

St. Vincent de Paul Catholic Church (Fort Myers, FL)

Your Information

- **Consultation Date**
 - 1/18/18
 - Bulletin contract, with web allowance signed (2/14/18)
 - Website allowance received (4/9/18)
 - Website approval from client (4/13/18)
- **Timeline**
 - 2-3 months
 - Initially, 3 month average okay
 - But, time between consult and receiving website allowance has taken that already
- **Organization Name**
(Full name as you would like it to officially appear.)
 - **St. Vincent de Paul Catholic Church**
- **Do you prefer to go by**
 - Church
- **Organization Information**
 - Phone Number (Primary)
 - (239) 693-0818
 - Physical Address
 - **St. Vincent de Paul Catholic Church**
 - 13031 Palm Beach Blvd
 - Fort Myers, FL 33905
 - 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)
 - Rev. Murchadh O'Madagain, Pastor
 - Goes by "Fr. Murchadh"
 - (sounds like "Murica")
- **Web Development Committee**
(Please list all members that will be present for the consultation and anyone else to be involved.)
 - **Primary Contact(s)**
 - **Fr. Murchadh O'Madagain**
 - Pastor
 - omadagain@stvincentftmyers.org
 - (239) 693-0818

- Additional Members
 - **David Reigle**
 - Business Manager
 - reigle@stvincentftmyers.org
 - (239) 693-0818
 - **Letha Smith-Walsh**
 - Bookkeeper
 - lethaw@stvincentftmyers.org
 - (239) 693-0818
 - **Barbara Melby**
 - Religious Education
 - (239) 693-0818
 - bmelby@stvincentftmyers.org
- **New Website is for**
 - Parish only
- **Final Website Address (same)**
 - <http://www.stvincentftmyers.org/fortmyers>
 - u: diocesan-fortmyers
- **Current Website Address**
 - <http://www.stvincentftmyers.org/login>
 - u: ---
 - p: ---
- **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.)

 - **Fr. Murchadh's Homilies**
 - <http://frmurchadh.blogspot.com/>
 - u: ---
 - p: ---
- **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)
(Choose one)
 - **No (Okay as-is)**
 - Outlook
- **Domain Name** (Optional)
 - **Are you interested in a new website address (domain name)?**
(We offer free domain name registration.)
 - No
 - **Management of Website Domain Name** (Not required)
(Choose one)
 - No, keep as-is and with our current registrar.
 - Dreamhost
 - **Current Hosting Company Info**
 - Dreamhost
- **Current Technical Support Contact**
 - Company or Individual
 - Mr Ed. Dilgen
 - Edilgen34@gmail.com

Additional Communication Components Through Diocesan

- **Church Bulletin**
 - **Are you a Diocesan Bulletin subscriber?**
 - #4342
- **Mobile Phone App**
 - **Are you a Diocesan “myParish App” subscriber?**
Free to our bulletin subscribers, please visit <http://myparishapp.com/parishes> for more information.
 - Yes
- **Church Management Software**
 - **Are you a Diocesan Publications “PDS Software” client (Parish Data Systems)?**
 - No, we currently use...
 - ParishSOFT

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?
 - Easy access to
 - Update

- Manage
 - Make changes
- Add moving pictures
- Make it easier to find information on general items and events
- What do you want to improve on your current website?
 - Easier to manage/update
- What areas and/or categories are you expecting to **use** the most (from an administration side)?
 - Regular updates about parish events
 - Notices
 - Schedule changes
 - Events
- What areas and/or categories are you expecting to be **viewed** the most (from the point of the user)?
 - Mass times
 - New event times
 - Calendar
 - Bulletins
- Describe the identity of your organization (personality, purpose, etc.)?
 - ---
- What is unique about your parish or organization?
 - Latin mass
 - 'Top 3'
 - Events
 - Homilies
 - Welcoming, "how they feel"
- What attracts an audience to you?
 - ---
- Describe your audience... (demographics, etc.)
 - Elderly
 - But growing in younger families
- For Parishes, what is the size of your congregation? (Number of families.)
 - ---
- What is your focus and/or mission?
 - ---
- Is the site more for current members and staff, or are you more evangelistic?
 - More for current members
- 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 (WordPress)
- Diocesan Bulletin Salesperson
 - Chuck Weigel
- How did you first hear about **Diocesan** (previously known as **Diocesan Publications** and **Trinity Publications**)?
 - ---

Thoughts for Website Design and Layout

- **Design**
 - **Are you interested in a new logo?**
 - Yes
 - Very simple and quick (no budget)
 - **Logo and/or Organization Branding (Colors)**
 - Ideas
 - Nothing at the moment, but open
 - Current Colors
 - ---
 - New Colors
 - ---
 - 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**
 - **News and Events Area**
 - Primary
 - “News and Events”
 - Subcategories
 - N/A
 - **Homilies**
 - Yes
 - “Fr. Murchadh's Homilies”
 - <http://frmurchadh.blogspot.com/>
 - Text only
 - **Important Secondary or Third Party Links**
(Please add to, modify, delete the following as needed.)
 - **Standard**
 - The Vatican
 - <http://w2.vatican.va/content/vatican/en.html>
 - Diocese
 - <http://dioceseofvenice.org/>
 - USCCB
 - <http://www.usccb.org>
 - **Unique to St. Vincent de Paul**
 - FORMED®
 - Yes, but not seeing link
 - Televised Mass
 - See bulletin
 - Zenit
 - <https://zenit.org/>
 - **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...)
 - A full feed (keep and display as much of this content within our own website such as a scrolling list)
- **Online Giving**
 - Yes (already have)
 - <http://www.stvincentftmyers.org/support-st-vincent-parish/>
- **Social Media**
 - Facebook
 - Link: ---
- **Staff Directory**
 - Not stated, most likely just a simple version
 - But, confirm with client if they want to include photos
- **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...)

 - Current, plus 4 weeks

Thoughts for Website Development

- **Multilingual Option (Automatic Language Translation)**
 - Yes
 - Spanish
- **Website Calendar(s)**
 - **Current Calendar(s)**
 - "Parish Calendar"
 - Google
 - **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?
 - 3-4
 - Website Admin Access
 - Please list all **Full Access** users here:

- Fr. Murchadh O'Madagain
 - omadagain@stvincentftmyers.org
 - David Reigle
 - reigle@stvincentftmyers.org
 - Letha Smith-Walsh
 - lethaw@stvincentftmyers.org
 - Barbara Melby
 - bmelby@stvincentftmyers.org
- Are there any admin users needing **Limited** or **Special Access** (i.e. Mary Smith for the Faith Formation category only)?
 - Possibly later, nothing at the moment
- Contact / Registration Forms
 - Provided
 - Contact Us
 - Will you need additional, custom forms?
 - No
- "Official" email address to use throughout the website (e.g. contact form, footer, contact page, etc.)
 - contact@stvincentftmyers.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:
 - None stated
- **Notes**
 - Additional thoughts, options, ideas here...
 - None stated