

Cheboygan Catholic Community (Cheboygan, MI)
Cheboygan Catholic Community Cluster

Your Information

- **Today's Date**
 - 12/20/17
- **Organization Name**
(Full name as you would like it to officially appear.)
 - **Cheboygan Catholic Community**
- **Do you prefer to go by**
 - Parish
- **Diocesan Salesperson**
 - Brian Bastic
 - Bill Cross
- **Location**
 - Physical Address
 - 120 North D St
Cheboygan, MI 49721
 - Postal Address (if different)
 - PO Box 40
Cheboygan, MI 49721
 - Parish Office Address
 - 117 North E St
Cheboygan, MI 49721
 - Your Time Zone
 - Eastern (EST)
- **Web Development Committee**
(Please list all members that will be present for the consultation and anyone else to be involved.)
 - **Primary Contact(s)**
 - **Fr. Duane Wachowiak**
 - Pastor
 - pastor@cprparishes.org
 - 231-627-2105
 - **Monica Leis**
 - Secretary
 - monical@cprparishes.org
 - 231-627-2105
 - Additional Members
 - **Diane Smith**
 - IT

- Email Parish
 - dianes@cprparishes.org
 - Email School
 - dsmith@bishopbaraga.com
 - 231-627-2105
 - **Penny Reynolds**
 - Office Manager
 - penny@cprparishes.org
 - 231-627-2105
- **New Website is for**
 - Parish and cluster only
- **Current Website Address**
 - Originally: None
 - **New:** www.cprparishes.org
 - C: Cheboygan
 - P: Pellston
 - R: Riggsville
- **Current School Address**
 - www.bishopbaraga.com
- **Please list all other website addresses we need to be aware of that are associated with your organization**
(Sub-domains, Missions, Columbarium, 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?**
 - Yes
 - Parishes in Cluster
 - **St. Mary's (Burt Lake, MI) / also listed as Assumption of Mary on bulletin (mission chapel only)**
 - Website address: none
 - 3192 Indian Rd
Brutus, MI 49716
 - **St. Clement Catholic Church (Pellston, MI)**
 - Website address: none
 - 202 Maple St
Pellston, MI 49769
 - **Sacred Heart (Riggsville/Cheboygan, MI)**
 - Website address: none
 - 4989 Polish Line Rd
Cheboygan, MI 49721
 - **St. Mary's and St. Charles (Cheboygan, MI)**
 - Website address: none
 - 120 North D St
Cheboygan, MI 49721

Domain and Email Management

- **Hosting** (Required)
 - **\$240 per year for first year.**
 - **Then newer rate of \$300 per year thereafter.**
- **Email Setup and Management** (Optional)
(Choose one)
 - **Yes (Diocesan to create new)**
 - **Done**
- **Domain Name** (Optional)
 - **Are you interested in a new website address (domain name)?**
(We offer free domain name registration.)
 - **Yes**
 - **www.cprparishes.org**
 - **(Diocesan purchased 8/3/17)**
 - **Management of Website Domain Name** (Not required)
(Choose one)
 - **Yes, we would like Diocesan to manage our domain name.**
- **Current Technical Support Contact**
 - **Company or Individual**
 - **Diane Smith**
 - **dsmith@bishopbaraga.com**
 - **(989) 906-3116**

Additional Communication Components Through Diocesan

- **Mobile Phone App**
 - **Are you a Diocesan “myParish App” subscriber?**
Free to Diocesan bulletin subscribers, please visit www.myparishapp.com for more information.
(Choose one)
 - **No, but we are very interested**
 - **Lead sent to the app team (1/8/17).**
- **Church Management Software**
 - **Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?**
(Choose one)
 - **No**

Help Us Get to Know You

- **New Website Thoughts and Interests**

- Why are you interested in a new website?
 - Information disbursement, publicity
- What are you looking to accomplish with the site?
 - Keep parishioner's informed and attract new parishioner's
- How are you expecting it to be used?
 - Information source for parish event inquiries
- What areas and/or categories are you expecting to **use** the most (from an administration side)?
 - Your answer/thoughts here...
- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
 - ---
- What is your identity (personality, purpose, etc.)?
 - Catholic church – mission statement
- What is unique about your parish or organization?
 - Cluster of several parishes in one geographic area
- What attracts an audience to you?
 - Faith
- Describe your audience...
 - Primarily 60 to 70% over the age of 60
- What do you want to improve on your current website?
 - N/A, no current one
- What is your focus and/or mission?
 - Mission statement
 - ???
- Is the site more for current members and staff, or are you more evangelistic?
 - Both
- Do you have a tagline, and if so, what is it?
 - Nothing yet, possibly interested in one for the future
- Content migration... how much and type of content to move to the new website?
(Please choose one; these are rough figures only.)
 - New content to come from client
- How did you hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - ---

Thoughts for Website Design and Layout

- **Design**

- Are you interested in a new logo?
 - Yes
 - No green (already associated with the school)

- “Heartbeat” for CPR acronym
- **Layout and Structure**
 - Ideas for **Site Navigation** (please choose one)
 - **New**
 - Home
 - About Us
 - History
 - Staff
 - Cemetery Information
 - School Information
 - Mass Times
 - Bulletins
 - Calendar
 - Faith Formation
 - Sacraments
 - Contact Us
 - **News and Events Area**
 - Examples
(Names for postings in the latest, up-to-date information area; more than one category is possible.)
 - “News and Events”
 - “Parish News”
 - Other Subcategories
 - RCIA
 - Youth Ministry
 - Etc...
 - Your Preferences Here:
 - ---
 - **Homilies**
 - No
 - **Header Ideas**
 - Designer discretion
 - **Footer Ideas**
 - Designer discretion
 - From the client:
 - Contact Info/Address
 - Yes
 - Map
 - Yes, all three churches
 - Social Media
 - Future for church
 - Online Giving
 - Future
 - School (bishopbaraga.com)

- **Secondary or Third Party Links**
(Please add to, modify, delete the following as needed.)
 - Local Diocese
 - USCCB
 - Radio
 - Baraga Broadcasting
- **Automated Content**
 - **Options** (Please add to, modify, delete the following as needed.)
 - Daily Readings
 - Prayer of the Day
 - Saint of the Day
- **Automated Content**
 - **Format** (Please display this information as...)
 - Input from client needed
- **Online Giving**
 - Interested (nothing at the moment, but please add / save space for)
- **Social Media**
 - Nothing yet
- **Bulletins Page**
(Your new site will automatically load and display your weekly parish bulletins, up to 12 weeks. Please state your preferred number of weeks to display for this bulletin archive.)
 - To be determined
 - 4 weeks
 - 8 weeks
 - 12 weeks
 - Other (1-11)

Thoughts for Website Development

- **Multilingual Option**
 - No
- **Website Calendar(s)**
 - **Current Website Calendar(s)**
 - N/A
 - **Google Calendar**
 - Yes
 - Create new
 - **Preferred Day of Week the Calendar is to Start On?**
 - Sunday (default)
- **Site Administration**
 - Approximately how many people need to be trained on the new website?
 - 4
 - Website Admin Access

- Fr. Wachowiak
 - Monica Leis
 - Diane Smith
 - Penny Reynolds
- Limited Access
 - Karen Derris
 - Category/pages: to be determined
 - Mary Dobrowlowski
 - Category/pages: to be determined
- Contact / Registration Forms
 - Provided
 - Contact Us
 - Additional?
 - Marriage (same as Contact Us)
 - Baptism (same as Contact Us)
- “Official” email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - info@cprparishes.org
 - Address to go to
 - Monica Leis (monical@cprparishes.org)
 - Penny Reynolds (penny@cprparishes.org)
- **Other Websites and Ideas**

(Please view our gallery at: www.diocesan.com/web/website-design)

 - We really like the following:
 - None stated
- **Notes**
 - Additional thoughts, options, ideas here...
 - DRE wants a Faith Formation and Sacraments tab with dropdown.