"Saint" Gregory the Great Catholic Church
(San Diego, CA)

Your Information

- **Consultation Date**
    - 7/25/18
    - Approval received 8/29/18
- **Timeline**
    - Dec. 2018
    - **Current site ends around 12/25/18**
- **Organization Name**
  (Full name as you would like it to officially appear.)
    - **Saint Gregory the Great Catholic Church**
        - "Saint" spelled out
        - Not "Community" (as shown in current header)
- **For churches, when specifically referencing your organization name and not the community/people, what do you prefer to go by?**
    - "Church"
- **Organization Information**
    - Phone Number (Primary)
        - (858) 653-3540
    - Physical Address
        - Saint Gregory the Great Catholic Church
          11451 Blue Cypress Drive
          San Diego, CA 92131
    - Your Time Zone
        - Pacific (PST)
- **Full Name of Pastor(s) and preferred salutation**
  (example: Fr. Tom Smith; goes by Fr. Tom)
    - Fr. Nicholas Clavin
        - Goes by "Fr. Clavin"
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
    - **Primary Contact(s)**
        - **Nichol Swift**
            - Stewardship Coordinator and Webmaster
            - nswift@stgg.org
            - (858) 653-3540
    - Additional Members
        - ---
- **New Website is for**
    - Parish only

- **Current Website Addresses**
  - **Church**
    - **https://www.stgg.org**
      - Type "login" anywhere on screen
        - nswift@stgg.org
        - malibu123
    - Current Website Format
      - Custom CMS through Elexio
  - **School**
    - https://www.stggcs.org/
- **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.)
      - ---
- **Are you part of a Cluster or Church Merger?**
  - No

Hosting, Domain and Email Management

- **Hosting**
  - **Overview**
    - **Web hosting** is the service that physically stores website files (pages, images and content) for viewing across the internet and is separate from the **website address** (or domain name). Here at Diocesan, we manage our own server thereby allowing for complete customer support, instant technical access and complete safeguarding of your data.
  - **Hosting Company Info (Current)**
    - In some cases, your website(s) may be 'hosted' by a different company (Hostgator, Godaddy, etc.) from the one(s) managing your domain name(s). If so, please provide the following:
      - http://account.elexio.com
        - sidecom@gmail.com
        - dt75k93
  - **Hosting with Diocesan (New; 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 with free security suite of tools
        - Basic client support (phone and email)
        - Daily backups and off-site weekly backups
        - Site maintenance and updates
        - 5GB online storage and 20GB monthly bandwidth
    - **Moving forward**
      - **Yes, we agree for Diocesan to host our new website(s).**

- o **Please note, this option is required in order to ensure our customer support, maintenance, security, and instant technical access.**
- **Email Setup and Management (Optional)**
  - No (Okay as-is)
    - We currently use Microsoft Outlook 365
- **Domain Name (Optional)**
  - o **Are you interested in a new website address (domain name)?**
    (We offer free domain name registration.)
    - Parish: No
  - o **Management of Website Domain Name (Optional)**
    - No, keep as-is and with our current registrar.
      - Enom
- **Current Technical Support Contact**
  - o Company or Individual
    - ---

Exclusive Communication Components with 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.
  - o **Church Bulletin**
    - o **Are you a Diocesan Bulletin subscriber?**
      - No
        - JS Paluch; not within Diocesan delivery territory
    - o **Bulletins Page**
      - N/A
  - o **Mobile Phone App**
    - o **Are you a Diocesan "myParish App" subscriber?**
      Free to our bulletin subscribers, please visit http://myparishapp.com/parishes for more information.
      - Yes
  - o **Church Management Software**
    - o **Are you a Diocesan Publications "PDS Software" client (Parish Data Systems)?**
      - N/A
        - o We do use PDS, but do not want it integrated with our website.

Help Us Get to Know You

- **New Website Thoughts and Interests**
  - o Why are you interested in a new website and what are you looking to accomplish with it?
    - Our current company is no longer offering their platform. We are being forced to make a change.
    - Since we are changing, it would be nice to have an updated look.

- What do you want to improve on your current website?
  - Aesthetically, I like some of the themes with animations and interesting layouts for the home page.
  - We like a rotator for the main images, and it would be nice to have more controls on the images for the end user.
  - More space to work with for interior pages would be nice.
  - More layout options within individual pages would be nice.
  - I want things to line up perfectly without a lot of "tinkering".
  - Everything needs to look good on mobile devices.
  - Would like quicker loading of large documents and images.
- What areas and/or categories are you expecting to **use** the most (from an administration side)?
  - "Not sure… If it's which parts of our current website get the most traffic, I can pull the analytics for you."
  - Home Page
    - "Special Events" (blocks of images)
  - Calendars
  - Registration Pages (Youth, Faith Formation)
    - Seasonal
- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
  - Calendars
  - Staff
  - Joining the Parish
  - Bulletins
  - Faith Formation
  - Youth
- Describe the identity of your organization (personality, purpose, etc.)?
  - We are a stewardship parish with a deep love for Jesus.
  - We have more ministries and groups than most churches, and we are always looking for new ways to connect with our parishioners and the community at large.
  - I would consider us a more contemporary church.
  - Most people have a first impression that we are very friendly and welcoming.
  - I would like our website to reflect this feeling.
- What is unique about your parish or organization?
  - Even though San Diego is a large city, our church is centrally located in a very family-friendly residential area.
  - We are somewhat in a bubble with everything contained within a few miles radius.
  - It is not uncommon to have much overlap in social, spiritual, and professional life.
  - We have a bit of a small town feel, in that everyone seems to know each other.
  - Most people do not travel far to get here.
- What attracts an audience to you?
  - At first glance people like the way our campus looks.
  - It is very well designed and maintained.
  - Once they step through our doors, they soon discover that it's easy to feel as though you are a part of the family.
- Describe your audience… (demographics, etc.)
  - We have a wide range of ages.
    - Lots of families with children, and our formation programs are thriving.
  - The majority of our population is Caucasian English speaking, with pockets of Filipino and Vietnamese cultures.
  - Parishioners really like to get involved and enjoy a wide range of activities and events – especially social events.
- For Parishes, what is the size of your congregation? (Number of families.)

- 3200 families
  - o What is your focus and/or mission?
    - MISSION STATEMENT: The Community of Saint Gregory the Great celebrates God's love in Christ as a family of stewards centered on the Eucharist, the Word, and Christ's presence in one another. We live to glorify God and proclaim God's Presence in this world. Empowered by the Holy Spirit, we are God's light, love, and hands extended.
  - o Do you have a tagline, and if so, what is it?
    - No
  - o Content migration… how much and type of content to move to the new website?
    (Please choose one; these are rough figures only.)
    - All of it!
      - 450+ pages :O
      - Nichol to check analytics to get top ones for sure.
    - Realistically, at least half for us to migrate
      - All to stay as-is (unless typos, etc.)
        - o Recently updated and got everyone's input to be as near final as possible.
        - o No strategy needed, etc.
        - o Layout as set.
  - o Diocesan Bulletin Salesperson
    - N/A
  - o How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
    - ICSC in Atlanta

Website Design and Layout

- **Design**
  - o **Are you interested in a new logo?**
    - No
      - Current icon on the website is the secondary logo and not primary one.
      - Primary logo below (original file to come):

  - o **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - ---
    - New Colors
      - Unsure
        - o Nichol wants to change current website colors, but will have to check with others.
- **Other Websites and Ideas**
  (Please view our gallery at www.diocesan.com/web/website-design or list any others you like.)

- o We really like the following:
    - ▪ Majority of the content and layout was recently done. Therefore, may be keeping a lot of similarity from the current site. "Our current website is fairly new and up to date. We just need to copy it and apply a new theme/look with perhaps some new features. You won't have to spend a lot of time creating things new."
    - ▪ That being said, additional thoughts per Nichol here:
        - • I like some of these wordpress themes:
            - o https://demo.speciatheme.com/lite/benzer/
                - ▪ I love the animations and how it's so quick and responsive
            - o http://demo.ilovewp.com/?theme=photozoom
                - ▪ I love the clean look of this one
            - o https://catchthemes.com/demo/adonis/
                - ▪ This one's pretty nice too
        - • Diocesan Sites
            - o Diocese of Venice
                - ▪ https://dioceseofvenice.org
            - o St. Timothy (Lutz, FL)
                - ▪ https://sainttims.org
- • Additional thoughts and dialogue will take place between our web designer and your organization during the next stage of the project, the Design Phase.

Development and Communication

- • **Current News, Information and Events**
    - o Fresh and new content is key to a successful website. This is accomplished by adding up-to-date information and postings in an area such as a News and Events category. Current items from the bulletin are great examples to showcase here.
    - o **Combine News and Events into one section.**
    - o **News Area**
        - ▪ Your Preferences Here:
            - • Primary
                - o We are currently using "What's Happening"
                    - ▪ We tend to put everything into this section in date order and rotate it almost daily.
            - • Secondary
                - o Nothing right now, but they would be a prime candidate for Page/Post combo (Youth, Faith Formation, etc.)
    - o **Homilies**
        - ▪ No
    - o **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.)
        - ▪ We want to keep what we have currently on this page
            - • https://www.stgg.org/home/grow-in-faith/daily-readings
            - • Full Feed
                - o Daily Readings (Standard)
                - o Daily Meditation

- Link Only
    - Saint of the Day (Standard)
    - The Word Among Us
    - Regnum Christi
    - One Bread, One Body
    - Evangeli
    - Living Faith
- **Online Giving**
    - Yes (already have)
        - https://www.stgg.org/home/give/online-giving
            - https://www.osvonlinegiving.com/507
- **Social Media**
    - Facebook (link only)
        - https://www.facebook.com/STGGSanDiego/?fref=ts
    - YouTube
        - Have, but do not include
            - https://www.youtube.com/channel/UCOhDJQB61L8sAE8VGQoeVdA/
- **Staff Directory**
    - Elegant
        - We would like to showcase all essential information in regards to our staff including a photo directory.
    - Include
        - Area for bio
            - Nothing in the beginning, but want option for.
        - Possibly as a "Read More"
- **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)**
        - Our organization currently uses the following calendars (all Google)
            - https://www.stgg.org/home/calendars/parish-events
            - https://www.stgg.org/home/calendars/daily-mass
            - https://www.stgg.org/home/calendars/faith-formation
            - https://www.stgg.org/home/calendars/youth
            - https://www.stgg.org/home/calendars/baptism-seminars
            - https://www.stgg.org/home/calendars/rcia
    - **Preferred Day of Week for the Calendar to Start With?**
        - Sunday (default)
- **E-Newsletter Integration**
    - Yes, but do not include within website at all.
        - Constant Contact

- - MailChimp
- **Important Third-Party Links (to link offsite only)**
  (Please add to, modify, delete the following as needed.)
    - o Standard
        - The Vatican
            - http://w2.vatican.va/content/vatican/en.html
        - Roman Catholic Diocese of San Diego
            - Main
                - o https://www.sdcatholic.org/
            - Additional content from client site
                - o https://www.stgg.org/home/diocese
        - USCCB
            - http://www.usccb.org
    - o Custom to Your Organization
        - School
            - St. Gregory the Great Catholic School
                - o https://www.stggcs.org/
        - FORMED©
            - https://www.stgg.org/home/home-page-events/formed
                - o FC7YQK
        - Videos
            - https://www.stgg.org/home/welcome/media-center/videos
        - Various
            - https://www.stgg.org/home/faith-formation/parent-resources
            - Probably more
- **Site Administration**
    - o Approximately how many people need to be trained on the new website?
        - 1
    - o Website Admin Access
        - Please list all **Full Access** users here:
            - Nichole Swift
                - o nswift@stgg.org
            - Judy Roitz (backup for access only)
                - o jroitz@stgg.org
        - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
            - No
    - o Contact / Registration Forms
        - Provided
            - Contact Us
        - Will you need additional, custom forms?
            - Multiple
                - o We will do our own, just need training on yours. We have been moving towards "Cognito Forms".
                - o https://wordpress.org/plugins/cognito-forms/
            - Create 1-2, then include in training.

- Mentioned to client the following:
  - On Wed, Jul 25, 2018 at 12:16 PM, Veronica Alvarado <valvarado@diocesan.com> wrote:
  - I installed the plugin for Cognito Forms on our testing site and it looks like everything will work about the same as Gravity Forms.
    - In order to go with Cognito forms, you do need an account with Cognito forms, so we just have to make sure they have one already set up.
    - The only things that Cognito does not offer and our pro version of Gravity Forms does offer is:
      - Signature Fields
      - Save & Resume
      - Only one user can create/access the forms
      - Maximum of 500 entries/month (for total forms, not per form)
      - Total storage is 100 MB
      - There is a pro version, but it ranges from $10/mo to $99/mo. https://www.cognitoforms.com/pricing
  - "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
    - info@stgg.org
- **Notes**
  - Additional thoughts, options, ideas here…
    - "Our current website is fairly new and up to date. We just need to copy it and apply a new theme/look with perhaps some new features. You won't have to spend a lot of time creating things new."
    - Design / Build
      - Keep segmented / multi-column areas and make available for client to easily use.
      - Likes
        - Subtle animation (buttons, etc.).
        - More white space on sides as opposed to current site with texture.
        - "Will have to check with others/committee."
        - Sliders
          - Will probably add many on interior pages
          - Full width one on home page
      - Featured Items
        - Currently, 15 blocks ☺
          - Create with same functionality as https://www.orlandodiocese.org/ and how pages can be tagged as a Featured item to instantly show on the home page.
      - Nichol wants ability to choose different fonts as needed in certain cases.
        - Example
          - https://www.stgg.org/home/home-page-events/backpack--school-supply-drive
          - In this case, the heading in bright red and custom font makes sense for the topic.
          - Talked through best practices with Nichol in regards to consistency, branding, and how/why we set the styles the way we do.
        - Options
          - https://www.wpbeginner.com/showcase/best-wordpress-typography-plugins-to-improve-your-design/