

## PCQ Church Office Staff Directory

Office Number: 07 3106 3266

| <i>Query</i>  | <i>Contact Person</i>      | <i>Email Address</i>   |
|---|----------------------------|--|
| <b>A</b>  |                            |  |
| <b>Accounts Payable<br/>Receivables<br/>Remittances<br/>General Finance</b> |                            | <a href="mailto:accounts@pcq.org.au">accounts@pcq.org.au</a>   |
| <b>Annual Leave</b>   | Suzi Choi                  | <a href="mailto:payroll@pcq.org.au">payroll@pcq.org.au</a>   |
| <b>Appointments</b>   |                            | <a href="mailto:appointments@pcq.org.au">appointments@pcq.org.au</a>   |
| <b>APWM (QLD)</b>   | Robert Herrgott            | <a href="mailto:qldconvener@apwm.org.au">qldconvener@apwm.org.au</a>   |
| <b>Assembly<br/>Business<br/>Logistics</b>                                  | Lesleigh Hall<br>Suzi Choi | <a href="mailto:clerk@pcq.org.au">clerk@pcq.org.au</a><br><a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a> |
| <b>B</b>  |                            |  |
| <b>Bequests</b>   |                            | <a href="mailto:accounts@pcq.org.au">accounts@pcq.org.au</a>   |
| <b>Business &amp; General Purposes<br/>Committee</b>                        | Daniel Saunders            | <a href="mailto:BGPC@pcq.org.au">BGPC@pcq.org.au</a>   |
| <b>C</b>  |                            |  |
| <b>Camps (Kids &amp; Youth)</b>   | Rosie Tenni                | <a href="mailto:camps@pcq.org.au">camps@pcq.org.au</a>   |
| <b>Capital Fund</b>   |                            | <a href="mailto:accounts@pcq.org.au">accounts@pcq.org.au</a>   |
| <b>Code Matters</b>   | Lesleigh Hall              | <a href="mailto:clerk@pcq.org.au">clerk@pcq.org.au</a>   |
| <b>Commission of Assembly</b>   | Lesleigh Hall              | <a href="mailto:clerk@pcq.org.au">clerk@pcq.org.au</a>   |
| <b>Code Book Orders</b>   |                            | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| <b>Church Hall Hire Enquiries</b>   |                            | <a href="mailto:insurance@pcq.org.au">insurance@pcq.org.au</a>   |

| <b>Query</b>                               | <b>Contact Person</b>  | <b>Email Address</b>   |
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| <b>D</b>                                   |                        |  |
|  |                        |  |
|  |                        |  |
| <b>E</b>                                   |                        |  |
| ELMO Enquiries                             |                        | <a href="mailto:Elmo_admin@pcq.org.au">Elmo_admin@pcq.org.au</a>   |
| EPFB                                       |                        | <a href="mailto:payroll@pcq.org.au">payroll@pcq.org.au</a>   |
| <b>F</b>                                   |                        |  |
| Finance & Administration Board             | Phil Strong            | <a href="mailto:FAB@pcq.org.au">FAB@pcq.org.au</a>   |
| <b><u>Forms:</u></b>                       |                        |  |
| C  | Please use online form | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| E  | Please use online form | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| F  | Suzi Choi              | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| Office Bearers<br>(Charges & Presbyteries) |                        | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| Worship Attendance Return                  |                        | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
|  |                        |  |
| <b>G</b>                                   |                        |  |
| General Enquiries                          |                        | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| GiST                                       | Robyn Bain             | <a href="mailto:GIST@pcq.org.au">GIST@pcq.org.au</a>   |
| GST  |                        | <a href="mailto:accounts@pcq.org.au">accounts@pcq.org.au</a>   |
| <b>H</b>                                   |                        |  |
| Historical Records (Church Archives)       |                        | <a href="mailto:archives@pcq.org.au">archives@pcq.org.au</a>   |
| HR   |                        | <a href="mailto:HR@pcq.org.au">HR@pcq.org.au</a><br><a href="mailto:appointments@pcq.org.au">appointments@pcq.org.au</a><br><a href="mailto:payroll@pcq.org.au">payroll@pcq.org.au</a> |

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| <b>I</b>   |                       |  |
| <b>Insurance</b>   |                       | <a href="mailto:insurance@pcq.org.au">insurance@pcq.org.au</a>                   |
| <b>L</b>   |                       |  |
| <b>Land Tax Issues</b>   | Suzi Choi             | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>             |
| <b>Long Service Leave</b>  | Suzi Choi             | <a href="mailto:payroll@pcq.org.au">payroll@pcq.org.au</a>                       |
| <b>M</b>   |                       |  |
| <b>Marriage Celebrant Registrations &amp; Enquiries</b>          | Lesleigh Hall         | <a href="mailto:clerk@pcq.org.au">clerk@pcq.org.au</a>                           |
| <b>Ministry Resourcing</b>                                       | Stuart Hoadley        | <a href="mailto:CMR@pcq.org.au">CMR@pcq.org.au</a>                               |
| <b>Meeting room bookings for meetings held at Church Office</b>  |                       | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>             |
| <b>Moderator &amp; Moderator Elect</b>                           | Cameron Beahan        | <a href="mailto:Moderator@pcq.org.au">Moderator@pcq.org.au</a>                   |
| <b>MTN</b>   | Stuart Hoadley        | <a href="mailto:MTN@pcq.org.au">MTN@pcq.org.au</a>                               |
| <b>O</b>   |                       |  |
| <b>Outreach &amp; Nurture</b>                                    | Stuart Hoadley        | <a href="mailto:OutreachNurture@pcq.org.au">OutreachNurture@pcq.org.au</a>       |
| <b>P</b>   |                       |  |
| <b>Parking at Church Office</b>                                  |                       | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>             |
| <b>Payroll</b>   | Suzi Choi             | <a href="mailto:payroll@pcq.org.au">payroll@pcq.org.au</a>                       |
| <b>Property Board</b>  | Lesleigh Hall         | <a href="mailto:propertyboard@pcq.org.au">propertyboard@pcq.org.au</a>           |
| <b>Property Safety Compliance Incl Asbestos &amp; Electrical</b> | Glynnis Henderson     | <a href="mailto:propertycompliance@pcq.org.au">propertycompliance@pcq.org.au</a> |
| <b>R</b>   |                       |  |
| <b>Removals</b>  | Suzi Choi             | <a href="mailto:FAB@pcq.org.au">FAB@pcq.org.au</a>                               |

| <b>Query</b>   | <b>Contact Person</b> | <b>Email Address</b>   |
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| <b>S</b>   |                       |  |
| <b>Safe Ministry with Children</b>                                   | Stuart Hoadley        | <a href="mailto:childsafety@pcq.org.au">childsafety@pcq.org.au</a>   |
| <b>Child Safety Reports &amp; Risk Management Approvals</b>          | Helen Underwood       | <a href="mailto:childsafety@pcq.org.au">childsafety@pcq.org.au</a>   |
| <b>Employee BlueCard matters</b><br><i>(i.e. PCQ Employees only)</i> | Elizabeth McClenahan  | <a href="mailto:bluecard@pcq.org.au">bluecard@pcq.org.au</a>   |
| <b>PresSafe Selection &amp; Training Process</b>                     | Kate Mitchell         | <a href="mailto:pressafe@pcq.org.au">pressafe@pcq.org.au</a>   |
| <b>Stipends Commission</b>   |                       | <a href="mailto:stipends@pcq.org.au">stipends@pcq.org.au</a>   |
| <b>T</b>   |                       |  |
| <b>Training for the Ministry</b>                                     |                       | <a href="mailto:CTM.secretary@pcq.org.au">CTM.secretary@pcq.org.au</a><br><a href="mailto:CTM@pcq.org.au">CTM@pcq.org.au</a> |
| <b>W</b>   |                       |  |
| <b>Website Updates</b>   |                       | <a href="mailto:churchoffice@pcq.org.au">churchoffice@pcq.org.au</a>   |
| <b>Work Health &amp; Safety</b>                                      | Glynnis Henderson     | <a href="mailto:WHS@pcq.org.au">WHS@pcq.org.au</a>   |
| <b>Y</b>   |                       |  |
| <b>Youth &amp; Kids / PYK</b>  | Rosie Tenni           | <a href="mailto:pyk@pcq.org.au">pyk@pcq.org.au</a>   |

***This is correct as of 28 March 2023.  
Please check the PCQ website for the most up to date version.***