

## St. Ignatius Loyola Parish and School (Cincinnati, OH)

### Your Information

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- **Consultation Date**
  - 1) Regular consultation (6/7/18)
  - 2) Follow-up with live demo of options and WordPress overview (7/9/18)
  - Approval 8/9/18
- **Timeline**
  - Estimate
    - Committee meeting 7/11/18 with new Father.
    - Final web vendor most likely decided upon by end of summer.
      - Committee, however, is leaning towards current web developer (local guy who uses DNN).
    - For us (Diocesan), would need to know and get approval by mid August to start developing to meet December launch.
  - Build/Launch
    - Current sites through Blackboard end by 12/24ish/18
    - 4 month average okay if able to start in Sept.
    - \*Live by mid December, for final updates/tweaks by end of December when original sites go away through Blackboard.
- **Organization Name**  
(Full name as you would like it to officially appear.)
  - **St. Ignatius Loyola Parish and School**
    - **St. Ignatius Loyola Parish**
    - **St. Ignatius Loyola School**
- **For churches, when specifically referencing your organization name and not the community/people, what do you prefer to go by?**
  - "Parish"
- **Organization Information**
  - On same grounds, but not physically connected.
  - Parish
    - **St. Ignatius Loyola Parish**  
5222 North Bend Rd  
Cincinnati, OH, 45247
    - (513) 661-6565
    - office@sainti.org
  - School
    - **St. Ignatius Loyola School**  
5222 North Bend Rd  
Cincinnati, Ohio 45247
    - (513) 389-3242
    - office@saintschool.org
  - Your Time Zone

- Eastern (EST)
- **Full Name of Pastor(s) and preferred salutation**  
(example: Fr. Tom Smith; goes by Fr. Tom)
  - "Fr. Geoff" Drew
    - New as of July 1<sup>st</sup>, 2018
  - "Fr. Dave" Kobak
    - Associate Pastor
    - Staying, recent within the last couple of months
  - Previous – Fr. Pete St. George
    - Pastor
    - Gone as of July 1<sup>st</sup>, 2018
- **Web Development Committee**  
(Please list all members that will be present for the consultation and anyone else to be involved.)
  - **Primary Contact(s)**
    - **Amy Lesko**
      - Webmaster (currently)
        - Most likely moving towards full Communications
        - Part time
      - webmaster@sainti.org
      - c: (513) 509-9322
  - Additional Members
    - **Larry Smith**
      - President of Pastoral Council
      - larsmith2112@gmail.com
- **New Website is for**
  - Combination (i.e. Parish and School)
- **Final Website**
  - One site installation (built as a multisite)
    - <http://www.sainti.org>
      - <http://www.sainti.org/parish>
      - <http://www.sainti.org/school>
    - Similar to St. Anthony of Padua (Grand Rapids, MI)
      - <https://www.saparish.com/>
- **Current Website**
  - Parish
    - <http://www.sainti.org>
      - <https://www.edlinesites.net/InterstitialLogin.page>
        - u: ---
        - p: ---
      - DNS CMS through <https://www.edlinesites.net/Index.page>
  - School
    - <http://www.saintischool.org>
      - <https://www.edlinesites.net/InterstitialLogin.page> (same as Parish)
        - u: ---

- p: ---
  - DNS CMS through <https://www.edlinesites.net/Index.page>
- Please list all other website addresses we need to be aware of that are associated with your organization. These are 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.)
    - N/A
    - “We will need to complete this list.”
    - List not provided before estimate needed to be submitted. Therefore any new content will be the responsibility of the client to migrate into the new development.
- 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:
      - Edline / Blackboard
        - <https://www.edlinesites.net/Index.page>
          - u: ---
          - p: ---
  - **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).
        - Please note, this option is required in order to ensure our customer support, maintenance, security, and instant technical access.
- **Email Setup and Management (Optional)**
  - Please note, email addresses are typically integrated with the website domain name.
    - We are more than happy to help you decide whether it is in the best interest of your organization to create new email accounts or change your current email to being managed through Diocesan.

- We do not guarantee inbox migration for Microsoft or similar email services except for Google gmail.
- Choose one
  - Suggestion – keep with client.
    - Current
      - Parish
        - Time Warner Cable with Outlook
      - School
        - Google already
- **Domain Name (Optional)**
  - **Are you interested in a new website address (domain name)?**  
(We offer free domain name registration.)
    - Parish: No
    - School: No
  - **Management of Website Domain Name (Optional)**
    - Suggestion – keep with client.
      - Per first consultation, will probably stay as-is and with our current registrar.
        - Network Solutions
          - <https://www.networksolutions.com/manage-it/index.jsp>
            - u: ---
            - p: ---
- **Current Technical Support Contact**
  - Company or Individual
    - Edline / Blackboard (?)
      - <https://www.edlinesites.net/Index.page>

### **Exclusive Communication Components with Diocesan**

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- 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?**
      - **#2140**
    - **Bulletins Page**
      - **Current, plus 8 weeks**
  - **Mobile Phone App**
    - **Are you a Diocesan “myParish App” subscriber?**
      - **Yes**
  - **Church Management Software**
    - **Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?**
      - **Yes, we have and want to incorporate the following:**
        - **Church Office**
          - **Family Online Registration Form**
        - **Formation Office**

- Religious Ed Registration
- **School Office** (apparently this is an option per the client)
  - For School Registration Forms

## Help Us Get to Know You

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- **New Website Thoughts and Interests**
  - Why are you interested in a new website and what are you looking to accomplish with it?
    - Updating look and content update
    - Calendar integration
    - User-friendly
    - CMS to be user-friendly
  - What do you want to improve on your current website?
    - Overall look
    - Update content,
    - Easier to maintain
    - “and makes most sense for SCHOOL AND CHURCH.”
  - What areas and/or categories are you expecting to **use** the most (from an administration side)?
    - ---
  - What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
    - Calendar
    - Some org. pages
    - Home page
  - Describe the identity of your organization (personality, purpose, etc.)?
    - ---
  - What is unique about your parish or organization?
    - ---
  - What attracts an audience to you?
    - We are a large Parish, with one of the largest schools in Cincinnati K-8.
  - Describe your audience... (demographics, etc.)
    - All age ranges
      - Younger with kids
      - Some older with the church
    - Pulls from many different zip codes
  - For Parishes, what is the size of your congregation? (Number of families.)
    - 3000+ families
  - What is your focus and/or mission?
    - Mission Statement
      - As a Roman Catholic Christian community, St. Ignatius Loyola Parish exists in union with the Universal Church to proclaim and live the Gospel teachings of Jesus. Through prayer, worship, and generously giving of our time, talents, and resources we strive to build the Kingdom of God in our parish, Cincinnati area, and world.
  - Do you have a tagline, and if so, what is it?
    - “For the Greater Glory of God”

- Content migration... how much and type of content to move to the new website?  
(Please choose one; these are rough figures only.)
  - Parish
    - Lots of content... how best to organize?
      - Liturgy and Worship
      - Education and Spiritual Growth
      - Outreach
      - Life and Family
  - School
    - Similar... lots of content to help streamline and organize.
      - Parent and Student sections with off-site "portals".
      - Teacher areas
      - Various resources
  - Overall
    - Client not certain... It has been talked about the possibility of not moving anything, but starting over.
    - For proposal, estimating at least 50% with additional support and guidance.
- Diocesan Bulletin Salesperson
  - ---
    - Sales Manager, Mark Fitzgerald
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
  - "Found on web, and then realized it is who we use for bulletin and app."

## Website Design and Layout

- Design
  - Are you interested in a new logo?
    - No
  - Logo and/or Organization Branding (Colors)
    - "Still working on..."
    - Looks like they have a beautiful stained glass window (used on cover of several bulletins).
    - Current Colors
      - Blue (dark)
      - Blue (light)
    - New Colors
      - ---
- 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:
    - Per client
      - Cathedral of Christ the King (Atlanta, GA)
        - <http://cathedralctk.com/>
        - ---
      - St. Matthew Catholic Church (Charlotte, NC)
        - <https://stmatthewcatholic.org/>

- Not stated, but good option
      - **St. Anthony of Padua (Grand Rapids, MI)**
        - <https://www.saparish.com/>
- 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.
  - Suggest keeping News and Events as one category for both the Parish and School.
    - “Uncertain .. but probably”
  - **News and Events Area**
    - Parish
      - Primary
        - “Parish News”
      - Secondary
        - N/A
    - School
      - Primary
        - “School News”
      - Secondary
        - N/A
  - **Homilies**
    - “Not Sure – I don’t think so, but maybe ... Have to ask Fr. Geoff.”
      - \*To confirm in the design stage.
  - **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.)
      - TBD
        - “Possibly <http://www.usccb.org/> - again will need to run by Fr. Geoff.”
        - Suggestion – provide simple links to all.
      - Include
        - Daily Readings
        - Prayer of the Day
        - Saint of the Day
        - Word On Fire
    - **Format** (Please display this information as...)
      - A simple link (open in a new browser window)
  - **Online Giving**
    - Parish

- <https://sainti.weshareonline.org/index.aspx> (LPI)
  - School
    - <https://www.paypal.com/donate/?token=09CZe9pGcPHmkMpSIT0t4bOSLQ8EINFWyYS42M0RuRJWLoxLpTmdTynoBOKdJB0JULdb-0&country.x=US&locale.x=US>
    - <https://www.paypal.com/donate/?token=HtQ5BRRIURuNSxlgwZ4vRH8DIE3IKKXNhK-63SsKiTZ4pGwUUEwM9rGl4lIAfS8uxS7sFG&country.x=US&locale.x=US>
- **Social Media**
  - None
    - Currently working on
- **Staff Directory**
  - Most likely
    - Parish
      - Elegant
        - We would like to showcase all essential information in regards to our staff including a photo directory.
    - School
      - Combination
        - We would like to have a combination of having photos of the primary staff, but not all staff members.
- **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)**
  - TBD
    - “Probably .. and needs to be ADA compliant.”
  - Yes (please choose your preferred languages)
    - Spanish
    - Other...? To confirm
- **Website Calendar(s)**
  - **Current Calendar(s)**
    - Parish
      - Primary
        - [http://www.sainti.org/pages/Saint\\_Ignatius\\_Loyola\\_Parish/Calendar](http://www.sainti.org/pages/Saint_Ignatius_Loyola_Parish/Calendar)
        - Internal to CMS; but planning to move to Google
      - Eucharistic Ministers
        - [http://www.sainti.org/pages/Saint\\_Ignatius\\_Loyola\\_Parish/Liturgy\\_Worship/8927831319648633314/Calendar](http://www.sainti.org/pages/Saint_Ignatius_Loyola_Parish/Liturgy_Worship/8927831319648633314/Calendar)
        - Not being updated
    - School
      - Lots
        - Primary (Google)
          - Activities Calendar



- [http://www.saintschool.org/pages/Saint\\_Ignatius/For\\_Parents/St\\_Ignatius\\_School\\_Calendar](http://www.saintschool.org/pages/Saint_Ignatius/For_Parents/St_Ignatius_School_Calendar)
  - Search of site
    - 52 hits returned
    - [http://www.saintschool.org/post/Searchv3.page?token=calendar&rp=&urlCu r=http%3A%2F%2Fwww.saintschool.org%2Fpages%2FSaint\\_Ignatius%2FFor\\_Parents%2FParenting\\_Resources](http://www.saintschool.org/post/Searchv3.page?token=calendar&rp=&urlCu r=http%3A%2F%2Fwww.saintschool.org%2Fpages%2FSaint_Ignatius%2FFor_Parents%2FParenting_Resources)
  - Various
    - PTO
      - [http://www.saintschool.org/pages/Saint\\_Ignatius/For\\_Parents/854\\_1928506650196146/Calendar](http://www.saintschool.org/pages/Saint_Ignatius/For_Parents/854_1928506650196146/Calendar)
    - School Committee
      - [http://www.saintschool.org/pages/Saint\\_Ignatius/For\\_Parents/Sch oolCommittee/Calendar](http://www.saintschool.org/pages/Saint_Ignatius/For_Parents/Sch oolCommittee/Calendar)
  - PDF
    - [http://www.saintschool.org/files/\\_ffAzs\\_/def7196711d157d83745a49013852 ec4/School\\_Calendar\\_2017-18\\_GOOD\\_Aug\\_31.pdf](http://www.saintschool.org/files/_ffAzs_/def7196711d157d83745a49013852 ec4/School_Calendar_2017-18_GOOD_Aug_31.pdf)
  - More (?)
- **Google Calendar**
  - Yes, help us use Google Calendar
    - Most likely one for each to start with.
      - Parish
        - “Parish Calendar”
      - School
        - “School Calendar”
- **Preferred Day of Week for the Calendar to Start With?**
  - Sunday (default)
- **E-Newsletter Integration**
  - Not at this time
    - “We will probably want this – but have not decided on a provider yet.”
      - Constant Contact
      - MailChimp
      - Other
- **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 Cincinnati
      - <http://www.catholiccincinnati.org/>
    - USCCB
      - <http://www.usccb.org>
  - Custom to Your Organization
    - Parish

- Various here
  - [http://www.sainti.org/pages/Saint\\_Ignatius\\_Loyola\\_Parish/EducationandSpiritualGrowth/Catholic\\_Resources](http://www.sainti.org/pages/Saint_Ignatius_Loyola_Parish/EducationandSpiritualGrowth/Catholic_Resources)
- School
  - <http://www.saintischool.org>
- FORMED<sup>®</sup>
  - [http://www.sainti.org/pages/Saint\\_Ignatius\\_Loyola\\_Parish/News/A\\_GIFT\\_FOR\\_YOU](http://www.sainti.org/pages/Saint_Ignatius_Loyola_Parish/News/A_GIFT_FOR_YOU)
- Radio
  - <https://sacredheartradio.com/>
- Video
  - Mass Online (StreamSpot)
    - [http://www.sainti.org/pages/Saint\\_Ignatius\\_Loyola\\_Parish/Liturgy\\_Worship/Watch\\_Mass\\_Online](http://www.sainti.org/pages/Saint_Ignatius_Loyola_Parish/Liturgy_Worship/Watch_Mass_Online)
- Greeter Sign-up
  - <https://www.signupgenius.com/go/10c0944adaf2fa4ff2-signing>
- Shelter House Volunteer Opportunity
  - <https://www.signupgenius.com/go/10c094badae28abf49-shelterhouse>
- School
  - Parish
    - <http://www.sainti.org>
  - Portals
    - How many are actually being used and are needed via Edline? "Uncertain, approximately 10?"
      - Accelerated Reader
        - [http://www.saintischool.org/pages/Saint\\_Ignatius/For\\_Students/Accelerated\\_Reader](http://www.saintischool.org/pages/Saint_Ignatius/For_Students/Accelerated_Reader)
        - <https://hosted304.renlearn.com/113046/>
      - AR Home Connect
        - <https://hosted304.renlearn.com/113046/HomeConnect/>
      - Building Literacy Skill at home
        - <http://familylanguageliteracy.blogspot.com/2011/05/helping-your-child-become-skilled.html>
      - Clever Portal
        - [https://clever.com/oauth/authorize?response\\_type=code&state=12fa66c9c7b09c7c4b4a85af6fbf4d573ecd2f35c470979ef2d345214e236163&redirect\\_uri=https%3A%2F%2Fclever.com%2F%2Fin%2Fauth\\_callback&client\\_id=4c63c1cf623dce82caac&confirmed=true&channel=clever&new\\_login\\_flow=true&district\\_id=57a0d6b63797f10100000126](https://clever.com/oauth/authorize?response_type=code&state=12fa66c9c7b09c7c4b4a85af6fbf4d573ecd2f35c470979ef2d345214e236163&redirect_uri=https%3A%2F%2Fclever.com%2F%2Fin%2Fauth_callback&client_id=4c63c1cf623dce82caac&confirmed=true&channel=clever&new_login_flow=true&district_id=57a0d6b63797f10100000126)
      - Parent Resources
        - [http://www.saintischool.org/pages/Saint\\_Ignatius/For\\_Parents/Parenting\\_Resources](http://www.saintischool.org/pages/Saint_Ignatius/For_Parents/Parenting_Resources)
      - PowerSchool
        - <https://saintignatius.powerschool.com/public/>
      - Spelling City
        - <https://www.spellingcity.com/st-ignatius-loyola-school-cincinnati-oh.html>
      - Student Services
        - [https://www.edlinesites.net/pages/Saint\\_Ignatius/recyclebin/Student\\_Services](https://www.edlinesites.net/pages/Saint_Ignatius/recyclebin/Student_Services)
      - Teacher Web Pages

- [http://www.saintschool.org/pages/Saint\\_Ignatius/For\\_Parents/Teacher\\_Webpages](http://www.saintschool.org/pages/Saint_Ignatius/For_Parents/Teacher_Webpages)
    - Understood.org
      - <https://www.understood.org/en>
  - “UNCERTAIN of these two below...”
    - “Has a sign in screen.. these would appear to be more of documents that are a PDF that change weekly? Will have to double check on them.”
      - Wildcat Wire
        - [https://www.edlinesites.net/pages/Saint\\_Ignatius/About/Wildcat\\_Wire](https://www.edlinesites.net/pages/Saint_Ignatius/About/Wildcat_Wire)
      - Flyers
        - [http://www.saintschool.org/pages/Saint\\_Ignatius/About/Flyers](http://www.saintschool.org/pages/Saint_Ignatius/About/Flyers)
  - Various
    - Probably more throughout the site.
- **Site Administration**
  - Approximately how many people need to be trained on the new website?
    - Estimate: 5
      - “Several, probably at least 2-5 Admin. A few on the Church side and a few on the School side.”
  - Website Admin Access
    - Please list all **Full Access** users here:
      - Final list is uncertain, this needs to be determined with the client.
        - Amy Lesko
          - [webmaster@sainti.org](mailto:webmaster@sainti.org)
        - Peg Fischer
          - [pfischer@saintschool.org](mailto:pfischer@saintschool.org)
      - Most likely at least 3 or so more.
    - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
      - TBD
        - Parish
          - “Yes, most likely”
          - Estimate: 3
        - School
          - Yes – uncertain of who these staff members are, but should know in the next few months
            - Staff
              - Estimate: 3
            - Teachers
              - Estimate: 35-40
                - Create as generic users (First Grade 1, First Grade 2...; or, First Grade A, First Grade B, etc.)
                - Author level only; then will link to Google Classroom.
  - Contact / Registration Forms
    - Provided
      - Contact Us
    - Will you need additional, custom forms?
      - Not stated, but budget at least one for each Parish and School.
  - “Official” email address to use throughout the website (e.g. contact form, footer, contact page, etc.)

- Parish
  - [webmaster@sainti.org](mailto:webmaster@sainti.org)
- School
  - TBD
- **Notes**
  - Additional thoughts, options, ideas here...
    - **Shop Functionality**
      - 7/10/18 (New)
        - “Could we have a marketplace for our spirit shop on the site? I ask assuming we could as we will have a payment portal set up for other items. The school was asking this as they have a nice spirit shop that would be great to offer ordering online.”
      - 1/22/18 (Ryan Ross)
        - Building a single retail shop... Required Assets:
          - Payment plugin (\$80) - Diocesan
          - SSL Certificate - Diocesan
          - Possible Bank Account setup (if Authorize.net for example) - Client
          - Shop (woo commerce) setup/configuration.
          - Theme development and shop integration:
            - Shop portion
              - For category testing, purchasing testing, email customization, things like that.
            - Products
              - (if Diocesan does it), assuming we get quality export (ie product name, price, sku, images, categories etc).
              - Factor in some time to fix products/categories as needed.
            - If export isn't useful, would need a good spreadsheet from client.
              - Alternatively, customer can prepare products.
- School
  - Use Google Classroom for parents and students already.
    - Good.
  - No one in place currently to help out with website updates/content
    - In the future, yes
  - High amount of staff
    - 100+ (initial thought by Amy was potentially 200+)
      - “Uncertain due to the use by both church and school. I think this could be large if teachers were to use, but I don’t believe they will be using as much due to the use of google classroom. We may have several organizations on the church side.”
    - Per... [http://www.saintischool.org/pages/Saint\\_Ignatius/About/School\\_Profile](http://www.saintischool.org/pages/Saint_Ignatius/About/School_Profile)
      - St. Ignatius has **39 homerooms**, with a total of **112 staff members**. Our staff includes:
        - 39 teachers(?); K-8<sup>th</sup> grade
          - [http://www.saintischool.org/pages/Saint\\_Ignatius/For\\_Parents/Teacher\\_Webpages...](http://www.saintischool.org/pages/Saint_Ignatius/For_Parents/Teacher_Webpages...) only has 11 teacher pages

- 12 aides, 15 intervention specialists, 5 instructional specialists, 2 school psychologists and 2 speech pathologists, as well as an occupational therapist, physical therapist, vision specialist and an audiologist.
- “Church and school have not always played well with each other.”
- Parish
  - Site Map
    - <https://www.edlinesites.net/SiteNavigationHelper.page>
- School
  - Site Map (link goes to parish one, though)
    - <https://www.edlinesites.net/SiteNavigationHelper.page>