

Assumption of the Blessed Virgin Mary Parish
(Lebanon, PA)
Our Lady of Fatima Mission
(Jonestown, PA)

Your Information

- **Consultation Date**
 - 5/24/18
- **Timeline**
 - 3-4 months okay
 - Launching a capital campaign in the fall
 - Website not dependent on this, though
- **Organization Name**
(Full name as you would like it to officially appear.)
 - **Assumption of the Blessed Virgin Mary Parish**
Our Lady of Fatima Mission
 - Per client, "Showcase as above (ABVM above the Mission name); figuratively and literally" ☺
- **For churches, when specifically referencing your name what do you prefer to go by?**
 - "Parish"
- **Organization Information**
 - Phone Number (Primary)
 - (717) 272-5674
 - Physical Address
 - **Assumption of the Blessed Virgin Mary (Lebanon, PA)**
 - 2 North 8th Street
Lebanon, PA 17046
 - (717) 272-5674
 - **Our Lady of Fatima Mission (Jonestown, PA)**
 - US 22 and N Mill St
Jonestown, PA 17038
 - (717) 272-5674
 - Postal Address (if different)
 - **Assumption of the Blessed Virgin Mary (Lebanon, PA)**
 - 2 North 8th Street
Lebanon, PA 17046
 - Your Time Zone
 - Eastern (EST)
 - Additional Info
 - ---

- **Full Name of Pastor(s) and preferred salutation**

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

- Rev. Robert M. Gillelan, Jr.
 - "Fr. Bob"

- **Web Development Committee**

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

- **Primary Contact(s)**
 - **Rev. Robert M. Gillelan, Jr.**
 - Pastor
 - frrgillelan@hbgdiocese.org
 - (717) 272-5674
- Additional Members
 - AnneMarie Boltz
 - CRE (Catholic Religious Education)
 - aboltz@abvmlebp.org
 - (717) 272-5674

- **New Website is for**

- Parish only (including Mission Church: Our Lady of Fatima)
 - One site and one installation only

- **Final Website Address**

- <https://www.avmlebp.org/>

- **Current Website Address**

- <http://www.avmlebp.org/>
 - Currently registered, but no website
 - Info from Diocese of Harrisburg
 - <https://www.hbgdiocese.org/parishes/assumption-of-the-blessed-virgin-mary-lebanon>

- **Current School Website Address**

- **Lebanon Catholic School (Lebanon, PA)**
 - <http://www.lebanoncatholicschool.org/>
 - N/A to include in migration

- **Please list all other website addresses we need to be aware of that are associated with your organization.**

- **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.)
 - None
- **Separate websites that are not to be migrated to the new website development, but referenced.**
 - These are okay to be showcased via a button or link only.
 - None

- **Are you part of a Cluster or Church Merger?**

- No, but...
 - Associate with each other
 - **Assumption of the Blessed Virgin Mary (Lebanon, PA)**
 - 2 North 8th Street
Lebanon, PA 17046

- (717) 272-5674
- No website
- **Our Lady of Fatima (Jonestown, PA)**
 - US 22 and N Mill St
Jonestown, PA 17038
 - (717) 272-5674
 - No website

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
 - Basic 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)
 - We currently use Google
- **Domain Name (Optional)**
 - **Are you interested in a new website address (domain name)?**
(We offer free domain name registration.)
 - Parish: No
 - **If yes, do you have any idea(s) already for a new address?**
 - <http://www.avmlebpa.org/>
 - Currently registered, but not in use by client.
 - **Management of Website Domain Name (Optional)**
 - No, keep as-is and with our current registrar.
 - **Current Hosting Company Info**
 - N/A
- **Current Technical Support Contact**
 - Company or Individual
 - Tom Hill
 - PointSolve
 - (866) 336-3106

Exclusive Communication Components Through 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.
 - **Church Bulletin**
 - Are you a Diocesan Bulletin subscriber?
 - #3287
 - Bulletins Page
 - Current, plus 4 weeks
 - **Mobile Phone App**
 - Are you a Diocesan “myParish App” subscriber?
 - Yes, but we are not “online” yet
 - **Church Management Software**
 - Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?
 - Yes, PDS but not through us
 - Include both a PDF file/download and the following online components on the specific web pages
 - We have and want to incorporate the following (delete any that do not apply):
 - **Church Office**
 - Family Online Registration Form
 - **Formation Office**
 - Religious Ed Registration

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?
 - I see it as an important and essential tool of evangelization and communication in an increasingly technological world.
 - We need to keep up and make our parish more “user friendly” for millennials.
 - I hope a website will help the parish staff to work smarter rather than harder.
 - 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)?
 - Communications and registrations
 - What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
 - Bulletins
 - CCD forms
 - Facebook link,
 - links to other Catholic sites
 - News and events
 - Calendar
 - Describe the identity of your organization (personality, purpose, etc.)?
 - We are a Catholic Church, a community of followers of Jesus Christ, called to proclaim and live the Gospel.
 - What is unique about your parish or organization?
 - That a Catholic Church has been on this site since 1812
 - What attracts an audience to you?
 - Obligation,

- devotion,
 - preaching,
 - music
- Describe your audience... (demographics, etc.)
 - Mostly adults over 21, especially senior citizens over 60,
 - Some families with children
- For Parishes, what is the size of your congregation? (Number of families.)
 - 1137
- What is your focus and/or mission?
 - To proclaim and to live the Gospel of Jesus Christ
- Do you have a tagline, and if so, what is it?
 - N/A
- Content migration... how much and type of content to move to the new website?
(Please choose one; these are rough figures only.)
 - No website. To help client with any new content.
- Diocesan Bulletin Salesperson
 - Ron Borza
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - Parish Secretary

Thoughts for Website Design and Layout

- Design

- Are you interested in a new logo?
 - Yes
- Logo and/or Organization Branding (Colors)
 - Current Colors
 - ---
 - New Colors
 - Blue
 - White
 - Gold

- Other Websites and Ideas

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

- We really like the following:
 - Cathedral of Christ the King (Atlanta, GA)
 - <https://cathedralctk.com/>
 - Client really likes this site
 - Tagline (We are called...)
 - Look, feel
 - Tradition with modern
 - How they incorporate different parts of the church in the header, icons
 - St. Paul the Apostle (Annnville, PA)
 - <http://stpaulsinannville.org/>

- It has a clean, simple functionality to it
 - **Immaculate Conception BVM Church (York, PA)**
 - <https://stmarysyork.org/>
 - Richness (not the big, blue box in the middle though)
- Want
 - Clean
 - User friendly
 - Mostly 'old' (traditional, historical) with some modern
 - St. Mary (Assumption) is known for its stained glass windows
- 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**
 - **Combine News and Events**
 - Primary
 - "News and Events"
 - Secondary
 - Religious Ed category
 - "Around the Block with Religious Education"
 - AnneMarie
 - Page/Post combo for this page
 - **Homilies**
 - No, not at this time
 - **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**
 - Interested (nothing at the moment, but please add / save space for)
 - Most likely <http://vancopayments.com/>
 - **Social Media**
 - Facebook
 - <https://www.facebook.com/saintmarys98>
 - Show full feed
 - **Staff Directory**
 - TBD

- Elegant staff page (content, layout, etc.)
 - Client not sure of using staff photos.
 - Possibly a combo
 - Clergy
 - With photos
 - Staff
 - Group shot
 - Basic info for directory
- **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.
- **Multilingual Option (Automatic Language Translation)**
 - No
- **Website Calendar(s)**
 - **Current Calendar(s)**
 - N/A
 - **Google Calendar**
 - Yes, help us use Google Calendar
 - “Parish Calendar”
 - stm@abvmlebp.org
 - **Preferred Day of Week for the Calendar to Start With?**
 - Sunday (default)
- **E-Newsletter Integration**
 - No
- **Important Secondary or Third-Party Links**

(Please add to, modify, delete the following as needed.)

 - **Standard**
 - The Vatican
 - <http://w2.vatican.va/content/vatican/en.html>
 - The Diocese of Harrisburg
 - <https://www.hbgdiocese.org/>
 - USCCB
 - <http://www.usccb.org>
 - **Custom to Your Organization**
 - Lebanon Catholic School (Lebanon, PA)
 - <http://www.lebanoncatholicschool.org>
 - Parish not associated with the school, just a local school
- **Site Administration**
 - Approximately how many people need to be trained on the new website?
 - 3-4
 - Website Admin Access
 - Please list all **Full Access** users here:
 - Rev. Robert M. Gillelan, Jr.

- rgillelan@abvmlebpa.org
 - Patricia Young
 - pyoung@abvmlebpa.org
 - AnneMarie Boltz
 - aboltz@abvmlebpa.org
 - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
 - No
 - Contact / Registration Forms
 - Provided
 - Contact Us
 - Will you need additional, custom forms?
 - PDS
 - Church Office
 - Family Online Registration Form
 - Formation Office
 - Religious Ed Registration
 - “Official” email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - stm@abvmlebpa.org
- Notes
 - Additional thoughts, options, ideas here...
 - Client refers to themselves quite a bit as “St. Mary” even though they are “Assumption of the Blessed Virgin Mary”
 - Will be a tricky heading/title to work with since combining both location names together.