

# ST. KATERI PARISH PROFESSIONALS

*Parish Businesses to Serve You and Benefit the Parish*

## Guidelines 2018

**Welcome to the group:** Thank you for inquiring about joining The Saint Kateri Parish Professionals!

**Purpose:** The Saint Kateri Parish Professionals is a Parish ministry formed for the purpose of business networking and mutual business development of its members, while providing a means to assist the Parish through business referral donations to reduce the Building Fund debt. Members will be held to the highest standards of the chosen profession.

### GROUP REQUIREMENTS

1. You must be an active Saint Kateri Parish member (registered with the church)
2. Have a business that provides a product or service to the general public. There may be multiple member businesses that provide the same services. The church reserves the right to not include any business that would be deemed inappropriate.
3. Donate at least 5% of net proceeds from any business referral received through the parish to the St. Kateri Building Fund. This would be separate from any personal or family donations you give to the church. (a special envelope is used for proper credit and recording).
4. Pay the Group Membership Dues:
  - **Participating Member: \$100** – To maintain the status of active participating member, we attend all of the group's meetings, mixers and expo with no more than two (2) absences.  
  
If you cannot attend a meeting, please send a representative of your business, or contact the group coordinator ahead of the meeting date to notify the group of your absence. (*absence due to an earlier commitment of another of the Church's ministries will be considered excused*).
  - **Advertising Only Member: \$200** - Advertising only members attend one meeting at the time of enrollment in the group, and will not be held to the same participation/attendance standard for the rest of the year, with the exception of the Business Expo Meetings.
5. Promptly provide any marketing materials such as ads and verbiage to promote your business as part of the Group.

## **MEMBER BENEFITS**

### **1. Business Networking and referring**

- Opportunity to meet and network with other Parish business owners and develop relationships and partnerships that may help promote and develop your business recognition
- Ability to offer our businesses to church members
- Getting referrals not only through the advertising benefits listed above, but by knowing each other, we can then refer each other to potential customers outside the group.

### **2. Advertising Opportunities**

- Listing of your business on the Saint Kateri Parish Website (under Resources "Parish Business Services Listing")
- Listing in the monthly bulletin insert for the Parish Professionals Group
- Listing of your business in the "New Comers" packets for new church members
- An opportunity for a ¼ page advertisement that will appear in the bulletin as one of the "Businesses of the Month" and on the Parish website (a drawing is held for this, subject to your presence at meetings)
- Your business ad displayed in a revolving slide show in the hospitality room every Sunday through all the masses.
- Referrals from the Parish office staff for any service inquiries from other parishioners

### **3. Monthly Presentations**

- Each meeting 2 – 3 speakers will have up to 10 minutes to present their business and a "helpful tip" to the group.

### **4. Hospitality Table**

- You may sign up to bring donuts/pastries for the Hospitality Ministry on any given Sunday and then have your business card or other small marketing material displayed.
- Optionally, you may then have an attended display table for your business throughout the hospitality period on Sundays (please be sensitive to the fellowship environment and actively solicit attendees).
- Prior Approval is needed from the group coordinator and the hospitality Chairman.

### **5. Business Expo**

- Each year our group puts on a Business Expo. This is for members of our group only, and your business' participation is required. All members must attend the "Business Expo" preparation meetings. At the business expo, each business supplies a prize from your business and some refreshment/food item for guests. More detail would be provided at the Business Expo preparation meetings

### **6. Parish Professionals Mixers**

- This year, there are 3 mixers: March, July and December. Hosts Wanted! These are regarded in the same way as other monthly meetings, and attendance/participation is required. Any member of the group may host a mixer at their home or place of business. If you are interested, please let us know so we can reserve a date for you. You choose the place and it is recommended that you provide some refreshment and/or food or hors-d'oeuvres type items for your guests.
- Though some standard business activity will be conducted, these mixers are a nice social gathering for fellowship, getting to know one another and getting to know each others' businesses a little better. As the mixer host, you may make a short business presentation to the guests.

### **7. Optional Parish Teaching Seminars**

- Members may put on "teaching seminar" for parishioners. (There are parish guidelines and approval requirements that need to be adhered to. Please inquire with the group leader, Mary K. Judy).

## USING YOUR MEMBERSHIP

Each member should keep a current member list with them or at their place of business and at home, and know the Saint Kateri website address and how to find our list of businesses.

Whenever anyone mentions to you that they are looking for a certain service or business please mention those businesses listed on the Parish Professionals List. Make sure when you refer people that they mention that they are a St. Kateri referral *even if they do not attend St. Kateri*. Donate a minimum of 5% of your "net" proceeds from any church referral back to the building fund. Your donations are given in good faith, however the office does keep a list of the businesses which have donated and how much is donated every month and year. Please use the specified envelope to submit your donation, and be generous.

**Donations** - Members should use one envelope a month and include all their combined donations for that period. The office will send you a receipt for each donation, but you must keep track of your annual contributions.

**Communication** - We must have a valid email address for all members. Please make sure that your email account server will accept email from the following emails. Any communication sent to the entire membership must be preapproved by the Group Coordinator at [marykjudy@gmail.com](mailto:marykjudy@gmail.com) and sent through Kelly Dunnahoo, Group Email Coordinator, at the St. Kateri Business Referral Group's email address [businessreferral@saintkateriparish.org](mailto:businessreferral@saintkateriparish.org).

**Ads** – Upon joining, you are required to provide two ads that will be used in promoting your business. These are 3.5"x4.0" vertical and 6.0"x9.0" horizontal. Instructions are enclosed in the group welcome packet. As soon as you become a member, you must submit your ads to Michael Asmar [michael@JDVphotography.net](mailto:michael@JDVphotography.net). If you need some assistance in ad development, you may contract the services of an external professional or use the services of Michael Asmar's company in our group at a fee.

**Ethics Committee** – Our group will choose 5 members to sit on our ethics committee. This committee will investigate and evaluate the merits of any complaints against any of our member businesses received by the group leader or Church. Members must make every effort to remedy any service complaint as it is a reflection on the Group and Parish. Removal from the group is possible based on this committee's findings. If any member receives more than one such complaint which has been validated by the committee, that member may be asked to leave the group. Members of our Parish must absolutely feel comfortable in using and referring our businesses to their friends and families.

If you have any questions regarding this group or our guidelines, please feel free to email me at [MaryKJudy@gmail.com](mailto:MaryKJudy@gmail.com) or call/text me at (818) 314-0896. The more involved you are... the more business you will receive. So get involved and let's make 2017 a great business year for everyone!

## ADDITIONAL INFORMATION

To inquire about the group or to request any further information or clarification about the Saint Kateri Parish Professionals you may contact:

Group Coordinator 2017:	MARY K. JUDY	(818) 314-0896
Senior Members:	LYNNEVE HAYS	(661) 297-5548
	KELLY DUNNAHOO	(661) 755-2884
	MICHAEL ASMAR	(661) 600-8750
	MEGAN PRATCHARD	(661) 297-7689
Church Office:	Business Manager	(661) 296-3180

**St. Kateri Parish Professionals  
Meeting Dates - 2018  
4th Thursday of the month  
7pm - Room 2**

**January 25**

**February 22**

**March 22**

**April 26**

**May 24**

**June 28**

**July 26**

**August 23**

**September 27**

**October 14**

EXPO tentative date

**October 25**

**November**

no meeting

**December**

Mixer

# 2018 St. Kateri Parish Professionals - Data Sheet

## BUSINESS INFORMATION - TO BE PUBLISHED

BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CATEGORY: \_\_\_\_\_

Attorney, Auto Repair, Beauty Products & Services, Bookkeeping/Accounting, Bridal, Cars, Children's Services, Computer, Consulting Services, Contractors, Counseling, Dentists, Finance & Insurance Services, Florist, Fund Raising, Funeral/Cemetery, Gifts, Gourmet, Health & Fitness, Health Plans & Insurance, Home Services & Supplies, Humanitarian Services, Insurance, Interior Design, Jewelry, Limousine Service, Manufacturing, Notary Public, Photographer, Real Estate Services, Realtors, Restaurants, Senior Services, Video, Web Services...(or suggest a category that suits your needs)

## PERSONAL INFORMATION - NOT TO BE PUBLISHED

HOME ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BEST # TO REACH YOU: \_\_\_\_\_

OK TO TEXT? Yes or No: \_\_\_\_\_

BEST # TO TEXT: \_\_\_\_\_

BEST EMAIL TO YOU: \_\_\_\_\_

If you use e-mail filtering software, please allow emails from:

**businessreferral@saintkateriparish.org and marykjudy@gmail.com**

By signing this form you are giving Mary K Judy and the Saint Kateri Parish Professionals permission to send group emails to you and to publish your Business Information. This permission is annually renewable based on continued membership.

Please sign and date: \_\_\_\_\_

or type name and date if submitting via email