

**Champaign County Region of Catholic Parishes**  
**(Urbana, OH)**

**Your Information**

- **Consultation Date**
  - 3/15/18
- **Timeline**
  - **Roll out beginning of July**
    - 3 month average okay
- **Organization Name**  
(Full name as you would like it to officially appear.)
  - **Champaign County Region of Catholic Parishes**
- **Do you prefer to go by**
  - "Church" (for individual names)
- **Organization Information**
  - Phone Number (Primary)
    - (937) 653-1375
  - Physical Addresses
    - **St. Mary Church**  
228 Washington Avenue  
Urbana, OH 43078
    - **Sacred Heart Church**  
121 East Walnut Street  
Paris, OH 43072
    - **St. Michael Church**  
40 Walnut Street  
Mechanicsburg, OH 43044
    - **Immaculate Conception Church**  
164 West Elm Street  
North Lewisburg, OH 43060
  - Postal Address (if different)
    - **St. Mary Church**  
231 Washington Avenue  
Urbana, OH 43078
    - **Sacred Heart Church**  
c/o St. Mary Church  
231 Washington Avenue  
Urbana, OH 43078
    - **St. Michael Church**  
c/o St. Mary Church  
231 Washington Avenue

- Urbana, OH 43078
    - **Immaculate Conception Church**
    - c/o St. Mary Church
    - 231 Washington Avenue
    - Urbana, OH 43078
  - Your Time Zone
    - Eastern (EST)
  - Additional Info
    - ---
- **Full Name of Pastor(s) and preferred salutation**  
(example: Fr. Tom Smith; goes by Fr. Tom)
  - Rev. Matthew Lee, Pastor
    - Goes by "Fr. Lee"
  - Rev. Dan Hunt, Parochial Vicar
    - Goes by "Fr. Hunt"
- **Web Development Committee**  
(Please list all members that will be present for the consultation and anyone else to be involved.)
  - **Primary Contact(s)**
    - **Rev. Matthew Lee**
      - Pastor
      - (937) 653-1375
      - [stmarychurchoffice@gmail.com](mailto:stmarychurchoffice@gmail.com) (same as Amy's; this is the first preferred way to contact)
        - Personal email: [fathermattlee@gmail.com](mailto:fathermattlee@gmail.com)
    - **Amy Brinker**
      - Business Manager
      - St. Mary Church
      - 231 Washington Ave.
      - Urbana, OH 43078
      - (937) 653-1375
      - [stmarychurchoffice@gmail.com](mailto:stmarychurchoffice@gmail.com)
  - Additional Members
    - ---
- **New Website is for**
  - Region of Parishes
- **Current Website Address**
  - <http://www.champaigncatholics.org>
- **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.)
  - ---
- **Current Website Format**
  - Drupal

- **Are you part of a Cluster or Church Merger?**
  - Yes, called "Regions" (per Diocese)
    - **St. Mary Church**
      - Urbana, OH
    - **Sacred Heart Church**
      - St. Paris, OH
    - **St. Michael Church**
      - Mechanicsburg, OH
    - **Immaculate Conception Church**
      - North Lewisburg, OH

### 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)
  - No (Okay as-is)
    - We currently use gmail
    - Not interested at all for new email associated with the domain
- **Domain Name** (Optional)
  - **Are you interested in a new website address (domain name)?**
    - No
  - **Management of Website Domain Name** (Not required)
    - Yes, we would like Diocesan to manage our domain name.
  - **Current Hosting Company Info**
    - No Idea.
      - Call Fr. Larry Gearhart at 937-414-7977
      - He created it and set it up
      - **He will transfer domain to us**
- **Current Technical Support Contact**
  - None

### 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)

- #2396

- **Mobile Phone App**

- **Are you a Diocesan “myParish App” subscriber?**

Free to Diocesan bulletin subscribers, please visit [www.myparishapp.com](http://www.myparishapp.com) for more information.

(Choose one)

- Yes

- **Church Management Software**

- **Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?**

(Choose one)

- Yes, but do not include anything with the 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?

- We need to keep our parishioners and other interested parties informed of

- parish programs,
- events,
- Mass times,
- social functions,
- sacramental opportunities,
- ability to see the bulletin.

- Easy to navigate

- More professional

- Struggle

- Four individual parishes; must maintain individuality

- What do you want to improve on your current website?

- The current website is awful. It looks terrible and it doesn't well represent our region of parishes or the Catholic Church.
- We started the updating process with a new full color bulletin that has a new cover.
- We would like one consistent “brand” on all our media, so it should be like the bulletin cover.
- And we want all our media platforms integrated to have the same brand and ease of use.

- What areas and/or categories are you expecting to **use** the most (from an administration side)?

- Calendar

- Post current bulletins

- Want to automatically push information to

- myParish App
- Facebook,
- Twitter
- and “whatever other media platforms”

- News and Events
- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
  - Bulletins
  - Calendar
  - News and Events
  - Mass Times
    - Multiple churches/locations
- Describe the identity of your organization (personality, purpose, etc.)?
  - Catholic Church
- What is unique about your parish or organization?
  - ---
- What attracts an audience to you?
  - ---
- Describe your audience... (demographics, etc.)
  - ---
- What is your focus and/or mission?
  - ---
- Is the site more for current members and staff, or are you more evangelistic?
  - Yes
  - ---
- Do you have a tagline, and if so, what is it?
  - "One Holy Catholic Apostolic"
  - Website Header (Code)
    - Champaign Catholics | Serving the needs of the 4-parish region, which serves the Catholic needs of Champaign County.
- Content migration... how much and type of content to move to the new website?  
(Please choose one; these are rough figures only.)
  - Drupal CMS
  - Okay with starting from scratch
    - Migrate minimal items/info
    - Add standard content (Sacraments, contact, etc)
    - Keep
      - <http://champaigncatholics.org/?q=content/st-marys-church-organ>
    - Lots of posts
      - <https://champaigncatholics.org/?q=blog>
        - Do not want, though
        - Not even the videos
- Diocesan Bulletin Salesperson
  - Phil Rawlins
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
  - You do our bulletin

## Thoughts for Website Design and Layout

- **Design**
  - **Are you interested in a new logo?**
    - No (possible tweaks, though)
      - Match our bulletin
      - Get from Ohio office
  - **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - St. Mary
        - Blue
      - Sacred Heart
        - Red
      - Amy will sometimes use pink if red gets too overwhelming`
      - St. Michael
        - Yellow
      - Immaculate Conception
        - Purple
    - New Colors
      - Find a neutral color to work with all of the above
      - Come up with a color palette based on current one, but okay to tweak shades of
        - Provide Amy with final color breakdown so she can match the bulletin and other business collateral
  - 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**
  - **News and Events Area**
    - Primary
      - “News and Events”
    - Sub (do not add)
      - Extra Categories
        - Not interested
      - Individual Churches
        - Not interested
  - **Homilies**
    - No (not interested, do not include)
      - Current site
        - The Lord at Work (Blogger link in site nav)
          - <http://thelordatwork.blogspot.com/>
  - **Important Secondary or Third Party Links**  
(Please add to, modify, delete the following as needed.)
    - Standard
      - Local Diocese
      - USCCB
      - Vatican
        - <http://w2.vatican.va/content/vatican/en.html>

- Custom
  - New
    - Radio
      - <http://stgabrielradio.com/>
      - <https://avemariaradio.net/>
      - Others (to come)
  - Keep
    - Liturgy (Breviary)
      - <http://www.ibreviary.com/m2/breviario.php?lang=en>
  - Possibly (Amy might include some of these)
    - “Faith Sources” (on home page)
  - Do not include
    - “Being Catholic” (on home page)
    - Video (various throughout the site; getting rid of blog posts)
- **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**
  - Interested (nothing at the moment, but please add / save space for)
    - Possibly Vanco Payment Solutions
- **Social Media**
  - Links only
    - Facebook
      - <https://www.facebook.com/champaigncatholics>
    - Twitter
      - [https://twitter.com/Champ\\_Catholics](https://twitter.com/Champ_Catholics)
        - From current site; there may be one more to come
- **Staff Directory**
  - Simple
    - We’re shy and displaying the standard contact information with NO staff photos at this time is fine.
- **Image Gallery**
  - Standard (Provided)
    - 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
- **Website Calendar(s)**
  - **Current Calendar(s)**
    - Google
      - Yes, help us **BETTER** use Google Calendar
      - One calendar only
        - All churches to show on one calendar
        - But need to see if can color code different church items
    - "Calendar"
  - **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?
    - 2-3
  - Website Admin Access
    - Please list all **Full Access** users here:
      - Rev. Matthew Lee
        - fathermattlee@gmail.com
      - Amy Brinker
        - stmarychurchoffice@gmail.com
    - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith, Faith Formation category only)?
      - TBD
        - Nothing at the moment, maybe later for individual churches
  - Contact / Registration Forms
    - Provided
      - Contact Us
    - Will you need additional, custom forms?
      - Sacraments and possibly some Ministries (simple, but would go to specific individuals)
      - Client good with making their own fillable PDF files for more complex forms that can go to specific individuals
  - "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
    - stmarychurchoffice@gmail.com
- **Other Websites and Ideas**

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

  - We really like the following:
    - **St. Mark (Highlands Ranch, CO)**
      - <http://stmarkhr.org>
        - Easy to read
        - Most important items front and center bulletin
        - Mass Times



- Calendar
  - Other important info in drop down menus across top
  - Amy likes the animations
    - Hover colors on calendar
    - Sizing on App boxes
  - **St. Timothy (Lutz, FL)**
    - <http://sainttims.org>
      - Like the way the app and calendar posts are displayed
      - Header links (address, icons/links, etc.)
        - Would need to customize per individual church page/section
- **Notes**
  - Concern of making sure that the region is represented as a whole, but that each parish still has its own identity. Per client...
    - “Colors for each parish to go with their picture?”
    - “Same color code for the pages and calendar entries?”
    - Challenge
      - Some info is shared by all
      - But also individual regions / info
        - Possibly multiple headers
  - Scheduling System
    - Have a high need to schedule the lecterns and multiple locations, but “not at this time”.
  - Social Media
    - “automatically pushing information to myparish app, facebook, twitter, and whatever other media platforms we have.”
  - Contact Page
    - Some shared info (St. Mary as office for all)
    - Then, individual info (maps, mailing vs physical addresses, etc.)
    - Possibly like: <http://stjohndavison.org/contact-us/#ffs-tabbed-11>
  - Bulletin on Home page
    - Make sure the current one is, “easy simple” to click once and view instantly
      - Exactly like home page on St. Mark (current bulletin only, then view all)
        - On the archive page
          - Okay with <http://stteresab.com/>, but move thumbnail to first column, then “View Bulletin” and “See more” to second column
        - Or, maybe just keep as the older St. Mark one