



March 12, 2018

To: Congregation Council

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

Re: Report to Council: February 2018 activities

Attended February 12 Council meeting.

Attended February 18 capital appeal organizational meeting.

Continue to meet or talk frequently with Danelle Andrews and Mitzi Jones re capital appeal communications; working on brochure and other items.

Developed template for "Giving Stories" for capital appeal; wrote my own story.

Designed and ordered communications for Easter services, including horizontal banners for outside, vertical banners for inside, and marketing cards. Also designed bulletin covers.

Took video of Pastor Horner burning palms for ashes for Ash Wednesday.

Designed posters for Rick Sten for dinner theatre for capital appeal.

Ongoing: Attended weekly Tuesday staff meetings

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.