

January 14, 2020

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

Some highlights of December 2019 work:

- Took photos at Harrisburg Singers concert
- Developed end-of-year fundraising mailing package: letter, remittance envelope, outer envelope, marketing cards (1,744 mailing list)
- Attended Council meeting on Tuesday, December 10
- With Steve Kauffman, wrote and published *Trinity Weekly* newsletters
- Attended all Christmas Eve services—took 100+ photos, uploaded to our Shutterfly account in albums organized by service, also posted groupings on our Facebook public and members' page after each service
- Developed special version of *Trinity Weekly* for Christmas Eve
- Wrote and published *Trinity Parish* newsletter for January
- Attended Tuesday staff meetings
- Communicated as needed with Danelle Andrews and new Webmaster trio re publicity and communications work, including web site
- Worked with various teams and staff on communications needs (examples: Giving Tree Sign for Outreach x 2, "Gift for guests" on Christmas Eve)

