

# ADMINISTRATION DIVISION

**Connexional Office:** PO Box 931, Christchurch 8140  
(Weteriana House, 50 Langdons Road, Papanui, Christchurch 8053)  
[T]: 03 366 6049; 0800 266 639  
[E]: [info@methodist.org.nz](mailto:info@methodist.org.nz)

**General Secretary:** David Bush 824 [davidb@methodist.org.nz](mailto:davidb@methodist.org.nz)  
Personal Assistant: Wendy Keir 827 [wendyk@methodist.org.nz](mailto:wendyk@methodist.org.nz)

**Administration Department:**  
Office Junior & Travel: Jade Barlow 819 [JadeB@methodist.org.nz](mailto:JadeB@methodist.org.nz)

**Accounts Department:**  
Financial Services Manager: Peter van Hout 817 [peterv@methodist.org.nz](mailto:peterv@methodist.org.nz)  
Accountant: Jane Pinney 826 [janep@methodist.org.nz](mailto:janep@methodist.org.nz)  
Accountant: Elaine Knegt 837 [elainek@methodist.org.nz](mailto:elainek@methodist.org.nz)  
Accountant: Sarah Andrews 828 [saraha@methodist.org.nz](mailto:saraha@methodist.org.nz)  
Accountant: Rebecca Hitchcock 830 [rebeccah@methodist.org.nz](mailto:rebeccah@methodist.org.nz)  
Interim Contract Accountant: Christine Chisholm 825 [christinec@methodist.org.nz](mailto:christinec@methodist.org.nz)  
Fund Administrator: Gail Smith 832 [gails@methodist.org.nz](mailto:gails@methodist.org.nz)  
Fund Administrator: Debbie Sykes 843 [debbies@methodist.org.nz](mailto:debbies@methodist.org.nz)  
Fund Administrator: Rae Maxted 839 [raem@methodist.org.nz](mailto:raem@methodist.org.nz)  
Fund Administrator: Stacey Cochrane 833 [staceyc@methodist.org.nz](mailto:staceyc@methodist.org.nz)

**Property/Insurance:**  
Property/Insurance Manager: Wendy Anderson 811 [wendya@methodist.org.nz](mailto:wendya@methodist.org.nz)  
Admin & Insurance Assistant: Greer McIntosh 829 [greerm@methodist.org.nz](mailto:greerm@methodist.org.nz)  
Health & Safety Co-ordinator: Trudy Downes 823 [trudyd@methodist.org.nz](mailto:trudyd@methodist.org.nz)

**Methodist Trust Association:**  
Executive Officer: Stephen Walker 821 [stephenw@methodist.org.nz](mailto:stephenw@methodist.org.nz)

**Archives:** (Volunteers: Tuesdays only)  
Archivist (Christchurch) Jo Smith 831 [archives@methodist.org.nz](mailto:archives@methodist.org.nz)  
Wairakei Road: 03 359 6865  
Auckland Office Archives: (Tuesdays 1-4pm only)  
Cynthia McKenzie 09 525 4179 [auckland.archives@methodist.org.nz](mailto:auckland.archives@methodist.org.nz)

**Auckland Office:** Private Bag 11903, Ellerslie, Auckland 1542  
(Mission Resourcing) (409 Great South Road, Penrose, Auckland 1051)  
Ph: 09 525 4179  
Fax: 09 525 4346

## Mobile Numbers:

David Bush (021) 392 500  
Stephen Walker (027) 470 6803  
Peter van Hout (021) 977 230  
Wendy Anderson (021) 075 0807  
Sarah Andrews (021) 182 3425  
President (021) 071 0638  
Vice President (027) 420 9945

<u>Meeting rooms</u>	
Morley	840
Te Rato	820
Guthardt	835
Burton	841