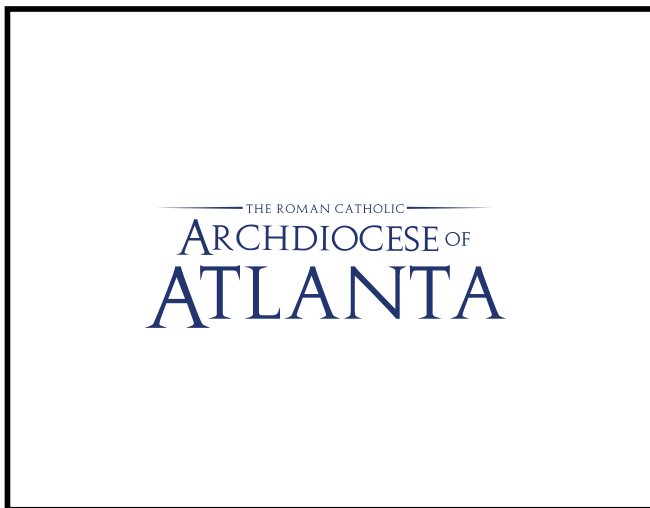
9” X 12” - plain white 70# text
Printed front only
Printed One Color - pms 288 Navy
Minimum order - 50



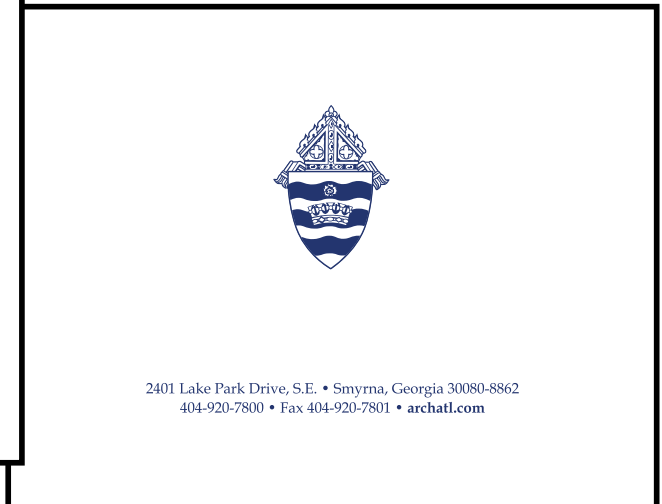
10” X 13” - plain white 70# text
Printed front only
Printed One Color - pms 288 Navy
Minimum order - 50

SAMPLE NOTECARDS

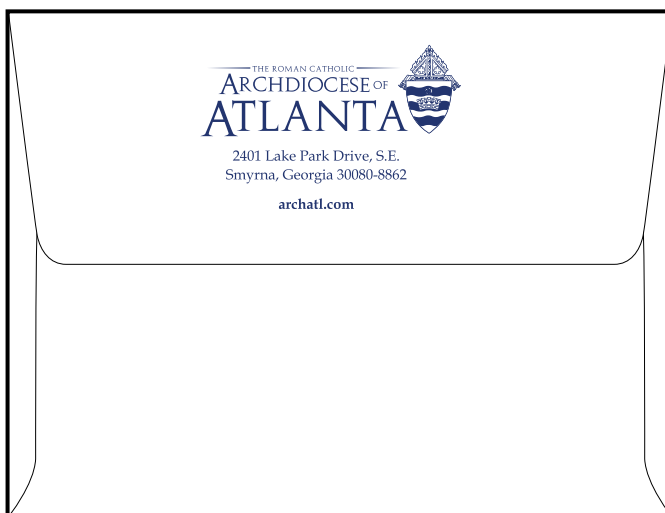
The Office of Communications offers folded notecards with envelopes in sets of 50. These are 5.5” by 4.25” cards available with envelopes; the envelopes are not available for purchase alone unless requested three weeks in advance from communications@archatl.com.



Front



Back



5.5” X 4.25” (folded)
 Classic Crest Linen Stock
 Printed outside only (inside blank)
 Solar White with matching
 A-2envelopes (Printed back flap)
 Printed One Color - pms 288 Navy
 Minimum order - 50

SAMPLE OF MAILING LABELS

The Office of Communications offers mailing labels for use by archdiocesan employees. These mailing labels have a peel-off back for convenience, and can be used on envelopes with or without the mailing address already printed.

4.75" X 2.75" - peel-off sticky back
Printed One Color - pms 288 Navy
Minimum order - 100

<p>THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA 2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862 404-920-7800 • Fax 404-920-7801 • archatl.com</p>		
<p>FIRST CLASS</p>		
<p>TO:</p>		

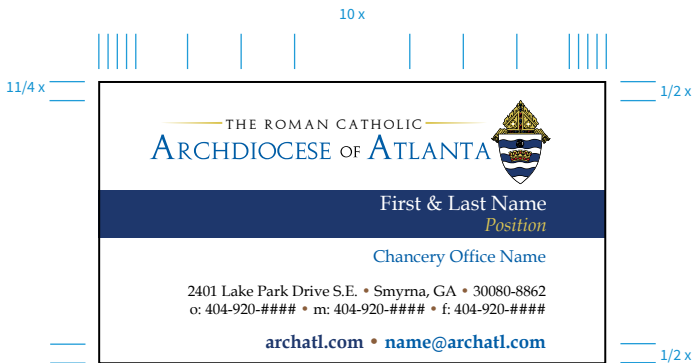
SAMPLE OF BUSINESS CARDS

The Office of Communications manages all business card requests. Business cards are available for purchase through the Intranet at intranet.archatl.com. The following denotes the options available for the cards and is repeated on the form online.

Once the business card has been drafted, it will be returned to the requester for proofing before placing the order. Business card requests can take up to three weeks to fulfill with shipping.

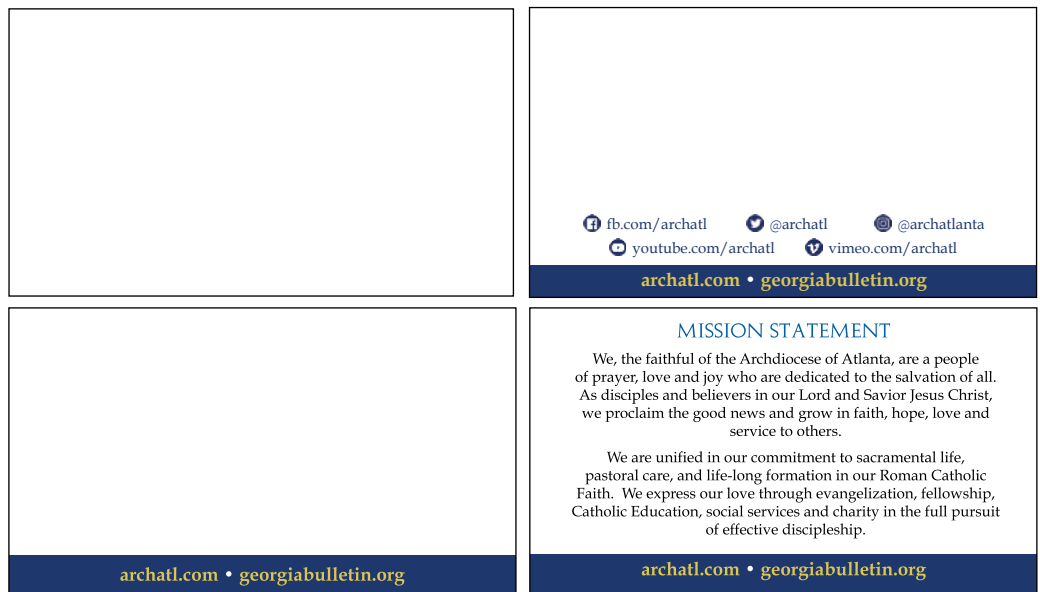
All business card requests should be submitted through the employee Intranet to decrease the margin of error.

Front



Business cards feature the archdiocesan logo, payoff and the blue supporting stroke information on one side as shown above.

Four Back Options
The first option is intentionally blank.



USING THE FAX COVER SHEET

A fax cover sheet is available for use on the (M:) drive in the folder “AOA-Style Guide-Branding” or by email request for faxes sent from the Archdiocese of Atlanta to other organizations.

Fax cover sheets are to be used to identify the sender and provide context for the information sent over fax as well as to state the intended recipient of the information.


Requests for the fax coversheet should be made to:

communications@archatl.com.

8.5” X 11”

The Fax Cover Sheet can be typed or printed blank to handwrite in the fields.

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA 

Fax

Date: Month, date, year

To: First and last name, Company name

From: First and last name, Office name

Re: Subject

Fax #: 404-920-####

Phone #: 404-920-####

Pages: ###

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
404-920-7800 • Fax 404-920-7801 • archatl.com

3

Implementation

Defines the guidelines for implementing the image style and tone of voice of the brand. It describes the content as well as the design, which is crucial for the success of our brand.

3.1 Email Signature

3.2 Wallpaper

3.3 Powerpoint Template

3.4 Video & Videography

3.5 Photography

3.6 Website

3.7 Media Requests & Policy

3.8 Name Tags & Badges

STANDARDIZED EMAIL SIGNATURE

Having a standard email signature reinforces the archdiocesan brand and helps promote our website. It also distinguishes official communication from us and a fraudulent email.

Do not use Outlook stationery or change the standard background or text colors. Email is fickle with how it displays non-text elements; it is almost impossible to format an email to appear the same across various platforms. Therefore, for an original email, it is recommended to stick to the white background, black text and blue link standard.

All archdiocesan representatives should have a standard format for their email signature.

If you need assistance setting up your signature, or if your email signature does not appear like the correct use example below, please contact the Office of Information Technology.

Personal pages should not be linked in the signature block.

Correct Use:

John Doe

Administrative Assistant

Office of Stewardship

2401 Lake Park Drive SE • Smyrna, GA • 30080-8862

o: 404-000-1234 • m: 404-000-5678 • f: 404-920-0000

jdoe@archatl.com • pastoralplan.archatl.com



Incorrect Use:



Jane K. Doe | Director of Archbishop's Office

The Roman Catholic Archdiocese of Atlanta

2401 Lake Park Drive SE | Smyrna, GA 30080

o 404.000.1234 | c 470.000.5678 | f 404.920.0000

archatl.com | Facebook | Twitter | Instagram

"We are the Lord's" - Romans 14:8

FOR YOUR DESKTOP: WALLPAPER

There is Archdiocese of Atlanta computer wallpaper available in formats for both Mac and PC. The following instructions detail how to properly set up the wallpaper:

On a PC:

1. Save a copy of the wallpaper to your computer.
2. With your mouse on your desktop, right click to open your menu. Click “Personalize.”
3. Select “Background,” and to locate the wallpaper .jpg file, click “Browse.”
4. Locate the archdiocesan desktop image file on the (M:) drive in the folder “AOA-Style Guide-Branding” (make sure it is the correct size for your monitor resolution), and click “Open.”
5. Finally, click “Apply” and then “Ok.”

On a Mac:

1. Save a copy of the wallpaper to your computer.
2. Under your “Apple Menu,” go to “System Preferences” and select “Desktop & Screensavers” click “+.”
3. In the “Desktop & Screensavers” window make sure the “Desktop” tab is selected.
4. Under “Picture,” click “Place Picture...”
5. Locate the archdiocesan desktop image file (make sure it is the correct size for your monitor resolution), and click “Open.”
6. Select the newly added picture.
7. Click “Set Desktop” and close window.



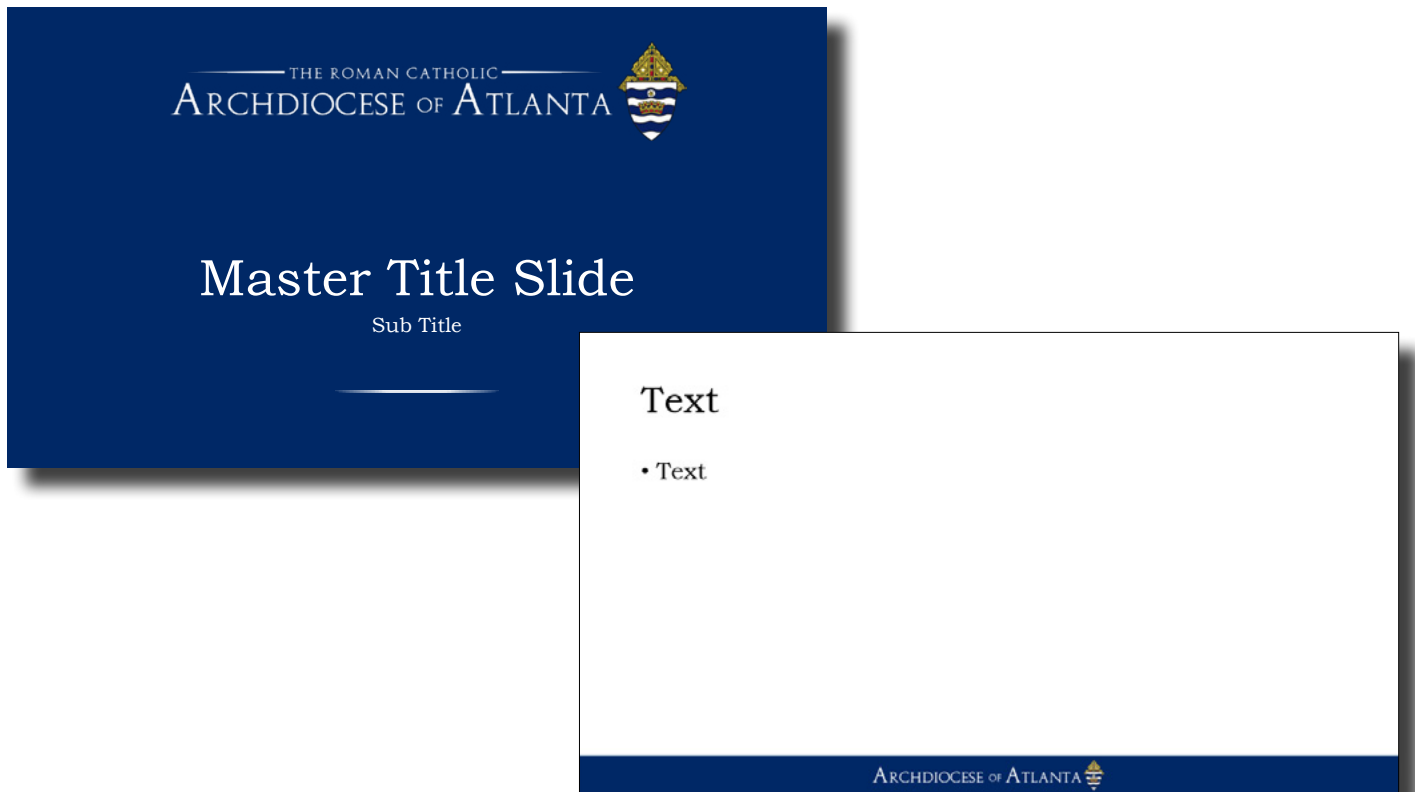
This wallpaper is available on the (M:) drive in the folder “AOA-Style Guide-Branding” or may be obtained by emailing communications@archatl.com.

STANDARDIZED POWERPOINT TEMPLATE

Having a standard PowerPoint template reinforces the archdiocesan brand and message. The simple addition of the archdiocesan logo on each PowerPoint allows custom images and text to be placed on the slide. If you have any questions or need a custom PowerPoint presentation in the archdiocesan brand, please contact the Office of Communications.

This PowerPoint theme can be saved to your files, and applied under the “Design Ribbon.” From here, you will select “Browse for Theme” to locate the theme in your files.

This template is available on the (M:) drive in the folder “AOA-Style Guide-Branding” or may be obtained by emailing communications@archatl.com.



REQUESTING VIDEO & VIDEOGRAPHY

Using Archdiocesan Videos: We encourage the sharing of all archdiocesan videos by schools and parishes as part of our social media policy. Any requests to use the videos created by the archdiocese by outside sources must have the approval of the Director of the Office of Communications. Requests in writing or by phone must be made 24 hours in advance of the time intended to share through: communications@archatl.com

Requesting Videography Services: If you are in need of videography services, please submit a ticket to our Multimedia Specialist, four weeks in advance for scheduling through:

<http://support.archatl.com>

This allows time to discuss the project to ensure that the highest archdiocesan standards are maintained throughout the duration of the project.

Any archdiocesan office, agency or department interested in internal production and/or contracting with an outside vendor for video or graphic production, or any other marketing tool to be used either with an internal or external market, must first contact the Office of Communications to discuss the project, intended vendor, etc.



REQUESTING PHOTOGRAPHY

Professionalism and quality should be reflected in every way we tell the Archdiocese of Atlanta's story—including the photographs seen in our publications, on our website and with our press releases.

If you are in need of photography services, please contact The Georgia Bulletin Editor two weeks in advance for scheduling, in order to discuss the project, intended vendor, receiving assistance with locating an archdiocesan-approved photographer, etc., in order to ensure that the highest archdiocesan standards are maintained throughout the project.

All requests for use of photos from The Georgia Bulletin must be submitted in writing two weeks in advance to:

Editor
The Georgia Bulletin
editor@georgiabulletin.org
404-920-7440



Photo by The Georgia Bulletin

***All photos from The Georgia Bulletin should include the tag “Photo by The Georgia Bulletin” or “Photo by (complete name of staff photographer), The Georgia Bulletin,” when applicable.**

REQUESTING EDITS

WEBSITE

Our webmaster manages more than 25 websites for the Archdiocese of Atlanta. In order to decrease our margin of error and maintain consistency, we require 2-3 days advance notice for web edits, 1 week for creation of webpages. Redoing entire department sections must be scheduled and discussed a month in advance.

All requests must include the final version of any documents. Turnaround time for edits may be longer during peak seasons such as the Archbishop's Annual Appeal, the Eucharistic Congress and back to school season. You can learn more about requesting assistance by visiting the Intranet.

All requests must be sent through our ticketing system:

<http://support.archatl.com>



MEDIA

REQUESTS & POLICY

The Office of Communications works for the archbishop to ensure that the Archdiocese of Atlanta is represented as a unified Body of Christ. We work to ensure a clear, consistent message of God’s love through his church.

To ensure a consistent, unified message, all employees, parishes, schools and institutions affiliated with the Archdiocese of Atlanta are required to comply with the following media policy.

All media inquiries or contact with the media should be directed to:

Maureen Smith, Director of Communications

404-698-8329 (cell) or 404-920-7344 (office)

Comments to the media can only be issued by Maureen Smith unless she authorizes someone else to comment.

Story submissions and letters to the editor of any media outlet may not be submitted without the approval of the Communications Director. The exception to this policy is the submission of information about a parish event or schedule.

If a reporter, photographer or videotaping crew shows up unexpectedly at your institution, contact the Communications Director before you allow them on the grounds of your facility. You or your authorized representative may be directed to speak or not to speak with the media after the Communications Director determines if any response is appropriate.

This policy has been put in place to protect the Archdiocese of Atlanta and the people it is charged with serving.



REQUESTING NAME TAGS & BADGES

All archdiocesan offices/departments must use the standardized and approved name badges. All gold name tags must be ordered through Specialty Engraving and reflect the approved design.

To place an order, email Specialty Engraving with names and office names with “Archdiocese of Atlanta Name Tag” as the subject to:

midtown@specialtyengraving.com

You will be given a proof of the artwork for approval/ editing prior to receiving an invoice.

NAME TAGS

The official Archdiocese of Atlanta name badge is to be worn at any official event sponsored by the archdiocese or at any time an employee is representing the archdiocese outside of the confines of his/her particular office.



NAME BADGES

The official Archdiocese of Atlanta name tag is to be worn by chancery employees while on duty within the confines of the office. The tag must be worn in plain view either on a lanyard around the neck or clip attached to a garment above the waist.

The name badge can be replaced for \$10 by contacting the Office of Human Resources.





Photo by The Georgia Bulletin

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Review Style Guide

Includes guidelines for addresses, special information, punctuating titles and phone numbers, and using correct Catholic terminology and references.

4.1 Special Information
4.2 Atlanta Style Guide

4.3 Archdiocesan Offices, Parishes, Schools & Catholic Centers

ARCHDIOCESE OF ATLANTA

SPECIAL INFORMATION

When writing professional letters, information should be punctuated as follows:

ADDRESS INFORMATION

Spell out Street, Boulevard, Avenue, etc. Abbreviate state names with approved P.O. two-letter state designations. When abbreviating SE, NW, etc., use no periods. Apply nine-digit zip codes, where known or required, and insert a hyphen after the first five numbers.

FOR TITLES

A comma should separate a title from a functional area or other description (i.e., Director, Marketing). No comma is required when title and function are placed on separate lines.

FOR PHONE NUMBERS

Phone numbers should be printed as follows with hyphens separating the numbers. Do not use periods, slashes or other separators. Place the following descriptors before the phone number to add clarity, when necessary.

<i>Descriptor</i>	<i>Phone number</i>
Phone	###-###-####
Main Number	###-###-####
Cell	###-###-####
Mobile	###-###-####
Pager	###-###-####
Fax	###-###-####

FOR ABBREVIATIONS

In general, do not use abbreviations, but write out complete titles and names. The only exceptions to this rule are the names of states in an address because the postal service prefers us to use abbreviations.

If abbreviation use is needed due to limited space, please consult the Oxford English Dictionary at:

<https://public.oed.com/how-to-use-the-oed/abbreviations/>

Religious Order Designations:

When identifying members of a religious order, the abbreviated form of an order's name is acceptable in all references. The abbreviated form of the name should not be preceded with a comma or include punctuations. (e.g. Reverend John Doe OP)

The one exception to this rule is Bishop Konzen who prefers: Bishop Joel M. Konzen, S.M.

For a full list of religious order designations, please contact the Office of Communications.

REVIEW STYLE GUIDE

TERMINOLOGY & REFERENCES

The Atlanta Review style is a guide for all departments to use when checking grammar and proper usage. The guide is based primarily on the Associated Press (AP) style guide for matters of grammar, sentence structure and usage not related to the church, and the Catholic News Service style guide for matters pertaining to ecclesiology. Refer to those

if information is not included here. Information can be requested about specific Catholic terminology not listed here from the Office of Communications or The Georgia Bulletin.

addresses

Follow AP style guidelines. Use the abbreviations Ave., Blvd. and St. only with a numbered address. Spell them out and capitalize when part of a formal street name without a number. Lowercase and spell out when used alone or with more than one street name.

All similar words (alley, drive, road, terrace, lane, court, place, etc.) are always spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.

Never abbreviate route or highway; list areas of Atlanta, e.g. Midtown, after the street address; use name of city with parishes outside metro area, use address in metro area; for a town outside the archdiocese, leave out the street address and follow the town with GA.; in general, do not give the address of a place after an event has occurred there, except if it is pertinent to the story.

ages

Always use numerals (e.g. Jimmy Smith, 10, enjoyed ...).

apostrophe

No ('s) in parish names unless part of the formal name (e.g. St. Mary's Catholic Church in Rome, GA).

archbishop

Uppercase when preceding the name of person but lowercase in all other instances, even when referring back to a specific person. (e.g. Archbishop Gregory J. Hartmayer... the archbishop said.) Same usage rules for bishop, cardinal and pope.

Archdiocese of Atlanta

Use archdiocese when used without the city name.

Atlanta

Refers to the city of Atlanta. When possible, use the official neighborhood name.

auxiliary bishop

Bernard E. (Ned) Shlesinger III and Joel M. Konzen, S.M. are to be preceded with: Auxiliary Bishop, Bishop or The Most Reverend.

baptism, sacrament of baptism

benediction

Capitalize when referring to the catholic religious service.

bible

Capitalize, but lowercase biblical.

bishop

See archbishop.

blessed

May abbreviate Blessed as Bl.

brother

For religious orders, use full name on first reference, only first name on second and subsequent references (e.g. Brother John Smith ... Brother John ...)

cardinal

See archbishop.

Castel Gandolfo

Pope's summer residence, not Castelgandolfo.

chancery

Uppercase when referring to the office location for the Archdiocese of Atlanta, and personnel of the archbishop, bishops and professional administrative staff.

church

Uppercase only as part of a formal name. Lower case when referring to the church in general or to a building. The Catholic Church or St. Ann Catholic Church, but the church on the corner of the street or "the church does not ordain women."

city

Use only when part of the official name of the municipality (Peachtree City) or when differentiating between counties and cities with same name is necessary (St. Charles city officials, Atlanta city police).

Communion

Capitalize because it is synonymous with Eucharist (e.g. Holy Communion; first Communion).

composition titles

Double quotes for books, movies, plays, articles, poems, TV and radio shows, albums and songs. No quotes or use italics for magazines or newspapers. Single quotes in headlines and cutlines.

co-sponsor

Always hyphenate

curia

When capitalized, this is a shortened form, acceptable in all references, for the Roman Curia, the church's central administrative offices. The term must be explained when used. See Catholic Church. Capitalize curia when used as part of the formal name of a diocesan central office, but lowercase in other uses.

dates

Always use day of the week with dates that are upcoming and commas before and after the date (e.g. Sunday, May 1, was sunny). Use date not day in reference to the past. The use of a hyphen is acceptable (e.g. Dec. 23-28). No hyphen is needed for two dates, simply a comma (e.g. Dec. 23, 24). There is no need to use "st", "rd" or "th" following the day.

daycare

deacons

An ordained member of clergy but not a priest. Specify if permanent or transitional deacon. Use Reverend Mr. or Rev. Mr. for transitional deacons, and Deacon for permanent deacons.

diaconate

Not deaconate.

day of recollection

Lowercase; unless beginning a sentence. (e.g. Day of recollection...)

email

Lowercase

Episcopal titles

The Reverend in first reference, Father in second reference except when the person has the title Deacon or Canon.

Eucharist, eucharistic

First Communion, Sacrament of First Communion

Extraordinary Minister of Holy Communion

Do not use eucharistic minister.

God

Capitalize all nouns used as names for this being. Lowercase personal pronouns.

Good News

Uppercase when referring to the Gospel.

Gospel

Capitalize as a noun or an adjective when it refers to any or all of the first four books of the New Testament, the message they contain or an excerpt from them proclaimed in a religious service. Lowercase use as an adjective.

grades

Hyphenate first-grader, second-grader, etc.

Hail Mary

Plural is Hail Marys.

headlines

Capitalize first letter of the first word in a line only. Do not use numerals 1-9.

heaven

hell

Holy Communion

holy orders, sacrament of holy orders

Holy See

internet

Jesus

Capitalize primary names such as *Jesus Christ, the Christ and Son of God*. Lowercase secondary titles and personal pronouns.

jubilee

Uppercase when referring to the Gospel.

Jr.

No commas preceding in the name of a person. (e.g. John Doe Jr.)

layman, layperson

legislative titles

Abbreviated Sen. or Rep., followed by party affiliation and location on first references .

Lent/Lenten

lifestyle

liturgy

Lutheran titles

The Rev. or Pastor on first reference, depending on the person's preference. Mr. on second reference.

Mass

Capitalize. People do not hear or say Mass but celebrate, participate in or attend Mass. There is no acceptable synonym. To use Eucharist as a synonym for Mass is wrong.

monsignor

Always abbreviate Msgr. except when part of a formal name of an organization. (e.g. Monsignor Donovan High School)

months

Abbreviate these months when used with a date: Jan., Feb., Aug., Sept., Oct., Nov., Dec.; all others spelled out.

Mr., Mrs., Ms., Miss

Use Mr., Mrs., Ms. Miss in obituaries. See deacons and Protestant titles for specific notation in obituaries.

new Catholics

Do not use neophytes, but converts is acceptable.

non

Use AP guidelines. Do not hyphenate nonpublic or nonprofit; hyphenate non-Christian, non-Catholic.

northside

north Atlanta is preferred.

numbers

Spell out all numbers less than 10. Exceptions are congressional districts or court names (see AP Stylebook), percentages and amounts of money (e.g. \$3 million). For ages, always use numerals (e.g. John Doe, 10, celebrated ...).

parish

Lowercase when not in formal name. Also see apostrophe.

pastoral letters

Capitalize titles of the letters.

penance

Lowercase unless used in Sacrament of Penance or Sacrament of Reconciliation for the formal name of the sacrament.

Purgatory

pontiff

Lowercase.

pope

Capitalize only when used before the name of a specific pope; lowercase on any subsequent uses even when referring back to a specific pope (e.g. Pope John Paul II said ... The pope also said ...).

Protestant titles

The Rev. with Mr. in second reference. Exceptions include Lutheran clergy (see Lutheran titles) and Episcopalian clergy (see Episcopalian titles). Other denominations have peculiarities such as Leader, Elder, Reader, etc. In general, use what they prefer.

quotations

Double quotes in body copy, pull quote boxes and cutlines. Single quotes in headlines. Uppercase the first letter in a quote if it starts a sentence that is within another sentence. Lowercase the beginning of quotes continuing sentences (e.g. ... calling the score “a testament to ...”).

rabbi

Use Rabbi plus last name on second reference.

radio stations

Use formal call letters and frequency, e.g. KMOX (AM-1120); KFYO (FM-99.1). If using the station’s common label (e.g. Classic 99), use it after the formal call letters and frequency.

religious orders

Abbreviate orders after a name, set off by commas and without periods. Only use on first reference.

religious titles

Spell out Father, Sister, Archbishop, Bishop, Cardinal when using before a name, then abbreviate Fr., Sr., Abp., Bp., Cdl. on second reference. Always abbreviate Monsignor as Msgr. In a long list of religious with the same title, may use one title throughout (e.g. Fathers John Doe and Joe Smith). See also archbishop, deacon or Protestant/Lutheran/Episcopalian titles.

Rev.

Never use Most Rev., Rt. Rev. or Very Rev. for Catholic clergy. See also archbishop, deacon or Protestant/Lutheran/Episcopalian titles.

Rosary

sacrament of anointing of the sick

Not last rites.

sacraments

Sacraments can be received only by a living person. Baptism, confirmation and holy orders are valid only once and have permanent effects.

saint

Abbreviate as St. in parish and school names, except in a proper name where it is not a pre-fix such as *Emory Saint Joseph*.

sister

Use full name on first reference and last name in subsequent references; also use initials or name of order in first reference (e.g. Sister Jane Doe, CSJ, or Sister of St. Joseph Rose Bland).

Scripture

Capitalize but lowercase “scriptural.”

suicide, death by suicide

As encouraged by our Disabilities Ministry, use “death by suicide” when referring to the act of taking one’s own life instead of “committed suicide.” While the act of suicide is always morally a grave wrong, many factors can diminish the responsibility of one who takes his or her own life.

The act of suicide often is the product of mental illness, intolerable stress or trauma. To portray suicide simply as “committing a crime or sin” does not reflect the full truth of such a tragic situation and can stigmatize those who experience suicidal thoughts or attempt suicide. This stigma, in turn, can deter people from seeking help from friends, family and professionals. Careful language and sensitive pastoral care are vital.

synod

Capitalize Synod of Bishops, but not synod or bishops alone.

Third World, Developing World

As encouraged by our Justice & Peace Ministries, use “Developing World” when referring to countries with a less developed economic and industrial base. Although the term “third world,” originated as a political designation for countries not aligned with either NATO or the Communist Bloc, since the end of the Cold War, the common usage has taken on an economic meaning and has a paternalistic connotation. “Developing World,” though not a perfect replacement, suggests agency and dynamism in those nations to which it refers, while also acknowledging the social, economic and political challenges they face.

time

Use noon by itself. Use a preposition between times instead of a hyphen if in a sentence (e.g. from 4 p.m. to 7:30 p.m.).

titles

See composition titles, legislative titles, Protestant titles

or religious titles; lowercase job titles behind officials’ names.

TV stations

Use call letters and local channel number, e.g. KMOV-TV, (Channel 4).

URLs

Use www. in front of URLs, except for archatl.com.

U.S.

Abbreviate as an adjective, otherwise spell out.

Vatican

versus

Abbreviate as vs. in all uses.

webpage

website

workforce

workplace

year

Use numerals, without commas (e.g. In March 1976). Use an ‘s’ without an apostrophe to indicate spans of decades or centuries (e.g. 1960s). Use apostrophe to indicate numerals that are left out (the ‘60s).

GUIDE TO STANDARD USE OF NAMES OF ARCHDIOCESAN OFFICES, PARISHES, SCHOOLS & CATHOLIC CENTERS

The names of parishes, schools and offices within the Archdiocese of Atlanta are provided below for standard use. Where applicable, the city name is provided for identification purposes only.

The parish names in this list were pulled from the canonical decree establishing each entity. These are not necessarily the

official legal names or colloquial names for each entity.

For questions about any of the information below, please visit the Office of Archives & Records' webpage at

<https://archatl.com/offices/archives/records-management/>

or contact them at records@archatl.com.

Chancery Offices

Archbishop, Office of the (ABO)
Archives and Records, Office of (ARC)
Auxiliary Bishops, Office of the (BIS)
Catholic Cemeteries, Office of (CEM)
Catholic Schools, Office of (CSO)
Chancellor, Office of the (CHN)
Child and Youth Protection, Office of (OCYP)
 Safe Environment
 Victim Assistance
Communications, Office of (COM)
Divine Worship, Office for (ODW)
Facilities Management, Office of (FAC)
Finance, Office of (FIN)
Formation and Discipleship, Office of (OFD)
 Adult Ministry & Adult Faith Formation
 Campus Ministry
 Evangelization
 Hospital Ministry
 Marriage and Family Ministry
 Pastoral Care Ministry
 Professional Development
 RCIA
 Religious Education
 Young Adult Ministry
 Youth Ministry
Georgia Bulletin, The (GB)
Human Resources, Office of (HR)
Information Technology, Office of (IT)
Intercultural and Ethnic Diversity, Office of (OIED)
Judicial Vicar, Office of the (JVC)
Life, Dignity and Justice, Office of (OLDJ)
 Disabilities Ministry
 Justice and Peace Ministries

Prison and Jail Ministry
Respect Life Ministry
Metropolitan Tribunal (MTR)
Permanent Diaconate, Office of the (PER)
Planning and Research, Office of (PRO)
Priest Personnel, Office of (PPO)
 Ongoing Formation of Priests
Stewardship, Office of (STE)
Vicar for Religious, Office of the (VCR)
Vicars General, Office of the (VCG)
Vocations, Office of (VOC)

Other Entities

Catholic Charities Atlanta (CCA)
Catholic Construction Services, Inc. (CCSI)
Catholic Continuing Care Retirement Communities, Inc. (CCRC)
Catholic Education of North Georgia, Inc. (CENGI)
Catholic Foundation of North Georgia, Inc. (CFNGA)
Catholic Housing Initiatives, Inc. (CHI)
Catholic Mutual Insurance (CMI)
GRACE Scholars, Inc. (GRACE)

Parishes

All Saints (AS)
Cathedral of Christ the King (CTK)
Christ Our Hope (COH)
Christ Our King and Savior (COKAS)
Christ the Redeemer (CTR)
Corpus Christi (CC)
Good Samaritan (GSA)
Good Shepherd (GSH)
Holy Cross (HC)

Holy Family (HF)
 Holy Spirit (HS)
 Holy Trinity (HT)
 Holy Vietnamese Martyrs (HVM)
 Immaculate Conception, Shrine of the (IC)
 Immaculate Heart of the Blessed Virgin Mary (IHM)
 Korean Martyrs (KM)
 Mary Our Queen (MOQ)
 Most Blessed Sacrament (MBS)
 Our Lady of LaSalette (OLLA)
 Our Lady of Lourdes (OLL)
 Our Lady of Perpetual Help (OLPH)
 Our Lady of the Assumption (OLA)
 Our Lady of the Mount (OLM)
 Our Lady of the Mountains (OLMS)
 Our Lady of Vietnam (OLV)
 Prince of Peace (PP)
 Queen of Angels (QA)
 Sacred Heart, Griffin (SHG)
 Sacred Heart, Milledgeville (SHM)
 Sacred Heart of Jesus, Atlanta, Basilica of the (SHJA)
 Sacred Heart of Jesus, Hartwell (SHJH)
 Saint Andrew (SAN)
 Saint Ann (SA)
 Saint Anna (SAA)
 Saint Anthony, Blue Ridge (SABR)
 Saint Anthony of Padua, Atlanta (SAP)
 Saint Augustine (SAU)
 Saint Benedict (SBEN)
 Saint Bernadette (SBER)
 Saint Brendan (SBRE)
 Saint Brigid (SBRI)
 Saint Catherine Labouré (SCL)
 Saint Catherine of Siena (SCS)
 Saint Clare of Assisi (SCA)
 Saint Clement (SC)
 Saint Francis de Sales (SFDS)
 Saint Francis of Assisi, Blairsville (SFAB)
 Saint Francis of Assisi, Cartersville (SFAC)
 Saint Gabriel (SG)
 Saint George (SGE)
 Saint Gerard Majella (SGM)
 Saint Helena (SH)
 Saint James, Madison (SJAM)
 Saint James, McDonough (SJAMD)
 Saint John Neumann (SJN)
 Saint John the Evangelist (SJE)
 Saint John Vianney (SJV)
 Saint Joseph, Athens (SJOA)
 Saint Joseph, Dalton (SJOD)
 Saint Joseph, Marietta (SJOM)
 Saint Joseph, Washington (SJOW)
 Saint Jude the Apostle (SJUA)

Saint Lawrence (SL)
 Saint Luke the Evangelist (SLE)
 Saint Marguerite d'Youville (SMDY)
 Saint Mark (SM)
 Saint Mary, Rome (SMR)
 Saint Mary, Toccoa (SMT)
 Saint Mary Magdalene (SMM)
 Saint Mary Mother of God (SMMG)
 Saint Matthew, Tyrone (SMAT)
 Saint Matthew, Winder (SMAW)
 Saint Michael, Gainesville (SMIG)
 Saint Michael the Archangel (SMIA)
 Saint Monica (SMO)
 Saint Oliver Plunkett (SOP)
 Saint Patrick (SPA)
 Saint Paul of the Cross (SPTC)
 Saint Paul the Apostle (SPTA)
 Saint Peter (SP)
 Saint Peter Chanel (SPC)
 Saint Peter the Rock (SPTR)
 Saint Philip Benizi (SPHB)
 Saint Pius X (SPX)
 Saint Stephen the Martyr (SSTM)
 Saint Theresa of the Child Jesus (STCJ)
 Saint Thomas Aquinas (STA)
 Saint Thomas More (STM)
 Saint Thomas the Apostle (STTA)
 Saint Vincent de Paul (SVDP)
 Saints Peter and Paul (SPP)
 Transfiguration (TR)

Missions & Pastoral Centers

Capilla Inspiración Pastoral Center (CI)
 Holy Name of Jesus Chinese Catholic Mission (HNJ)
 Misión Católica Nuestra Señora de las Américas (OLAM)
 Misión Católica San Felipe de Jesús (SFDJ)
 Misión Centro Católico del Espíritu Santo (ES)
 Misión de Cristo Rey Pastoral Center (MCR)
 Misión Divino Niño Jesús (DNJ)
 Purification of the Blessed Virgin Mary (PBVM)/Purification
 Heritage Center (PHC)
 Saint Andrew Kim Mission (SANK)
 Saint Elizabeth Seton Mission (SES)
 Saint John Paul II Mission (SJP II)
 Saint Katharine Drexel Mission (SKD)
 Saint Mary Mission, Elberton (SME)
 Saint Toribio Romo Mission (STR)

Schools

Blessed Trinity Catholic High School, Roswell
 Christ the King School, Atlanta
 Cristo Rey Atlanta Jesuit High School, Atlanta
 Holy Redeemer Catholic School, Alpharetta
 Holy Spirit Preparatory School, Atlanta
 Immaculate Heart of Mary Catholic School, Atlanta
 Marist School, Atlanta
 Monsignor Donovan Catholic High School, Athens
 Notre Dame Academy, Duluth
 Our Lady of Mercy Catholic High School, Fayetteville
 Our Lady of the Assumption Catholic School, Atlanta
 Our Lady of Victory Catholic School, Tyrone
 Pinecrest Academy, Cumming
 Queen of Angels Catholic School, Roswell
 Saint Catherine of Siena Catholic School, Kennesaw
 Saint John Neumann Regional Catholic School, Lilburn
 Saint John the Evangelist Catholic School, Hapeville
 Saint Joseph Catholic Parish School, Athens
 Saint Joseph Catholic School, Marietta
 Saint Jude the Apostle Catholic School, Atlanta
 Saint Mary Catholic School, Rome
 Saint Peter Claver Regional Catholic School, Decatur
 Saint Pius X Catholic High School, Atlanta
 Saint Thomas More Catholic School, Decatur

At the following universities/colleges in the Roman Catholic Archdiocese of Atlanta, there are catholic centers/ministries:

Agnes Scott College
 Berry College
 Clark Atlanta University
 Emory University
 Georgia College & State University
 Georgia State University
 Georgia Institute of Technology (Georgia Tech)
 Kennesaw State University
 Morehouse College
 Oxford College
 Spelman College
 University of Georgia
 University of North Georgia
 University of West Georgia



5 Protocol

Guidelines for addressing church officials.

- 5.1 Addressing Church Officials
- 5.2 Virtual Meeting best practices

ADDRESSING CHURCH OFFICIALS

When writing a letter and addressing clergy, the following styles should be used to maintain professionalism as all letters are a reflection of our archbishop and bishops.

Names and salutations

Pope

Greeting

“Your Holiness,” “Most Holy Father,” or “Holy Father.”

Envelope

“His Holiness, Pope Francis,”

Salutation

“Your Holiness,” or “Most Holy Father,”

Cardinal

Greeting

“Your Eminence.”

Envelope

“His Eminence, [First Name] Cardinal [Last Name], (Arch)bishop of [Diocese Name]”

E.g.: “His Eminence, Seán Cardinal O’Malley, Archbishop of Boston”

Salutation

“Your Eminence,”

Patriarch

Greeting

“Your Beatitude.”

Envelope

“His Beatitude, [John Doe], The Patriarch of [See Name]”

E.g.: “His Beatitude, Ibrahim Isaac Sidrak, The Patriarch of Alexandria of the Copts”

Salutation

“Your Beatitude,”

Archbishop & Bishop

Greeting

“Your Excellency.”

Envelope

“The Most Reverend [John Doe], (Arch)bishop of [Diocese Name],”

E.g.: “The Most Reverend Wilton D. Gregory, Archbishop of Atlanta”

Salutation

“Your Excellency,”

Archbishop and bishops should never be addressed as “bishop” without their first or last name accompanying.

Monsignor

Greeting

“Monsignor.”

Envelope

“Reverend Monsignor [John Doe],” or “Reverend and Dear Monsignor,”

E.g.: “Reverend John Doe”

Salutation

“Dear Monsignor,”

The proper abbreviation is “Rev. Msgr.”

Priest

Greeting

“Father.”

Envelope

“The Reverend [John Doe],” or “The Very Reverend [John Doe]” when applicable.

E.g.: “Reverend John Doe” & “Very Reverend John Doe”

Salutation

“Dear Father [Doe],” or “Reverend [Doe],”

Sister

Greeting

“Sister,” “Mother” or “Reverend Mother” when applicable

Envelope

“Sister [Jane Doe],” or “Reverend Mother [Jane Doe]”

If you are ordained you may address the letter “Reverend [Jane Doe]”

E.g.: “Sister Jane Doe OP”

Salutation

“Dear Sister,” or “Dear Reverend Mother,”

When unsure of the Sister’s rank or order it is always appropriate to call her, “Mother.”

VIRTUAL MEETING BEST PRACTICES

While in-person meetings are the preferred method of collaboration, we recognize that COVID spurred a new era of online meetings. It certainly has helped teams from different communities continue to work together and has saved time, fuel and money.

It has also, made us vulnerable to anonymous attacks or disruptions by people of ill will. While we cannot prevent these incidents entirely, there are some actions we can take to protect meeting attendees from what is known as “Zoom-bombing.”

What follows are some best practices for those hosting virtual meetings.

Set the stage for safety:

Ask people to register for an online event. Ask for an email. Most systems will recognize an invalid email and a prankster or disruptor will be less likely to register if he or she knows the organizer has their contact information. Some programs allow for registration.

For those that do not, you can set up a Google Form, Sign-up Genius form or similar online registration form to have an email list of those who will be attending or represented in the meetings. Do not share the meeting link until a person has registered.

Be clear with your attendees about your expectations.

Attendees should still dress for a meeting and should not attend in pajamas or other inappropriate attire. You should make this expectation clear at the time of registration.

Let them know in advance or at the start of a meeting that disruptive or abusive individuals will be removed. Foul language as well as abusive or threatening behavior cannot be tolerated.

Minor attendees who are participating from home should be encouraged to sit in a common area such as a kitchen or living room.

Actively manage your meeting:

When you set up your meeting, check your settings so that everyone is muted upon entry. We have included some resources for some of the more popular programs below.

If the program allows, utilize the waiting room for entry. Only allow registered attendees to join the meeting. We recognize that you may not always know all attendees, you can at least check them against your registration list. Some programs allow you to lock a meeting once it has started so no one else can enter unexpectedly. Once you have admitted all attendees, utilize the meeting lock.

If possible, do not allow attendees to send private messages to one another using the internal chat feature. You cannot monitor those conversations in the same way you can monitor the chat that goes to all attendees.

Every meeting should have two separate individuals to manage the meeting, a host and a technical director. The host is the one presenting the meeting. The technical director admits attendees; can mute or remove abusive attendees and should monitor the internal written chat program. As soon as someone becomes a disruption, the technical director should mute all attendees or delete the chat.

You can choose to send a private chat informing a disruptive person that he/she is violating your community standards and will be removed if he/she does not stop, or you can remove them without a warning. The host and technical director should discuss prior to the start of a meeting what circumstances should prompt these actions.

If you are using breakout rooms for small-group activities, someone from the host organization should be in each breakout room to monitor behavior. That person should notify the technical director immediately using the internal chat if a problem should arise. The technical director should take the same actions as he or she would in the larger group setting.

VIRTUAL MEETING BEST PRACTICES

Recognize and address concerns

When someone has been removed, you may wish to acknowledge the disruption, tell attendees you are sorry it happened and outline what you have done to address the situation. If the disruption was especially damaging, this may be a time to pause for prayer or words of healing. If the program allows, block the disruptive people from reentry.

Practice makes perfect

You should host a practice meeting with an internal team at which you act out all of the scenarios above so both the host and technical director know exactly how their programs work, how long it takes to remove someone and how they will approach these unexpected situations.

Here are some support articles on how to control settings and situations in GoToMeeting, Zoom and Microsoft Teams. If you use a different online platform, search the help section for safe or secure meetings.

<https://support.goto.com/meeting/help/how-do-i-mute-and-unmute-my-attendees-classic>

<https://support.goto.com/meeting/help/how-do-i-dismiss-attendees-classic>

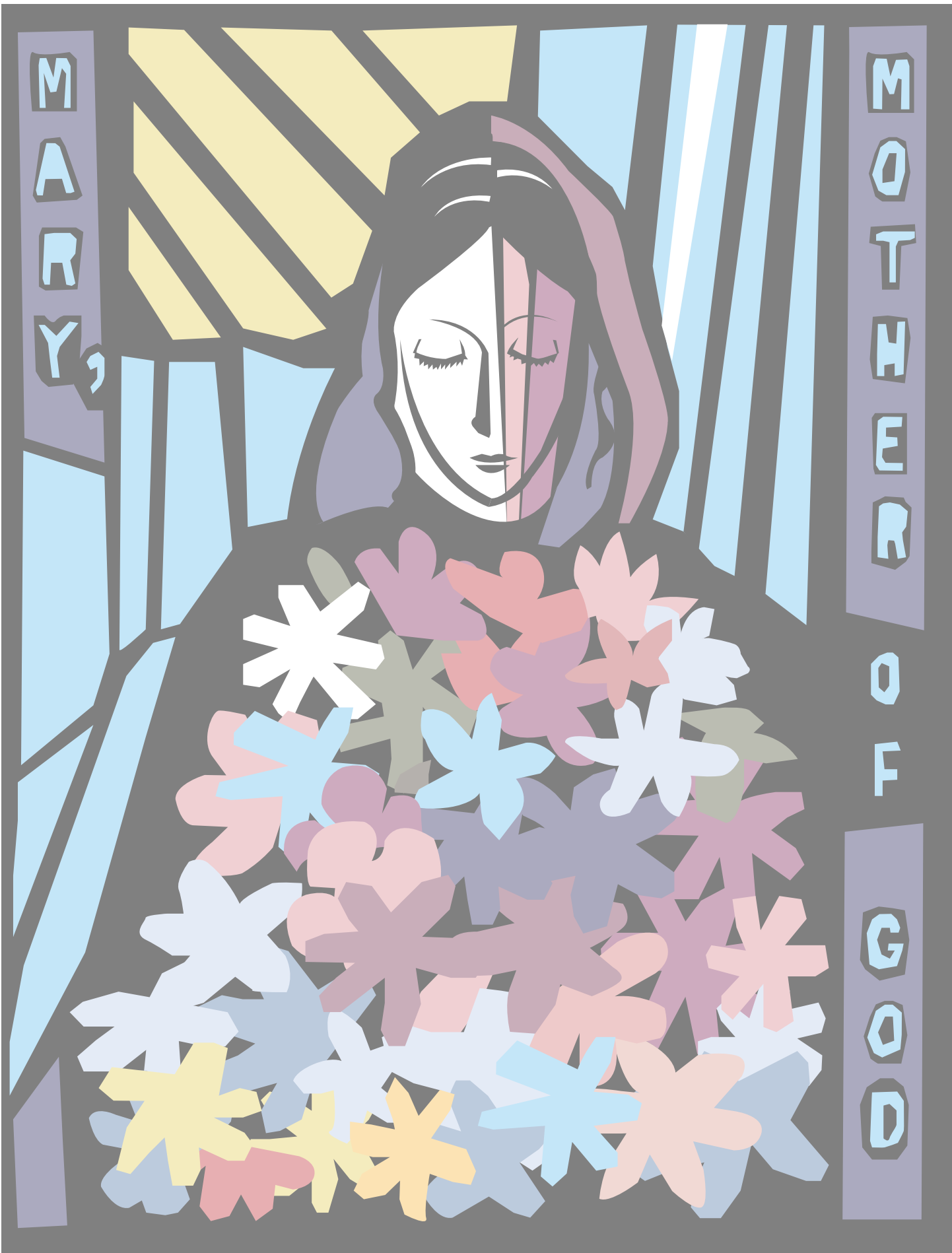
<https://support.goto.com/meeting/help/tips-for-staying-secure-using-gotomeeting>

<https://support.zoom.us/hc/en-us/articles/4409975293197-Preventing-disruptions-in-Zoom-Events-as-a-Host>

<https://support.microsoft.com/en-us/topic/keeping-students-safe-while-using-teams-for-distance-learning-f00fa399-0473-4d31-ab72-644c137e11c8?ns=iwappc&version=16&ui=en-us&rs=en-us&ad=us#Category=Educators>

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