



FINANCE & ADMINISTRATION
General Council on Finance and Administration
THE UNITED METHODIST CHURCH

KNOW BEFORE YOU GO

GCFA Stewardship Training!

PRE-EVENT INFORMATION

AUGUST 29, 2026

LOCATION

THE FARMINGTON HOTEL
ROBERTSFIELD, MARGIBI COUNTY, LIBERIA



TRAVEL INFORMATION

Visa

Many travelers require a visa to enter Liberia. The Liberia Episcopal Area has graciously coordinated with the Liberia Immigration Service to coordinate visa approvals prior to arrival for all GCFA Stewardship Training attendees.

All attendees should have received their invitation letter and visa on arrival letter. Please carry printed copies of both these documents with you during your travels. Please verify all information on the

invitation letter and visa on arrival letter. If you have not received one or both documents, **please contact Ndzulo Tueche at ntueche@gcfa.org immediately.**

If you have received the visa on arrival letter, your visa has been paid for. No need to make any visa-related payment at the airport upon arrival in Liberia.

Airport

Attendees will be arriving and departing from the Roberts International Airport (ROB), Monrovia, Liberia. After clearing immigration and picking up

their luggage, attendees are advised to look out for members of the GCFA team and members of the Farmington Hotel, to catch the shuttle.

Shuttles & Transportation

The complimentary Farmington Hotel shuttle will be available for attendees arriving at Roberts International Airport. The hotel is very close to the airport, and it is advised to utilize the shuttle as the most convenient transportation. Kindly note that other travel expenses from the airport to the hotel will not be reimbursed.

Once you arrive in Monrovia, follow signs for Baggage Claim and customs.

The hotel shuttle driver(s) will be waiting, holding a sign that says "Farmington Hotel." They will be located just outside the terminal after the arrival

gate (right after customs). You will need to verify your name with the driver. There is a white and black shuttle van which also has "Farmington Hotel" written on the side. **GCFA Team will be available to direct attendees to the shuttle.**



Lodging

THE FARMINGTON HOTEL

Address: Roberts International Airport,
Robertsfield, Liberia
Phone: +231 88 8998 888

*Check-in begins at 14:00 and check-out is at 11:00.
Breakfast is included in your stay.*

MEETING LOGISTICS

Meeting Location

The Farmington Hotel

GCFA Stewardship Training will take place in the Main Conference Room located outside the hotel.

Meals

While at The Farmington Hotel, all meals will be provided in the Toscano and Sokyo Restaurant located on the ground floor by the lobby. **Breakfast**

will be provided from 5:30 am until 10:00 am. Lunch and dinner will be provided each day according to the agenda.

Weather

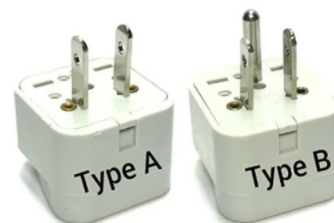
The weather in Monrovia, Liberia at the end of August can be warm and humid. Daytime temperatures average 28°C (82°F). Nighttime

temperatures average 24°C (75°F). August does fall in the rainy season in Liberia so be prepared for the possibility of precipitation.

Electricity

Monrovia, Liberia commonly utilizes 120V, 60Hz plug type A and B power outlets. It is recommended to bring a universal travel adapter for your electronic devices. If your appliances operate at a different voltage, a transformer will also be required. Please

be advised that neither adapters nor transformers will be provided at the event. Bring yours.



EXPENSES

The General Council on Finance and Administration has generously covered the cost of the training including air travel, lodging, and meals at the hotel during the event for invited attendees. Visa fees

have also been covered. Any additional expenses outside the scope of the event are not covered by GCFA.

Domestic Travel Expenses

Due to current auditing and financial compliance regulations, GCFA does not reimburse in-country travel costs. Local ground transfers, as well as pre- or post-travel lodging and meals, remain the responsibility of the participant's episcopal area.

Reimbursement from GCFA is limited to mandatory international airport taxes, which will be processed via wire transfer to the respective episcopal office upon receipt of the tax invoice.

Recommended Attire

To ensure comfort throughout the training event, consider the following attire:



LAYERED CLOTHING

Hotel meeting spaces can be cool, so pack light sweaters or jackets that can be easily removed or put on throughout the day.



DAYTIME ATTIRE

Lightweight, breathable fabrics such as cotton or linen are ideal. Long-sleeved shirts and trousers offer sun protection and are suitable for the warm afternoons.



EVENING WEAR

Evenings can be warm so lightweight, breathable fabric is best; consider packing a light rain jacket should there be rain.

Communication

All attendees should have been added to the GCFA Stewardship Training WhatsApp group. Important updates and information will be communicated through that platform before, during and after the training.

Please contact Ndzulo Tueche, ntueche@gcfa.org, if you are not currently part of the WhatsApp group.



GCFA Stewardship Training!

AGENDA

AUGUST 28, 2026

Throughout the Day	Attendees' arrival and check-in at The Farmington Hotel
6:30pm-7:30pm	Dinner at The Farmington Hotel

AUGUST 29, 2026

8:00am-8:30am	Opening worship, Rev. Dr. Anthony G. Dioh, Member, West Africa Regional Conference, UMC
8:45am-9:00am	Welcome from Caitlin Congdon, GCFA General Secretary
9:00am-9:30am	Plenary Session: Administrative Best Practices, Ndzulo Tueche
9:30am-10:00am	Plenary Session: The Importance of Data for the Connection, Ndzulo Tueche
10:00am-10:15am	Break
10:15am-11:30am	Plenary Session: Journal Creation, Submission & Resources, Ndzulo Tueche and Brandy Bivens
11:30am-12:00pm	Recess and Transition to Lunch
12:00pm-1:00pm	Lunch

1:00pm-1:30pm	Recess and Transition to Plenary
1:30pm-2:30pm	Plenary Session: General Church Budget Process and Financial State of the Church, Caitlin Congdon
2:30pm-2:45pm	Break
2:45pm-4:00pm	Episcopacy Chairs Breakout Breakout Session: Episcopacy Summit, Caitlin Congdon
2:45pm-4:00pm	Data & Finance Breakout Breakout Session: Data & Finance Processes Listening and Learning Lab, Ndzulo Tueche & Brandy Bivens
4:15pm-5:00pm	Closing
5:00pm-7:00pm	Dinner

AUGUST 30, 2026

Throughout the Day	Attendees' Departures
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FINANCE & ADMINISTRATION

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THE UNITED METHODIST CHURCH

IMPORTANT ONSITE GCFA CONTACTS

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**THE GCFA STAFF LOOKS FORWARD TO ENGAGING WITH YOU
DURING THIS TIME TOGETHER IN LIBERIA.**

"FORGETTING WHAT IS BEHIND AND STRAINING TOWARD WHAT IS AHEAD,

I PRESS ON TOWARD THE GOAL..."

PHILIPPIANS 3:13-14 (NIV)