

Web Development Client Consultation



DIOCESAN PUBLICATIONS
One God. One Church. One Company.

Date 5/31/17 PARISH / CHURCH / SCHOOL
Phone # _____ Consultation Length SACCS - JEFF INGERSOLL - BRIAN BASTIC
Client / Parish (Location) ST. BRIGID OF KILDARE MIDLAND, MI
"SAINT" ? CATHOLIC PARISH 48640
Primary Contact "Fr Andy" Booms
REVEREND ANDREW
Consultation by (Designer) KEVIN FERGUSON
Est. Date (1st Proof) _____ Date Live (Preferred) _____ Date Live (Absolute) _____

Bulletin Subscriber Budget myParish App Subscriber PDS Software Client
O # 1159 ☒ Allowance \$ 5000 w/ NEW 6 YR CONTRACT ☒ Yes (Free to bulletin subscribers)
O Direct (Cash) - B.B. 9/11/17 O No
CAST - 6 YR CONTRACT IN DEC 2016 ☒ Yes - FACILITY SCHEDULER - CALENDAR
O No

For Internal Follow-up "NEW DEVELOPMENT IS NEEDED" PER FR
Estimate Sent to (Client Name) Sent (Date) Estimate Type Approved (Date and Name)
\$ 7000 FOR BOTH FR. ANDY 9/11/17 O PDF ☒ Email O Verbal 9/11/17 Email PER FR. ANDY
(3500 EA)

KEEP SEPARATE / INSTALL, MATCH ST. MATTHEW (CHAMPAIGN, IL)
Multisite O Yes O Yes (Update church only) O No Current Website Type ☒ Wordpress O PHP/HTML O Joomla
O Other BOTH PARISH & SCHOOL

Current Website Address (Parish) WWW.STBRIGID-MIDLAND.ORG Current Website Address (School) WWW.SCHOOL.STBRIGID-MIDLAND.ORG

New Address (Parish) O Yes ☒ No POSSIBLY... NO, NOT NOW New Address (School) O Yes ☒ No
(Ideas) _____ (Ideas) _____

Consultation with (Role / Position) Cluster O Yes ☒ No
* Primary Name FR. ANDY BOOMS PASTOR
Email FRANDYB@GMAIL.COM Cluster Name _____
Phone (989) 835-7121 x34
2) Name SUSAN LOREMINGER SCHOOL NETWORK ADMIN
Email _____ Phone _____
3) Name STEVE SCHWINSBERG LITURGY & MUSIC MINISTER
Email _____ Phone _____
Parishes in Cluster (Website Address)
Name / Location _____
Name / Location _____
Name / Location _____
Name / Location _____

Web Development Client Consultation

- SEE WORD DOC

Why are you interested in a new website and what are you looking to accomplish with it?

- MATCH BRANDING OF BOTH PARISH & SCHOOL
- IMAGE / APPEAL

How often and what areas are you expecting to use the most?

(Quick information areas like News and Events or page content?)

- INFORMATION
- PUBLICATION

What do you want to improve on your current website?

- RESPONSIVE READY
- CLEAN, UNIFIED DESIGN
- EASE OF UPDATING
- " " INFORMING

What is your focus and/or mission? Is the site more for current members and staff, or are you more evangelistic? Do you want to change this?

- GOSPEL & EVANGELIZING VIA PRAYER
- SACRAMENTS
- TO SERVE PARISHIONERS
- EDUCATION
- TO ~~FOR~~ INVITE
- TO EVANGELIZE

What is your identity? (Personality, purpose, etc...?)

- ROMAN CATHOLIC - CHURCH
- SCHOOL

Number of pages on current site? (Rough estimate only)

PARISH = MED SCHOOL = LRG

What is unique about your parish? What attracts parishioners to you?

- URBAN PARISH - ALL AGES
- " BACKGROUNDS & PROFESSIONS
- FARM

Content migration (How much and type of content to move?)

ALL - BOTH SITES ARE UP

Describe your audience:

- ALL AGES
- ALL BACKGROUNDS - LABORER TO PROFESSIONAL
- HEAVY FARMING POPULATION

Do you have a tagline, and if so, what is it?

AT ST. BRIGID WE CELEBRATE, WE EXPRESS OUR LOVE OF GOD IN WORD, SACRAMENT & SERVICE

How did you hear about Diocesan Publications?

- CURRENT - BULLETIN
- APP
- PDS

Web Development Client Consultation



TO COME
Current Website Access
Link _____
Username _____
Password _____
LINKED TECHNOLOGIES

Domain Registrar ☒ Keep with Current ☐ New with DPI
Current Domain Registrar / Link _____
Username _____
Password _____

Hosting (\$20 month; billed annually at \$240 per year) *SAUSA.COM*
All of our sites include server maintenance and client support via phone and email.
Confirmed with client ☒ Yes ☐ No *PAYING \$100 A MONTH NOW "O" WOW.*

Email Mgmt ☐ Yes (DPI to create new) ☒ No (Okay as-is) ☐ Not Sure

Current Email Type *(OWN SERVER) BUSINESS EXCHANGE*
Notes *3RT MOVING TO GOOGLE*

Current Technical Support Contact (Company or Individual)

Name *LINKEDTECH.COM*
Email _____
Phone _____

Slider ☐ Yes ☐ No ☐ Full ☐ Designer Discretion

Notes *MATCH ST. MATTHEW*

Image Gallery (Included) ☒ Multiple

Notes / Names _____

Calendar(s)

How Many? *1*
Names / Calendar ID(s) *STBRIGID MIDLAND@GMAIL.COM*

Currently Using Google Calendar(s) ☒ Yes ☐ No *NEWLY CREATED*
If "No," What Type? _____

Create New Google Calendar(s) ☐ Yes ☒ No

How Many? _____
Names *JUST THE ONE FOR NOW*

Day of Week to Start on? ☒ Sun ☐ Mon

How Many People to Train? *~ 6*

Parish Admin Access

1 generic user is automatically provided for all login purposes.

Do you require additional? ☒ Yes ☐ No How many? _____

User / Role *FR*

User / Role *SUSAN GREENINGER*

User / Role *STEVE SCHWINSBERG*

User / Role _____

Any users needing limited or special access? ☒ Yes ☐ No *SEE DOC*

User *TEACHERS*

Limit To (Specific Page or Section) _____

User _____

Limit To (Specific Page or Section) _____

Online Giving ☒ Yes (Already have) ☐ None (Please add) ☐ No

Multilingual Site ☐ Yes ☒ No

☐ Spanish ☐ Other Language(s) _____

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DIOCESAN PUBLICATIONS
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SEE WORD DOC, ^H BUT REALLY LIKE
ST. MATTHEW (IL)

ICON w/ PHOTO SPACED

Site Navigation ☐ Horizontal ☐ Vertical

(About Us, Sacraments, Ministries, Faith Formation, Bulletins, Calendar, Contact Us, etc.)

- | | PARISH | SCHOOL |
|----|--------|--------|
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| 5) | | |
| 6) | | |
| 7) | | |
| 8) | | |
| 9) | | |

News and Events Categories

(Names: Parish News, Upcoming Events, News and Events, Weekly Happenings, etc.)

- 1) UPDATES AND EVENTS
- 2) YOUTH MINISTRY
- 3) FROM THE PASTOR'S DESK
- FAITH FORMATION

Contact / Registration Forms (Generic)

(New Member, Sacraments, Server Schedules, etc.)

- 1) Contact Us
- 2)
- 3)

Contact / Registration Forms (Custom)

(New Member, Sacraments, Server Schedules, etc.)

- 1) FAITH FORMATION SCHOOL = YES
- 2) - PDF'S OKAY
- 3) FOR MOST
- CONVENIENT FOR
- BASIC ONES
- THAT DON'T NEED

"Official" Email Address to Use on Contact Form(s)

PWISE @ ST BROSIO MICHIGAN.ORG

Featured Items ☒ Icon ☒ Photo / Image ☐ Text Only

(Returning Members, "I'm New," Mass Times, Bulletins, News, Calendar, Giving, etc.)

- | | PARISH | SCHOOL |
|----|-----------------|--------|
| 1) | | |
| 2) | | |
| 3) | WORSHIP | |
| 4) | CONNECT | |
| 5) | GROW | |
| 6) | SERVE | |
| 7) | | |
| 8) | | |
| 9) | - MASS - SCHOOL | |
| | - CALENDAR | |
| | - GIVING | |

Homilies ☒ Text Only ☒ Audio Only ☐ Text and Audio

(Names: Pastor's Corner, From the Father, Homilies, etc.)

- 1) "HOMILIES"
- 2)
- 3)

Secondary or Third Party Links

(Local Diocese, USCCB, Daily Readings, Saint of the Day, FORM®, Radio, Webcam, etc.)

- ANYTHING RELATED TO APP

Social Media ☒ Facebook ☐ Twitter ☐ Other

- SHOW FEED

Footer

(Address, Map, Social Media, etc.)

- 1)
- 2)
- 3)

Web Development Client Consultation

TAKE SCHOOL LOGO AS-IS
AND USE FOR BOTH
- SAME FONTS, LAYOUT
MATCH CURRENT SCHOOL?

New Logo ☒ Yes ☐ No

Text Only ☐ Yes ☐ No

With Icon ☐ Yes ☐ No

ONE LOGO/ICON FOR BOTH
CHURCH & SCHOOL

New Logo Ideas

- ST. BRIGID CROSS = ESSENTIAL

- ~~SEE IF CAN~~ SCHOOL = NO MULTI COLOR
= MORE CLASSIC

Logo / Branding (Colors)

~~Current~~ / Church

~~New~~ / School

Logo / Branding (Ideas)

~~Current~~ / Church

~~New~~ / School

Parish

PRIMARY - GREEN

- WHITE

CURRENT

GREEN / WHITE

School

SECONDARY - EMERALD (LIME?)



- GOLD (YELLOW, NOT ORANGE)

KEEP FOR BOTH

Other

Parish

School

BASICALLY, JUST RE-COLOR SCHOOL LOGO
(SIMPLIFY)

Other

Additional Website Ideas and Notes

- CATHEDRAL.CSCLUSTER.COM

- NAVIGATION (WORSHIP, GROW, ETC...)

- SEE WORD DOC

- STAFF DIRECTORY

* - LIKE LANDING PAGE OF ST MATTHEW (CHAMPAIGN, IL)

- REALLY LIKE THIS SITE (FATHER)

- "KIND OF MY DREAM" U

* - SCHOOL - HOMEWORK PAGES

- KEEP SAME (CALENDAR, EVENT)
FUNCTIONALITY

SET UP
- DROPBOX

DONE 9/11/17

Optional PDS Software Integration with Diocesan Websites

(as of 4/5/17)

- **Church Office**

HAVE
|
BUT NOT
NOW

- **Family Online Registration Form**

- Designed for allowing families the option to register or update their information with the parish and have the data feed directly into PDS.
 - The parish is alerted to the new information and has the option to officially approve the update.
 - PDS representative must coordinate with parish staff on exporting appropriate HTML file(s).
 - May be three individual ones or included in one file upon export from PDS.

- **Formation Office**

- **Religious Ed Registration**

- Very similar to the family registration, this component feeds into the religious education module and allows for registering students for Religious Ed classes.

- **Facility Scheduler Room Request**

FORM ON WEBSITE

YES

- ☒ Allows access to submit a request to use a room or building for an event.
 - ☒ The facility Scheduler program is able to feed directly into its calendar via staff member approval.

- **Calendar**

- ☒ In conjunction with the Facility Scheduler we can produce a simple HTML calendar or upload it to Google calendar.

- **Web Portals**

- PDS also has two web portals which could theoretically integrate into a website, but would be less frequent.
 - **Directory**
 - Logging in with PDS credentials (generally by staff/volunteers), allows for viewing basic directory information about parishioners.
 - **Ministries**
 - Ministers, such as Eucharistic ministers, are able to log in to view, drop, or add assignments.