

MEDIA, INFO AND TECH DEPT. REPORT (FEBRUARY)

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GENERAL OVERVIEW

In February, the department continued with the execution of plans made towards the commission's 5th year anniversary celebration. Flyers for the anniversary were submitted for approval and publicity began on various channels. The designing of T-shirts, banners and flyers continued. Contributions towards the anniversary from members of the media department were ongoing.

The department created video content for awareness and designed an anniversary logo. They also created a video montage using the logo. Pull-up banners for the 5th year anniversary were designed and produced.

In addition, the department decorated the church auditorium with rented stage lights and smoke diffusers for the anniversary week events and activities. They ensured that the anniversary week events were adequately covered and broadcasted on the commission's various social media platforms.

Furthermore, the department continued with its routine duties, which included providing sound and video coverage for Rhema Service (Sunday) and Epoikodomeo Service (Wednesday). The commission's daily quotes were appropriately designed and broadcasted.

The department also renewed the Vodafone Fiber Broadband for the month of February and paid for it.

PROJECT(S)

No projects were embarked on in the month of January.

ASSIGNMENTS

Not applicable.

TIMELINES FOR PROJECTS

Not applicable.

STRATEGIES FOR EXECUTION OF PROJECTS

Not applicable.

PROGRESS REPORT

- Throughout February, members of the media department continued to make contributions towards the commission's 5th year anniversary celebrations.
- The department made significant progress towards the successful publicity of the commission's 5th anniversary celebration by continuing its promotional activities in February.
- The department printed and sold T-shirts for the anniversary celebration to members of the church, thereby increasing the visibility of the event.
- The department also made appropriate arrangements for movie night during the Friday of the anniversary week, ensuring that members were adequately entertained during the celebration.
- Pull-up banners for the anniversary were printed by the department, enhancing the visual representation of the event.
- Overall, the Media Department is making commendable efforts towards ensuring the success of the 5th anniversary of the commission.
- The media, information, and technical department continued to leverage the commission's social media platforms in January to enhance public engagement and information dissemination. The team posted regular updates, such as program flyers, announcements, quotes, and reminders on these platforms. They also ensured that the commission's content on social media platforms was engaging, informative, and aligned with the commission's vision and mission. This helped to foster a stronger connection between the church and its members, as well as the wider public.

SOCIAL MEDIA STATISTICS (JANUARY)

FACEBOOK	INSTAGRAM	YOUTUBE	TWITTER
Reach: 3,058	Reach: 9,389	Subscribers: 373	Followers: 31
New Likes: 4	Profile Visits: 752	Watch Time: 302	Impressions: 3,100
Page Visit: 110	Followers: 1,296	Impressions: 7,900	Engagement: 4.00%
Page Likes: 564	Impressions: 39,333	Video Views: 2,200	Profile Visits: 179
Followers: 762	Interactions: 2,925		
	Engagement: 555		

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FINANCIAL STATEMENT OF THE DEPARTMENT

The department generated a total income of GHC 1,240 from the Finance Department and member contributions. The department incurred various expenditures such as GHC 300 for Fiber Broadband Internet, GHC 50 for Microphone Rental, GHC 162 for Banner Printing, GHC 103 for Energizer AA Batteries, and GHC 30 for Glue, amounting to a total expenditure of GHC 645.

As a result, the department had a surplus of income over expenditure of GHC 595, which will be used towards the execution of the anniversary plans. The department will continue to monitor and manage its finances effectively to ensure the success of the upcoming anniversary celebration.

WELFARE OF THE DEPARTMENT

Every member of the department was in good health throughout the month of February

APPENDICES

APPENDIX A

MEDIA, TECHNICAL AND INFORMATION DEPARTMENT FINANCIAL STATEMENT (FEBRUARY 2023)

INCOME		GHC
Finance Department		350
Contribution		890
		1,240
EXPENDITURE		GHC
Fiber Broadband Internet for FEBRUARY	300	
Microphone Rental	50	
Banner Printing	162	
Energizer AA Batteries	103	
Glue	30	
		(645)
Surplus of income over expenditure		595