St. Juliana Catholic Church (West Palm Beach, FL)

Your Information

- **Consultation Date**
    - 11/15/17
    - 2/6/18 Bulletin Allowance received
- **Organization Name**
  (Full name as you would like it to officially appear.)
    - **St. Juliana Catholic Church**
- **Organization Information**
    - Phone Number (Primary)
        - (561) 833-9745
    - Physical Address
        - 4500 S. Dixie Highway
          West Palm Beach, FL 33405
    - Postal Address (if different)
        - ---
    - Your Time Zone
        - Eastern (EST)
    - Additional Info
        - ---
- **Full Name of Pastor(s) and preferred salutation**
  (example: Fr. Tom Smith; goes by Fr. Tom)
    - " Fr. Bob" Pope (client contact)
        - Parochial Vicar
    - " Fr. Ducasse" Francois (primary pastor)
        - Pastor
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
    - **Primary Contact(s)**
        - **Fr. Bob Pope**
            - Parochial Vicar
            - frbob@stjulianacatholicchurch.com
            - (561) 833-9745
    - Additional Members
        - **Fr. Ducasse Francois**
            - Pastor
            - frducasse@stjulianacatholicchurch.com
            - (561) 833-9745
- **New Website is for**
    - **Parish only**

- **Current Website Address**
  - o http://www.stjulianacatholicchurch.com
- **Current School Website Address**
  - o https://saintjuliana.org
- **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.)
  - o N/A
- **Current Website Format**
  - o PHP/HTML
- **Are you part of a Cluster or Church Merger?**
  - o No

Domain and Email Management

- **Hosting** (Required)
  - o 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)
  (Choose one)
  - o No (Okay as-is)
    - ▪ We currently use Microsoft
- **Domain Name** (Optional)
  - o **Are you interested in a new website address (domain name)?**
    (We offer free domain name registration.)
    - ▪ Parish: No
    - ▪ School: No
  - o **Management of Website Domain Name** (Not required)
    (Choose one)
    - ▪ No, keep as-is and with our current registrar.
  - o **Current Hosting Company Info**
    - ▪ In some cases, your website(s) may be 'hosted' by a different company from the one(s) managing your domain name(s). If so, please provide the following:
      - Hosting Company Link: ---
        - o Username: ---
        - o Password: ---
- **Current Technical Support Contact**
  - o Company or Individual

- KDT Solutions, Inc.
  - 1256 5thStreet
    West Palm Beach, FL 33409
  - http://www.kdtsolutions.com
  - (561) 688-9399

Additional Communication Components Through Diocesan

- **Mobile Phone App**
  - Yes
- **Church Management Software**
  - No

Help Us Get to Know You

- **New Website Thoughts and Interests**
  - Why are you interested in a new website?
    - Need a site that is easier to maintain and keep up to date
    - Evangelization
      - Local
      - Beyond
    - Update internally; currently maintained by a volunteer
  - What are you looking to accomplish with the site?
    - Better look and presence on the web
  - How are you expecting it to be used?
    - By Parishioners and non parishioners alike for information
  - What areas and/or categories are you expecting to **use** the most?
    - From Client
      - Evangelization
      - Sacraments
      - Mass / Confession / Liturgy Schedule
      - Bulletins
      - Faith Formation
      - Calendar
      - 2nd slider for advertising and call to action
      - News and Events
      - New to the Parish?
        - Landing page
          - Registration
          - Ministries
          - Groups
          - Get Involved

- Etc.
    - Client also mentioned maybe grouping current site navigation (below) and using these as Featured categories
        - Our Parish
        - Mass and Confession
        - Ministries
        - Events
        - Faith
        - Contact Us
- Describe the identity of your organization (personality, purpose, etc.)?
    - Evangelization of the local community and beyond
- What is unique about your parish or organization?
    - 75% plus are Hispanic and urban church
    - Church is 65 years old
- What attracts an audience to you?
    - We have 9 masses on the weekend
        - 4 Spanish and 5 English
- Describe your audience…
    - All ages
    - 1200 active families
- What do you want to improve on your current website?
    - Everything
- What is your focus and/or mission?
    - From our website:
        - The Mission of St. Juliana Parish is to grow spiritually, evangelize and serve, united as one family of faith, welcoming and including each person with love.
- Is the site more for current members and staff, or are you more evangelistic?
    - We hope to be more evangelistic and it is used more for that than for staff
- Do you have a tagline, and if so, what is it?
    - No
- Content migration… how much and type of content to move to the new website?
    - All of it after thorough review and updating
- Diocesan Bulletin Salesperson
    - Charbel Barakat (Sales)
    - Andy Gillhouse (Allowance)
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
    - Current bulletin client
    - Fr. saw our diocesan website

Thoughts for Website Design and Layout

- **Design**
    - **Are you interested in a new logo?**
        - Yes
            - Use one from the bulletin; update only

- - - - Text only
    - o **Logo and/or Organization Branding (Colors)**
        - ▪ Current Colors
            - Blue
            - Burgundy
        - ▪ New Colors
            - From bulletin
                - o Green
                - o Cream (with green)
    - o 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**
    - o **News and Events Area**
        - ▪ Main
            - "Parish News and Events"
        - ▪ Sub
            - None
    - o **Homilies**
        - ▪ Yes
            - "Homilies"
                - o Called "Reflection" in the bulletin, but name it just "Homilies" per Fr. Bob.
        - ▪ Text only
    - o **Important Secondary or Third Party Links**
      (Please add to, modify, delete the following as needed.)
        - ▪ Use current and place on to a Resources page
    - 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.)
        - ▪ **Options** (Please add to, modify, delete the following as needed.)
            - "All"
                - o Daily Readings
                - o Prayer of the Day
                - o Saint of the Day
                - o Plus any others (Word on Fire, etc.)
        - ▪ **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)
    - o **Online Giving**
        - ▪ Yes (already have)
            - OSV
    - o **Social Media**
        - ▪ Facebook
            - Feed
        - ▪ Twitter
            - N/A

- YouTube / Video Channel
  - Pull into site
- Other
  - N/A
- **Image Gallery**
  - Standard
- **Staff Directory**
  - Confirm with client whether they want a basic or fancier one with photos, etc.
- **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.)
  - Current; plus 12 weeks

Thoughts for Website Development

- **Multilingual Option**
  - Yes (please choose your preferred languages)
    - Spanish
    - Creole
- **Website Calendar(s)**
  - Yes
    - Create new Google Calendar for client
      - "Parish Calendar"
      - One calendar at this time
  - **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?
    - 2
  - Website Admin Access
    - Please list all **Full Access** users here:
      - Fr.Bob Pope
        - frbob@stjulianacatholicchurch.com
      - Fr. Ducasse Francois
        - frducasse@stjulianacatholicchurch.com
    - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith, Faith Formation category only)?
      - No
  - Contact / Registration Forms
    - Provided
      - Contact Us
    - Will you need additional, custom forms?
      - Sacraments (same as Contact Form)
        - Baptism

- o   Marriage
- o   "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
  - ▪   info@stjulianacatholicchurch.com
- **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:
    - ▪   These were top ones talked about in the consultation, but client open to suggestions
      - **Corpus Christi Foundation (Holland/Zeeland, MI)**
        - o   http://ccfoundationhz.org
      - **St. Teresa of Benedicta (Bright, IN)**
        - o   http://stteresab.com
- **Notes**
  - o   Additional thoughts, options, ideas here…
  - o   Slider
    - ▪   Client discussed having the standard, high quality one with 3-5 images
    - ▪   Then, wanted a secondary one for additional advertising and highlighting info (smaller in size than top slider)
  - o   Spanish
    - ▪   May have manually translated Spanish sections on same page (i.e. Sacraments)
      - If so, confirm with client which route to go then since this would add multiple translation(s) with the Google Translator option