

February 11, 2019

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

Some highlights of **January** work:

- Wrote/produced *Trinity Parish* newsletter for February, including new Council member bios
- 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 her development of our annual report – **many thanks, Danelle**
- Developed communication regarding Bishop Edmiston's retirement
- Developed flyer for Thursday Bible Fellowship classes
- Attended annual meeting; transcribed outgoing and incoming Council President's remarks (Thanks, Jeff Weaver, for isolating them from entire recording!) in order to write article for Trinity Parish

