

May 10, 2021

To: Congregation Council

From: Stephanie G. Maurer, Director for Communications

Re: Activities April 13-May 10

- Developed invitation to Open House and Tailgate Sunday planned for May 23 (Rick Sten). Konhaus Marketing took the card to completion and mailed it last week to approximately 1,400 members.
- Worked with webmaster Jessica Shaffer. Speaking of Jessica, she is writing/publishing the Friday e-blast to families and is doing an exceptional job—her blasts are creative, easy to read, and informative. Many compliments! (I am both grateful and fortunate to work with Jessica and Danelle Andrews as part of the Publicity and Communications Team.)
- Took construction pics so Jessica could update website pics one or two times weekly.
- Worked with Jessica and Council President Matt Bingaman on his story for the e-blast (Jessica's idea). Turned part of Matt's story into a focused write-up about the capital appeal; it will be part of a special four-week Wednesday e-blast series created by Danelle Andrews as part of our May push for open house and tailgate Sunday event.
- Also for the above-mentioned series: Developed writeups to feature Kathy Holmes and Danelle Andrews.
- Created bulletin covers for Pentecost Sunday (Are You Lit—Frey) and Trinity Sunday (Signed, Sealed, Delivered—Horner).
- Wrote bulletin announcements.
- Worked with Debbie Wilson re Thursday e-blast. Developed ads for geranium orders (and the order form), group bike ride, and more.
- Attended weekly staff meetings.
- Attended Creative Worship meeting.
- Worked with Bob Frymoyer on several letters to members re capital appeal.
- Revised capital appeal commitment form.
- Have been working with iconographer Julie Hart on her development of a commissioned icon in memory of Beth Strunk.
- Revised Every Member Prayer List notice to members.

