

E-SECRETARY REPORT

Knoxville Diocesan (KDCCW) email list is a way of communication from KDCCW to 4 Deaneries and to Diocesan affiliations and parishes and vice versa. Affiliations are parishes or groups affiliated with National Council of Catholic Women (NCCW) and parishes are groups not currently affiliated with NCCW.

The KDCCW email list is by Deanery level: Five Rivers (which includes Five Rivers, National Council, Memphis Diocese, and Nashville Diocese names), Chattanooga Deanery, Cumberland Mountain Deanery, and Smoky Mountain Deanery. The e-secretary doesn't know which parish or affiliation any person belongs to.

Whenever new officers at any level of Council are elected, it is helpful to send to the KDCCW e-secretary the names of at least the President and possibly the VP so communications can be made to the Council level. No name on the KDCCW email list is ever deleted unless requested by the person herself. Due to the size of the KDCCW email list (currently about 300-325 names) it is not necessary to include the entire Board of any one level of Council. The KDCCW Board email list is kept separately. Those who received communications from the KDCCW email list is encouraged to share the information to the appropriate Council level.

Communications that go out are prayer requests and any other information needed to the entire KDCCW email list. Prayer requests may be sent by any women from any parish of the Diocese or any women who used to reside in the Diocese who ask to be kept on the KDCCW email list. Prayer requests are sent out on Mondays, Wednesdays, and Fridays (may be multiple prayer requests on same email). Please put on the first line of email: requester name, parish, town, and Deanery and on subject line: KDCCW prayer request. If prayer request is an emergency (ie death or surgery), prayer request would be sent immediately upon receiving request.

Other information that the entire KDCCW email list may need to know would be sent out as needed. As with prayer request: **Please put on the first line of email:** requester name, parish, town, and Deanery and on subject line: KDCCW (then whatever information is helpful to indicate what the communication is concerning).

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