St. Mary Catholic Church and School
(Rockledge, FL)

Your Information

- **Project Notes**
  - See Google Sheets for final project notes.
- **Timeline**
  - As soon as possible first part of 2019.
    - School portion first.
    - Church second.
- **Organization Name**
  (Full name as you would like it to officially appear.)
  - Church
    - St. Mary Catholic Church
  - School
    - St. Mary Catholic School
- **Organization Information**
  - Your Time Zone
    - Eastern (EST)
  - Church
    - St. Mary Catholic Church
      1136 Seminole Dr
      Rockledge, FL 32955
    - (321) 636-6834

  - School
    - St. Mary Catholic School
      1152 Seminole Dr
      Rockledge, FL 32955
    - (321) 636-4208
- **Pastor**
  - Fr. Ivan Olmo
    - "Fr. Ivan"
- **Principal**
  - Sandra Basinger
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
  - **Primary Contact(s)**

- - - **Kathy "Kat" Deane**
      - Operations Coordinator, Bulletin
      - (321) 735-7594
      - kdeane@stmarysrockledge.org
    - Additional Members
      - Fr. Ivan Olmo
        - ivan@stmarysrockledge.org
        - (321) 735-7589
          - Parochial Vicar; Pastor 9/2018
      - Chandler Myron
        - Systems Technician (new, summer 2018)
        - cmyron@stmarys-school.org
- **New Website is for**
  - Church and School
    - Multi-site
- **Final**
  - http://www.stmaryrockledge.org
    - http://www.stmaryrockledge.org/church
    - http://www.stmaryrockledge.org/school
- **Current**
  - **Church**
    - http://www.stmarysrockledge.org/login
      - u: iolmo
      - p: pasterpw2017!
    - WordPress
  - **School**
    - http://stmarys-school.org/login
      - u: ---
      - p: ---
    - WordPress
- **Please list all other website addresses we need to be aware of that are associated with your organization.**
  - **Separate websites that** <u>**need to be included in your new website development.**</u>
    - 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.)
      - Combine both current sites into new location
        - Church: http://www.stmaryrockledge.org
        - School: http://stmarys-school.org
- **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:
      - https://www.pair.com/
        - 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.**
      - **Apply previous rate of $240 for the first year.**
- **Email Setup and Management (Optional)**
  - No
    - Chandler to set up and combine all current gmail with new domain.
    - School site is already with Google Apps.
- **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://www.stmaryrockledge.org (no "s")
      - purchased 2/5/18
  - **Management of Website Domain Name (Optional)**
    - Diocesan
- **Current Technical Support Contact**
  - Company or Individual
    - Chandler Myron (from above)

Exclusive Communication Components with 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?**
      - #4146
      - Current, plus 4 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 (delete any that do not apply):
        - **Church Office**
          - Family Online Registration Form
            - Designed for allowing families the option to register or update their information with the parish and have the data feed directly into PDS. The parish is alerted to the new information and has the option to officially approve the update.
        - **Formation Office**
          - Religious Ed Registration
            - Very similar to the family registration, this component feeds into the religious education module and allows for registering students for Religious Ed classes.
        - **Facility Scheduler Room Request**
          - Allows access to submit a request to use a room or building for an event. The facility Scheduler program is able to feed directly into its calendar via staff member approval.

Help Us Get to Know You

- **New Website Thoughts and Interests**
  (Virtually no answers provided by client for the following.)
  - Why are you interested in a new website and what are you looking to accomplish with it?
    - Technology, spiritually feed.
  - What do you want to improve on your current website?
    - ---
  - 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)?
    - ---
  - Describe the identity of your organization (personality, purpose, etc.)?
    - ---

- What is unique about your parish or organization?
  - ---
- What attracts an audience to you?
  - ---
- Describe your audience… (demographics, etc.)
  - ---
- For Parishes, what is the size of your congregation? (Number of families.)
  - ---
- What is your focus and/or mission?
  - ---
- Do you have a tagline, and if so, what is it?
  - ---
- Content migration… how much and type of content to move to the new website?
  (Please choose one; these are rough figures only.)
  - All of it!
    - WordPress for both sites.
    - Minimal content, but will need assistance in developing more and best way to organize.
- Diocesan Bulletin Salesperson
  - Andy Gillhouse (possibly Spencer Kries)
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
  - ---

Website Design and Layout

- **Design**
  - **Are you interested in a new logo?**
    - Update only (add typography)
      - Files for icon in client folder
    - Same logo used for both Church and School
  - **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - Overall
        - Blue (Mother Mary)
      - Current Logo
        - Blue (Deep)
        - Blue (Light)
        - Gold
    - New Colors
      - Same as current
- **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:
    - Initial thoughts below are from before project was put on hold. Designer to show and talk through latest projects.

- - - **Mother Teresa of Calcutta School (Lutz, FL)**
      - https://mtctampa.org/
        - "Well done."
        - Fr. Ivan saw/liked this site before knowing we did it.
    - Other
      - "Simple is better."
      - http://www.energygauge.com/
        - Simple, limited navigation.
        - New IT guy was part of this redesign.
- 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**
  - **Church**
    - Combine News and Events into one area.
    - **News and Events Area**
      - Your Preferences Here:
        - Primary
          - "Church News and Events"
        - Secondary
          - "Reflections from the Heart"
            - http://www.stmarysrockledge.org/category/praying-the-word/
            - English
            - Spanish
          - "Praying the Word"
            - http://www.stmarysrockledge.org/category/praying-the-word/
          - "Spiritual Food for Hungry Souls"
            - http://www.stmarysrockledge.org/category/spiritual-food/
    - **Homilies**
      - TBD
        - "Spiritual Vignettes"
  - **School**
    - Combine News and Events into one area.
    - **News and Events Area**
      - Your Preferences Here:
        - Primary
          - "School News and Events"
        - Good Options (TBD)
          - Athletics
          - Parent Info
  - **Automated Content**
    - Church

- **Options** (Please add to, modify, or delete the following as needed.)
  - Daily Readings
  - Prayer of the Day
  - Saint of the Day
  - Word On Fire (and any others included with the App)
- **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**
  - Church
    - Yes (already have)
      - http://www.stmarysrockledge.org/giving/ (Vanco)
        - https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps?appver3=Fi1giPL8kwX_Oe1AO50jRuQnhfiwb9GWNaWKLVKoemIs4NSQukCYDzKLUtTTUlsf2EvVVAEjqawDomKT1pbouVUxyeQlxAkg8B2zFjJAko4=&ver=3
  - School
    - Same as church?
    - PayPal used here
      - http://stmarys-school.org/discountcards/

- **Social Media**
  - Church
    - Facebook
      - https://www.facebook.com/stmaryrockledge/
      - Full feed
    - YouTube / Video Channel
      - Nothing yet, but interested
  - School
    - Facebook
      - https://www.facebook.com/StMarySchoolRockledge/
      - Full feed

- **Staff Directory**
  - TBD
    - Simple (Included)
      - Standard contact information with NO staff photos at this time is fine.
    - Elegant
      - Showcase all essential information in regards to our staff including a photo directory.
    - Combination (most likely)
      - We would like to incorporate a combination of the above such as having photos of the clergy, but not 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)**

- Yes (please choose your preferred languages)
  - Spanish
- **Website Calendar(s)**
  - Church
    - "Parish Calendar"
      - Google
      - Coordinate with/pull from PDS Facility Scheduler
  - School
    - "School Calendar"
      - On home page
      - Google
    - "Athletic Calendar"
      - https://leagueathletics.com/MasterGameSchedule.asp?n=127583&org=catholicyouthsports.org
      - Offsite link or iframe(?)
    - "Technology Calendar"
      - http://stmarys-school.org/class-web-pages/technologycalendar/
      - Google
  - **E-Newsletter Integration**
    - No
- **Important Third-Party Links (to link offsite only)**
  (Please add to, modify, delete the following as needed.)
  - Church
    - Standard
      - The Holy See (The Vatican)
        - http://w2.vatican.va/content/vatican/en.html
      - Diocese of Orlando, FL
        - https://www.orlandodiocese.org/
      - USCCB
        - http://www.usccb.org
    - Custom to Your Organization
      - FORMED©
        - ---
      - Radio
        - ---
      - Video
        - ---
      - Webcam / LiveStream
        - ---
    - Other (link only)
      - St. Mary Church and School Annual Community Fair
        - http://stmaryfair.stmarysrockledge.org
        - WordPress
      - St. Mary Catholic School Annual Walk-A-Thon
        - http://walkathon.stmarys-school.org

- o School
  - Standard (include on school site as well)
    - The Holy See (The Vatican)
      - o http://w2.vatican.va/content/vatican/en.html
    - USCCB
      - o http://www.usccb.org
  - Custom
    - Diocese Office of Schools
      - o https://www.orlandodiocese.org/ministries-offices/schools/
    - Brevard County Catholic Schools
      - o http://brevardcatholicschools.org/
  - Parent Links
    - Portals
      - o FACTS
        - https://online.factsmgt.com/signin/3TBNM
      - o Class Web Pages (Teacher Sites)
        - http://stmarys-school.org/class-web-pages/
    - Athletics
      - o https://leagueathletics.com/MasterGameSchedule.asp?n=127583&org=catholicyouthsports.org
      - o http://leagueathletics.com/?org=cysbrevard
  - Student Links
    - Multiple – full list under drop down nav
  - Staff Links
    - Multiple – full list under drop down nav
- **Site Administration**
  - o Approximately how many people need to be trained on the new website?
    - Church
      - 1-2
    - School
      - TBD; probably minimal if any.
  - o Website Admin Access
    - Please list all **Full Access** users here:
      - Kat Deane
        - o kdeane@stmarysrockledge.org
      - Fr. Ivan Olmo
        - o ivan@stmarysrockledge.org
    - Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
      - Church
        - o No
      - School
        - o TBD; probably minimal if any.
  - o Contact / Registration Forms
    - Provided
      - Contact Us

- Will you need additional, custom forms?
  - Church
    - PDS
      - Family Registration
      - Religious Ed Registration
    - Other
      - Yes, multiple. Create 1-2 then train on the rest
        - Marriage, Baptism
  - School
    - Welcome / Prospective Parents
      - http://stmarys-school.org/contact-us-today/
  - "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
    - Church
      - info@stmarysrockledge.org (will probably change)
    - School
      - info@stmarys-school.org (will probably change)
- **Notes**
  - Additional thoughts, options, ideas here…
    - Parish was previously and aggressively pursued by LPI.
      - "As a man pursues a woman." ☺
      - Offered $6000 to sign, plus annual rebate of $6000.
      - Although they need the money…
        - Parish did not go with them
        - Love us (customer service, last minute changes)
    - Labrynth
      - http://www.stmarysrockledge.org/labrynth/
      - Will need more content, especially photos to help explain this unique feature/area.
    - Opportunity for handling and changing needs and growth
      - Church
        - Intent of bulletin
          - Inform
          - Communicate
          - Inspire
      - School
        - Challenges / needs
          - URL (web and email)
          - Unifying both(?)
            - Lose "autonomy"; web search
            - Showed them landing page / combo example: https://stbrigid-midland.org/
              - Father okay with a landing page
          - Church and School
            - Same campus, different buildings
        - RenWeb
          - Client to stay with RenWeb for teacher/parent portals.