

WWWC Email Guidelines

Obtain a private email address to which you have exclusive access.

Spirit Circle email check-ins (see below) require the same level of confidentiality as any sharing in WWWC. For this reason, no one but you should have access to the email you use for WWWC communication.

Do not use your work email for WWWC communication.

Business email addresses are owned by your employer and your messages ARE NOT private. Gmail, Yahoo, and other providers offer free email accounts.

Do not use a business tag under your signature.

Information about products you sell or your personal business or service are easily construed as advertising and are not appropriate within the sacred container of our WWWC communication. WWWC does not endorse any business or outside interest. You may choose to include your personal mission statement at the bottom of your email.

Do not send forwards or solicitations (e.g. fund raising requests) of any kind without first asking permission from the sister to whom you are sending it.

Spirit Circle Email Check-in Protocol

Spirit Circle members check in via email prior to each Spirit Circle meeting. In some Circles one woman is designated always to initiate the email check-in. In other Circles women share this responsibility on some rotating basis.

The woman starting the email check-in process can use as her subject line **Spirit Circle Check-in** along with the **date** of the upcoming meeting. This woman offers her own check-in (see format below). Other women then **reply all** with their check-ins.

The format of the email check-in is similar to that of the Check-in Round in Spirit Circle. A woman states her name and one or two feeling words describing how she is feeling at the time of her check-in and offers a sentence or two about how her current circumstances evoke these feelings.

In an email check-in a woman also states whether she is “in” or “out” for the upcoming meeting.

SAMPLE: “This is Ann. I am checking in feeling sad and angry. My mother called to tell me she’s spending Christmas with my sister’s family instead of mine again this year. I am in for our meeting.

Just as we allow women in Spirit Circle to speak their feelings without comment, we do not respond to a woman’s email check-in. In keeping with our WWWC Agreement of Sisterhood, “I build trust as I connect with my Christian sisters. I allow my sisters to stand in their woundedness as they heal.” We offer connection by receiving our sisters’ check-ins with love, acceptance, and silent blessing.

Other WWWC Email Communication

Apart from our Spirit Circle check-in process, WWWC sisters may reach out to one another seeking support and connection via email. We are free to respond to a sister with our listening, prayer, or encouragement. It is never appropriate to try to **fix**, give **advice**, **rescue**, or **project** our judgments (**FRAP**) in response to another woman’s request for support. Any response is sent directly to the woman in need, rather than a “reply all.”

If a woman needs to communicate WWWC business to a group of sisters, she is asked to put all addresses in the *BCC* function of her email. This limits replies to her alone and protects the privacy of other women’s email addresses.

When new Sister is interested in joining your group.

When a new Sister is interested in joining your Spirit Circle, she will not be on the email check immediately. After she attends her first meeting and voices her commitment to be a member of your group, then she will be added onto the check-in email list.

This sequence protects the safety of all the members of the group and their confidentiality and is respectful of all members.