



January 8, 2018

To: Congregation Council

From: Stephanie G. Maurer
Ministry Director for Communications

Re: Report to Council: December 2017 activities

Attended December 4 building presentation by Charlie Suhr.

Designed Christmas Eve, Christmas Day, and New Year's bulletin covers.

Attended/worked all Christmas Eve services except 11 pm. Also designed posters to be used for transition between 2 pm and 4 pm services; designed posters for angel ornament giveaways.

Working on capital appeal communications with Danelle Andrews and Mitzi Jones.

Developed invitation for Horner open house.

Attended graphics meeting with Jane Killian, Danelle Andrews, Barb Henderson, and Chuck Roy (Chuck will be missed; so sorry, so sad for Joyce and family).

Added "Did you Know" facts to Trinity Today per Rob Bertram's request.

Attended weekly Tuesday staff meetings.

Met with Barbara Kriebel about publicizing need for altar care volunteers.

Worked with Kelly Falck and Erich Sprows about Gathering Space displays.

Designed Women's Bible Study flyers.

Ongoing: Continue to work with Nancy Martin on weekly Trinity Todays.

Ongoing: Continue to write, rewrite, and develop stories for monthly newsletter (Trinity Parish) and to produce layout and coordinate in-house production.