

SJV Web Site Input – Ministry Connect

February 12, 2009

Elements of a Good Web Page

- ***** Pictures, Photos of Ministry in Action, Short Video clips
- ***** Purpose of Ministry, Mission
- ***** Benefits to participants – what “you” get out of it, why you’d want to be part of ministry
- ***** Testimonials
- ***** Features of the ministry (e.g., events, activities)
- *** Time commitment
- *** Meeting schedule
- *** Minimal verbiage, headlines, use of scroll over pop-ups to provide more text
- ** Welcome statement from leader
- ** Contact person
- ** Skills needed
- ** FAQ (frequently asked questions)
- ** Consistent look – fronts, SJV identity
- * Who can join
- * Training provided
- * Links to websites
- * Participants (ministry members)
- * Scripture
- * Grabber – something to grab the reader’s attention and hook them to read more
- * Interactive to Ministry

Web Site Survey Responses

Frequency of Use

- 6 Weekly
- 7 Monthly
- 16 Occasionally
- 9 Never

“Never Use” Reasons

- 3 The information contained is great for casual parishioners, not very active ones. Attend church regularly, read bulletin, chat with priests to get information needed.
- 2 Just became aware of it. Not trained or alerted to inquire.
- 1 Never gave it any thought until this evening
- 1 Never had the need to use it
- 1 Rather use the bulletin
- 1 Not computer savvy

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Add or Change Information on Web Site

	Ministry	Actions to be Taken
Home Page		
<ul style="list-style-type: none"> • Update look on home page, not very exciting. • Redesign front page 	Staff	Web Team will follow up with staff on specifics and feasibility.
<ul style="list-style-type: none"> • Homepage seems too busy. See St. Anne in Byron for a simple but efficient Homepage. St. Bonaventure, also. 	HS Faith Form	Web Team will review these websites for ideas to improve SJV site.
<ul style="list-style-type: none"> • Increase size of font on Home Page 	St. V de Paul	Instructions to increase size of font on web site placed on Home Page in March 2009.
Photos		
<ul style="list-style-type: none"> • Update pictures. More pictures of FF kids, parish events and parties. More photos of church interior (e.g. alter) 	Staff, Event Coordinator, Anonymous	Ministries, Organizations or Staff need to provide photos and photo art to Web Team.
<ul style="list-style-type: none"> • More current photos, view of building aerial photo 	Staff	
<ul style="list-style-type: none"> • Catholic photo art 	Staff	
General		
<ul style="list-style-type: none"> • Links to spirituality and social justice websites (daily meditation, scripture, spirituality, prayer, social justice readings) 	Staff, Scripture, Loaves and Fishes	Staff, Ministries, or Organizations need to provide links they would like to see on web site to Web Team.
<ul style="list-style-type: none"> • Forms that can be filled out and returned online (security) 	Staff	Web Team will follow up with staff on specifics and feasibility.
<ul style="list-style-type: none"> • Ministries – make it easier to find the Ministries section. Suggest changing “Share Your Talents” to “Ministries” 	Eucharistic. St. V de Paul	Web Team will make this change.
<ul style="list-style-type: none"> • Ability to print pages without the top banner printing (uses a lot of colored ink to print banner) 	Homeless Shelter	Web Team will investigate feasibility.

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<ul style="list-style-type: none"> • Add the advertiser pages of bulletin – can be “sold” as an added benefit to advertisers 	Eucharistic	Refer to staff for consideration.
<ul style="list-style-type: none"> • Opportunities to donate to SJV and organizations we support like St. Vincent de Paul, Catholic Charities, etc. 	Staff	Refer to staff for consideration
<ul style="list-style-type: none"> • Opportunities for Service needs to be easier to find and more inviting 	Staff	Web Team will follow up with staff on what is needed.
<ul style="list-style-type: none"> • Blogs? 	Staff	Refer to staff for consideration.
<ul style="list-style-type: none"> • Needs more updates as to events happening/scheduled 	Event Coordinator	Ministries, Organizations or Staff need to provide information to Web Team and it will be put on the web site.
<ul style="list-style-type: none"> • PPC Minutes 	PPC	Refer to PPC and Staff. Web Team was directed to remove PPC minutes in past because they were confidential.
<ul style="list-style-type: none"> • Quarterly Financial Reports 	Finance Committee	Refer to Finance Committee and Staff for confidentiality or other considerations.
<ul style="list-style-type: none"> • Meeting scheduling for parish facilities. Ability to view room availability and submit request to reserve room. Would be able to do while in meeting and advise participates. Simplify communication to attendees. Would use web site more if this were available. 	Men’s Club	Refer to Staff for consideration.
<ul style="list-style-type: none"> • Add Sunday homilies 	Contemp. Prayer	Refer to Staff for consideration.
<ul style="list-style-type: none"> • Search option did not work today. Some links do not work. 	St. V de Paul	Please provide specifics to Web Team and we will investigate and correct anything not working properly.
<ul style="list-style-type: none"> • Possible “Youth News” 	Faith Formation	Faith Formation needs to provide “Youth News” they want on the web site to the Web Team.

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	Ministry	Actions to be Taken
Specific Events		
<ul style="list-style-type: none"> Needs more information on special dates and times for Rosary events – May and October. 	Rosary	Ministry needs to provide information to Web Team and it will be put on the web site.
<ul style="list-style-type: none"> Advertising Men’s club social activities in advance (e.g., forthcoming Castle Rock parish BBQ and Mass – we’re missing a golden opportunity to create a true parish wide activity for all ages. 	Men’s Club	Organization needs to provide information to Web Team and it will be put on the web site.
Ministry / Organization Specific Comments		
<ul style="list-style-type: none"> Should have a subsection for <u>each</u> ministry with password and login so each group can put in their own information. Password should be activated for their ministry only. 	Finance	Technically beyond the Web Team’s ability to implement and maintain at this time.
<ul style="list-style-type: none"> Fun photos of wedding coordinator of “Friday night to Sat wedding day” Info about wedding dates, info priests need, info we need from couple Information to encourage people to join our ministry Lector schedule, monthly (w/o roster). Roster is private and should be sent to lectors by mail, as now. Information about lector readings, link to Creighton.edu Content for SCC page needs to be updated CYO timeline, like what sports are available, when is the season, when do sign ups take place Reporting on what the ministry accomplishes (e.g., what we do, numbers served, where, etc) 	Wedding Coord. Wedding Coord. Eucharistic Lectors, EME, PPC Lectors SCC Preschool Loaves and Fishes	Ministries, Organizations or Staff need to provide information to Web Team and it will be put on the web site.

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How You See Using the Web Site for Your Ministry/Organization

Recruiting

- Recruit new members for our ministry
- Recruiting volunteers; back up list to call when needed
- Recruiting drivers – we have a flyer that could be put on the web site

- Encourage people to volunteer
- Recruiting volunteers to help in fund raising (e.g., work on auction)
- Recruit new members
- Recruiting new members

Ministry

Environment
Loaves and Fishes
CC Interfaith
Coalition
Eucharistic
Finance Comm.
Lectors
Hospital Ministry

Advertising and Promoting Events

- Involve more people in our parish wide social activities
- Promoting using our church for weddings. Publishing our wedding, what the wedding looks like (photos – bride & groom sitting on the alter side) etc.
- Announce forthcoming weddings. Information pertaining to traditions and customs for weddings in our parish.
- Post our events in a reasonable time – events don't always get posted/reserved where they need to be
- We need to be more proactive in putting our events on the site.
- Publicizing SCC events – Lent series, Advent series
- “Needs list” for CCIC, updated monthly.
- More information included for St. Vincent de Paul – links to events that are upcoming for our group. Use the event calendar to provide information about upcoming events for our group (e.g., bundle Sunday, Angle Tree)
- Highlight some of the Contemplative Outreach opportunities in the Bay Area
- Advertise Vista Room for rent
- Advertise Fair Trade and Social Justice events
- Advertise need for location in Concord to prepare and serve hot meals daily, M-F, to the homeless and needy in the area – contact Board with suggestions or to assist in obtaining a site.

Men's Club

Wedding
Coordinator

Wedding
Coordinator
Women's Group

Scripture
SCC
CC Interfaith Coal.
St. V de Paul

Contemplative
Prayer

Event Coordinator
Event Coordinator
Loaves and Fishes

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Ministry

Schedules, Forms, Sign-ups

- Add schedule for preschool classes for 3's, 4's and kindergarten. Each week we have a specific topic and assigned teacher, all lined up ahead of time so it could be posted for the year. Preschool
- An Area for parents to sign-up or view the parent volunteer schedule (each family signs up to work...many forget) Preschool
- An Area for parents to sign-up or view the parent volunteer schedule for the babysitting co-op. Preschool
- Monthly schedule for EMEs posted with links to the ministry leader's email to be able to contact them (especially if traveling). Eucharistic
- A place to sign-up for ministering on Holy Days. This may make scheduling for "special events" easier for the leaders. Eucharistic
- CYO Track and Cross Country – fillable forms, registration info, general facts about programs CYO

Action: Staff to consider security issues for above schedules, forms and sign ups.

Other Uses

- Getting more information out about the importance of some of our tradition. Rosary
- Adding more photos of the High School Faith Formation activities HS FF
- Better description of the HSFF program; calendar of events; HSFF and confirmation staff should meet frequently with the website group to better use the site. HS FF
- Scheduling Lector/PPC/EME
- Add training sessions, schedule of meetings Hospital Ministry
- To find information and forms to register for parish, baptism, health authorization, etc. Faith Formation
- Homeless Shelter Dinner Week – date of event, when getting volunteer sign-ups, what we do, photos after the week. Homeless Shelter Dinners
- Photos and contact number of ministry contacts – if new to parish would be helpful Staff
- Contact by email to rep for each ministry page Staff
- Informing parishioners about daily communion availability at John Muir Hospital. Informing parishioners of JMH Pastoral Office care, services and possible new chapel to be added in new addition. Hospital Ministry
- Provide content Anonymous

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Other Comments

- I like the home page having info on current activities. It lets people know we have an active community.
- Big thank you to all of you. Very impressive what the team has accomplished.
- Congratulations. A first class, easy to use site.
- Web site is very helpful, probably for visitors, as well
- It is easy to navigate
- I enjoyed the presentation tonight. Using the talent of our generous parishioners is a real gift.
- Overall it's not a bad site and far better than many other sites I looked at. I think we are over communicating with too much information on some pages.

Ministry

Homeless Shelter
Dinner
Contemplative
Prayer
Ushers
Finance Comm.
Lector/PPC/EME
CC Interfaith Coal.

HS FF

Comment for Staff

- It was great to see such participation in the blessing of the throats and the sick – would like to have more total community prayer services.

Rosary