

Good Evening Gentlemen,

My apologies for the delay on this. Of course the most important groups were the hardest to extract information from.

Page one of this packet contains general notes regarding color schemes, logos and photo things we need to keep in mind during phase one.

Pages two - Four of this packet are page content breakdowns. At the top of each page i put a summary of what I feel is the minimum each page should contain. (PLEASE!!!! give me your feedback and thoughts on what you guys would like to see) After the breakdowns i detailed the page content. If either of you feel we should get together for a quick meeting im available Friday 6/7. We can do dinner at El Burrito to discuss.

I'm still working with Vince to get the godaddy site up, running and turned over to OLG. He has been very non responsive over the past couple weeks, I'm hoping he does not back out. In the event he does I plan on purchasing a new site for the church. Im going to give him till Friday to give me the keys. Once i have them I will call both of you so you can jump in and work some magic.

### **Virgin Mary Image Logo**

The parish has tried to maintain the photo that is currently on the weconnect website for branding purposes. When selecting photos for the website we should be mindful of only using photos that were taken of events at our parish or which contain father kevin. This will ensure the website is a true representation of our parish.

### **Color Scheme**

Color Scheme should go with the photo of the virgin currently on the weconnect site.

### **Pages for Phase 1**

- Home Page
- Faith formation Page
- Volunteer Page
- Event Calendar Page
- OLG Clubs & Groups Page (i will bring the list to our meeting)
- Photo Gallery Page

## **Home Screen Content**

- Welcome paragraph
  - Our Lady of Guadalupe Photo Currently on WeConnect Site
  - Office hours
  - Mass times
  - Events Calendar (*Similar to the one on the Weconnect site*)
  - Marriage sacrament Link to an email. (*I would like to see an auto response email which contains Marriage sacrament information to anyone who clicks on this link.*)
  - Blog link to words of the week (*Similar to the one on the Weconnect site. This can also be a direct link to the bulletin as we discussed during our meeting.*)
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## **Welcome Paragraph**

Welcome to the homepage of Our Lady of Guadalupe Parish. Thank you for taking the time to connect with us. Our parish was founded in 1931 by a small group of Mexican Immigrants and continues to thrive today with life and enthusiasm. We are proud to have shared this parish with Fr. Kevin Kenny for the past 10 years. On behalf of Our Lady of Guadalupe parish we invite you to look over our website and sign up for volunteer opportunities, special event e-blasts, or mass alerts. If you're ever in the neighborhood, stop by for a visit and say hello.

## **Office Hours**

Monday - Friday 9:00 am - 4:00 pm

Saturday & Sunday 10:00 am - 2:00 pm

Parish Building is open daily from 8:00 am - 8:00 pm

## **Mass Times**

Sunday - 9:00 am (English)

Sunday - 11:00 am (Spanish)

Sunday - 1:00 pm (Spanish)

Tuesday - 6:30 pm

Wednesday - 10:00 am

Thursday - 12:30 pm

First Friday - 6:30 pm

## **Faith Formation Page Content**

- Photos of Fr. Kevin with kids, First Communion Pic, and Confirmation photo
  - Welcome Paragraph
  - Directors Name, Number & Email Link
  - Different Programs available and important dates
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### **Welcome Paragraph**

The Faith Formation program at Our Lady of Guadalupe is a vital part of our thriving parish. In 2014 Our Lady of Guadalupe had a record number of 150 youth confirmed at the Cathedral in St. Paul. With numbers like this Our Lady of Guadalupe has an army of strong dedicated volunteers that help our youth grow and flourish in the Catholic faith.

### **Faith Formation Director**

Juana Mandujano (651-228-0506 ext. #12) *(we will need to create an email for her)*

### **Programs Available**

- Baptism: Held first Sunday (English) and second Sunday (Spanish) of each month
- First Reconciliation & Eucharist: One Year Program. Runs Wednesdays beginning September - April of each year

*(We should have a banner on this page that says "Registration for Fall Faith Formation begins 6/30/14 after each mass and during office hours)*

- Confirmation: Two Year Program. Runs Thursdays beginning September - April of each year
- Vacation Bible School: Summer Program. Runs for one week during August each year.

### **Volunteer Page Content**

- Volunteer Picture
  - Welcome Paragraph
  - Key Contact Person
  - Catchy Banner for Volunteer Opportunities with email link
  - List of Ongoing Volunteer Opportunities (*I need some help on how you think we should lay this out as it is a very large list*)
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### **Welcome Paragraph**

Welcome to Our Lady of Guadalupe's Volunteer page. Below is a list of ongoing volunteer opportunities. Feel free to sign up for occasional Volunteer email blasts.

Contact Person

Volunteer Coordinator: Marie Zellner (*We need to create and email for her*)

### **List of Ongoing Volunteer Opportunities**

God's Housekeepers  
 Church Ground Maintenance  
 Office Work  
 Church repair work  
 Faith Formation  
 Vacation Bible School  
 Music/Choir  
 Eucharist Ministry  
 Readers/Lectors  
 Altar servers  
 Greeters  
 Ushers  
 Men's Club  
 Guadalupanas (womens group)  
 Treasure Sales  
 Youth Group  
 Summer Festival  
 Enchilda Lenten Dinner  
 Parish Picnic