

MEDIA, INFO AND TECH DEPT. REPORT (AUGUST)

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GENERAL OVERVIEW

In August 2023, the Media, Technical and Information Department was actively engaged in supporting church activities while also driving preparations for the upcoming Abundant Life Conference (ALC) 2023.

The department consists of two collaborative teams - the Information Team and the Media and Technical Team. Both wings made valuable contributions during the month.

Some key highlights include:

The Information Team successfully launched the registration portal for ALC 2023 to facilitate attendee enrollments. They also continued routine communication tasks like announcements and notifications.

Seamless workflows between the two teams enabled the department to deliver high quality outcomes while meeting timelines and targets.

Prudent spending and financial discipline were maintained with total expenses for the month amounting to GHS 510.

The Graphics team worked on improving media content by researching designs and refreshing visual assets. They shared new materials with department members for easy access and collaboration.

The department managed the weekly tasks of designing flyers for Rhema and Epoikodomeo services, posting announcements on social media, and live streaming church services. This helped sustain engagement.

The Information Team sent out updates about upcoming events and tracked responses. They also handled communications for regular programs.

The department partnered with other teams on presentations and projections during church services, enabling impactful services.

Routine activities like producing video excerpts, birthday posts, and uploading content were maintained to keep members informed and connected.

The team exhibited financial discipline through controlled spending and prudent budgetmanagement.

Preparations remained underway for major upcoming events like the Abundant Life Conference 2023.

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:

Successfully launched the ALC 2023 registration portal and managed ongoing registrations.

Carried out routine tasks including announcements on WhatsApp and during Sunday services.

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 New Beginning" 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.

Created 8 'Video of the Day' episodes - informative & engaging content.

Developed ALC 2023 flyers and Instagram content for publicity.

SOCIAL MEDIA STATISTICS (AUGUST)

Platform	Instagram	YouTube	Facebook	Twitter
Reach	5,379	-	6,307	-
Engagement / Page Likes	408	-	623	-
Video Views	5,086	5,958	-	-
Followers/Subs	1,390	514	987	-
Impressions	21,035	10,712	-	-
Interactions	2,683	-	-	-
Profile Visits/ Watch Time	436	450	96	-

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 August.

APPENDICES

APPENDIX A

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

INCOME	GHC
Finance Department	870
Contribution	0
	870
EXPENDITURE	GHC
Fiber Broadband Internet for AUGUST	360
6d mark II	200
Tripod stand	-
Lens	180
Transport	130
	(870)
Surplus of income over expenditure	0