St. Anthony Parish and Our Lady of Fatima
(Sharon, PA / Farrell, PA)

Your Information

- **Consultation Date**
  - 4/25/18, approved 6/5/18
- **Timeline**
  - 4 months okay
- **Organization Name**
  (Full name as you would like it to officially appear.)
  - **St. Anthony Parish and Our Lady of Fatima**
- **Do you prefer to go by**
  - "Parish"
- **Organization Information**
  - **St. Anthony Parish**
    - 804 Idaho Street
    - Sharon, PA 16146
    - (724) 342-7391
  - **Our Lady of Fatima**
    - 601 Roemer Blvd
    - Farrell, PA 16121
    - (724) 346-3359
  - Your Time Zone
    - Eastern (EST)
- **Full Name of Pastor(s) and preferred salutation**
  (example: Fr. Tom Smith; goes by Fr. Tom)
  - Rev. Matthew Ruyechan, Pastor
    - "Fr. Matt"
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
  - **Primary Contact(s)**
    - **Mary Ann Kleinfelder**
      - Administrative Assistant, Finance Secretary, Office Manager
        - Does everything. Office "Sucker"
      - (724) 342-7391
      - themustardseed3@yahoo.com
  - Additional Members
    - **Fr. Matthew Ruyechan**
      - Pastor
      - (724) 342-7391

- themustardseed3@yahoo.com
- **New Website is for**
  - Parish only
- **Final Website Address**
  - http://www.sap-olf.org/sharon
    - u: diocesan-sharon
  - One install
    - Shared info on majority of site
    - But, highlight the two churches with individual information as needed (locations, etc.)
- **Current Website Address**
  - N/A
- **Current School Website Address**
  - 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
- **Current Website Format**
  - N/A
- **Are you part of a Cluster or Church Merger?**
  - Sort of
    - "Partner Parish" (per Diocese)
    - Shared priest, separate locations
  - Parishes in Cluster
    - **St. Anthony Parish**
      - 804 Idaho Street
        Sharon, PA 16146
      - (724) 342-7391
      - No web
    - **Our Lady of Fatima**
      - 601 Roemer Blvd
        Farrell, PA 16121
      - (724) 346-3359
      - No web

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)
  (Choose one)
  - o Yes (Diocesan to create new)
    - ▪ Keep to as low as possible in terms of hours and setup
- **Domain Name** (Optional)
  - o **Are you interested in a new website address (domain name)?**
    (We offer free domain name registration.)
    - ▪ Parish: Yes
  - o **If yes, do you have any idea(s) already for a new address?**
    - ▪ http://www.sap-olf.org/
      - • Bought 5/2/18
  - o **Management of Website Domain Name** (Not required)
    (Choose one)
    - ▪ Yes, we would like Diocesan to manage our domain name.
  - o **Current Hosting Company Info**
    - ▪ N/A
- **Current Technical Support Contact**
  - o Company or Individual
    - ▪ N/A

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)
    - ▪ #3414
- **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
      - • Will start using
- **Church Management Software**
  - o **Are you a Diocesan Publications "PDS Software" client (Parish Data Systems)?**
    (Choose one)
    - ▪ Yes, Church Office (Family Registration Form)
      - • But do not include anything on website

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?
    - None currently
    - Forced by the Diocese to get a website
  - What do you want to improve on your current website?
    - N/A
  - What areas and/or categories are you expecting to **use** the most (from an administration side)?
    - News and Events
    - Contact, submission entries
    - Photos
  - What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
    - Bulletins
    - Mass schedules
    - Events
    - Parish info for each location
  - Describe the identity of your organization (personality, purpose, etc.)?
    - ---
  - What is unique about your parish or organization?
    - St. Anthony
      - Antonium (building, hall)
        - Functions
      - Lots of fundraising
        - Women volunteers
        - Very active older generation
    - Our Lady of Fatima
      - ---
  - What attracts an audience to you?
    - Both
      - Very strong faith-based
        - Novenas
        - Bible studies
        - Etc.
    - St. Anthony
      - Great reputation with activity, happenings
      - Small
      - Close-knit
      - Family oriented
      - Activities, fundraising
        - Bingo
        - Picnics
        - Auctions
        - Perogies (lol…), etc.

- - - Our Lady of Fatima
      - Not as active
  - Describe your audience… (demographics, etc.)
    - Both
      - Older
      - Lots of immigrants
    - St. Anthony
      - Polish
      - Croatian
      - German
      - Overall, a melting pot
    - Our Lady of Fatima
      - Italian
  - For Parishes, what is the size of your congregation? (Number of families.)
    - St. Anthony
      - 250 families
    - Our Lady of Fatima
      - 400 families
  - What is your focus and/or mission?
    - "Not really one"
  - Do you have a tagline, and if so, what is it?
    - ---
  - Content Development
    - Starting fresh
  - Diocesan Bulletin Salesperson
    - Ron Borza (originally)
    - Rick Cortez (current)
  - How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
    - New since August 2017
    - Fr. Matt at previous parish, St. Stevens, in Oil City, PA

Thoughts for Website Design and Layout

- **Design**
  - **Are you interested in a new logo?**
    - No
  - **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - From Bulletin
        - Tan/Flesh
        - Blues (both St. Anthony and Our Lady of Fatima)
    - New Colors
      - Open
      - Look into standard colors for St. Anthony and Our Lady of Fatima

- **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:
    - ▪ Very simple, easy to see/find items
      - • For both…
        - o The audience (older)
        - o Mary Ann (administration)
    - ▪ Mary Ann likes
      - • **Our Lady of Victory (Sour Lake, TX)**
        - o https://olovcatholic.com/
          - ▪ Mass Times
          - ▪ Remove Staff area
          - ▪ Ministries area
          - ▪ Calendar
          - ▪ Blue is similar to current color for the church
- Additional thoughts and dialogue will take place between our web designer and your organization during the next stage of the project, the Design Phase.

Thoughts for Development and Communication Components

- **Current News, Information and Events**
  - o **News and Events Area**
    - ▪ "News and Events"
      - • Keep as a catch-all for both parishes and both categories
  - o **Homilies**
    - ▪ Yes (text only)
      - • Father
        - o "Points to Ponder" from Bulletin
      - • General
        - o "Reflection" from Bulletin
  - o **Important Secondary or Third Party Links**
    (Please add to, modify, delete the following as needed.)
    - ▪ Standard
      - • The Vatican
        - o http://w2.vatican.va/content/vatican/en.html
      - • The Roman Catholic Diocese of Erie
        - o http://www.eriercd.org/
      - • USCCB
        - o http://www.usccb.org
    - ▪ Custom to Your Organization
      - • N/A
  - 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, delete the following as needed.)

- Daily Readings
- Prayer of the Day
- Saint of the Day
- Word On Fire
  - **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**
  - No
- **Social Media**
  - Facebook
    - https://www.facebook.com/stanthony804
- **Staff Directory**
  - No, just include staff info on Contact Us pages
- **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.
- **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 8 weeks

Thoughts for Website Development

- **Multilingual Option (Automatic Language Translation)**
  - No
    - Even though lots of different ethnicities and immigrant population
- **Website Calendar(s)**
  - **Google Calendar**
    - Yes, set up new
      - One combined for both parishes
  - **Preferred Day of Week for the Calendar to Start With?**
    - Sunday (default)
- **Site Administration**
  - Approximately how many people need to be trained on the new website?
    - 3
  - Website Admin Access
    - Please list all **Full Access** users here:
      - Mary Ann Kleinfelder
        - New email to come
      - Fr. Matthew Ruyechan
        - New email to come
      - Karrie Kardos

- - - - o New email to come
    - ▪ Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
      - • No
  - 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.)
    - ▪ info@sap-olf.org
- **Notes**
  - o Additional thoughts, options, ideas here…
    - ▪ Individual parish info is key
      - • Office hours
      - • Mass, Adoration, Confession times
      - • Locations
      - • Specifically… bottom right info on front page of bulletin (confessions, schedules, etc.) – per Mary Ann
    - ▪ Diocese has mandated all parishes have a website
      - • But, St. Anthony and Our Lady of Fatima do not have much money
      - • Keep everything as low as possible for budget
    - ▪ Really down-to-earth staff
      - • Had Fu-Ki Plum Wine for Staff Appreciation Day
        - o Called it "Fucky" Wine ☺
    - ▪ "Basic, simple website"