

St. John Neumann Catholic Community
(Reston, VA)

Your Information

- **Consultation Date**
 - 4/18/18; approved 6/28/18
- **Timeline**
 - 3-4 month average okay
- **Organization Name**
(Full name as you would like it to officially appear.)
 - **St. John Neumann Catholic Community**
- **Do you prefer to go by**
 - Other, use "parish" when talking about the community, congregation in general
- **Organization Information**
 - Phone Number (Primary)
 - (703) 860-8510
 - Physical Address
 - St. John Neumann Catholic Community
 - 11900 Lawyers Rd
 - Reston, VA 20191
 - Postal Address (if different)
 - ---
 - Your Time Zone
 - Eastern (EST)
- **Full Name of Pastor(s) and preferred salutation**
(example: Fr. Tom Smith; goes by Fr. Tom)
 - Fr. Joe Brennan, OSFS
 - "Fr. Joe"
- **Web Development Committee**
(Please list all members that will be present for the consultation and anyone else to be involved.)
 - **Primary Contact(s)**
 - **Patty Kwapniewski**
 - Administrative Assistant
 - App, Web
 - (703) 860-6417
 - pkwapniewski@saintjn.org
 - Additional Members
 - ---
- **New Website is for**
 - Combination (Parish and Preschool)

- One site/installation
- **Final Website Address**
 - <http://www.saintjn.org>
- **Current Website Address**
 - <http://www.saintjn.org/login>
- **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.)
 - <http://www.saintjn.org/fellowship/> ("Community" tab)
 - A couple external sites (keep as-is)
- **Current Website Format**
 - WordPress
- **Are you part of a Cluster or Church Merger?**
 - No

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)**
 - No (Okay as-is)
 - We currently use Microsoft Office 365
- **Domain Name (Optional)**
 - **Are you interested in a new website address (domain name)?**
(We offer free domain name registration.)
 - Parish: No
 - **Management of Website Domain Name (Not required)**
 - No, keep as-is and with our current registrar
 - **Current Hosting Company Info**
 - <https://www.godaddy.com/>
- **Current Technical Support Contact**
 - Company or Individual
 - N/A
 - Person is no longer supporting the website or is doing so with limited involvement

Additional Communication Components Through Diocesan

- Church Bulletin
 - Are you a Diocesan Bulletin subscriber?
 - #3247
- 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)?
 - No, we currently use ACS Technologies
 - Separate program from PDS

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?
 - Easier to navigate
 - Mobile friendly
 - What do you want to improve on your current website?
 - Navigation
 - What areas and/or categories are you expecting to **use** the most (from an administration side)?
 - News
 - Events
 - What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
 - Calendar
 - News
 - Site nav already utilizing good ‘Featured Item’ category names
 - Community
 - Worship
 - Service
 - Stewardship
 - Preschool
 - Perhaps make as a large, button area with mega menu behind; then other typical navigation (About Us, Contact, etc.) would be in a secondary header/nav layout.
 - Others to call out
 - New to the Parish?
 - Returning Catholics
 - Get Involved
 - Describe the identity of your organization (personality, purpose, etc.)?
 - ---
 - What is unique about your parish or organization?

- Supported by the Oblates of St. Francis de Sales
- What attracts an audience to you?
 - ---
- Describe your audience... (demographics, etc.)
 - On June 28, 1982, the 550 seat church was dedicated. It is located on the 18 acres of parish property off of Lawyers Road. Within three years plans were made to expand the parish facilities. The parish center and rectory were built in 1990-1991.
 - Somewhat aging demographics, but young families as well
- For Parishes, what is the size of your congregation? (Number of families.)
 - In 22 years, the parish has grown from 800 families to over 3,600 families and continues to add 100 families a year.
 - In addition, over 1,700 children participate in the Religious Education program each year.
- What is your focus and/or mission?
 - Outreach/Service
 - <http://www.saintjn.org/outreach-ministries/>
 - Social Action/Justice
 - Meals
 - Community
 - Prison
 - Outreach
- Is the site more for current members and staff, or are you more evangelistic?
 - Members
 - Staff
- Do you have a tagline, and if so, what is it?
 - Options, TBD
 - Spirituality in the Tradition of St. Francis de Sales (Bulletin)
 - Staffed by the Oblates of Saint Francis de Sales (Website Heading)
 - "All Are Welcome" (per Patty)
 - "Let us build a house where all are welcome" (from logo/icon)
- Content migration... how much and type of content to move to the new website?
(Please choose one; these are rough figures only.)
 - All (WordPress)
- Diocesan Bulletin Salesperson
 - ---
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - Current bulletin client

Thoughts for Website Design and Layout

- Design
 - Are you interested in a new logo?
 - Yes
 - Typographic treatment combined with current icon/image
 - Logo and/or Organization Branding (Colors)
 - Current Colors

- Blue
 - From logo
 - Color 2: N/A
 - Color 3: N/A
- New Colors
 - Designer to work with client
- 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**
 - **Keep as both a News and Events Area**
 - Primary
 - “News and Events”
 - Subcategories
 - Use these from Bulletin and make page/post combos
 - Worship and Stewardship
 - Formation
 - Community
 - Service
 - Comunidad Hispana
 - **Calendar (Events Area)**
 - “Calendar”
 - **Homilies**
 - No
 - **Important Secondary or Third Party Links**
(Please add to, modify, delete the following as needed.)
 - Standard (link only)
 - The Vatican
 - <http://w2.vatican.va/content/vatican/en.html>
 - Diocese
 - Catholic Diocese of Arlington
 - <https://www.arlingtondiocese.org/>
 - The Arlington Catholic Herald
 - <https://www.catholicherald.com/home/>
 - USCCB
 - <http://www.usccb.org>
 - DiscoverMass
 - (Instead of them using Masstimes.org as shown here: <http://www.saintjn.org/other-links>)
 - <https://discovermass.com/>
 - Unique to St. John Neumann
 - Video
 - <http://www.saintjn.org/sunday-mass-recording/>
 - Donald Heet
 - https://www.youtube.com/channel/UCDMJzowafRDYvWEe_YZ1IOQ/videos
 - Various

- List
 - <http://www.saintjn.org/fellowship/>
 - Oblates of St. Francis deSales
 - <http://www.saintjn.org/oblates-of-saint-francis-desales/>
 - <http://www.oblates.us/>
- Offsite link only
 - Boy Scout Troop 124
 - <http://tmweb.troopmaster.com/Website/Home>
 - ACS (PDS) Database; "Community Sign-in"
 - <https://secure.accessacs.com/access/memberlogin.aspx?sn=96614>
 - Ministry Scheduling
 - <https://secure.rotundasoftware.com/l/web-terminal/login/stjohnneumann?user=stjohnneumann>
- Convert to internal page
 - Mother's Group
 - <http://www.saintjn.org/wp-content/uploads/2013/03/Who-We-Are-20171011.pdf>
- **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
 - Word On Fire
 - **Format** (Please display this information as...)
 - TBD
 - A simple link (open in a new browser window)
 - A full feed (keep and display as much of this content within our own website such as a scrolling list)
 - Most likely a button on home page leading to internal page with a full feed
- **Online Giving**
 - Yes (already have)
 - <http://www.saintjn.org/stewardship/>
 - Giving Details / Sign-up
 - <https://secure.accessacs.com/access/oglogin.aspx?sn=96614>
 - Sign-in
 - <https://secure.accessacs.com/access/memberlogin.aspx?sn=96614>
- **Social Media**
 - Facebook
 - <https://www.facebook.com/St-John-Neumann-Reston-115939111800792/>
- **Staff Directory**
 - Current
 - <http://www.saintjn.org/clergy-staff-2-2/>
 - Tiled

- Dynamic
 - Visually, animated
 - Searchable/clickable per category
 - Team Showcase plugin
 - Simple (Included)
 - We're shy and displaying the standard contact information with NO staff photos at this time is fine.
 - However, we previously had photos and they still reside in the pool of files and pictures in WordPress.
 - **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.
 - **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...)
 - 12 weeks

Thoughts for Website Development

- **Multilingual Option (Automatic Language Translation)**
 - Yes (please choose your preferred languages)
 - French
 - Hindu/India
 - Philipino
 - Spanish
- **Website Calendar(s)**
 - **Current Calendar(s)**
 - Our organization currently uses the following calendars (i.e. "Events Calendar")
 - "Calendar"
 - **Google Calendar**
 - No, not interested because we put all of our events in the ACS Technologies scheduler and it is tied to other functions, like the "broadcast of events" is on a television screen in the hallway
 - **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?
 - 7
 - Website Admin Access
 - Please list all **Full Access** users here:
 - Patty Kwapniewski
 - pkwapniewski@saintjn.org
 - Mary Hastings
 - mhastings@saintjn.org

- Patty Bartnick
 - pbartnick@saintjn.org
 - Full Access, but primarily Faith Formation
 - Angela Davis
 - adavis@saintjn.org
 - Maggie O'Donnell
 - modonnell@saintjn.org
 - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
 - Yes
 - Access to Forms only
 - Betsy Puzzanghero
 - bpuzzanghero@saintjn.org
 - Silvia Bustamante
 - sbustamante@saintjn.org
 - Contact / Registration Forms
 - Standard
 - Contact Us
 - Will you need additional, custom forms?
 - Possibly best to use Gravity Forms for all, especially with events below
 - "Sacrament Certificate Request"
 - Request Certificate of Sacraments or Letter of Good Standing (<http://www.saintjn.org/8028-2>)
 - To redesign, reword (two separate items)
 - **Baptismal, First Eucharist or Confirmation certificate**
 - Email link only
 - **Certificate of Eligibility**
 - <http://www.saintjn.org/registered-member-sponsor-or-godparent-certificate>
 - Sacraments
 - Baptism
 - <http://www.saintjn.org/register-for-baptismal-preparation/>
 - All others
 - Simple, standard contact form
- "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - info@saintjn.org
- **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:
 - Patty likes the idea of taking bits and pieces from the following sites
 - **St. Mark Catholic Church (Highlands Ranch, CO)**
 - <http://www.stmarkhr.org>
 - **Holy Spirit Parish (Grand Rapids, MI)**
 - <http://www.hsparish.com>
 - **Holy Trinity (East Liverpool, OH)**
 - <https://holytrinityelo.org>
 - **St. Timothy (Lutz, FL)**

- <http://sainttims.org/>
- Notes
 - Additional thoughts, options, ideas here...
 - **Preschool**
 - Opening this fall 2018
 - **Content**
 - Convert PDFs to web pages
 - Pastoral Plans – English and Spanish
 - <http://www.saintjn.org/wp-content/uploads/2017/11/SJN-PPlan-Fr.-Joe-letter-English-12-06-17.pdf>
 - <http://www.saintjn.org/wp-content/uploads/2013/10/SJN-PPlan-Fr.-Joe-letter-Spanish-12-8-17.pdf>
 - Mother's Group
 - <http://www.saintjn.org/wp-content/uploads/2013/03/Who-We-Are-20171011.pdf>
 - **Preschool**
 - <http://www.saintjn.org/wp-content/uploads/2017/11/PreSchoolHomePageText.pdf>
 - <http://www.saintjn.org/wp-content/uploads/2018/02/2018-19-Registration-Information.pdf>
 - St. John Neuman "Welcome The Stranger" Ministry
 - <http://www.saintjn.org/wp-content/uploads/2017/11/Welcome-the-Stranger.pdf>
 - **Audio**
 - No, do not include (from former pastor)
 - Only one track, but have a SoundCloud account
 - <https://soundcloud.com/saint-john-neumann-reston>
 - **Ministry Scheduling**
 - <https://secure.rotundasoftware.com/l/web-terminal/login/stjohnneumann?user=stjohnneumann>
 - **Lots of Ministries and Groups**
 - Community
 - Worship
 - Formation
 - Service
 - Various video clips throughout the site
 - **Translation**
 - Part-time staff member able to translate into Spanish, but not 100% confident in either Spanish or English wording