

Guardian Angels Catholic Church (Clawson, MI)

Your Information

- **Consultation Date**

- 6/28/18; approval 9/6/18

- **Timeline**

- Launch by end of 2018
 - 12/28/18 (ideal)
 - 1/4/18 (latest, for start of school on 1/7/18)
 - Lauren checked, FinalSite contract runs out 2/7/19 and renews again for 5 years (\$6000/yr).
 - Absolute latest to launch is end of Jan. 2019 (as of 6/28/18).

- **Organization Name**

(Full name as you would like it to officially appear.)

- **Guardian Angels Catholic Church**
 - Parish Overall / Landing Page
 - "Guardian Angels Catholic Community"
 - Then
 - Guardian Angels Catholic Church
 - Guardian Angels Catholic School
 - Signage (outside)
 - Guardian Angels Catholic Community

- **Organization Information**

- Phone Number (Primary)
 - (248) 588-1222
- Physical Address
 - **Guardian Angels Catholic Church**
581 East 14 Mile Road
Clawson, MI 48017
- Your Time Zone
 - Eastern (EST)

- **Full Name of Pastor(s) and preferred salutation**

(example: Fr. Tom Smith; goes by Fr. Tom)

- **Pastor (new)**
 - Fr. Gerard LeBoeuf
 - frgerry@guardiana.com
- **Temporary Administrator (new)**
 - Rev. Tony Richter
 - frtony@guardiana.com

- **Web Development Committee**

(Please list all members that will be present for the consultation and anyone else to be involved.)

- **Primary Contact(s)**

- **Lauren Perry**

- Coordinator of Marketing Services for Guardian Angels Catholic Church and School
 - perry1@gaschool.com
 - (248) 588-5545

- Additional Members

- ---

- **New Website is for**

- **Combination (i.e. Parish and School)**

- Yes, combine both sites into one site and one installation.
 - Have Ryan confirm all options with email migration and combining.
 - Home page to be a landing page with both Church and School options such as: <https://www.divinechild.org/>

- **Final Website**

- <https://guardiana.com/>

- Ideal goal is:

- <https://guardiana.com/church>
 - <https://guardiana.com/school>

- However, how to reconcile both email addresses?

- Church (email@guardiana.com) | School (email@gaschool.com)
 - May be too much of a change for users to switch – especially midyear.
 - Option: combine website to one domain now. School domain can easily forward to new website address; then over next summer update email addresses.
 - Lauren is the Church contact person as well.
 - On board with combining into one installation.

- **Current Website**

- **Church**

- <https://guardiana.com/clawson>

- Current client

- **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.)

- **School**

- <https://www.gaschool.com>
 - <https://guardian.finalsite.com/admin.cfm>
 - u: ---
 - p: ---
 - Finals site CMS (<https://www.finalsite.com/>)

- Others

- “None that I’m aware of... Knights of Columbus is separate link.”

- **Are you part of a Cluster or Church Merger?**

- **No**

Domain and Email Management

- **Hosting (Required)**
 - 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 own and manage our own server thereby allowing for complete customer support, instant technical access and complete safeguarding of your data.
 - 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
 - We agree for Diocesan to host our new website(s).
 - **Yes**
- **Email Setup and Management (Optional)**
 - No (Okay as-is)
 - Combine with, do the same as Church.
 - We currently use Google.
 - Options with combining Gmail for the Church and School accounts:
 1. Combine both church and school accounts under one domain (<https://guardiana.com>).
 - But can't merge previous inboxes; would need to turn off then move.
 - Could create new accounts and...
 - Auto FF from School to new (preferred over using an alias for the initial, time-being).
 - Use Google migration tool to move everything over.
 - Would possibly lose inbox folder/organization hierarchy, though.
 2. Create a Domain Alias.
 3. Stay as-is with separate domains.
 - Suggestion (6/28/18; with Ryan)
 - Should be good to go in combining all into one domain and using option #1 above.
 - Yes, combine both sites (web and email) into one (verbal confirmation per Laura and Trisha 6/28/18 in consult).
- **Domain Name (Optional)**
 - **Are you interested in a new website address (domain name)?**
(We offer free domain name registration.)
 - Parish: No
 - School: TBD
 - Ideally, move to
 - <https://guardiana.com/school>
 - At a minimum, to stay as-is.
 - **Management of Website Domain Name (Optional)**
 - Currently managed by Diocesan

- **Current Hosting Company Info**
 - Current client
- **Current Technical Support Contact**
 - Company or Individual
 - John Crombe
 - Bishop Foley Catholic High School
 - Director of Technology
 - (248) 585-1210 x147
 - <https://www.bishopfoley.org/apps/staff/>

Exclusive Communication Components Through 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.
 - **Church Bulletin**
 - Are you a Diocesan Bulletin subscriber?
 - #1454
 - Bulletins Page
 - Current, plus 4 weeks
 - **Mobile Phone App**
 - Are you a Diocesan “myParish App” subscriber?
Free to our bulletin subscribers, please visit <http://myparishapp.com/parishes> for more information.
 - Yes
 - **Church Management Software**
 - Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?
 - No
 - ConnectNow through ParishSoft

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?
 - Just a refresh, nothing fancy.
 - If we’re going to launch the school, let’s refresh the parish too (I really want to make sure it’s mobile friendly too).
 - Older site, need to bring it up to our latest standards.
 - What do you want to improve on your current website?
 - The Events scrolling from the calendar. The calendar set-up itself.
 - Like
 - <https://www.gaschool.com/index.cfm>
 - <https://www.hsparish.org/>
 - A cleaner look.

- Less is more.
- What areas and/or categories are you expecting to **use** the most (from an administration side)?
 - I mostly use the slider revolution
 - Lauren okay keeping as-is, but open and good with using a more simplified slider such as Meta Slider.
 - Lauren has been using it as an advertising and call to action section.
- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
 - Staff
 - Bulletins
 - Calendar
 - Mass Times
 - Online Giving (I hope!)
- Describe the identity of your organization (personality, purpose, etc.)?
 - Faith-filled community...I'd really like to focus on a sense of community right now.
- What is unique about your parish or organization?
 - We're a warm and welcoming community with lots of service opportunities.
- What attracts an audience to you?
 - A sense of community.
- Describe your audience... (demographics, etc.)
 - A mix of old and young.
 - We have the school which helps with the family feel.
- For Parishes, what is the size of your congregation? (Number of families.)
 - 1500
- What is your focus and/or mission?
 - "We are a People of God. Together we are called... to pray, to celebrate His presence, to work for the coming of the Kingdom, and to reach out to all God's people."
- Do you have a tagline, and if so, what is it?
 - None
- Content migration... how much and type of content to move to the new website?
(Please choose one; these are rough figures only.)
 - *As a current client, all content may be easily transferred to the new site as-is. However, please confirm if that is the preferred decision or if there will be any new content replacing the current information.
 - "I think... All of it!"
- Diocesan Bulletin Salesperson
 - Scott Barnes
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - Our Church bulletin/app/website are all through Diocesan

Website Design and Layout

- Design
 - Are you interested in a new logo?
 - No
 - Logo in client folder.

- Okay to change font in the name next to the icon in the header, though, but keep as live text.
 - Most likely keep as sans serif, but freedom to update.
 - Logo and/or Organization Branding (Colors)
 - Current Colors
 - Green
 - Gold
 - New Colors
 - ---
- 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:
 - Home page would be a combined landing page with both Church and School options such as:
<https://www.divinechild.org/>
 - Other Sites
 - <https://www.hsparish.org/>
 - One of our favorites.
 - We like that the Mass Times box stays while each picture scrolls through and that it is front and center on the top of the page.
 - Also like the styling of the Calendar events on the home page.
 - Date with details next to it.
 - Match the full width slider with the “Join Us for Mass” overlay
 - Guardian Angels do like the angles of Holy Spirit, which could match their building.
 - Keep full slider as a slider, but Lauren may only use one image. But keep functionality to add more.
 - Already talked through best use and practices (1-3 nice photos only; use a second slider or News and Events for advertising.)
 - <http://www.ctkdallas.org/>
 - We very much like the large picture with a few quick buttons underneath, and then I like the scrolling news below those buttons.
 - Clean and not too much!
 - <https://allsaintsdunwoody.org/>
 - We like the calendar set up! The list of events for each day.
 - Again with the large scroll, buttons underneath, etc.
 - I’m just not sure on if I like it when the screen gets smaller.
 - I want to make sure things look nice in all formats: mobile, etc.
 - Client likes subtle transitions and animation
 - Hover, sizing, changing colors, etc...
 - Similar effects on HS Parish and All Saints
 - 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

- 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.
- **News Area**
 - Your Preferences Here:
 - **Primary**
 - “Church News & Announcements” to match school.
 - Nothing on the current site.
 - **Secondary (Page/Post Combos)**
 - From Bulletin
 - Parish Life
 - Faith Formation
 - Adult Formation
 - School News
 - Yes, pull from School site only if can manually turn off and not include certain posts.
 - Faith Community
- **Events Area**
 - Your Preferences Here:
 - “Upcoming Events” to match school site.
- **Homilies**
 - TBD
 - Not sure with a new pastor.
 - Option
 - “Weekend Greetings from Fr. Tony Richter” (Bulletin)
- **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.)
 - Showcase all four below like <https://stteresab.com/>
 - Nice box with image; on an interior layout only such as a “Resources” page.
 - Feeds to show (four boxes)
 - Priority
 - 1) Daily Readings
 - 2) Prayer of the Day
 - 3) FORMED®
 - 4) Saint of the Day
 - No
 - Word On Fire
 - **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**
 - Yes (already have)
 - <https://membership.faithdirect.net/enroll/622Interested>
- **Social Media**

- Facebook
 - <https://www.facebook.com/Guardian-Angels-Catholic-Church-936821169697896>
 - Small icon/link only in header and footer.
 - “We do have a page, but it is not updated frequently enough just yet.”
 - If new pastor comes on board, may change. Therefore, save space with icon only at this point.
 - myParish App
 - Add icon in header/footer as well with Facebook.
 - YouTube
 - Even though they have the following, do not include as an icon or link.
 - Ideally, client will move all content/channels into one for the whole organization (church and school); but nothing to worry about yet.
 - Channels
 - Church
 - <https://www.youtube.com/channel/UCvKoFbViyJqLxTVAL51gyLg>
 - School
 - <https://www.youtube.com/channel/UCWqt0AEm-JZTgiw4bcB4ElQ>
 - <https://www.youtube.com/channel/UCZQmPrwbAB3gLyxa403AzMA>
 - On Church site
 - <https://guardiana.com/links/>
 - Staff Directory
 - Elegant
 - We would like to showcase all essential information in regards to our staff including a photo directory.
 - 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)
 - Primary
 - Current (Google)
 - <https://guardiana.com/events/>
 - New “Church Calendar”
 - Update and match styles.
 - “Please help us improve the look of this.”
 - Other
 - “Religious Education”
 - <https://guardiana.com/education/religious-education/>
 - Convert to Google?
 - No (“Barb has been doing it this way for years...”) ☺
 - Preferred Day of Week for the Calendar to Start With?
 - Sunday (default)
- E-Newsletter Integration
 - No

- **Important Secondary or Third-Party Links**

(Please add to, modify, delete the following as needed.)

- **Standard**
 - The Vatican
 - <http://w2.vatican.va/content/vatican/en.html>
 - Archdiocese of Detroit
 - <http://www.aod.org/>
 - USCCB
 - <http://www.usccb.org>
- **Custom to Your Organization (links only)**
 - School
 - Guardian Angels Catholic School
 - <https://www.gaschool.com>
 - K-8th (a "feeder school" to Bishop Foley High School)
 - Bishop Foley Catholic High School
 - <https://www.bishopfoley.org/>
 - FORMED[®]
 - Access Code: 2TF9DV
 - Knights of Columbus
 - <http://clawsonkofo.org/index.html>

- **Site Administration**

- Approximately how many people need to be trained on the new website?
 - 1
- Website Admin Access
 - Please list all **Full Access** users here:
 - Lauren Perry (Primary)
 - perryl@gaschool.com
 - Cheryl Kondrat (Administrative Assistant)
 - cherylk@guardiana.com
 - Jeana Elmore (Parish Secretary)
 - jeanae@guardiana.com
 - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
 - No
- Contact / Registration Forms
 - Provided
 - Contact Us
 - Will you need additional, custom forms?
 - "I don't think so."
 - To confirm, though: "What Weighs Upon Your Heart?" (from Bulletin)
 - Simple form, though.
- "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - No generic one at the moment.
 - For the contact form, keep same as-is with:
 - Jeana Elmore

- jeanae@guardiana.com
 - Lauren Perry
 - perry1@gaschool.com
- Notes
 - Additional thoughts, options, ideas here...
 - Current client, apply reduced rate of \$50/hr for all services.
 - Various pages have a lot of content. Will need to group, organize, and condense in a more simplified manner:
 - i.e. <https://guardiana.com/about-us/volunteer-opportunities/>
 - Tabs
 - Buttons/Blocks
 - Etc.
 - Update and help the footer
 - Lauren likes HS Parish