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| **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 INFOMATION DEPARTMENT**

**FINANCIAL STATEMENT (JANUARY 2023)**

|  |  |
| --- | --- |
| **INCOME** | **GHC** |
| Finance Department | 300 |
| Contribution | 400 |
|  | **700** |
|  |  |
| **EXPENDITURE** | **GHC** |
| Fiber Broadband Internet for JANUARY | 300 |
|  | **(300)** |
| Surplus of income over expenditure | **400** |