

THE CATHOLIC COMMUNITY OF

Saint Kateri Tekakwitha

22508 Copper Hill Drive

Santa Clarita, California 91350

661.296.3180

www.saintkateriparish.org

Parish Ministry Leadership Handbook



“Keep watch over yourselves and over the whole flock of which the holy Spirit has appointed you overseers, in which you tend the church of God that He acquired with His own blood.”

Acts 20:28

Dear Ministry Leaders,

Thank you for serving the community of Saint Kateri. The parish is blessed by your willingness to use your gifts and abilities, which strengthen us as a parish community, as we work together towards our mission and vision.

I invite you to reflect on our mission often: To hear Jesus' call to be His disciple, to give our lives entirely over to Jesus, and to share in Jesus' redemptive mission. It helps me to keep focused, especially in our busy lives. And in all we do, keep God as part of your journey, always praying and discerning, so we may know His will for us and the parish.

The Saint Kateri Directors and staff, are here to serve you. Please feel free to reach out to us anytime. We are very blessed to have a beautiful facility to worship and gather. Saint Kateri is a multipurpose facility built through the generosity of the parishioners and others moved by the Holy Spirit. The great sacrifices made by contributors, such as yourself, place a responsibility on those who use the facility to do so in a respectful way. We ask that you care for Saint Kateri's facilities as if it were your home.

This handbook is designed to be a resource for you, as you use the facility for gatherings. The facility is available for use 6:30 am to 9:15 pm daily. All attendees must leave the facility (including the parking lot) no later than 9:30 pm.

In this booklet, you will find information regarding:

- ◆ Ministry Leaders' Expectations
- ◆ General Guidelines
- ◆ Facility Hours and Staff Support
- ◆ Room Information
- ◆ Audio Video Equipment
- ◆ Kitchen
- ◆ Hospitality Supplies
- ◆ Outside Grounds
- ◆ Safe Environment Guidelines
- ◆ Budget and Fundraising
- ◆ Communication Opportunities
- ◆ Facility Reservations

Again, thank you!
Jennifer Cummings-Martin
Director of Operations

Ministry Leaders' Expectations

Ministry Leaders are called to assist the parish community in fulfilling its vision and mission in three ways: 1. Allowing God to lead (*hearing*), 2. Living in Christian Community (*giving*), and 3. Making Disciples (*sharing*).

1. Allowing God to Lead

- a. Listening to God's direction for your group is important. God's intent and desire is for us to grow. *Each ministry is asked to provide yearly goals for the growth of their ministry.*
- b. Listening to God's direction for your own life is important. That is why *each ministry leader is asked to commit to lead a ministry for 3 years and renew that commitment only after a time of discernment.*

2. Living in Christian Community

- a. Calling others to live in Christian community can only be done by *nurturing relationships of love and genuine care for others, living Gospel values as we interact with one another, and by following the parish guidelines for ensuring a safe environment.*
- b. Helping ministry members and staff stay connected by *providing updated lists of ministry members to staff.*
- c. Living in Christian community involves care for the things we hold in common. One practical way of doing that is by *following the parish guidelines regarding the use of facilities.*
- d. In order to grow as a Christian community *we need to understand and know how the structures of the parish community work.* We need to know the staff, Pastoral Council, Finance Council, and other parish ministry leaders. We need to understand and know how each of these groups serve and work toward fulfilling our parish vision and mission.
- d. Christian community calls us to share all things in common. One way of doing that is by *providing a yearly budget if needed.* This is so we can support one another in the goals we would like to achieve.

3. Making Disciples

- a. The initial role of all ministry leadership is to *call others to follow Jesus as His disciple.*
- b. As individuals respond to a life of discipleship, we are called as ministry leaders to deepen the spiritual growth of others, so that they might mature as disciples of Jesus.
- c. As ministry leaders, our primary role isn't merely to minister to others, rather it is to prepare and form others to be ministers who

make disciples.

- d. This call to make disciples is the goal and purpose behind all ministries. As a ministry leader, I am called first to *support and promote the vision and mission Jesus has given to our parish*. I recognize that such a commitment builds up and produces fruits that enhance and edify the specific and unique mission given to each parish ministry.

General Guidelines

The facility is comprised of 50,268 square feet, which includes the church, Kateri Faith Center, Parish Office (with 3 Meeting Rooms), Liturgy Center, miscellaneous offices, and 8 additional Meeting Rooms. Use of the facility **MUST** be scheduled. Ministry leaders schedule their events on an **annual basis** through www.ESPACE.cool. Leaders are assigned User IDs and passwords by the Parish Office. The capability of reserving rooms is opened in the first week of May for the upcoming fiscal year (July through June). Use of the facility is on a “first-come, first-serve” basis.

Your request for space is verified against the main schedule to ensure the requested date and rooms are available. Your request is not complete until you have received a confirmation email indicating approval. In the event a room is reserved and the event is cancelled, the ministry leader must delete the event. Failure to cancel the event will result in revoking leadership access to the facility scheduler.

The Plaza and parking lot lights are on timers according to a programmed schedule. They will automatically turn on. Restroom lights are on timers in addition to lighting that remains on at all times. Do not tamper with the Fire Protection system at any time. Throughout the building, there are fire doors in place for your safety.

The locations of the fire doors are:

- ◆ Kateri Faith Center lobby near the kitchen
- ◆ Kateri Faith Center basement corridor (between offices and Room 1)
- ◆ West corridors to the church
- ◆ Leading to the elevators in the church and downstairs in the Kateri Faith Center

In the event of an emergency and fire is detected, or any fire alarm is pulled, ALL emergency doors will close immediately. Do not prop open emergency doors or block their path with chairs, etc.

No Saint Kateri items are to be removed or borrowed from the building under any circumstances. This includes tables, chairs, kitchen utensils,

linens, environment, supplies, etc.

Facility Hours

The church is open daily from 6:30 am to 8:30 pm. Meeting rooms are available daily 6:30 am to 9:15 pm. Parish Office hours are Monday through Friday 9:00 am to 12:30 pm and 1:30 pm to 8:30 pm; Saturday 9:00 am to 5:00 pm; Sunday 9:30 am to 2:00 pm.

Parish Office hours are subject to change depending on volunteer availability.

Staff Support

Bryan Archer, Director of Music

(661) 296-3180 ext. 7919

Bonnie Bulder, Faith Formation Administrative Assistant

(661) 296-6945 ext. 7902

Jennifer Cummings-Martin, Director of Operations

(661) 296-3180 ext. 2452

Mary Donckels, Bookkeeper

(661) 296-3180 ext. 7904

Maureen Dunnahoo, Parish Office Administrative Assistant

(661) 296-3180 ext. 7827

Karlen English, Director of Technical Services

(661) 296-3180 ext. 7918

Hunter Leonard, Site Support

(661) 296-3180 ext. 7819

Renee Limon, Communications Coordinator

(661) 296-3180 ext. 7807

Clarissa Martinez, Director of Liturgy

(661) 296-3180 ext. 7826

Kathy Regalado, Director of Outreach

(661) 296-3180 ext. 7917

Janet Rivas, Co-Coordinator of The Ark

jrivas@saintkateriparish.org

Patti Rizzo, Parish Office Secretary

(661) 296-3180 ext. 7905

Alfredo Vera, Site Maintenance

(661) 586-4869

Bobby Vidal, Director of Evangelization and Lay Formation

(661) 296-6945 ext. 7909

Meeting and Conference Rooms

The facility offers 11 meeting rooms that can accommodate 10 to 74

people. Most rooms have tables and chairs. The choice of rooms are Rooms 1-6, Saint Rita, San Lorenzo Ruiz, San Domenico, and Saint Peter's Catacomb. In addition, we have Slattery Hall. TV and DVD equipment may be requested; however, equipment must be reserved in advance. Please see "Audio Video Equipment" for more details (page 7).

Rooms are available for ministry meetings, planning sessions, choir rehearsals, etc. for 10 or more people. Activities shall be confined to rooms assigned with adjacent halls and entries as needed. If children are present, they must be supervised at all times. Adults must comply with Saint Kateri's Safe Environment Guidelines. Please see "Safe Environment Guidelines" for more details (page 9).

Furnishings and equipment must be returned to their proper locations as indicated on a diagram in each room. There is limited storage; please inquire with the Director of Operations if you have specific needs.

Ministries/Groups commit to the following:

- ◆ No candles or incense can be burned in meeting rooms
- ◆ Complete clean-up is required after all meetings
- ◆ Furniture must be returned to their proper locations (see diagram in room)
- ◆ All lights must be turned off
- ◆ AC and heating systems must be turned off

Some meeting rooms have partitions. **Under no circumstances may the partitions be opened.** Requests for opening and closing partitions may be made through the Director of Operations or Site Support.

The Ark

The use of The Ark is restricted and requires pre-approval. For access please contact Janet Rivas in advance of any activity. Approval of activities not related to The Ark should be confined to rooms assigned with adjacent halls and entries as needed. We are depending on your leadership and good will to ensure that there will be no unauthorized use of The Ark.



Slattery Hall

Slattery Hall is divided into three sections: 1, 2, and 3. These sections may be separated by partitions. Reservations are available for one or all. In order to be good stewards of God's resources, Hall reservations should be made for only the space needed. Please do not reserve more Halls than needed. A ministry/group using the hall must have at least 60 people.

Requests to use the Hall, or to open/close the partitions, must be requested and approved by the Director of Operations.

When partitions are opened, the hall will accommodate a maximum occupancy of 736 for assembly seating, or 320 with round tables and chairs.

When loading and unloading tables and chairs, always carry them across the floor; **never drag** them into place. Wipe down all tables and chairs and place back using appropriate storage carts. The tables and chairs need to be handled with care to avoid scratches and damage to the tables, walls, floors, and elevators.

Light controls in Slattery Hall are located on the west wall in a recessed cabinet, one in each section. Select the desired setting using the light keypad. Please **do not** attempt to adjust light settings. Be sure to always turn off all lights when leaving.

AC/Heater controls are located on the west wall in a recessed cabinet, one in each section. To turn the air on or off, push the **“on”** button on the thermostat for 1 second. The system runs for two hours. If needed beyond two hours, push the **“on”** button on the thermostat again.

Audio Video Equipment

Trained ministers are able to utilize the equipment in Slattery Hall. Audio Video Equipment includes: a projector, electrical drop-down screen, and sound system. Slattery Hall is capable of using/playing: DVDs, CDs, PC with internet and projection software, VGA connection in the booth for your own laptop, RCA connection for other consumer device, Aux input for iPod or similar devices, and 2 wireless microphones. All audio video equipment is set-up so ministries can operate the system; however a designated person from your ministry **must** attend a quick workshop training to be certified to use the system. To schedule a training, please contact the Director of Technical Services, Karlen English, at kenglish@saintkateriparish.org. Trainings will need to be scheduled **at least one week prior** to the event.

If an event is outside of the scope of the system’s set-up covered in the workshop, please contact audiovisual@saintkateriparish.org, so a technician and equipment may be scheduled. Scheduling these items will need to occur **at least one month** prior to the event.

Kateri Faith Center Rooms 2, 5, and The Ark are equipped with video inputs connected to projectors (no screens or audio is available). The parish also has a portable television with a DVD player for use in any room.

All TV equipment requests must go through the Director of Operations.

Kitchen

The kitchen consists of one large refrigerator, one large freezer, range (four burners), grill, two convection ovens, two conventional ovens, commercial dishwasher, automatic coffee maker, some serving ware, utensils, pots, pans, etc. The sink near the commercial dishwasher is equipped with a garbage disposal. **If space permits, labeled items may be stored in the refrigerator or freezer for up to three days. Items will be removed after three days.** If planning a big event, please check in with the Director of Operation for refrigeration space. Dish towels and aprons are located under the counter and are available for use. **Dish towels and aprons that are used must be returned to the kitchen cleaned and folded within 3 days.**

The red gas handle to the range and oven is kept in the “off” position. If oven use is required, contact the Director of Operations **at least three days prior to use** so pilot may be lit. Range and oven should always be wiped clean after use. If grill is used, it should be “grill stoned.” Gas valves must be placed in “off” position after use. Contact the Parish Office for information. **The exhaust fan must be in the “on” position and kept “on” when using the oven or stove in order for the air conditioning to function.** The exhaust fan control and thermostat can be found on the west wall near the kitchen door. Stainless steel sink, counters, and carts should be wiped clean and dried with a clean cloth after every use. Once finished, all lights, fans, gas lines, and coffee pots are to be turned off. Check gas lines behind stove, ovens, and large pot burners. The use of the kitchen is contingent upon each ministry leader acknowledging and following the above guidelines.

Hospitality Supplies

The parish provides the following hospitality supplies: coffee, sugar, creamer, stirrers, paper plates, napkins, cups, plastic utensils, and coffee maker. The need for hospitality supplies may be requested at the time the event is scheduled on www.ESPACE.cool by selecting the “Resource” tab.

Outside Grounds

There are 415 parking spaces and 11 handicapped spaces. There are also reserved spaces for clergy and first-time visitors to Saint Kateri. The parking lot lights are on timers and will turn on at dusk.

Safe Environment Guidelines

Every minister is required to complete the following:

- Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or School
- Minister Information Form

All clergy, staff, lay ministry leaders, and ministers with supervisory capacity of minors are required to complete the following:

- Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or School
- Minister Information Form
- Yearly acknowledgement of the Safe Environment Policy and Procedures (SEP), Appendix A
- Protecting God’s Children renewed every 4 years by attending “Keeping the Promise Alive” or “Protecting God’s Children”
- Virtus.org registration, ongoing, and current compliance of training bulletins
- Live-scan Fingerprinting criminal background check through the Archdiocese of Los Angeles
- **Two-Deep Leadership:** For all scheduled events, there will be at least two adults present with the children and youth **at all times**. At least **one** adult must have completed the screening process of having supervisory capacity of children, and the other adult must have at least an *Adults interacting with Minors Form* completed.

Budget and Funding

Ministries requiring financial resources or receiving any funds must follow the guidelines set forth:

1. Ministry leaders **must** submit an annual budget prior to any requests for funding from parish or individual members/participants. A budget template is available on the parish website under Resources > Ministry Leaders
2. Adherence to *Parish Activities with Cash Receipts Internal Control*
3. Reimbursement of expenses is submitted to your appropriate Director by completing a *Check Request* and including all supporting receipts/documentation
4. Ministries are funded by the parish; however, if a ministry is interested in conducting a fundraiser for the purpose of building community and fellowship, the following **must** be reviewed with the appropriate Director:
 - How does the fundraiser contribute to the growth and betterment of the ministry?
 - How does the fundraiser serve the parish?

- What is the money going towards?

Communication Opportunities

Parish communications flow from our mission and vision, unifying a thematic approach that directs people into a deeper relationship with Christ.



For effective communication, use language and methods that are **audience-centered**, not you-centered. In other words, **consider the people you want to reach**. Are you using vocabulary, phrasing, and tone that speaks to your intended audience? Are you using the best form of communication for your intended audience? The parish directors are available to assist you with effective communications that flow from the parish mission, vision, and style guide.

Before you meet with your Director, create a communications calendar of events. Identify your targeted demographics. Of the 12,574 parishioners, 48% are men and 52% are women. The age demographics are noted in the chart, along with a comparison to the City of Santa Clarita.

Saint Kateri Parishioners			City of Santa Clarita			Data taken from the U.S. Bureau of the Census, 2005-2009 American Community Survey
Age	Number	Percentage	Age	Number	Percentage	
0-17 yrs	3,059	24.33%	>5 yrs	11,797.66	7%	Data taken from: http://www.santa-clarita.com/city-hall/departments/community-development/demographics/population#age
18-25 yrs	1,585	12.61%	5-9 yrs	13,483.04	8%	
26-35 yrs	1,394	11.09%	10-19 yrs	26,966.08	16%	
36-45 yrs	1,579	12.56%	20-24 yrs	10,112.28	6%	
46-55 yrs	2,048	16.29%	25-44 yrs	50,561.40	30%	
56-65 yrs	1,299	10.33%	45-54 yrs	25,280.70	15%	
66-74 yrs	567	4.51%	55-64 yrs	15,168.42	9%	
75+ yrs	321	2.55%	65-74 yrs	8,426.90	5%	
Unknown	722	5.74%	75+	6,741.52	4%	

Remember that a personal invitation is always the most effective means of communication. Encourage your members to reach out to family and friends. *Make it personal!*

Our parish has many ways of helping you achieve this, including:

- Bulletins
- Emails
- Ministry Presence on the Plaza
- Pre-Mass PowerPoints
- Priest Announcements
- Photocopying
- Professional Printing
- Social Media

Communication in the Church happens best when people see the message lived. . . . The Church must become what it proclaims.

- Text Messaging
- Website
- Welcome Cart

Once you have chosen the method, or methods, that best fit your audience, please review the steps and guidelines on the next few pages.

The Directors and parish staff are available to assist you in utilizing these methods.

Bulletin

A national poll commissioned and reported by the United States Conference of Catholic Bishops (*Catholic New Media Use in the United States, 2012*), shows four in ten parishioners *regularly* read the Sunday bulletin. At Saint Kateri, 1,600 bulletins are printed weekly with approximately 1,400 taken by those who are leaving Mass. If four in ten read the bulletin, your message will have reached 560 parishioners. This tells us not to *solely* rely on the bulletin for communication.

When communicating in the bulletin, it's important to engage the reader; keep them interested in reading your information and not just glancing over it. Keep it fresh—the same invitation/announcement can be restated in different ways. Allow it to be a “showcase” of your event and provide information where one can take action, i.e. a phone number or email address. Include the name of the contact and make it personal. What's in it for the reader (intended audience)?

The bulletin is a connection to the parish life for parishioners and visitors. Keep your message welcoming, clear, concise, and free of jargon.

Remember that copyright laws *require* bulletins, as well as other forms of communication we offer, to have permission to use hymn texts, music, images, and other materials. Patti Rizzo, Jennifer Cummings-Martin, and Renee Limon can assist you with copyright issues.

It would be a good idea, with permission, to use an image of ministry members in action with your bulletin message.

The bulletin is reserved for parish activities and announcements and is separated by pastoral categories: Operations, Outreach, Liturgy, and Faith Formation. Ministry leaders are responsible for submitting requested publications to their appropriate Directors.

The Directors make the final decisions for publications within their pastoral category and collaborate with the bulletin editor, Patti Rizzo.

The editor of the bulletin reserves the right to edit your submission for content and length.

The Pastoral Team sets the policies for content and structure, such as:

- Bulletin announcements can run a *maximum* of three weeks.
- Bulletin submissions should be **brief**, *no more* than 100 words in length, and should contain: date of bulletin(s), name of ministry, contact name, phone, email, time of event, date of event, location, cost, and any other relevant information.
- Written submissions should be sent in a Word Document.
- Image submissions should be sent in a JPEG (.jpeg) format.
- Submissions should be emailed to the appropriate Director with a copy to Patti Rizzo at prizzo@saintkateriparish.org

The appropriate Directors are:

- ◇ Operations— jcumings-martin@saintkateriparish.org
- ◇ Liturgy— camartinez@saintkateriparish.org
- ◇ Outreach— kregalado@saintkateriparish.org
- ◇ Faith Formation— bvidal@saintkateriparish.org
- **Most Important:** The deadline for all bulletin submissions is on Friday at 2:00 pm, **9 days prior to the requested published date**. If the information is submitted after the deadline, there will be no guarantee it will appear in the requested bulletin. **During holidays submission dates and times are subject to change.**
- Directors are responsible for publishing current information by reviewing their section weekly to insure the most relevant information is available to parishioners.

Bulletin Inserts

Bulletin inserts may be utilized for parish activities/announcements, which are deemed important to relay additional content that exceeds the available space in the bulletin. *Please note that if a flyer is requested, no more than one flyer may be inserted into the bulletin at a time.*

The following are other guidelines for bulletin inserts:

- **When an event is approved, a request for a bulletin insert must be submitted to the appropriate Director and the Director of Operations for scheduling**
- Ministries submitting bulletin inserts are responsible for providing individuals to “stuff” the bulletin. The bulletins are *generally* delivered on Thursdays. Check with Patti Rizzo in the Parish Office to verify delivery time at (661) 296-3180 ext. 7905. Stuffing can take place in the Parish Office on Friday between 9:00 am until 5:00 pm, or Saturday between 9:30 am until

12:00 pm. After the bulletins are stuffed, they must be brought to the

Ministers of Hospitality's Room in the church.

- **Deadline for bulletin inserts are 12 days prior to the requested weekend**

Bulletin Highlight Page

The Highlight page may be utilized for parish activities/announcements, which are deemed important for the parish . For example, on the third Sunday of each month, the Saint Kateri Parish Professionals Network Group uses the Highlighted page for the Businesses of the Month. *Please note that only one Highlight page can be scheduled at a time.*

The following are other guidelines for the bulletin Highlight Page:

- **When an event is approved, a request for a bulletin Highlight page must be submitted to the appropriate Director and the Director of Operations for scheduling**
- A Highlight page needs to fit on a 8 x 11 document, and must be submitted as a Word Document.
- All images need to be submitted in a JPEG format (.jpeg)
- **Deadline for submissions are 12 days prior to the requested weekend**

Emails

The number one, and easiest, way to communicate with parishioners is through email.

<u>Age</u>	<u>Percentage of e-mail users</u>
15-24	89.2%
25-44	93.3%
45-64	90.7%
65+	87.5%

Data taken from: <https://www.statista.com/statistics/271501/us-email-usage-reach-by-age/>

The age demographics of those who use email are shown in the chart. The parish uses Constant Contact to develop pastoral and professional emails, providing people options to subscribe or unsubscribe complying with current laws. Emailing provides the ability to have a relationship and connection with people in between meetings and gatherings. Check in often with your members to insure that you have current email addresses. Provide the Parish Office with updated email addresses. Emails can be sent to a specific group of people, i.e. women, men, young adults, seniors,

etc. To generate an email to parishioners or a specific group of parishioners, meet with your appropriate Director. The Director will assist you and approve the publication.

When collaborating with your appropriate Director, consider the following when drafting emails:

- Identify your message with a short, focused subject line
- Keep the email brief, light, and amusing
- Provide information relevant to your targeted demographic
- Always include your name with additional contact information
- Send emails regularly, but not too often

The Director will then submit the approved email to the Director of Operations for distribution. Ministers ***may not*** collect, distribute, or use parishioner emails for personal correspondents, newsletters or other matters. Emails for volunteers under the age of 18 must be sent through a parent or guardian's email address.

Ministry Presence on the Plaza

The Plaza, along with Slattery Hall, provide locations for ministries to share information. The presence of such activities requires a spirit of welcoming, inviting, and evangelizing. Our actions should *always* reflect our parish vision and mission. **No more than three ministries/events may be present on the Plaza or in Slattery Hall at a time.**

The following information is regarding Ministry Presence on the Plaza:

- Requests for Slattery Hall or Plaza use must be submitted to the appropriate Director
- Each event or ministry may request 1 table and 2 chairs
- All materials must be approved by the appropriate Director
- Ministers must allow parishioners to approach them for information
- Ministers are ***not*** given permission to: approach/solicit parishioners as they are arriving or leaving Mass, or announce the event as parishioners are arriving or leaving Mass (i.e. "Come get your ...!")

Pre-Mass PowerPoints

Every weekend, 30 minutes before each Mass, a PowerPoint is played on loop and displayed on the church screens. These PowerPoints are designed to promote ***upcoming*** parish-wide or major ministry events. Examples of these would be: Trunk or Treat, Vacation Bible School, Knights of Columbus Pasta Dinner, Healing Masses, and the Annual Luau.

The following are guidelines that should be followed before something can be projected:

- All projection requests should be emailed for approval to the appropriate Director with a copy to Renee Limon at rlimon@saintkateriparish.org.

The appropriate Directors are:

- ◇ Operations— [jcummings-martin@saintkateriparish.org](mailto:jcumings-martin@saintkateriparish.org)
 - ◇ Liturgy— camartinez@saintkateriparish.org
 - ◇ Outreach— kregalado@saintkateriparish.org
 - ◇ Faith Formation— bvidal@saintkateriparish.org
- **All projections must be reviewed by the Communications Coordinator before being projected**
 - **Submissions for the PowerPoint are due 12 days prior to the weekend it is supposed to be displayed**
 - Typically, events are displayed in the PowerPoint for only **two weekends**
 - Submissions must include: the date(s) it is to be projected, as well as the finalized event name, date, time, location, and a one sentence description of the event, and any other relevant information, i.e. cost or registration information.

Choosing an official image for the event is suggested, but it is not required. If you decide to choose an image, please follow these guidelines:

- An image **must not be** copyrighted or contain words
- An image should be a “large” size; the ideal size would be 1920x1080 pixels or greater

Patti Rizzo, Jennifer Cummings-Martin, and Renee Limon can assist you with copyright issues.

Once a request is approved by the appropriate Director, the Communications Coordinator will put it in the correct PowerPoint.

Submissions for the PowerPoint are due 12 days prior to the weekend it is supposed to play. For example: Submit it by Monday, February 19, 2018 to have it included in the PowerPoint for the weekend of Sunday, March 4, 2018.

The Communications Coordinator reserves the right to edit your PowerPoint submission for content and length.

Pre-Mass Videos

Ten minutes before Mass the PowerPoint stops playing on the church screens, and the choir has the chance to sing for the congregation. Five

minutes before Mass a Pre-Mass video may play on the screens. These videos are used to introduce the message of the Gospel that will be preached for that weekend. These videos are not meant for ministry advertising purposes.

Priest Announcements

Priest announcements highlight the 1-2 important messages for the week and must have supporting information in the bulletin. The Pastoral Team reviews the messages for the week to ensure collaboration of parish-wide communications and importance. **Parish Pathway experiences takes priority.**

The Pastoral Team considers the following:

- A ministry activity/announcement may take place one time and must have supporting information in that week's bulletin
- An announcement must be limited to 2-3 sentences
- The message may not include a phone number, email address, website(s), or other contact information
- Ministry presence on the Plaza may allow a follow-up announcement (see page 14)
- The pastor makes the final decision and has the right to modify announcements

Photocopying

The parish provides copies of materials needed for your ministry. Please allow **one week** to process. **Ministries are responsible for paper costs and should include these costs in their annual budget requests.** Copying may be requested at the time the event is scheduled on **www.ESPACE.cool** by selecting the **"Resource"** tab.

Professional Printing

For the events that need more of a professional touch, Saint Kateri has a relationship with a professional printing company.

Your ministry has the option to print:

- Brochures
- Mini-Posters
- Large Posters
- Prayer Cards, etc.

Please note that ministries are responsible for printing costs and should include these costs in their annual budget requests.

If your ministry would like to do professional printing for their next event,

all printing requests should be emailed for approval to the appropriate Director with a copy to Renee Limon at rlimon@saintkateriparish.org.

The appropriate Directors are:

- ◇ Operations— jcumings-martin@saintkateriparish.org
- ◇ Liturgy— camartinez@saintkateriparish.org
- ◇ Outreach— kregalado@saintkateriparish.org
- ◇ Faith Formation— bvidal@saintkateriparish.org

Once the request is approved, the Communications Coordinator will then begin creating and printing.

Requests for professional printing are due 6 to 8 weeks prior to desired delivery date.

For questions or more information on professional printing, please contact the Communications Coordinator, Renee Limon, at rlimon@saintkateriparish.org or (661) 296-3180 ext. 7807.

Social Media

As of January 1, 2018 Saint Kateri Facebook has 2,318 fans and has reached over 40,917 people worldwide, 31,013 people in the United States, 7,610 people in Los Angeles, and 4,430 people in Santa Clarita.

The age and gender demographics of the people reached by our Facebook page is reflected in the chart.

Women		Men	
<u>Age</u>	<u>Percentage</u>	<u>Age</u>	<u>Percentage</u>
13-17	0.226%	13-17	0.145%
18-24	4%	18-24	2%
25-34	12%	25-34	7%
35-44	17%	35-44	10%
45-54	15%	45-54	9%
55-64	8%	55-64	5%
65+	5%	65+	3%

Currently, our parish is only on one social media platform, but we have hopes to

expand this in the future.

Data taken January 1, 2018

Our Facebook page’s main function is to evangelize and promote Parish Pathway experiences, but it can be an option for promoting ministry events and activities to the page.

If your ministry would like to post on Saint Kateri’s Facebook page, please follow these guidelines:

- All post requests should be emailed for approval to the appropriate Director with a copy to Renee Limon at

rlimon@saintkateriparish.org.

The appropriate Directors are:

- ◇ Operations— jcummings-martin@saintkateriparish.org
- ◇ Liturgy— camartinez@saintkateriparish.org
- ◇ Outreach— kregalado@saintkateriparish.org
- ◇ Faith Formation— bvidal@saintkateriparish.org
- Submissions must include the date(s) it is to be posted, event name, date, time, location, description, and other relevant information for the event must be finalized
- A post must have an image or video, but please be prepared to provide proof of permission when the posts include pictures of people

Once a post is approved the Communications Coordinator will post it to the Facebook Page.

Submissions to the Facebook Page are due 2 weeks prior to the desired posting day.

Remember: effective posts engage the reader and encourage a call to action.

The Communications Coordinator reserves the right to edit your submission for content and length.

Text Messaging

Text messaging is a method of communication that the parish has yet to establish. We can begin developing this method with your help. As you can see from the percentage of users noted in the next chart, it could be very fruitful.

<u>Age</u>	<u>Percentage of Text Message users</u>
18-29	97%
30-49	94%
50-64	75%
65+	35%

Data taken from: <https://www.statista.com/statistics/247668/us-cell-phone-owners-who-used-their-phone-for-texting-by-age/>

Gather cell numbers from your ministers/members. Submit the information to the Director of Operations, so that the parish data base can be updated with current information and be prepared once we have the ability to utilize text messaging.

Website

Parish-wide ministry events may be posted on the parish website.

All website posting requests should be emailed for approval to the appropriate Director with a copy to Renee Limon at rlimon@saintkateriparish.org.

The appropriate Directors are:

- ◇ Operations— [jcummings-martin@saintkateriparish.org](mailto:jcumings-martin@saintkateriparish.org)
- ◇ Liturgy— camartinez@saintkateriparish.org
- ◇ Outreach— kregalado@saintkateriparish.org
- ◇ Faith Formation— bvidal@saintkateriparish.org

Once approved, the Communications Coordinator will have it put on the website.

Submissions for a post to the website are due 3 weeks prior to the desired posting day.

For questions or for more information on Website posting, please contact the Communications Coordinator, Renee Limon, at rlimon@saintkateriparish.org or (661) 296-3180 ext. 7807.

Welcome and Connect Cart

The *Welcome and Connect Cart* is present for all weekend liturgies on the Plaza along with members from the Welcome and Connect Ministry. The Welcome and Connect Ministers help newcomers “connect” with our parish by providing a welcome packet, registering them, and/or sharing the many ministry opportunities available at Saint Kateri. They also use the ministry brochures on the *Welcome and Connect Cart* as a resource for additional information. It is the responsibility of the ministry leader to ensure that current information is included on the card.

Facility Reservations

Each ministry leader is responsible for submitting facility requests using **www.ESPACE.cool**. All submitted requests require approval from the Director of Operations. Once approved, the event will change from the shaded yellow to green. The ministry leader may delegate this responsibility to another member of the ministry; however, only one person from each ministry may have credentials to schedule the use of the facility. If a scheduled event needs to be cancelled, the ministry leader or designated person **MUST** delete the event from the parish calendar. Three “no-shows” without deleting the event from **www.ESPACE.cool** will result in the termination of credentials. Please reserve a maximum of a 1/2 hour for set-up and clean-up before and following an event. We can certainly make exceptions if necessary. Please notify the Director of Operations should it be necessary. **All requests for**

use of the kitchen will be contingent upon the ministry leader's acknowledgement and signature for the Kitchen guidelines, which is completed as part of the ESPACE reservation. Once the acknowledgement is received, the use of the kitchen will be approved.

The parish calendar can be viewed through the parish website at any time by anyone to see public events. Access credentials are available upon the completion of an orientation, which can be scheduled with your Director, or the Director of Operations.

Additional tutorials may be found at:

<https://www.youtube.com/watch?v=6w13izmPx38>



Thank you for all of your time, effort, hard work, and prayers. Please accept the thanks and appreciation of this parish—it's parishioners, ministers, Directors, staff, clergy, and me! You truly are a blessing to Saint Kateri.

Jennifer Cummings-Martin

Director of Operations

To **Hear** Jesus' call to be His disciple • To **Give** our lives entirely over to Jesus •
To **Share** in Jesus' redemptive mission

thank you!

Revised January 2018