

## Church Administration Office Personnel Telephone Extensions, Email Addresses and Websites

This is a listing of Church Administration office personnel extensions and e-mail addresses to assist you. You may direct-dial anyone by calling 636-229 plus their extension. If they are unavailable, your call will go directly into their voice mail. The main number is 636-229-7900

### **Rhonda Morley, Extension 7955 (or [rmorley@upci.org](mailto:rmorley@upci.org))**

Assistant to General Superintendent. Handles any matters pertaining to general superintendent, his correspondence and schedule; coordinates special meetings; collects and distributes information regarding district conference dates and official representatives, handles matters pertaining to General and Executive Boards and other committees.

### **Jill Fierge, Extension 7953 (or [jfierge@upci.org](mailto:jfierge@upci.org))**

Assistant to General Secretary. Coordinates matters pertaining to General Secretary, his correspondence and schedule. Assists in matters pertaining to General and Executive boards, such as agendas, housing and hospitality. Fields requests and processes applications for honorary, exempt or disability status; processes district board actions on drops/withdrawals/disaffiliations/divorce. Coordinates the Budget Committee/Division quarterly meetings, General Conference business needs pertaining to resolution gathering and voting preparation. Oversees ministers website and mailing list sales. Supervises ministerial licensing/affirmation/billing and coordinates ministers' website district resource updates.

### **Jonathan Mohr, Extension 7973 (or [jmohr@upci.org](mailto:jmohr@upci.org))**

Director of Communications. Executes the decisions of the Communications Council. Facilitates ongoing communication with UPCI members as well as the general public about the UPCI's activities related to its mission. Works closely with the general superintendent and the editor-in-chief to communicate the UPCI's official position on important issues of public interest. Coordinates public relations and press releases related to the UPCI's events, programs, and initiatives.

### **Nilah Batchelor, Extension 7958 (or [nbatchelor@upci.org](mailto:nbatchelor@upci.org))**

Processes new ministerial applications; issues terminations for non-payment; processes reinstatement of dropped ministers; processes ministerial dues statements and status reports for districts; fields any questions pertaining to licensing and ministerial dues payments.

### **Judy Erickson, Extension 7957 (or [jerickson@upci.org](mailto:jerickson@upci.org))**

Takes payments and answers questions concerning ministerial dues. Assists ministers with online setup and answers questions concerning upciministers.com website. Assists in the credentialing process. Fills orders for replacement certificates. Coordinates and assists with membership card mail out. Receives and resends returned mail. Assists in serving committees. Organizes and orders supplies for office. Departmental filer.

### **Tonya Schwarz, Extension 7959 (or [tschwarz@upci.org](mailto:tschwarz@upci.org))**

Takes payments and answers questions concerning ministerial dues. Assists ministers with online setup and answers questions concerning upciministers.com website. Office coordinator for Office of Education and Endorsement. Coordinates meeting room reservations and handles 501@3 requests. Fluent in Spanish.

### **Michael Loyd, Extension 7980 (or [mloyd@upci.org](mailto:mloyd@upci.org))**

Insurance Department of UPCI/United Insurance Solutions, Inc. Sets up life insurance for newly licensed ministers. Works with district officials and families of ministers who have passed away to get information needed to file death claims. Files death claims. Handles calls for information on life insurance and takes payments for life insurance. Involved in all of UPCI related insurance programs. Agent/Broker for United Insurance Solutions, Inc. Works with the coordinators of the Memorial Service at General Conference and supplies the basic information on the deceased ministers and deceased spouses for this service.

### **Lanae Hern, Extension 7946 ([lhern@upci.org](mailto:lhern@upci.org))**

Insurance Department of UPCI/United Insurance Solutions, Inc. Assist with various insurance duties. Takes Insurance payments, works with families of deceased ministers, files death claims and takes phone calls concerning all types of insurance questions.

### **Molly Hutto, Extension 7961 (or [mhutto@upci.org](mailto:mhutto@upci.org))**

Handles church status information as well as maintaining church files; ministerial transfers; updates/changes of directory and manual; maintains the address database for ministers and churches; receives District Conference election results

### **Tiffini Countaway 7985 (or [tcountaway@upci.org](mailto:tcountaway@upci.org))**

Facilities Coordinator handling site inspections, registration, contracts, scheduling meeting space, vendors, exhibits, seminars, hotels, social media, and website for General Conference. Web Producer for MyHopeRadio.com, the online radio for the UPCI, and sponsor/coordinator for North American Talent Search.

### **Adam Dennis, Extension 7956 (or [adennis@upci.org](mailto:adennis@upci.org))** Direct fax line is 636-939-7548.

Director of Human Resources. Does pre-employment testing and background checks; new hire orientation, including all required governmental forms and other paperwork. Maintains employee records (hard copy and digital), does payroll processing, employment verification requests, service awards, and exit interviews. Sits on Employee Committee as HR representative. Designs monthly employee newsletter. Handles deferred compensation records and withdrawal requests.

**Fax:** 636-939-7555 (Church Administration)  
**Phone:** 636-229-7900 and type in extension or dial direct 636-229 plus individual's extension  
**Email:** **Reverend David K. Bernard** - [dkbernard@upci.org](mailto:dkbernard@upci.org) **Reverend Scott Graham** - [sgraham@upci.org](mailto:sgraham@upci.org)  
**General U.P.C.I.** [main@upci.org](mailto:main@upci.org)  
**Websites:**  
**UPCI Home Page** [www.upci.org](http://www.upci.org)  
**Ministers Website** [www.upciministers.com](http://www.upciministers.com)  
**Facebook Page** [www.facebook.com/upci.org](http://www.facebook.com/upci.org)