

# **MEDIA, INFO AND TECH DEPT. REPORT (JANUARY)**

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## **GENERAL OVERVIEW**

January was a significant month for the commission as the media, information, and technical department focused on preparations for the commission's 5th year anniversary celebrations. The team engaged in detailed planning of anniversary week events and activities, including designing T-shirts and flyers for the anniversary, creating video content for awareness, designing an anniversary logo and a video montage from it, and decorating the church auditorium with rental stage lights and smoke diffusers. Members of the department contributed funds towards the anniversary celebrations.

In addition to the anniversary preparations, the department continued to execute its routine duties, such as celebrating the birthdays of members of the commission, posting video excerpts of Pastor Roy King's messages and church services on social media, providing sound and video coverage for Rhema and Epoikodomeo services, and live streaming coverage to the commission's social media platforms. The commission's daily quotes were also appropriately designed and broadcasted.

Lastly, the department renewed its Vodafone Fiber Broadband subscription for the month.

Overall, January was a busy and exciting month for the department as they prepared for the celebration of the commission's 5th year anniversary, while also carrying out their regular duties.

## **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 January, members of the media department continued to make contributions towards the commission's 5th year anniversary celebrations.
- 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: 3,488	Reach: 24,830	Subscribers: 352	Followers: 27
New Likes: 4	Profile Visits: 845	Watch Time: 285.7	Impressions: 4,900
Page Visit: 81	Followers: 1,237	Impressions: 9,600	Engagement: 4.40%
Page Likes: 557	Impressions: 48,606	Video Views: 4,682	Profile Visits:
Followers: 762	Interactions: 2,583		
	Engagement: 8,000		

Financial Report for the Media, Information, and Technical Department - January

INCOME GHC

Finance Department 300

Contribution 400

Total Income 700

EXPENDITURE GHC

Fiber Broadband Internet for JANUARY 300

Total Expenditure (300)

SURPLUS OF INCOME OVER EXPENDITURE GHC

Total Income 700

Total Expenditure (300)

Surplus 400

In January, the department recorded a total income of GHC 700, which was made up of a GHC 300 contribution from the Finance Department and a GHC 400 contribution from members of the department. The total expenditure for the month was GHC 300, which was used to pay for the fiber broadband internet for January.

As a result, the department had a surplus of GHC 400 in January, which can be used to fund future department activities and projects towards the anniversary.

## **WELFARE OF THE DEPARTMENT**

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

## APPENDICES

### APPENDIX A

#### MEDIA, TECHNICAL AND INFORMATION DEPARTMENT FINANCIAL STATEMENT (JANUARY 2023)

INCOME		GHC
Finance Department		300
Contribution		400
		<b>700</b>
EXPENDITURE		GHC
Fiber Broadband Internet for JANUARY	300	
		<b>(300)</b>
Surplus of income over expenditure		<b>400</b>