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| --- |
| **MEDIA, INFO**  **AND TECH DEPT.**  **REPORT**  (MAY) |

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# GENERAL OVERVIEW

In May, the Media, Technical, and Information Department actively participated in the successful execution of the Beyond Religion 2023 program and the 3 Nights of Peace event. The department played a crucial role in promoting these events through various channels, including the creation of flyers, reels featuring Pastor, and videos specifically designed for Father's Day.

The department also continued with their routine tasks, including the design and distribution of flyers for Rhema and Epoikodomeo Services, posting weekly updates and announcements on WhatsApp and Instagram, and celebrating the birthdays of members in the church through customized birthday posts.

Additionally, the department supported The Universal Church Prayer Conference 2023 (TUCPC) by creating the main flyer and supporting flyers. Furthermore, they engaged in article writing for a blog spot, focusing on short, conversational, and relatable articles on various topics and questions within the Christian community.

Throughout May, the department maintained an active social media presence, sharing engaging content and monitoring metrics such as reach, engagement, video views, and follower growth on platforms like Instagram, YouTube, Facebook, and Twitter.

# 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

1. Successfully supported and contributed to the Beyond Religion 2023 program and the 3 Nights of Peace event.
2. Continued with routine tasks, including the design and distribution of flyers for Rhema and Epoikodomeo Services, posting updates and announcements on WhatsApp and Instagram, and creating customized birthday posts for church members.
3. Designed the main flyer and supporting flyers for The Universal Church Prayer Conference 2023 (TUCPC).
4. Plan to start writing short, conversational, and relatable articles for a blog spot, addressing various topics and questions within the Christian community.
5. Conducted a study on graphics used by foreign churches and reviewed and refreshed existing graphics for the next half of the year.
6. Maintained an active social media presence, with notable growth, reach, engagement, and video views on platforms such as Instagram, YouTube, Facebook, and Twitter.

**SOCIAL MEDIA STATISTICS (MAY)**

| **Platform** | **Instagram** | **YouTube** | **Facebook** | **Twitter** |
| --- | --- | --- | --- | --- |
| Reach | 7,984 | - | 5,148 | - |
| Engagement | 592 | - | - | 5.70% |
| Video Views | 20,839 | 7,203 | - | - |
| Followers | 1,340 | 435 | 914 | 34 |
| Impressions | 34,598 | 14,634 | - | 834 |
| Interactions | 3,140 | - | - | - |
| Profile Visits | 588 | - | 176 | 6 |

# 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 May.

# APPENDICES

# APPENDIX A

**MEDIA, TECHNICAL AND INFOMATION DEPARTMENT**

**FINANCIAL STATEMENT (MAY 2023)**

|  |  |
| --- | --- |
| **INCOME** | **GHC** |
| Finance Department | 3,830 |
| Contribution | 0 |
|  | **1,651** |
|  |  |
| **EXPENDITURE** | **GHC** |
| Fiber Broadband Internet for MAY | 300 |
| Camera & Equipment Rental | 711 |
| Posters (A2) | 600 |
| Crusade Grounds Banner | 320 |
| Program Banner (Church) | 185 |
| 4\*8 Landscape Banner | 800 |
| Flyers | 890 |
|  | **(3,806)** |
| Surplus of income over expenditure | **24** |