



CONNEXIONAL OFFICE

Board of Administration-Who are we and what do we do?

WHO ARE WE?

- There are 17 of us
- Broken down into 4 teams
- Property and Insurance
- Accounting
- Connexional Administration
- Archives

HOW ARE WE?

- Property and Insurance
 - Greg Wright, Jeannine Stevenson, Jude Anderson, Rhiannon Batcup
- Accounting
 - Peter van Hout, Jane O'Neill, Elaine Knecht, Rebecca Hitchcock, Stacey Cochrane, Rae Maxted, Gayle Timperley, Gail Smith and Sarah Andrews
- Connexional Administration
 - David Bush, Wendy Keir, Peter Dent with Amy Scott (from time to time)
- Archives
 - Jo-Anne Smith and Cynthia McKenzie with help from a group of volunteers on a Tuesday

WHAT DO WE DO?

- Manage insurance claims for the church
- Manage properties including helping with sale and purchase of properties
- Manage investments of surplus cash within the Church through the Methodist Trust Association
- Manage the distribution of income from the Methodist Trust Association every quarter.
- Help manage those funds which Conference has asked us to manage in association with the Boards associated with those funds.
- Provide a free Connexional Payroll which provides for weekly, fortnightly and monthly payroll.
- Provide for the collection of GST returns from all entities within the Church so that one group return is made each month.
- Help parishes and synods with any queries they may have on anything we can help with

WHAT DO WE DO?

- Provide a way to communicate information to the wider Connexion through any way possible, e-messenger, e-mails, phone calls, mail outs, web site, blog site, Office 365(new).
- Help keep the Church abreast of new things that may impact the way the Church works or operates.
- Provide employment agreements, job description help, provide advice on HR matters.
- Provide accounting services to Parishes and Synods and other entities both within the Church and outside of the Church.
- Manage Conference on an annual basis.
- Update Information Leaflets from time to time and as required.
- Do anything that is required and asked of us – even just listening and talking to people on the phone