

OHALAH Email List Guidelines

Goal: OHALAH's email list is maintained for the benefit of OHALAH members and Rabbinic Pastors Association subscribers to enhance and enrich our professional work and our spiritual and religious life and to share information about events, projects and job opportunities.

V'ahavta lereyacha kamocho – In *Baba Metzia*, it states, better to throw oneself into a fiery furnace...than to cause halba'at panim. Please be considerate of one another and address differences with kindness and respect.

To subscribe: Members of OHALAH in good standing, and affiliates of the Rabbinic Pastors Association may subscribe to our email list by contacting Rabbi Pam Frydman Baugh at pbrydman@yahoo.com.

To post, send your email to ohalah@shamash.org. Please read the guidelines below carefully before posting. Please honor all of the guidelines whether replying to the entire list or just to the sender.

Receiving email: You may receive email in digest form, i.e. all postings arrive in one email each day, or you may receive each email individually. To change from digest to individual or visa versa, please contact Pam at pbrydman@yahoo.com.

Length of Postings: Maximum two pages. Use 12 point Times New Roman font as a standard measure.

Please remove old verbage before posting: When responding to a post, please clear your screen so you do not include the email to which you are responding. Instead, refer to it in a few words.

Subject line: Please describe your post in the subject line of your email so recipients know what to expect.

Maximum three posts per week per person.

No *hal'banat panim* - If someone misquotes or mistranslates a source, please write them off list. If you receive such a correction off list, feel free to post your appreciation along with the correction.

No *hal'banat panim* also means no slander or put-downs.

No *rechilut* or *lashon hara* - An email list is not the venue for disciplining colleagues or calling them to task or spreading rumors about them. If you have information you believe to be true, but that you would not want someone to say about you on an email list, please do not say it about someone else. This includes eulogizing or otherwise writing about people who are seriously ill or have died.

No direct solicitation – If you want us to sign onto something or donate to something, tell us where on the web we can find the solicitation, but please do not post direct solicitations for funds on the list.

Official Postings – Official OHALAH postings include a statement that they are official. For all other postings, the writer is speaking for himself or herself.

New Confidentiality Policy – Until now, we were free to forward posts from this email. From now on, you must obtain written permission from the writer in order to forward someone’s post, unless the post contains a statement such as, “please share this with others beyond the OHALAH list,” or “you may forward this email beyond the OHALAH list” or something similar.

When forwarding posts from the OHALAH list, please state in your forward that you have permission of the writer to forward it.

No Tags Please – On the OHALAH list, you are among colleagues and friends. Please save your tags for official emails and do not use them when posting to the OHALAH list.

Email List Enforcement Policy

Participation in our email list is a privilege. List guidelines are crafted to protect subscribers from overwhelm and harassment. Failure to follow the guidelines will result in the following steps, numbered zero through seven.

0. This is where we all begin. We are welcome to participate in the list.
1. First violation of the guidelines – Board will ask the member to apologize to the list. A simple “sorry” will suffice.
2. Second violation of the guidelines – Board will notify the member that s/he is on probation.
3. Third violation of the guidelines – Board will have the member unsubscribed from our list for one month. After removing the member, notice will be sent to the subscriber via emailing informing him or her that s/he has been unsubscribed for one month.
4. Fourth violation of the guidelines – Board will have the member unsubscribed from our list for six months. After removing the member, notice will be sent to the subscriber via emailing informing him or her that s/he has been unsubscribed for six months.
5. Fifth violation of the guidelines – the member shall be referred to the Ethics Committee which shall prescribe appropriate rehabilitative measures which the member shall be expected to undertake. The member shall be permitted to participate in the list while undertaking the prescribed rehabilitative measures. When the rehabilitative measures have been successfully completed by the member to the satisfaction of the ethics committee, the member shall be free of Ethics Committee supervision.
6. Our board members read as many of the emails posted on our list as possible. However, the number of emails posted is sometimes greater than the time we have at our disposal. If you notice that our guidelines have been violated, please forward the email in question to our Administrative Director, Rabbi Pam Frydman Baugh at pbfrydman@yahoo.com.
7. Please do not reprimand another subscriber yourself because doing so either on or off the list may constitute *halbanat panim* and putting down another.