

November 12, 2019

To: Congregation Council From: Stephanie G. Maurer

Ministry Director for Communications

Re: Report to Council

Some highlights of October work:

- Handled pledge letter mailing (letter with Estimate of Giving form), plus poster for Gathering Space where pledge cards can be dropped
- Developed banners for Tromba Mundi concert
- Attended Honor Our Past appeal meeting re communications strategy (Rick Sten, Danelle Andrews, Nancy Martin, and Brian Falck—Brian by phone)
- Attended Council meeting on October 8
- Submitted detailed request to Giant for donations to help fund Thanks and Giving event that will take on November 24
- With Steve Kauffman, wrote and published Trinity Weekly newsletters
- Wrote and published Trinity Parish newsletter for November
- Submitted P&C budget request
- Attended Tuesday staff meetings
- Communicated as needed with Danelle Andrews and Webmaster Jeff Weaver re publicity and communications work, including web site
- Worked with various teams on communications needs such Prayer project insert for Thanks and Giving, Letter for Nave Altar Care Team, Prayer Project for Thanks and Giving, Giving Tree Sign for Outreach









