St. Anthony of Padua Catholic Community
(Grand Rapids, MI)

Your Information

- **Consultation Date**
  - 2/6/18
- **Preferred Launch Date**
  - 5/18ish/18
- **Organization Name**
  (Full name as you would like it to officially appear.)
  - **St. Anthony of Padua Catholic Community**
- **Organization Information**
  - Phone Number (Primary)
    - (616) 453-8229
  - Physical Address
    - St. Anthony of Padua Catholic Community
      2510 Richmond NW
      Grand Rapids, MI 49504
  - Postal Address (if different)
    - ---
  - Your Time Zone
    - Eastern (EST)
  - Additional Info
    - ---
- **Full Name of Pastor(s) and preferred salutation**
  (example: Fr. Tom Smith; goes by Fr. Tom)
  - Rev. Mark Przybysz, Pastor
    - "Fr. Mark"
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
  - **Primary Contact(s)**
    - **Cindy Roberts**
      - Faith Formation Secretary
      - croberts@saparish.com
      - (616) 453-8229 x300
    - **Lisa Mills**
      - Parish Secretary
      - parishoffice@saparish.com
      - (616) 453-8229 x100
  - Additional Members
    - **Tamara Mason**

- Business Manager
- tmason@saparish.com
- (616) 453-8229 x104
  - **Julie Whelan**
    - School Principal
    - jwhelan@saparish.com
- **New Website is for**
  - Combination (Parish and School)
  - One installation
    - Similar to St. Matthew (Champaign, IL)
      - http://stmatt.net
- **Current Websites**
  - https://www.saparish.com
    - u: croberts
    - p: croberts6347
  - Parish
    - https://www.saparish.com
      - https://www.saparish.com/saparish
      - https://www.saparish.com/domain/23
  - School
    - https://www.saparish.com/school
      - https://www.saparish.com/domain/16
- **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.)
  - ---
- **Current Website Format**
  - Other
    - Blackboard
      - https://www.blackboard.com/k12/
      - https://cerc.blackboard.com/
- **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).
    - We agree for Diocesan to host our new website(s).
      - **Yes**
- **Email Setup and Management** (Optional)
  (Choose one)
  - No (Okay as-is)
    - We currently use Google

- **Domain Name** (Optional)
  - o **Are you interested in a new website address (domain name)?**
    (We offer free domain name registration.)
    - ▪ Parish: No
    - ▪ School: No
  - o **Management of Website Domain Name** (Not required)
    (Choose one)
    - ▪ Yes, we would like Diocesan to manage our domain name.
- **Current Technical Support Contact**
  - o Company or Individual
    - ▪ ---

Additional Communication Components Through Diocesan

- **Church Bulletin**
  - o **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)
    - ▪ Yes; #1154
- **Mobile Phone App**
  - o **Are you a Diocesan "myParish App" subscriber?**
    Free to our bulletin subscribers, please visit http://myparishapp.com/parishes for more information.
    (Choose one)
    - ▪ Yes

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?
    - ▪ Fresh
    - ▪ New look
    - ▪ Julie Whelan, School Principal, is retiring this year and wants a new site to be part of her legacy.
  - o What do you want to improve on your current website?
    - ▪ User friendly
  - o What areas and/or categories are you expecting to **use** the most (from an administration side)?
    - ▪ ---
  - o What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
    - ▪ Info
      - • Parish
      - • School
    - ▪ Mass Times

- News and Events
  - o Describe the identity of your organization (personality, purpose, etc.)?
    - ---
  - o What is unique about your parish or organization?
    - Welcoming everybody
  - o What attracts an audience to you?
    - ---
  - o Describe your audience…
    - ---
  - o What is your focus and/or mission?
    - ---
  - o Is the site more for current members and staff, or are you more evangelistic?
    - ---
  - o Do you have a tagline, and if so, what is it?
    - "All Are Welcome"
  - o Content migration… how much and type of content to move to the new website?
    (Please choose one; these are rough figures only.)
    - All
  - o Diocesan Bulletin Salesperson
    - Greg Pope
  - o How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
    - ---

Thoughts for Website Design and Layout

- **Design**
  - o **Are you interested in a new logo?**
    - Small tweaks
      - Vector file to come
        - o Lots of color options to choose from
  - o **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - Navy Blue (set, to stay as-is)
      - Light Blue (okay to tweak)
      - Gray
    - New Colors
      - Plus one accent color
        - o Open to… lime, orange, etc.
  - 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 and Events Area**
    - Primary
      - Parish

- - o "News and Events"
    - School
      - o "News and Events"
  - Secondary
    - Parish
      - o To confirm
        - A letter to the Parish (Bulletin)
        - Religious Education News (Bulletin)
        - Community News (Web)
        - Announcements (Web)
    - School
      - o ---
- **Homilies**
  - Yes
    - Format options
      - o Audio (primary)
      - o Video (possibly; client to create a YouTube channel)
    - Name
      - o "Weekly Homilies"
- **Important Secondary or Third Party Links**
  (Please add to, modify, delete the following as needed.)
  - Parish
    - Default
      - o Local Diocese
      - o USCCB
    - Custom
      - o https://www.saparish.com/forms-documents
      - o Broken Mary
        - Confirm with client what this is, can only find…
          - https://www.saparish.com/site/Default.aspx?PageType=6&SiteID=4&SearchString=broken
      - o West Catholic
        - http://www.grwestcatholic.org/
      - o Catholic Central
        - http://www.grcatholiccentral.org/
  - School
    - Infinite Campus
      - o https://micloud1.infinitecampus.org/campus/portal/grcss.jsp
- **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
  - **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)
- **Online Giving**
  - Yes (already have)
- **Social Media**
  - Link only
    - Facebook
      - Parish
      - School
- **Staff Directory**
  - Elegant
    - We would like to showcase all essential information in regards to our staff including a photo directory.
- **Image Gallery**
  - Multiple (Custom)
    - 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?
      - Yes
- **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...)
  - Current, plus 4 weeks

Thoughts for Website Development

- **Multilingual Option (Automatic Language Translation)**
  - Yes (please choose your preferred languages)
    - Spanish
    - Polish
    - Arabic
    - Farsi
- **Website Calendar(s)**
  - **Current Calendar(s)**
    - Our organization currently uses the following calendars (i.e. "Events Calendar")
      - Calendars from site theme
        - Primary
          - https://www.saparish.com/Page/2#calendar1/20180305/month
        - Faith Formation (confirm with client if this is to stay)
          - https://www.saparish.com/Page/19#calendar18/20180305/month
  - **Google Calendar**
    - Yes, client to create new Google addresses for Parish and School calendars (1 for each)
    - Client may potentially have several sub calendars on the school side
  - **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?
    - ▪ 8-10
  - o Website Admin Access
    - ▪ Please list all **Full Access** users here:
      - Cindy Roberts
        - o croberts@saparish.com
      - Lisa Mills
        - o parishoffice@saparish.com
      - "parishoffice"
        - o Email: xxx
      - "schooloffice"
        - o Email: xxx
    - ▪ Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith, Faith Formation category only)?
      - School (All Teachers)
        - o Goal: to try and get all teacher pages down to only one page each (for "Author" level access only), then they can create links to offsite pages, etc.
  - o Contact / Registration Forms
    - ▪ Provided
      - Contact Us
    - ▪ Will you need additional, custom forms?
      - Parish (https://www.saparish.com/forms-documents)
        - o Parish / Family Registration
          - ▪ https://www.saparish.com//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=112
        - o Religious Education Registration
          - ▪ https://www.saparish.com//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=113
        - o Faith Formation / RCIA
          - ▪ RCIA Information Sheet for Inquirers (confirm with client the difference between these)
            - Links Page (https://www.saparish.com/forms-documents)
              - o RCIA
                - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Shared/parish/sap-rcia-form-2013.pdf
            - Faith Formation Page
              - o https://www.saparish.com/domain/50
                - ▪ https://www.saparish.com//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=114
        - o Religious Ed for Children
          - ▪ https://www.saparish.com/domain/46
            - Client specificially called this out, but looks to be the same as regular Religious Ed Form above (https://www.saparish.com//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=113)
        - o Baptism

- ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Domain/71/REGISTRATION%20FORM%20FOR%20BAPTISM%20single.doc
  - School
    - o Possibly some
  - To stay as PDF forms if possible (https://www.saparish.com/forms-documents)
    - o Religious Education Card
      - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Domain/71/2017-18%20Registration%20Card.pdf
    - o Diocese of Grand Rapids Student Enrollment
      - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Domain/71/Diocesan%20Student%20Registration%20Form.pdf
    - o School Tuition Contract
      - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Domain/71/2017-2018%20Tuition%20Contract.pdf
    - o Welcome School Scholarship
      - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Domain/71/Welcome%20Scholarship%20Form%202017-2018.pdf
    - o Parish Bulletin Scholarship
      - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Shared/parish/sap-parish-bulletin-sponsorship-2013.pdf
    - o Time, Talent and Treasure
      - ▪ https://www.saparish.com/cms/lib/MI01923084/Centricity/Domain/71/Time.Talent.Brochure.2017.18.pdf
    - o Tithing Request
      - ▪ N/A (done by 3/18/18)
  - o "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
    - ▪ Parish
      - parishoffice@saparish.com
    - ▪ School
      - Email to come (client to create)
- **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:
    - ▪ **For Design**
      - Nothing really stated by client
    - ▪ **For Functionality**
      - **St. Matthew (Champaign, IL)**
        - o http://stmatt.net
          - ▪ Combo: church and school; one installation
- **Notes**
  - o Additional thoughts, options, ideas here…
    - ▪ School uses Constant Contact