



## Ministry Report from: June Bounds Date: 2/13/2018,

1. What have you accomplished or worked on this month? What events or activities have you sponsored or presented? (please include numbers of participants and helpers)
  - Parish/School Communications/collaboration meetings
    - o Weekly meeting with Sr Kay, others as needed
    - o Working on getting children's artwork into halls of St. Cecilia, St. Margaret Mary
    - o Coordinating School Uniforms travel display to each church
  - Provided Media Support for Catholic Schools Week
    - o Handouts, bulletin articles, press releases (published in Messenger), website promotion
    - o Collected 60 Alumni names
    - o Would Parish Council be able to be present at coffee hour on Jan 28? Volunteers needed to sit at alumni table with Alumni form or help with Candy Sales order. Please contact me. – **Received no response.**
  - Providing media support for Lenten season
    - o Living Mission cards, printing, Bulletin articles, handing out
  - Updating Website
    - o Reviewing/Discussing new design for Website
  - Training bulletin assistant – Nicole Shopp.
  - Support for alumni student project - upcoming eyeglasses collection
  - Support Hands of Christ Awards
  - Fundraising efforts:
    - o St. Salome Pens
      - Article, photos, video to be developed
    - o Books for DOR
      - Rewrite, photo
    - o Creating guidelines/drafts with staff for Monthly Parish Dinners. Intent is to tap into talents of parishioners to run
    - o Individual phone calls goal – 15 people by EOM

- Biweekly internal communications maintenance and distribution
  - Weekly staff ambo announcements
  - Oversee and help plan weekly staff lunch n' learns
  - One Season message planning for 2018
  - Easter Ads for Post newspaper
  - Various parishioner discussions, helping to answer parishioners' questions both offsite and in office.
2. What are the current or active plans and dreams you are currently working on or discussing??
- Support School Article and advertising for upcoming D & C issue
  - Collecting names and developing training to assist parishioners in navigation of our website, Facebook, twitter and other social media sites using cell phones, tablets and laptops. Will happen 3-6 months coinciding with new website design.
  - Create a standard bulletin form to fill out that will assure all the right information is included and prevent the reformatting and editing of each article
  - Create new web page for prayer intentions
  - Create master information dissemination chart - WIP
  - Attend Alpha Class