



**MEDIA
TECHNICAL &
INFORMATION
DEPARTMENT
MID - YEAR
REVIEW
(APRIL – AUGUST)
(2022)**

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GENERAL OVERVIEW

The purpose of the Media, Technical and Information Department is to serve the commission by providing comprehensive media and technical services for all onsite and offsite church events.

The mission of the department, as the main media outlet of the ministry, is to provide audio, lightening, video, sound, photography, social media management, creation and promoting of media content and technical support to the commission in its mandate to connect the world to Christ and raise men unto perfection.

The vision of the department is to create an excellent team of highly skilled, innovative, faithful and diligent individuals, who will contribute to creating the best worship experience for the congregants of The Temple of Charis and all attendees of our various programs and church events to the glory of the Father.

The mandate of the department is to ultimately advance the mission, purpose and vision of The Temple of Charis.

The Media, Technical and Information Department is composed of one director and two assistants. There is currently one sub – division under the department which is the Information team headed by one director.

RESPONSIBILITIES, GOALS AND OBJECTIVES

DEPARTMENTAL RESPONSIBILITIES

The general responsibilities of the department are as follows;

1. The department serves the commission by providing comprehensive media services for church events.
2. Responsible for the media outlet, communication and production of the church through social media.
3. The team makes it possible to spread the gospel across the globe. We do this through:
 - a. Photography and Videography
 - b. Social media and Publicity
 - c. Graphics
 - d. Audio Podcast

In the month of April, the department wanted to improve its live streaming by acquiring additional cameras. The department acquired the Vodafone Fiber Broadband internet for better connectivity for Rhema Service live sessions.

For the annual program Beyond Religion the department executed its duties by creation and promoting of media content for the public awareness of the program; i.e., Main Program Flyer, promotional videos, audio excerpts from previous years of the program and then running paid advertisement for the program. The program was streamed on the church's various social media platforms. The technical wing of the department provided the congregation with the presentations of biblical scriptures and lyrics of songs, support of lightening, audio, video, sound and any form of technical support during the program.

In the month of May, our recognition became growing the important systems for the walking of the department. This became withinside the shape of meetings, placing collectively the important inputs for our code of conduct, departmental guidelines, discussions on a way to be greater effective in our carrier to the commission and our Man of God. These systems were put in place and can be absolutely functioning withinside the coming months.

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.

FACEBOOK MAY

REACH: 1,541 (+87.5%)

PROFILE VISITS: 96 (+33.3%)

NEW LIKES: 0

ENGAGEMENT: 453

INSTAGRAM MAY

REACH: 11,595 (+681.9%)

PROFILE VISITS: 671 (+156.1%)

NEW FOLLOWERS: +23 (27.8%)

FOLLOWERS: 821

ENGAGEMENT: 531 (+240%)

In the month of June, the media team resumed its photography class handled by brother Samuel Asamoah Boateng also of the media team. The class moved to face to face practical of photography. Most of the members of the media team are able to

now take very good pictures with the camera with knowledge of what every button does and technicalities that accompanies it.

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FACEBOOK JUNE

REACH: 14,100 USERS

NEW LIKES: 2

LIKES: 537

INSTAGRAM JUNE

REACH: 25,700 USERS

NEW FOLLOWERS: +99 (11%)

FOLLOWERS: 920

ENGAGEMENT: 1,085

In the month of July, the media team did not have any photography class. The photography wing of the department took pictures of our dear Man of God Pastor Roy King. About 150 edited pictures in total to be used for church flyers, posters and other content.

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Engagement of the commission's content on our social media platforms.

FACEBOOK JULY

REACH: 9.1K USERS

NEW LIKES: 3

LIKES: 539

PROFILE VISIT: 58

INSTAGRAM JULY

REACH: 14.1K USERS

NEW FOLLOWERS: 30

FOLLOWERS: 950

ENGAGEMENT: 711

PROFILE VISIT: 515

PROGRESS REPORT

All goals set by the department in the period under review were met and duly accomplished.

ABUNDANT LIFE CONFERENCE PLANS

- Invite video shoot with Pastor Roy King
- Impact video shoot of testimonials from previous conference
- Sermon excerpts from previous conferences
- Led Screen for projection (Approval pending)

FINANCIAL STATEMENT OF THE (APRIL – AUGUST 2022)

In the month of April, the department generated funds internally through dues and contributions from members totaling Ghc250.00 which was used in the purchase and printing of departmental shirts. The department received Ghc1,190.00 from the finance department for the acquisition of equipment. The income statement of the department is attached in Appendix A.

In the months of May, June, July and August, the department did not generate funds internally. The income statement of the department is attached in Appendix A.

WELFARE OF THE DEPARTMENT

In the period under review, members of the department are required to pay monthly dues of Ghc20 to support the welfare of the department and to cater for all financial responsibilities of the department. Members are also called upon to make contributions to specific projects as required. No dues were collected within this period.

CHALLENGES AND SOLUTIONS EMPLOYED

The major challenges of the department include, the non-payment of dues by the members of the department and inadequacy of dedicated and skilled personnel in the department.

Periodic reminders are being sent to the members of the department to prompt them to pay their dues.

Training and capacity initiatives such as photography school and other training initiatives have been implemented to help build up the skill levels of the members of the department in their area of work.

APPENDICES**MEDIA, TECHNICAL AND INFORMATION DEPARTMENT
FINANCIAL STATEMENT (APRIL 2022)**

INCOME	GHC
Finance Department	1,190
Contribution	250
Dues	0
	1,440
EXPENDITURE	
Camera Lenses	250
HDMI cables and converter	360
Solid State Drive 1TB	580
Hard Drive SATA connector	30
T-Shirts	250
	1,470
Surplus of income over expenditure	(30)

**MEDIA, TECHNICAL AND INFORMATION DEPARTMENT
FINANCIAL STATEMENT (MAY 2022)**

INCOME	GHC
Finance Department	0
Contribution	0
Dues	0
	0
EXPENDITURE	
	0
Surplus of income over expenditure	0

**MEDIA, TECHNICAL AND INFORMATION DEPARTMENT
FINANCIAL STATEMENT (JUNE 2022)**

INCOME	GHC
Finance Department	300
Contribution	0
Dues	0
	0
EXPENDITURE	300
Fiber Broadband Internet for JUNE	260
HDMI camera adapter	40
	0
Surplus of income over expenditure	0

**MEDIA, TECHNICAL AND INFORMATION DEPARTMENT
FINANCIAL STATEMENT (JULY 2022)**

INCOME	GHC
Finance Department	430
Contribution	0
Dues	0
	430

EXPENDITURE	GHC
Fiber Broadband Internet for JULY	260
HDMI camera adapter	40
USB Extender for camera	160
	(460)
Surplus of income over expenditure	(30)