

St. Benedict the Abbot Parish
(Lebanon, PA)

Your Information

- **Consultation Date**
 - 3/7/18
- **Preferred Launch Date**
 - Standard three month average okay
 - Project approval: 5/10/18
- **Organization Name**
(Full name as you would like it to officially appear.)
 - **St. Benedict the Abbot Parish**
- **Do you prefer to go by**
 - Parish
- **Organization Information**
 - Phone Number (Primary)
 - (717) 450-4506
 - Physical Address
 - St. Benedict the Abbot Parish
 - 1300 Lehman St.
 - Lebanon, PA 17046
 - 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. José Elías Mera Vallejos, Pastor
 - "Fr. José"
 - Be very mindful of the acute marks in Fathers' name (é and í)
- **Web Development Committee**
(Please list all members that will be present for the consultation and anyone else to be involved.)
 - **Primary Contact(s)**
 - **Kayla Lewis**
 - Parish Secretary
 - (717) 450-4506
 - klewis@hbgdiocese.org (office)
 - kaylamlewis1027@gmail.com (personal)
 - Additional Members

- N/A
- **New Website is for**
 - Parish only
- **Current Website Address**
 - <http://stbenedictlebanon.wixsite.com/stbenedictlebanon>
 - Access to come (by volunteer, Kayla doesn't have access)
 - u:
 - p:
- **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**
 - WIX
- **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)
 - Managed by the Diocese of Harrisburg
- **Domain Name (Optional)**
 - **Are you interested in a new website address (domain name)?**

(We offer free domain name registration.)

 - Parish: Yes
 - **If yes, do you have any idea(s) already for a new address?**
 - Client to provide approval on one of the following
 - stbenedictabbot.org
 - stbenedictlebanon.org
 - **Management of Website Domain Name (Not required)**
 - Yes, we would like Diocesan to manage our domain name.
- **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)
 - Yes, new in Dec. 2017
 - Bulletin: # to come
 - Organization: PAHAR013

- **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 to App team 3/7/18

- **Church Management Software**

- **Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?**
(Choose one)
 - Yes, PDS Direct (not through us, but able to still give support)
 - Add: Family 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?
 - Scrap all current
 - Make easier to update
 - Spanish option(s)
 - Reach out to more
 - Young families
 - Single population
- What do you want to improve on your current website?
 - Mobile responsive
 - Simplify
- What areas and/or categories are you expecting to **use** the most (from an administration side)?
 - Calendar
 - News and Events
 - Mass Intentions
- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?

- Mass Times
 - Especially special occasion Mass Times
- Office Hours
- Bulletin
- News and Events
- Calendar
 - Multiple(?)
- Social Hall
- Describe the identity of your organization (personality, purpose, etc.)?
 - ---
- What is unique about your parish or organization?
 - 80% Hispanic
 - High percentage of a Slovak population as well
 - Parish is over 100 years old (1906)
- What attracts an audience to you?
 - Bilingual
- Describe your audience...
 - More on the elderly side
 - Then, young kids
 - Gap with teen to young adult
 - Suburbia! ☺
- What is your focus and/or mission?
 - In development
- Is the site more for current members and staff, or are you more evangelistic?
 - Becoming more evangelistic
 - Site will help communicate better to the parish
- Do you have a tagline, and if so, what is it?
 - ---
- Content migration... how much and type of content to move to the new website?
(Please choose one; these are rough figures only.)
 - All
 - To start fresh
 - Do not use current site
- Diocesan Bulletin Salesperson
 - Lisa Sparkman
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - Every parish around St. Benedict the Abbot uses Diocesan
 - Parish previously was printing the bulletin in-house
 - Kayla saw on our website that we do web development

Thoughts for Website Design and Layout

- Design
 - Are you interested in a new logo?

- Yes
 - Use hi-res photo (to come) of circular stained glass window with new typographic treatment
 - Keep simple and quick development
 - **Logo and/or Organization Branding (Colors)**
 - Current Colors
 - ---
 - New Colors
 - Blue (associated with St. Benedict)
 - Other pulled from stained glass window
 - 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**
 - Primary
 - “Parish News”
 - Subcategories
 - N/A, not yet
 - **Homilies**
 - Yes
 - “From the Pastor” (Bulletin)
 - Text only
 - **Important Secondary or Third Party Links**
(Please add to, modify, delete the following as needed.)
 - Primary
 - Local Diocese
 - USCCB
 - Custom
 - <http://www.lebanoncatholicschool.org>
 - **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.)
 - English and Spanish (if possible)
 - 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)
 - Likes <http://stteresab.com/>
 - Put on interior page
 - **Online Giving**
 - Nothing at the moment, but coming soon. Save space for.
 - **Social Media**
 - Facebook
 - Lots (Youth, Spanish, Ministries, etc.)

- Father wants to consolidate
- **Staff Directory**
 - Simple, but custom
 - We're shy and displaying the standard contact information with NO staff photos at this time is fine.
 - Show photo of Fr., though
 - Each person has different office hours
 - Elegant layout (more design-y and blocky, but with no photos for most of staff)
- **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 12 weeks

Thoughts for Website Development

- **Multilingual Option (Automatic Language Translation)**
 - No
 - Will manually translate content to Spanish
- **Website Calendar(s)**
 - **Current Calendar(s)**
 - Our organization currently uses the following calendars (i.e. "Events Calendar")
 - Current: none
 - New: "Parish Calendar"
 - **Google Calendar**
 - Yes, help us use Google Calendar
 - Kayla will create a personal gmail account for the calendar
 - Potentially will use several sub calendars
 - Spanish
 - Youth
 - Mass Intentions
 - Google calendar or with a reservation plugin(?)
 - **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?
 - 1-2
 - Website Admin Access
 - Please list all **Full Access** users here:
 - Kayla Lewis
 - [klewis@hbgdiocese.org](mailto:kewis@hbgdiocese.org)

- parishadmin
 - stbenedictlebanon@hbgiocese.org
 - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith, Faith Formation category only)?
 - Yes
 - Faith Formation (faithformation)
 - Gloria Rodriguez
 - gcmb66@gmail.com
 - Contact / Registration Forms
 - Provided
 - Contact Us
 - Will you need additional, custom forms?
 - Sacraments
 - Same as Contact Us
 - PDS Family Registration
 - All others to be PDF files
 - "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - stbenedictlebanon@hbgiocese.org
- **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:
 - **St. Teresa Benedicta of the Cross (Lawrenceburg, IN)**
 - <http://stteresab.com>
 - Layout
 - Would want more color than just blue
 - Site nav to move under the slider
 - Readings
 - Bulletin
 - Featured Items layout/look
 - Mass Times
 - Homilies (to change)
 - Calendar
 - **St. Timothy (Lutz, FL)**
 - <http://sainttims.org>
 - Slideshow
 - App messages (square layout)
 - **Parish of the Holy Spirit (Grand Rapids, MI)**
 - <https://www.hsparish.org>
 - Really like
 - But maybe too busy
 - Site nav
 - Bigger
 - Mega menu feel
- **Notes**
 - Additional thoughts, options, ideas here...

- Only Spanish speaking parish in Lebanon, PA
 - 8 in Diocese of Harrisburg
- Father on board with more and more communication
- Scheduler/Reservation system for special Mass Times/Intentions
 - Users to request days/times that would be sent Kayla to confirm