



Memo

Date: November 15, 2021
To: Parish staff
From: Maureen Smith, director, Office of Communications
Re: The Georgia Bulletin mailing list

As discussed at P+SIC on Wednesday, November 10, The Georgia Bulletin is changing the way we manage the mailing list. Everything will be moving over to ParishSOFT and starting this week, we will begin our slow roll out. Our office manager, Amy Castranio, will be in charge of this process. Below you will find a step-by-step process of how everything will work:

- 1) Amy will reach out to a few parishes via email and inform them she is starting the process for their location.
- 2) Amy will pull a list from ParishSOFT of everyone currently signed up to receive the paper. If the parish has a separate document for their mailing list Amy will request that too.
- 3) She will go through each list and work with the assigned parish employee to confirm the data matches the list The Georgia Bulletin has in its database.
- 4) Once everything has been finalized on both ends the parish employee will make the changes in ParishSOFT. If a parish is unable to make their own corrections, Amy will be happy to get permission to make these corrections for you.

We understand you may not be able to make all of the corrections immediately, but ask that you make them as soon as you can.

Please note that Amy will only be modifying addresses and no other information in ParishSOFT. You will also be notified before any changes are made.

Finally, The Georgia Bulletin staff will offer a post-holiday season Zoom session to provide information and answer questions. Please remember that this process will take some time and we appreciate your patience.