



November 9, 2021

**To: Congregation Council**

**From: Stephanie G. Maurer, Director for Communications**

**Re: Activities October 13 through November 9**

**Sample of activities:**

- Developed Give Serve Lead mailing that includes letter and remittance envelope for pledging and giving to capital appeal to reduce loan. Package is being mailed to approximately 1,200 members by our printing company this week.
- Finished October quarterly newsletter to be sent out with quarterly records of giving.
- Prepared Publicity and Communications budget and narrative
- Developed numerous graphics/images and copy for e-blast
- Developed signage for Giving Tree
- Developed "ads" and image to solicit help for decorating church for Christmas.
- Continuing work with sign company for exterior signage.
- Developed numerous bulletin covers.
- Continued to write weekly bulletin announcements.
- Attended weekly staff meetings.
- Working with staff and members on various other projects.