

February 11, 2020

To: Congregation Council From: Stephanie G. Maurer

Ministry Director for Communications

Re: Report to Council

Some highlights of January 2020 work:

- With Steve Kauffman, wrote and published *Trinity Weekly* newsletters
- Wrote and published Trinity Parish newsletter for January-February
- 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 (banner for our Feb. 3 concert)
- Worked with Danelle Andrews on annual report
- Prepared album for Jeff Weaver to remember his Dec. 22 reception
- Attended new member classes, took individual pics, organized data, prepared Welcome pages





