St. Mary Immaculate Parish (Plainfield, IL)

Your Information

- **Consultation Date**
    - o 1/17/18
- **Organization Name**
  (Full name as you would like it to officially appear.)
    - o **St. Mary Immaculate Parish**
- **Do you prefer to go by**
    - o Parish
- **Your Location**
    - o Physical Address
        - ▪ 15629 S. Route 59
          Plainfield, IL 60544
    - o Postal Address (if different)
        - ▪ ---
    - o Your Time Zone
        - ▪ Central (CST)
    - o Additional Info
        - ▪ ---
- **Full Name of Pastor(s) and preferred salutation**
  (example: Fr. Tom Smith; goes by Fr. Tom)
    - o Fr. Pat Mulcahy
- **Web Development Committee**
  (Please list all members that will be present for the consultation and anyone else to be involved.)
    - o **Primary Contact(s)**
        - ▪ **Nikolai Medow**
            - Director of New Media
            - nmedow@smip.org
            - 815-436-2651 ext. 801
        - ▪ **Therese DeSitter**
            - Bookkeeper/Website Team Leader
            - tdesitter@smip.org
            - 815-436-2651 ext. 804
    - o Additional Members
        - ▪ **Jennifer Errthum**
            - Assistant Principal
            - jerrthum@smip.org
            - 815-436-3953 ext. 834
- **New Website is for**
    - o Parish only

- **Current Website Address**
  - **https://www.smip.org**
    - OSV login at bottom
      - U: nmedow@smip.org
      - P: Diocesan12
- **Current School Website Address**
  - https://www.smischool.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.)
  - Young Adult Group
    - https://www.fiatsmi.org
- **Current Website Format**
  - OSV (Our Sunday Visitor)
    - Radius WebTools
- **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).
    - We agree for Diocesan to host our new website(s).
      - **Yes**
  - Current hosting company info (if different from Domain Name below)
    - ---
- **Email Setup and Management** (Optional)
  (Choose one)
  - No (Okay as-is)
    - We currently use Google Apps
- **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)
    (Choose one)
    - No, keep as-is and with our current registrar.
- **Current Technical Support Contact**
  - Jackson Brunsting
    - Director of Technology
    - jbrunsting@smip.org
    - 815-436-2651 ext. 838

Additional Communication Components Through Diocesan

- **Mobile Phone App**
  - o **Are you a Diocesan "myParish App" subscriber?**
    Free to Diocesan bulletin subscribers, please visit www.myparishapp.com for more information.
    (Choose one)
    - ▪ No
      - • Using Subsplash
- **Church Management Software**
  - o **Are you a Diocesan Publications "PDS Software" client (Parish Data Systems)?**
    (Choose one)
    - ▪ Yes (PDS Direct)
      - • Add Religious Education Registration Form

Help Us Get to Know You

- **New Website Thoughts and Interests**
  - o Why are you interested in a new website?
    - ▪ We are looking for a reliable website provider who will work with us to create current and engaging features for our web visitors.
  - o What are you looking to accomplish with the site?
    - ▪ To create an attractive digital space for people to engage with our faith community
  - o How are you expecting it to be used?
    - ▪ As a source for information and spiritual enrichment
  - o What areas and/or categories are you expecting to **use** the most (from an administration side)?
    - ▪ News items
    - ▪ Upcoming Events
    - ▪ Bulletin
    - ▪ Video and podcast section
  - o What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
    - ▪ Mass Times
    - ▪ Upcoming Events
    - ▪ Virtual Adoration
      - • This gets a lot of traffic
  - o Describe the identity of your organization (personality, purpose, etc.)?
    - ▪ Large, welcoming
    - ▪ Multi-cultural faith community
  - o What is unique about your parish or organization?
    - ▪ We are one of the largest parishes in the United States
    - ▪ Around 8,400
  - o What attracts an audience to you?
    - ▪ Multitude of engaging event offerings
    - ▪ Frequent and current web content
  - o Describe your audience…
    - ▪ Young and old, parishioners and visitors

- What do you want to improve on your current website?
  - The UX and UI
  - reliability during high traffic
  - Visual, attractiveness
  - *Mobile responsive
  - Getting important information out
- What is your focus and/or mission?
  - One Family in Faith, Making Christ Known
- Is the site more for current members and staff, or are you more evangelistic?
  - Both
- Do you have a tagline, and if so, what is it?
  - "One Family in Faith, Making Christ Known"
- Content migration… how much and type of content to move to the new website?
  (Please choose one; these are rough figures only.)
  - 30-50%
    - 300+ pages
    - Should be able to just migrate/organize top 1-2 levels
  - Per Nikolai, don't worry about Ministries section
    - Turning into one giant, clickable PDF (???)
- Diocesan Bulletin Salesperson
  - Brian Bastic
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
  - Fr. Mulcahy
  - Purchased banners from you in the past

Thoughts for Website Design and Layout

- **Design**
  - **Are you interested in a new logo?**
    - No
  - **Logo and/or Organization Branding (Colors)**
    - Current Colors
      - 0071aa
      - White
      - 00d4d4
  - **Logo and/or Company Branding (Ideas)**
    - Parish/Organization Ideas
      - Clean lines,
        - ombre (fade)
          - Fade from top left of images to bottom right

Image below for the look and feel of buttons

- 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 Ideas for **Site Navigation** (please choose one)
    - o Home
    - o About Us
      - ▪ Parish History
      - ▪ Meet our Priests
      - ▪ Meet our Deacons
      - ▪ Meet our Staff
      - ▪ Join our Parish
      - ▪ Returning Catholics
      - ▪ Online Chapel

- ▪ Diocese of Joliet
- ▪ Our Bishop
- o Mass Times
- o Calendar
- o School
- o Sacraments
  - ▪ Baptism
  - ▪ Reconciliation
  - ▪ Eucharist
  - ▪ Confirmation
  - ▪ Marriage
  - ▪ Holy Orders
  - ▪ Anointing of the Sick
- o Ministries
- o Education
  - ▪ Parish School
  - ▪ Religious Ed. (Pre-K - 6th)
  - ▪ Confirmation
  - ▪ Middle School Ministry
  - ▪ H.S. Youth Ministry
  - ▪ Young Adult Group
  - ▪ Adult Formation
  - ▪ R.C.I.A.
  - ▪ Catholics Returning Home
- o Bulletins
- o Scrip
- o Sacramental Records Request (Same as Cathedral of Christ the King)
- o Change of Address Notification
- o Giving
- o Contact Us
- o Ideas for **Featured Items** ("must have" top areas to highlight)
  (Even though everything will be listed in the overall site navigation, these are the key areas that we want to exclusively showcase on our home page.)
  - ▪ Your Preferences Here
    - ▪ Main
      - o Join Us
      - o Returning Catholics
      - o Mass Times
      - o Calendar
      - o News
      - o Bulletins
      - o Media
      - o Online Giving
    - ▪ Sub

- o Plus the 9 boxes on the current home page
  - ▪ Featured Items (Style)
    (Please see our website gallery for ideas: www.diocesan.com/gallery)
    - o Icon
- o **News and Events Area**
  - ▪ Your Preferences Here
    - Main
      - o "News and Events"
    - Page / Post Combos
      - o Parish News
      - o Ministry News
      - o School News
      - o Community News
  - ▪ Note
    - Okay to start archive from scratch
    - Do not worry about migrating previous
- o **Header**
  - ▪ Contact Info
    - Basic (name, phone, etc.)
  - ▪ Social Media
  - ▪ Online Giving
  - ▪ Search
- o **Header**
  - ▪ Contact Info
    - Main (name, main phone, address)
  - ▪ Map
  - ▪ Social Media
  - ▪ Online Giving
  - ▪ Important Links

- o **Homilies**
  - ▪ Yes (Masses and Homily)
    - Format options
      - o Audio
      - o Video
    - Name
      - o Title(s) here (e.g. "Pastor's Corner," "From the Father," "Weekly Homilies," etc.)
- o **Important Secondary or Third Party Links**
  (Please add to, modify, delete the following as needed.)
  - ▪ Local Diocese
  - ▪ USCCB
  - ▪ Video
  - ▪ Vatican
- 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.)
  - Daily Readings
  - Prayer of the Day
  - Saint of the Day
- **Format** (Please display this information as…)
  - Image link only (open in a new browser window)

o **Online Giving**
  - Yes (already have)
    - osvonlinegiving.com/1206No

o **Social Media**
  - Facebook
    - facebook.com/stmaryimmaculate
  - Twitter
    - twitter.com/SMIPlainfield
  - Instagram
    - instagram.com/smiplainfieldLink:

o **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.)
  - 12 weeks
    - Bulletin contract doesn't take effect until 2019

Thoughts for Website Development

- **Multilingual Option**
  o Yes (please choose your preferred languages)
    - Spanish
    - Polish
    - Tagalog
    - Plus all others on current site
- **Website Calendar(s)**
  o **Current Calendar(s)**
    - Keep using 3rd Party calendar
      - https://www.fellowshipone.com
      - ServiceU church scheduling
    - Try and integrate into website, but client okay with it in an iframe or opening a new window.
    - Calendar ID
      - https://public.serviceu.com/Calendar/?OrgKey=24be006a-c455-4442-934a-08eb06b8c924&rendermode=standardNot sure
  o **Preferred Day of Week for the Calendar Display First?**
    - Sunday (default)

- **Site Administration**
  - o Approximately how many people need to be trained on the new website?
    - ▪ 2-4
  - o Website Admin Access
    - ▪ Please list all users here:
      - Nikolai Medow
        - o nmedow@smip.org
      - Therese DeSitter
        - o tdesitter@smip.org
    - ▪ Are there any admin users needing limited or special access (i.e. Mary Smith, Faith Formation category only)?
      - Laura Van Ham
        - o Ministry
      - Emily Burt
        - o Adult Faith Formation
  - o Contact / Registration Forms
    - ▪ Provided
      - Contact Us
    - ▪ Will you need additional, custom forms?
      - Main contact form with database option
      - Change of Address
        - o On current site
      - Sacramental Records Request
        - o Match the one on Cathedral of Christ the King (Atlanta, GA)
          - ▪ http://cathedralctk.com
          - ▪ https://reg.abcsignup.com/s_reg/reg_registration_maintenance.aspx?ek=0051-0007-E4779450222848E9886F1C7D5EC48F4E
  - o "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
    - ▪ info@smip.org
- **Other Websites and Ideas**
  (Please view our gallery at: www.diocesan.com/web/website-design)
  - o We really like the following:
    - ▪ Mother Teresa Catholic School
      - mtctampa.org
        - o Clean UI, especially on desktop
    - ▪ Cross & Anchor Church
      - crossandanchorchurch.com
        - o Extremely clean on desktop and mobile, visually stunning, parallax used tastefully
    - ▪ Church of the Highlands
      - churchofthehighlands.com
        - o Clean and simple layout, lets the content shine
    - ▪ City Church
      - citychurchchristchurch.co.nx
        - o Great responsiveness (including fade in reveal) on both desktop and
    - ▪ Holy Spirit

- hsparish.org
  - Mobile experience looks mostly the same as the desktop version
- Diocese of Venice
  - dioceseofvenice.org
- Cathedral of Christ the King
  - Ctkcathedral.com
    - Forms
- **Notes**
  - Additional thoughts, options, ideas here…
    - Client wants
      - "The best Catholic website"
      - "Showcase piece"
      - "Super streamlined"
      - "Good user experience"
    - Incorporate video, Vimeo
    - Mobile responsive is a huge factor
    - No sidebars
    - How best to include social media?
      - FlowFlow
      - Etc.
      - Nikolai likes new Diocese of Venice site
    - Subtle movement and animation is good
      - Post image thumbnails resize
      - Hover movement
      - Etc.