

**St. Luke University Parish Catholic Campus Ministry of GVSU
(Allendale, MI)**

Your Information

- **Consultation Date**
 - 10/27/17
- **Organization Name**
(Full name as you would like it to officially appear.)
 - **St. Luke University Parish**
Catholic Campus Ministry of GVSU
- **Do you prefer to go by**
 - Parish
- **Diocesan Salesperson**
 - Brian Bastic
- **Location**
 - Physical Address
 - 10144 42nd Ave
Georgetown Township, MI 49428
(616) 895-2247
 - Postal Address (if different)
 - ---
 - Your Time Zone
 - Eastern (EST)
- **Name of Pastor(s) and preferred salutation**
 - "Fr. Bill" Vander Werff
- **Web Development Committee**
(Please list all members that will be present for the consultation and anyone else to be involved.)
 - **Primary Contact(s)**
 - **"Fr. Bill" Vander Werff**
 - Pastor, St. Luke University (Allendale)
 - A Ministry of the Paulist Fathers
 - 6163 Lake Michigan Dr
Allendale 49401-9244
 - (616) 328-3382
 - frbill@lukespot.com
 - Additional Members
 - **Kim Thomas**
 - Secretary
 - (616) 895-2247
 - kthomas@lukespot.com

- **Alyssa Baldridge**
 - Bulletin Editor
 - (616) 895-2247
 - bulletin@lukespot.com
- **John Graveline**
 - Faith Formation Director
 - johng@lukespot.com
- **New Website is for**
 - Parish only
- **Current Website Address**
 - <http://gvsucatholic.org>
 - <http://gvsucatholic.org> (forwards to above)
- **Current School Address**
 - N/A
- **Please list all other website addresses we need to be aware of that are associated with your organization**
(Sub-domains, Missions, Columbarium, groups such as Knights of Columbus or Youth Ministry, etc.)
 - N/A
- **Current Website Format**
 - eCatholic
- **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 (10/27/17)
 - Current hosting company info (if different from Domain Name below)
 - ---
- **Email Setup and Management (Optional)**
(Choose one)
 - Not Sure
 - They currently have gmail, but want to switch to Outlook. ☹
- **Domain Name (Optional)**
 - **Are you interested in a new website address (domain name)?**
(We offer free domain name registration.)
 - Yes
 - **If yes, do you have any idea(s) already for a new address?**

- <http://stlukegvsu.org>
 - Bought (10/27/17)
- **Management of Website Domain Name** (Not required)
(Choose one)
 - Yes, we would like Diocesan to manage our domain name.
- **Current Technical Support Contact**
 - Company or Individual
 - Ryan Walsh
 - ---

Additional Communication Components Through Diocesan

- **Mobile Phone App**
 - **Are you a Diocesan “myParish App” subscriber?**
Free to Diocesan bulletin subscribers, please visit www.myparishapp.com for more information.
(Choose one)
 - Yes, coming soon. Include in design and build.
 - Client lead sent to App team (10/9/17).
- **Church Management Software**
 - **Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?**
(Choose one)
 - No, using ParishSoft / ConnectNow

Help Us Get to Know You

- **New Website Thoughts and Interests**
 - Why are you interested in a new website?
 - More user-friendly
 - Access and management
 - What are you looking to accomplish with the site?
 - Cleaner site
 - How are you expecting it to be used? (Top, Featured Areas)
 - News and Events
 - Calendar
 - Students’ Section
 - Our Parish Section
 - Sacraments
 - 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)?
 - ---
 - What is your identity (personality, purpose, etc.)?
 - ---

- What is unique about your parish or organization?
 - ---
- What attracts an audience to you?
 - Grand Valley Catholic parish
- Describe your audience...
 - Community
 - College students
- What do you want to improve on your current website?
 - ---
- What is your focus and/or mission?
 - Focus on community
 - Allendale area
 - Focus on students
- Is the site more for current members and staff, or are you more evangelistic?
 - More evangelistic
- 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?
(Please choose one; these are rough figures only.)
 - All
- How did you hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - Not sure. Fr. Bill new to parish July 2017
 - Current bulletin client.

Thoughts for Website Design and Layout

- Design
 - Are you interested in a new logo?
 - No
 - Logo and/or Company Branding (Colors)
 - Parish
 - Current Colors
 - Blue
 - White
 - New Colors?
 - Designer to confirm
- Layout and Structure
 - Ideas for **Site Navigation** (please choose one)
 - Use the site navigation on our current website
 - Add "Contact"
 - Fr. Bill open to updating, though
 - Additional ideas include: Sacraments, Get Involved, I'm New, Returning Catholics, etc.
 - ---
 - Ideas for **Featured Items** ("must have" top areas to highlight)

- Your Preferences Here (see also previous question above in “Getting to Know You”)
 - Calendar
 - Mass Times
 - Bulletins
 - Register
 - Parish
 - GVSU Students
 - News and Events
 - Homilies / Today’s Readings (two columns?)
- Featured Items (Style)
(Please see our website gallery for ideas: www.diocesan.com/gallery)
 - Designer discretion
- **News and Events Area**
 - “News and Events” (Main; home page)
 - Individual, subcategories
 - Parish Events
 - Campus Ministry (for Students)
 - Faith Formation
- **Homilies**
 - Yes
 - Format options
 - Text
 - Name
 - “Homilies”
 - Not, “Fr. Bill’s Homilies”
- **Header Ideas**
 - We would like to include the following in the top portion area on every website page:
 - Designer discretion
 - To include for sure
 - Search
 - Giving
 - Social Media
- **Footer Ideas**
 - We would like to include the following in the footer area at the bottom of every website page:
 - Designer discretion
 - Original notes from client stated, “As much as possible” – probably per Kim Thomas.
 - However, she was not in consultation and Fr. Bill didn’t mention anything specific.
- **Third Party Links**
(Please add to, modify, delete the following as needed.)
 - Local Diocese
 - Scrip
 - More
 - See under Online Resources (<https://gvsucatholic.org/online-resources>)
- **Automated Content**

- **Options** (Please add to, modify, delete the following as needed.)
 - Vatican News
 - Word on Fire
 - Catholic News Service
 - Daily Readings
 - Prayer of the Day
 - Saint of the Day
- **Automated Content**
 - **Format** (Please display this information as...)
 - Show as feeds (per Fr. Bill).
- **Online Giving**
 - Yes (already have)
 - <https://gvsucatholic.org/contributions-online-giving>
 - <https://www.myowngiving.com/Default.aspx?cid=158>
- **Social Media**
 - **Style**
 - Links only
 - **Sites**
 - Facebook
 - Multiple, see current site (around 5?)
 - Twitter
 - Yes, see current site
 - Instagram
 - Yes, see current site
- **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.)

 - Not stated.
 - Guess would be 8 weeks plus current.

Thoughts for Website Development

- **Multilingual Option**
 - No
- **Website Calendar(s)**
 - **Current Website Calendar(s)**
 - We currently use the following calendars (i.e. "Events Calendar")
 - Parish Calendar
 - Shows all events
 - Around 5 sub calendars
(put on individual interior pages; in addition to feeding into primary calendar)
 - Events / Meetings
 - Campus Ministry

- Faith Formation
 - Liturgy
 - Music
 - Create new Google calendars?
 - No
 - Above are currently Google calendars.
 - Current calendar ID's (e.g. Calendar ID, login link, or email address)
 - Need to get ID's or specific gmail addresses for everything above.
 - Preferred Day of Week the Calendar is to Start On?
 - Sunday (default)
- Site Administration
 - Approximately how many people need to be trained on the new website?
 - 4-5
 - Website Admin Access
 - 1 generic user is automatically provided for all login purposes and may be easily shared by all staff.
 - For example, username = "parishadmin"
 - Do you require additional?
 - Yes
 - Fr. Bill Vander Werff
 - frbill@lukespot.com
 - Kim Thomas
 - kthomas@lukespot.com
 - Alyssa Baldridge
 - bulletin@lukespot.com
 - Are there any users needing limited or special access (i.e. Mary Smith, Faith Formation category only)?
 - Yes
 - Faith Formation
 - John Graveline
 - johng@lukespot.com
 - Sacraments
 - John Graveline
 - johng@lukespot.com
 - Contact / Registration Forms
 - Provided
 - Contact Us
 - Additional?
 - Yes
 - Registration
 - Parish
 - Create landing page
 - Then, offsite link to here:
 - <https://connectnow.parishsoft.com/grandrapids/Register.aspx>
 - Students

- Create custom, internal registration (match current site: <https://gvsucatholic.org/register>).
 - Sacraments (could be same as main, contact form)
 - Baptism
 - Marriage
 - Liturgical Ministry Scheduler
 - Fr. Bill would like to dynamically display and have volunteers sign-up for open slots.
 - * Need to research/use a scheduler plugin (for this site and others moving forward).
 - "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - info@stlukegvsu.org
- Other Websites and Ideas
(Please view our gallery at: www.diocesan.com/web/website-design)
 - We really like the following:
 - Top
 - St. Teresa of Benedicta (Bright, IN)
 - <http://stteresab.com/>
 - St. Mark Catholic Church (Highlands Ranch, CO)
 - <http://www.stmarkhr.org/>
 - Secondary
 - <https://saintisidorechurch.org/>
 - Fr. Bill showed St. Isadore, but likes above, Diocesan sites better. 😊
- Notes
 - Additional thoughts, options, ideas here...
 - Client wants on-site training.
 - Fr. Bill tired of current website font.
 - Look into migrating from current gmail to new gmail/domain and with Outlook.
 - Liturgical ministry scheduler – will require a plugin.