

St. Agatha Catholic Church (Upper Arlington, OH)

Your Information

- **Consultation Date**
 - o 3/28/18 (approved 5/16/18)
- **Timeline**
 - o 3-4 month average okay
- **Organization Name**

(Full name as you would like it to officially appear.)

 - o **St. Agatha Catholic Church**
 - "Upper Arlington, OH" preferred over Columbus, OH in all areas except official, physical/postal address
- **Do you prefer to go by**
 - o Church
- **Organization Information**
 - o Phone Number (Primary)
 - (614) 488-6149
 - o Preferred Address
 - **St. Agatha Catholic Church**
1860 Northam Rd
Upper Arlington, OH 43221
 - o Postal Address (if different)
 - **St. Agatha Catholic Church**
1860 Northam Rd
Columbus, OH 43221
 - o Your Time Zone
 - Eastern (EST)
 - o Additional Info
 - ---
- **Full Name of Pastor(s) and preferred salutation**

(example: Fr. Tom Smith; goes by Fr. Tom)

 - o Fr. Daniel L. Ochs
 - Goes by "Fr. Ochs" (sounds like "Oaks")
- **Web Development Committee**

(Please list all members that will be present for the consultation and anyone else to be involved.)

 - o **Primary Contact(s)**
 - **Design and Quote**
 - **Angela Keener**
 - o Business Administrator
 - o (614) 488-6149
 - o angela.keener@st-agatha.org

- **Main Web Content**
 - **Kristin Collura Harkless**
 - Parish Secretary, Bulletin, PDS
 - (614) 488-6149
 - kristin.harkless@st-agatha.org
 - Additional Members
 - ---
- **New Website is for**
 - Parish only
- **Final Website Address**
 - <http://www.st-agatha.org/>
- **Current Website Address**
 - <http://www.st-agatha.org/administrator/>
 - u: mkimble
 - p: mkimble2010
 - Joomla
- **Current School Website Address**
 - <http://www.saintagathaschool.org>
 - N/A
- **Please list all other website addresses we need to be aware of that are associated with your organization. This is only for any content needing to be included (migrated) to the new site.**

(Examples include: sub-domains, missions, groups such as Knights of Columbus or Youth Ministry, etc.)

 - N/A
- **Are you part of a Cluster or Church Merger?**
 - No

Domain and Email Management

- **Hosting (Required)**
 - All of our sites are hosted on a secure platform for only \$25 per month (billed annually at \$300 per year).
 - Includes
 - Free domain name registration or transfer
 - Server maintenance and security
 - Client support (phone and email)
 - And more
 - We agree for Diocesan to host our new website(s).
 - Yes
- **Email Setup and Management (Optional)**
 - No (Okay as-is)
 - Microsoft 365
- **Domain Name (Optional)**
 - **Are you interested in a new website address (domain name)?**
 - Parish: No
 - School: No

- **Management of Website Domain Name** (Not required)
 - No, keep as-is and with our current registrar.
 - <http://www.tucows.com/>
- **Current Hosting Company Info**
 - 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:
 - <https://windstreamhosting.biz>
 - <https://windstreamhosting.com>
- **Current Technical Support Contact**
 - Company or Individual
 - N/A

Additional Communication Components Through Diocesan

- **Church Bulletin**
 - **Are you a Diocesan Bulletin subscriber?**
Connect and communicate with your parish and community with our free Sunday bulletin service. Visit <https://diocesan.com/print/bulletins> for more information.
(Choose one)
 - #2017
- **Mobile Phone App**
 - **Are you a Diocesan "myParish App" subscriber?**
Free to our bulletin subscribers, please visit <http://myparishapp.com/parishes> for more information.
(Choose one)
 - No, but we are very interested
 - Lead sent to App team
- **Church Management Software**
 - **Are you a Diocesan Publications "PDS Software" client (Parish Data Systems)?**
(Choose one)
 - Yes
 - Church Office
 - Family Online Registration Form
 - Formation Office
 - Religious Ed Registration Form

Help Us Get to Know You

- **New Website Thoughts and Interests**
 - Why are you interested in a new website and what are you looking to accomplish with it?
 - Currently updated by a parishioner
 - Problem for even him
 - "Old looking"
 - Want new, fresh feel

- Able to edit internally, easier to access and use
- “Inviting”
- Use as a better communication tool
- o What do you want to improve on your current website?
 - Ability to edit/post/manage content
 - Photos
 - Upload PDFs
 - Catholic Resources (readings and links to other sites)
 - Staff info
 - Email and links
- o What areas and/or categories are you expecting to **use** the most (from an administration side)?
 - Ability to
 - Edit events
 - Post
 - o Calendars
 - o Events
 - o Videos
 - o Forms
 - That can be printed by user
 - And also an application form that could be emailed to St. Agatha email
 - (example would be new parishioner information form that could be filled in by user and emailed to secretary)
 - Ministry/Volunteer Portal
 - a way to have people sign up for ministries or events;
 - a plus would be to have the ability to integrate it into a calendar
 - Scrolling announcements/pictures
- o What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
 - Ministries
 - Sacraments
 - Contact Us page
 - Place to make donations
 - Place for past Bulletins/Agarthans
 - Links to
 - St. Agatha School website
 - Submit prayer requests
 - Parish Hall Rental
 - Facebook
- o Describe the identity of your organization (personality, purpose, etc.)?
 - Established
 - Traditional
- o What is unique about your parish or organization?
 - Welcoming
 - Once people come/visit, they stay coming to the church
 - Feel at home

- o What attracts an audience to you?
 - Father's homilies
 - (Just not realistic to post on website)
- o Describe your audience... (demographics, etc.)
 - Older
- o For Parishes, what is the size of your congregation? (Number of families.)
 - 1400 families
 - 250ish for school ("smaller")
- o What is your focus and/or mission?
 - ---
- o Is the site more for current members and staff, or are you more evangelistic?
 - Communication for both admin and congregation
- o Do you have a tagline, and if so, what is it?
 - "A Welcoming Catholic Christian Community"
- o Content migration... how much and type of content to move to the new website?
(Please choose one; these are rough figures only.)
 - 50%
 - We want Diocesan to move the majority of current content to provide us with a good head-start.
 - Kristin okay doing about half
 - Ideally, can get admin access to Joomla for exporting
- o Diocesan Bulletin Salesperson
 - Ed Clark
- o How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - Been a bulletin client for years

Thoughts for Website Design and Layout

- Design
 - o Are you interested in a new logo?
 - Initially interested and quoted both ways
 - Final decision was NO, they will develop internally
 - o Logo and/or Organization Branding (Colors)
 - Current Colors
 - ---
 - ---
 - New Colors
 - Red (School)
 - --
 - o Additional thoughts and dialogue will take place between our web designer and your organization during the next stage of the project, the Design Phase.
- Layout and Structure
 - o News Area
 - Primary
 - "St. Agatha Announcements" (Web)

- Sub
 - “Agathan Newsletter”
 - <http://www.st-agatha.org/parish-information/agathan-newsletter.html>
- **Events Area**
 - Primary
 - “Calendar Highlights” (Web)
 - Sub
 - Possibly
- **Homilies**
 - No for both of these options
 - “A Message from Fr. Ochs” (Web)
 - “Pastor’s Corner” (Bulletin)
- **Important Secondary or Third Party Links**
(Please add to, modify, delete the following as needed.)
 - Standard
 - Diocese of Columbus
 - <https://columbuscatholic.org>
 - USCCB
 - <http://www.usccb.org>
 - Link Only
 - St. Agatha School
 - <http://www.saintagathaschool.org>
 - St. Agatha Athletics
 - <http://www.stagathaathletics.org>
 - The Catholic Foundation
 - <https://catholic-foundation.org>
 - “Hands Together”
 - Link to come
 - Haiti Mission
 - Custom
 - Parish Hall Rental
 - <http://www.st-agatha.org/parish-information/parish-hall-rental.html>
- **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, delete the following as needed.)
 - Daily Readings
 - Prayer of the Day
 - Saint of the Day
 - Word On Fire
 - **Format** (Please display this information as...)
 - Inside page(s) only
 - A full feed (keep and display as much of this content within our own website such as a scrolling list)

- o **Online Giving**
 - Interested (nothing at the moment, but please add / save space for)
 - Are using Vanco Payment Solutions w/ PDS already
- o **Social Media**
 - Facebook
 - Link only
- o **Staff Directory**
 - Combo
 - Simple (Included)
 - o We're shy and displaying the standard contact information with NO staff photos at this time is fine.
 - But use photos of pastoral staff (pastors, deacons, etc.)
- o **Image Gallery**
 - Standard (Included)
 - Includes one "Album" comprised of 2-3 image "Galleries".
 - Upon training, you will be able to create as many albums and galleries as needed.
- o **Bulletins Page**

(Your new site will automatically load and display your weekly parish bulletins, up to 12 weeks. Please state the preferred number of weeks to showcase. This bulletin archive will display the current week, plus an additional...)

 - 12 weeks
 - Plus, add the "Agathan Newsletter" to Bulletin page
 - <http://www.st-agatha.org/parish-information/agathan-newsletter.html>
 - Client to manually keep updating

Thoughts for Website Development

- **Multilingual Option (Automatic Language Translation)**
 - o No
- **Website Calendar(s)**
 - o **Current Calendar(s)**
 - Move all to a new, Google calendar(s)
 - Email address to come from Kristin
 - Non-Google
 - Primary
 - o <http://www.st-agatha.org/parish-information/calendar.html>
 - "Agatha Calendar Highlights"
 - "Calendar for their volunteers"
 - "Ministry Schedules"
 - o <http://www.st-agatha.org/ministries/ministry-schedules.html>
 - Google
 - "St. Agatha Youth Ministry"
 - o <http://www.st-agatha.org/parish-information/youth-ministry-calendar.html>
 - o Not in use currently, though

- o Preferred Day of Week for the Calendar to Start With?
 - Sunday (default)
- Site Administration
 - o Approximately how many people need to be trained on the new website?
 - 2-3
 - o Website Admin Access
 - Please list all **Full Access** users here:
 - Angela Keener
 - o angela.keener@st-agatha.org
 - Kristin Harkless
 - o kristin.harkless@st-agatha.org
 - parishadmin (Generic)
 - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
 - In the future, but not right now
 - o PSR (Faith Formation)
 - o Contact / Registration Forms
 - Provided
 - Contact Us
 - Will you need additional, custom forms?
 - No
 - o "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - stagatha@st-agatha.org (goes to Kristin)
- 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:
 - None stated
 - Loosely match the school site
 - Brand similarly, but keep different enough
- Notes
 - o Additional thoughts, options, ideas here...
 - Good amount of "Ministries" and "Educational Opportunities" to group/display in a organized way
 - Shopping around
 - Primarily by two current parishioners
 - o One is current webmaster (<http://www.wcmssolutions.com>)
 - Showcase they are integrated with the School
 - Need a scheduling system
 - Currently using Free version of: <https://www.signupgenius.com/pricing>
 - o <https://zapier.com/apps/signupgenius/integrations/wordpress>
 - Need email reminders (bonus)