

MEDIA, INFO AND TECH DEPT. REPORT (DECEMBER)

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GENERAL OVERVIEW

In the month of December, the duties assigned towards the Charis Academy Graduation Ceremony and the Baptism service were executed. The certificates for the graduation and baptism were printed and submitted to the Senior Pastor for signing. The department provided sound and video coverage for the services as well as live streaming coverage during the graduation and baptism. The information team posted scheduled reminders to the main church WhatsApp page and the Charis Academy WhatsApp page up until the day of the program.

The graphics team created the 31st Night & New Year's Eve flyers and it was approved by the Senior Pastor. The videography team curated video content for broadcasting on all social media platforms towards the New Year's Eve Service.

General announcements made in this month; Epoikodomeo Service, Rhema Service, Graduation, baptism, and 31st Night & New Year's Eve 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 and an extra GHS30 was purchased for the New Year's Eve live streaming coverage.

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 and baptism service was approved and duly executed.
- 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 (DECEMBER)

| FACEBOOK | INSTAGRAM |
|-----------------|---------------------|
| Reach: 1.6K | Reach: 3968 |
| New Likes: 4 | Profile Visits: 408 |
| Page Visit: 55 | Followers: 1184 |
| | Impressions: 15749 |
| | Interactions: 1405 |

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 October.

APPENDICES

APPENDIX A

MEDIA, TECHNICAL AND INFORMATION DEPARTMENT FINANCIAL STATEMENT (DECEMBER 2022)

| INCOME | | GHC |
|--|-----|--------------|
| Finance Department | | 671 |
| Contribution | | 0 |
| | | 671 |
| EXPENDITURE | | GHC |
| Fiber Broadband Internet for DECEMBER | 300 | |
| Certificates / Baptism & Foundation School | 258 | |
| Transportation | 33 | |
| Camera Batteries | 80 | |
| | | (671) |
| Surplus of income over expenditure | | 0 |