

MEDIA, INFO AND TECH DEPT. REPORT (JULY)

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GENERAL OVERVIEW

In July 2023, the Media, Technical, and Information Department continued to play a pivotal role in supporting the church's activities and preparing for the upcoming Abundant Life Conference (ALC) 2023. Comprising two interconnected wings, the Information Team and the Media and Technical Wing, the department demonstrated proactive engagement and commitment to their responsibilities.

The Graphics team took the initiative to enhance the department's media content. They conducted a study on graphics from foreign churches, refreshed existing designs, and shared their works with team members for easy access and collaboration.

Furthermore, the team successfully managed the routine design of weekly services for Rhema Service, Epoikodomeo Services, weekly video excerpts and personalized birthday posts for church members. They maintained a strong online presence by posting the church's content on various social media platforms.

The partnership between the Media, Technical, and Information Department and the Music and Arts Department ensured the seamless projection of lyrics and presentation during services, demonstrating teamwork and collaboration.

The team also began preparations for The Abundant Life Conference 23 (ALC 23), scheduled for October 2023, with routine graphics production and weekly video excerpts.

Overall, the Media, Technical, and Information Department performed commendably in July, contributing significantly to the success of church events, enhancing engagement with members, and demonstrating effective financial management.

PROJECT(S)

No projects were embarked on in the month of March

ASSIGNMENTS

Not applicable.

TIMELINES FOR PROJECTS

Not applicable.

STRATEGIES FOR EXECUTION OF PROJECTS

Not applicable.

PROGRESS REPORT

Information Team:

Achieved the creation of a registration portal for ALC 2023.

Initiated outreach efforts by sending messages to past ALC attendees, facilitating proactive communication.

50 cedis spent on message broadcasts.

Media and Technical Team:

Continued routine activities such as designing weekly flyers for various church events.

Prepared a comprehensive monthly wrap-up for June 2023.

Focused on the "Month of Reflection" with a specially designed flyer.

Enhanced video production efforts for ALC 2023, including stage setup and additional equipment rental.

Initiated preparations for ALC 2023, collaborating with the Graphics Team on promotional materials.

Financial Summary for July 2023:

Total Expenses: 50 cedis (Message broadcast)

The department maintained effective budget management while actively supporting church activities and preparing for future events.

Goals for August 2023:

Continue ALC 2023 preparations, emphasizing video production and promotional materials.

Ensure the consistent quality of weekly media content.

Collaborate with other departments for seamless execution of church events.

The Media, Technical, and Information Department remains dedicated to enhancing engagement, communication, and the overall church experience.

SOCIAL MEDIA STATISTICS (JULY)

Platform	Instagram	YouTube	Facebook	Twitter
Reach	6,314	-	3666	-
Engagement / Page Likes	471	-	604	-
Video Views	10,807	403.1	-	-
Followers/Subs	1,380	468	935	-
Impressions	24,012	19,593	-	-
Interactions	2,226	-	-	-
Profile Visits	349	-	174	-

FINANCIAL STATEMENT OF THE DEPARTMENT

Indicate budget for the month, income (source and amounts) and expenditure (purchases and amounts). Provide a summary and provide tables, figures, charts, etc. if available in appendices

WELFARE OF THE DEPARTMENT

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

APPENDICES

APPENDIX A

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

INCOME	GHC
Finance Department	5,010
Contribution	0
	5,010
EXPENDITURE	GHC
Fiber Broadband Internet for JULY	360
6d mark II	1,600
Tripod stand	200
Lens	1500
Transport	328
	(4,538)
Surplus of income over expenditure	472