St. Agatha Catholic Church and School
(Miami, FL)

Your Information

- **Consultation Dates**
  - 2/21/18
- **Timeline**
  - Original timeline out the window from delay between sales and client.
  - Normal timeframe.
- **Organization Name**
  (Full name as you would like it to officially appear.)
  - **St. Agatha Catholic Church and School**
    - St. Agatha Catholic Church
    - St. Agatha Catholic School
- **For churches, when specifically referencing your organization name and not the community/people, what do you prefer to go by?**
  - "Church"
- **Organization Information**
  - Church
    - **St. Agatha Catholic Church**
      1111 S.W. 107 Ave
      Miami, FL 33174
    - Office: (305) 222-1500
  - School
    - **St. Agatha Catholic School**
      1125 S.W. 107 Ave
      Miami, FL 33174
    - Office: (305) 222-8751
  - Your Time Zone
    - Eastern (EST)
- **Full Name of Pastor(s) and preferred salutation**
  (For informal communication only such as via email or over the phone. Example: Fr. Tom Smith; goes by "Fr. Tom".)
  - Several, but loosely mentioned. N/A.
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
  - **Primary Contact(s)**
    - **Lily Rodriguez-Vega**
      - Assistant to the Pastor
      - Parish & School Business Manager

- St. Agatha Catholic Church & School
- (305) 222-1500, x1515
- lily@stagathaonline.org
  - o Additional Members
    - **Pauline Richardson**
      - Sacraments, Bulletin
      - pauline@stagathaonline.org
- **New Website is for**
  - o Combination (Parish and School)
    - One install, but keeping two separate domains as what stays visible in the address bar.
    - Two subdomains
      - church.stagathaonline.org
      - school.stagathaonline.org
- **Final Website Addresses**
  - o Default
    - http://stagathaonline.org/
  - o Church
    - http://church.stagathaonline.org/
  - o School
    - http://school.stagathaonline.org/
- **Current Website Addresses**
  - o Default
    - http://stagathaonline.org/?q=user
      - u: ---
      - p: ---
    - Drupal
  - o Church
    - http://church.stagathaonline.org/?q=user
      - lvega
      - 123456
    - Drupal
  - o School
    - http://school.stagathaonline.org/?q=user
      - u: ---
      - p: ---
    - Drupal
- **Please list all other website addresses we need to be aware of that are associated with your organization.**
  - o **Separate websites that need to be included in your new website development.**
    - These are for any content needing to be included (migrated) to the new site.
      (Examples include: sub-domains, mission churches, groups such as Knights of Columbus or Youth Ministry, etc.)
      - N/A
        - o Youth mentioned as a possibility (http://church.stagathaonline.org/ministries/youth-ministry), but no external site provided.
        - o Young Adult site (http://www.vesselsofchrist.com) no longer live.

- **Are you part of a Cluster or Church Merger?**
  - o No

Hosting, Domain and Email Management

- **Hosting**
  - o **Overview**
    - ▪ **Web hosting** is the service that physically stores website files (pages, images and content) for viewing across the internet and is separate from the **website address** (or domain name). Here at Diocesan, we manage our own server thereby allowing for complete customer support, instant technical access and complete safeguarding of your data.
  - o **Hosting Company Info (Current)**
    - ▪ In some cases, your website(s) may be 'hosted' by a different company (Hostgator, Godaddy, etc.) from the one(s) managing your domain name(s). If so, please provide the following:
      - • Digital Ocean
        - o https://cloud.digitalocean.com/login
          - ▪ u: ---
        - o p: ---
  - o **Hosting with Diocesan (New; Required Moving Forward)**
    - ▪ All of our sites are hosted on a secure platform for only $25 per month (billed annually at $300 per year).
      - • Includes
        - o Free domain name registration or transfer
        - o Certified and secure website address (https:)
        - o Server maintenance and security with free security suite of tools
        - o Daily backups and off-site weekly backups
        - o Site maintenance and updates
        - o 5GB online storage and 20GB monthly bandwidth
      - • Additional hosting plans available.
    - ▪ **Yes, we agree for Diocesan to host our new website(s).**
      - • **Please note, this option is required in order to ensure our customer support, maintenance, security, and instant technical access.**
- **Email Setup and Management (Optional)**
  - ▪ Client
    - • No (Okay as-is), we currently use Comcast.
- **Domain Name (Optional)**
  - o **Are you interested in a new website address (domain name)?**
    (We offer free domain name registration.)
    - ▪ Parish: No
    - ▪ School: No
- **Current Technical Support Contact**
  - o Company or Individual
    - ▪ Advanced Micro Services (local company)

Exclusive Communication Components with Diocesan

- Diocesan has progressively and dynamically integrated all of our communication tools (myParish Mobile App, printed bulletins and church management software) directly into our websites to simplify management and administration for you.
- Please choose which tools you currently have, or are interested in, to include in your new website.
    - o **Church Bulletin**
        - o **Are you a Diocesan Bulletin subscriber?**
            - ▪ #4169
            - ▪ Current, plus 8 weeks
    - o **Mobile Phone App**
        - o **Are you a Diocesan "myParish App" subscriber?**
            - ▪ Yes
    - o **Church Management Software**
        - o **Are you a Diocesan Publications "PDS Software" client (Parish Data Systems)?**
            - ▪ N/A

Help Us Get to Know You

- **New Website Thoughts and Interests**
    - o Why are you interested in a new website and what are you looking to accomplish with it?
        - ▪ Internal access
            - • Currently a volunteer has to update
        - ▪ More info and ability to communicate to the congregation and community
        - ▪ More informative
            - • Sacraments
                - o Forms, request certificates, provide info
                - o Download and return files
            - • Events
        - ▪ Showcase as one entity
            - • School is a ministry of the parish (per Father)
        - ▪ Attract younger families and singles
        - ▪ Bring more to the school
            - • Charter schools are hurting enrollment / main competition
    - o What do you want to improve on your current website?
        - ▪ ---
    - o What areas and/or categories are you expecting to **use** the most (from an administration side)?
        - ▪ Limited access managers
            - • CCD program (Religious Education)
                - o Internal uploads, info
            - • Teachers
        - ▪ News and events
        - ▪ Homilies
        - ▪ Updating all information

- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
  - Church
    - Mass Times
    - Sacraments
    - Ministries and functions
      - Liturgy
    - Events (and hours)
    - Bulletins
    - Liturgical scheduling
      - Not at this time
  - School
    - Parent
      - Calendar
      - Family Handbook
      - Edline
        - Changed to something new, Lily thinks
      - Pay online
      - Cafeteria Program (new)
      - Online Bookstore
      - Grades
      - Teacher/Class Pages
    - Students
      - Teacher/Class Pages
        - Weekly, possibly daily
- Describe the identity of your organization (personality, purpose, etc.)?
  - Hope for the Homeless
    - Feed on a weekly basis, about 750 people every Wednesday
    - Need to promote this
- What is unique about your parish or organization?
  - One of the 12th largest parishes in South Florida
  - Largest amount of ministries
    - Not all listed on current site
      - To stay as-is; prefer for those interested to contact the church
  - Known for our festivals
- What attracts an audience to you?
  - "Our current pastor"
- Describe your audience… (demographics, etc.)
  - St. Agatha area
    - More 55+
- For Parishes, what is the size of your congregation? (Number of families.)
  - 2500 (VTiger)
- What is your focus and/or mission?
  - Very evangelistic and mission-minded
  - Ministries (http://church.stagathaonline.org/ministries)

- Mission in Action
  - http://church.stagathaonline.org/ministries/mission-action
- Hope for the Homeless (Miami)
  - https://www.facebook.com/H4HMiami/
- F.I.U. Campus Ministry
  - http://church.stagathaonline.org/ministries/fiu
- Others

- Do you have a tagline, and if so, what is it?
  - None, Father may come up with one
- Content migration… how much and type of content to move to the new website?
  (Please choose one; these are rough figures only.)
  - All of it!
- Diocesan Bulletin Salesperson
  - Charbel Barakat
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
  - Been bulletin client for a long time
  - Charbel mentioned that Diocesan also does web development

Website Design and Layout

- **Design**
  - **Are you interested in a new logo?**
    - Parish: Yes
      - Current in client folder
    - School: No, keep as-is but need to recreate
  - **Logo Ideas**
    - Church
      - Cross
      - Olive Leaf
      - Crown
    - School (keep)
      - Cross
      - Family
      - Book
  - **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - Lily to ask Father
        - He does not like the wine color
        - Changing all to blue
    - New Colors
      - ---

- **Other Websites and Ideas**
  (Please view our gallery at www.diocesan.com/web/website-design or list any others you like.)

- o We really like the following:
  - ▪ ---
- Additional thoughts and dialogue will take place between our web designer and your organization during the next stage of the project, the Design Phase.

Development and Communication

- **Current News, Information and Events**
  - o Fresh and new content is key to a successful website. This is accomplished by adding up-to-date information and postings in an area such as the News and Events categories. Current items from the bulletin are great examples to showcase here.
  - o **News Area**
    - ▪ Church
      - • Primary
        - o "Parish Announcements" (bulletin)
          - ▪ Items that pertain to St. Agatha
        - o "Important News and Announcements"
          - ▪ Not related to St. Agatha, anything community oriented
            - • But confusing, too similar in name to main announcements
            - • Help client separate out – maybe just "Community Announcements"
      - • Sub
        - o "Catholic Conversations on Scripture"
        - o "Stewardship"
    - ▪ School
      - • Primary
        - o "Principal's Corner"
        - o "School Announcements"
      - • Sub
        - o Pastor
        - o Each teacher
  - o **Events Area**
    - ▪ Church
    - ▪ School
  - o **Homilies**
    - ▪ Although mentioned above, not a given (Lily to confirm).
      - • "Message from Our Pastor"
        - o Text only
  - o **Teachers**
    - ▪ Page/Post combo for individual teacher pages
      - • Each teacher to have access to only their own page and one post category
  - o **Automated Content**
    (Your new site may dynamically showcase the following content that is vital to keeping the faith. Please state the automatic feeds to include and preference on how to display.)
    - ▪ **Options** (Please add to, modify, or delete the following as needed.)

- Standard
    - o Daily Readings
    - o Prayer of the Day*
    - o Saint of the Day
    - o Inspiration Daily
    - o Word On Fire
- Other / App
    - Any others currently showing on the App (English and Spanish)
- **Format** (Please display this information as…)
    - A full feed (keep and display as much of this content within our own website such as a scrolling list).
    - *Please note, Prayer of the Day is only available for displaying as 50 characters or less.
- o **Online Giving**
    - Yes (already have)
        - My Eoffering (need link)
- o **Social Media**
    - Facebook
        - School only (full feed)
    - Twitter
        - Yes
    - Instagram
        - School only
- o **Staff Directory**
    - Elegant
        - We would like to showcase all essential information in regards to our staff including a photo directory.
- o **Image Gallery**
    - Church
        - Standard (Included)
            - o Includes one "Album" comprised of 2-3 image "Galleries".
            - o Upon training, you will be able to create as many albums and galleries as needed.
    - School
        - Multiple (Custom)
            - o Does your organization already have a high number of images that need to be showcased right away and you would prefer us to set these up for you?
            - o Please note, this will add to the development time.
- o **Multilingual Option (Automatic Language Translation)**
    - Yes (please choose your preferred languages)
        - Spanish
- o **Website Calendar(s)**
    - **Current Calendar(s)**
        - Our organization currently uses the following calendars (i.e. "Events Calendar")
            - o "Parish Calendar"
            - o "School Calendar"
    - **Google Calendar**
        - stagatha@gmail.com

- **Preferred Day of Week for the Calendar to Start With?**
  - Sunday (default)
  - **E-Newsletter Integration**
    - No
- **Important Third-Party Links (to link offsite only)**
  (Please add to, modify, delete the following as needed.)
  - Standard
    - The Vatican
      - http://w2.vatican.va/content/vatican/en.html
    - Archdiocese of Miami
      - https://www.miamiarch.org/
    - USCCB
      - http://www.usccb.org
  - Custom to Your Organization
    - Church
      - St. Agatha Catholic School (Miami, FL)
        - http://school.stagathaonline.org/
      - FORMED©
        - Code to come…
      - Other
        - Catholic Charities of the Archdiocese of Miami, Inc.
        - Mission in Action
        - Hope for the Homeless (Miami)
        - Campus Ministry of F.I.U
        - Additional ministry ones (Lily to provide)
        - All other "Important Links" from site
    - School
      - All "Important Links" from site
      - Edline
      - Bookstore

- **Site Administration**
  - Approximately how many people need to be trained on the new website?
    - 4-6
      - Teachers will be trained internally
  - Website Admin Access
    - Please list all **Full Access** users here:
      - Lily Rodriguez-Vega
        - lily@stagathaonline.org
      - Father
        - Confirm name and email
    - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
      - Church
        - Sacraments
          - Pauline Richardson (pauline@stagathaonline.org)

- - - Religious Ed
      - TBD
  - School
    - Principal
      - Full school site
    - Possibly another user
    - Teachers (25-30)
      - Authors of own pages only
- Contact / Registration Forms
  - Provided
    - Contact Us
  - Will you need additional, custom forms?
    - Church
      - Use with a database
      - Join Us
        - Registration Form
          - Make dynamic like this one
            - https://ollvenice.org/register-with-us/
            - https://ollvenice.org/wp-content/uploads/2017/12/Parish-Registration-Form-FINAL.pdf
    - School
      - Use with a database
      - Admissions Request
- "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
  - Church
    - info@stagathaonline.org (goes to Lily)
  - School
    - office@stagathaonline.org
- **Notes**
  - Additional thoughts, options, ideas here...
    - Client wants "movement"
      - Ideally with video (in slider)
        - Realistically, they will probably only have still images that we will need to animate
      - Ideas
        - "Ken Burns" filter on images in Revolution Slider
        - Subtle transitions, movement with icons, content boxes, etc.
    - Lots of ministries
      - Will probably have to be tabbed, or similar style of layout/option
    - Database integration with contact forms
    - Teacher pages to be page/post combo
      - Each teacher to have access to only their own page showcasing only their individual posts