

# **MEDIA, INFO AND TECH DEPT. REPORT (NOVEMBER)**

## TABLE OF CONTENTS

GENERAL OVERVIEW.....	2
PROJECT(S).....	4
ASSIGNMENTS.....	4
TIMELINES FOR PROJECTS.....	4
STRATEGIES FOR EXECUTION OF PROJECTS .....	4
PROGRESS REPORT .....	5
FINANCIAL STATEMENT OF THE DEPARTMENT .....	6
WELFARE OF THE DEPARTMENT .....	6
APPENDICES .....	7

## **GENERAL OVERVIEW**

In the month of November, the department mainly worked on preparations towards the Charis Academy Graduation Ceremony and the Baptism service. We created awareness internally for the graduands and loved ones to participate in both programs. Flyers for both ceremonies and designs for the graduation and baptism certificates were made by the graphics team and the main flyer was selected by the Senior Pastor and broadcasted internally. The information team obtained the list of graduands and baptism candidates from the administrative secretary to be used for the printing of the certificates. Also, scheduled reminders were posted by the information team to the main church WhatsApp page and the Charis Academy WhatsApp page up until the day of the program.

General announcements made in this month; Epoikodomeo Service, Rhema Service, ALC announcements, 20 days of fasting flyers etc.

The routine of celebrating the birthdays of members of the commission also was handled by the graphics team with designing of their birthday posts and posted by the information team on the respective days.

The department also posted videos excerpts of Pastor Roy King's video messages and church services on the social media platforms.

The department executed its weekly duties as usual for Rhema Service (Sunday) and Epoikodomeo Service (Wednesday) by providing sound and video coverage for the

services as well as live streaming coverage to the commission's various social media platforms. The commission's daily quotes were also appropriately design and broadcasted on the days prior to the 20 – day fast.

Monthly renewal of Vodafone Fiber Broadband was made.

## **PROJECT(S)**

No projects were embarked on in the month of November.

## **ASSIGNMENTS**

Not applicable.

## **TIMELINES FOR PROJECTS**

Not applicable.

## **STRATEGIES FOR EXECUTION OF PROJECTS**

Not applicable.

## PROGRESS REPORT

- The design works for Foundation School graduation ceremony was approved.
- In an effort to further connect and engage with the public, the church maintains several social media platforms in which the member of the church interacts with. This is also an avenue for information dissemination, i.e., Announcements, Program flyers, quotes, reminders etc. Engagement of the commission's content on our social media platforms.

### **SOCIAL MEDIA STATISTICS (NOVEMBER)**

<b>FACEBOOK</b>	<b>INSTAGRAM</b>
Reach: 1.8K	Reach: 4003
New Likes: 3	Profile Visits: 408
Page Visit: 67	Followers: 1184
	Impressions: 16551
	Interactions: 1648

## **FINANCIAL STATEMENT OF THE DEPARTMENT**

The finance department disbursed Ghc1080 for departmental purchases.

## **WELFARE OF THE DEPARTMENT**

Every member of the department was in good health throughout the month of November.

## APPENDICES

### APPENDIX A

#### MEDIA, TECHNICAL AND INFORMATION DEPARTMENT FINANCIAL STATEMENT (NOVEMBER 2022)

INCOME	GHC
Finance Department	1,845
Contribution	0
	<b>1,845</b>

EXPENDITURE	GHC
Rental For Pastor's Shoot & Couple testimonial	280
Vodafone Fiber Broadband (NOVEMBER)	260
Workmanship for Amplifier repairs	250
Three Phase Cutout fuse	550
Flood Light 100Watts	190
Trunks	15
T & T Amplifier	70
8x8 Banner	160
Glue	30



T & T Banner

40

**(1,845)**

Surplus of income over expenditure

**0**