

March 7, 2022

Report to Council
From Stephanie Maurer, Director of Communications

February 2022 activities

- Continued normal monthly activities such as writing bulletin announcements, developing bulletin covers, attending staff meetings, providing content and graphics for Thursday's eblast, working with Director of Digital Media Danelle Andrews and Webmaster Jessica Sheaffer, and collaborating with various staff and volunteers.
- Attended Feb. 8 Council meeting
- Worked with Moses Kavishe on Valentine's Date night; attended as a volunteer childcare provider
- Put together booklet for Janet Sheely re her 101st birthday; Pastor Horner delivered it to her. Booklet included the 101+ Birthday Club post from Facebook and names of all who "liked" or "loved" it, as well as the names and comments of all who posted best wishes
- Put together booklet for Bob Lyman for his 101st birthday; Pastor Liz delivered it to him
- Worked with Tom Notestine to ensure staff had name tags; added "staff" ribbons to them. Steve ordered holders and lanyards
- Prepared 3 weeks' worth of bulletin announcements ahead of time
- Discussed usher and greeter recruitment with Jane Killian
- Prepared Lenten and Easter mailing that included letter, Lent and Easter schedule, and Lent and Easter offering envelopes. Entire package mailed to 1177 people on Feb. 24. Also ordered 650 extra Easter envelopes for bulletin inserts.
- Oversaw the installation of the new exterior signs for Chestnut and Market entrances. These were the signs that P&C worked very closely with the sign company to design. We continue to work with the company to develop interior signage. [Note: The letters and logo on the Market Street sign are now flat and will be replaced with raised letters once they arrive at the sign company.]



Chestnut St.



Market St.