

December 10, 2019

To: Congregation Council From: Stephanie G. Maurer

Ministry Director for Communications

Re: Report to Council

Some highlights of November work:

- Designed 4 bulletin covers for Christmas through Epiphany; turned all four covers into a banner for Gathering Space
- Developed banners for Christmas Eve services, Harrisburg Singers concert, Christmas at Trinity Concert
- Developed marketing card/invitation for Christmas Eve; added to an end-ofyear mailer (will report/show mail package in next report under December work)
- Attended Honor Our Past appeal meeting re communications strategy with Rick Sten and Danelle Andrews on Tuesday, November 12
- Attended Council meeting on Tuesday, November 12
- Attended bulletin art meeting
- Received \$100 from Giant for Thanks and Giving
- With Steve Kauffman, wrote and published Trinity Weekly newsletters
- Wrote and published Trinity Parish newsletter for December
- 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 (e.g., Giving Tree sign, Women's Wed. morning Bible Study)

















