

January 14, 2019

To: Congregation Council
From: Stephanie G. Maurer
Ministry Director for Communications
Re: Report to Council

Some highlights of December work:

- Wrote/produced *Trinity Parish* newsletter for January; got it stuffed, addressed, and to the post office on December 31 just before closing **thanks to Tom Notestine and Paul Hensel**
- Designed bulletin covers for Advent, Christmas Eve, and Christmas Day
- Designed and wrote Christmas Eve bulletin insert, *Get Connected at Trinity*
- Worked with Steve Kauffman to finish weekly *Trinity Today* newsletters
- Attended Tuesday **staff meetings**; communicated as needed with Danelle Andrews and Webmaster Jeff Weaver re publicity and communications work
- Worked with Danelle Andrews on annual report prep
- At Pastor Brock's request, worked with Tom Notestine as Tom designed, printed, and mailed card for Bethany and Messiah folks (**thanks, Tom**)
- Worked with pastors to write/design end-of-year mailing; worked with Konhaus Marketing to print and mail 1,200 pieces (letter with perforated giving piece, Christmas Eve card to share, return envelope); took photo and got artwork
- Worked with Kelly Falck to get hospitality gift for Christmas Eve guests; designed poster
- **Thanks to Dave Rupnik** for installing and then taking down Christmas Eve parking lot banners and replacing with prior ones: Welcome, Worship, Connect, Serve

