

ANN ARBOR DISTRICT LIBERIA PARTNERSHIP TASK FORCE
Sending Money to Liberian Churches

Directions on sending money to Liberia through the Annual Conference (slowest, but is counted toward conference totals):

- 1) Send a check made out to the “Detroit Annual Conference” to:
Detroit Annual Conference of the United Methodist Church
Department 77048
P.O. Box 77000
Detroit, MI 48277-0048
- 2) Send it with a letter specifying the AMOUNT, WHO the money is for, as well as WHAT PROJECT. Be as specific as you can, including the church, pastor, district, etc. Ask that the money be delivered in care of the district superintendent (include that person’s name).
- 3) Send an email to the following people to notify them that the money is coming, the AMOUNT, WHO it is for, and WHAT PROJECT:
 - a. Bishop Innis: johninnis47@gmail.com and Liberiaumc@yahoo.com
 - b. Rev. Joel Ncahoruri, Area Financial Executive: afeliberia@yahoo.com
 - c. District Superintendent for your partner church:
 - i. St. John River—Rev. G. Roosevelt Goah, Sr:
grooseveltg@yahoo.com
 - ii. Grand Bassa—Rev. Clarissa J. Robertson:
grandbassadistrict_liberiaumc@yahoo.co.uk
 - iii. Rivercess—Rev. Jacob Nathan: rivercessdistumc@yahoo.com
 - d. Ann Arbor District Liberia Task Force: laura@fumc-saline.org
- 4) Keep copies of everything you send to include on your local church report at the end of the year.
- 5) Follow up by email if you do not hear confirmation in 4-6 months. It has to go from the conference (done at the end of each month) to the GBGM, and then into the 241 account for Liberia, after which the AFE can draw the money out in Liberia. It then has to get to the D.S. who then has to get it to the individual pastor/church.

Directions on sending money to Liberia directly through GBGM (at least a month faster, but not included in conference totals):

- 1) Send a check made out to the “General Board of Global Ministries” to:
Dr. Caroline W. Njuki, Asst. General Secretary
General Administration, Africa Office
General Board of Global Ministries of the UMC
475 Riverside Drive, Suite 350
New York, NY 10115
- 2) Send it with a letter specifying the AMOUNT, WHO the money is for, as well as WHAT PROJECT. Be as specific as you can, including the church, pastor, district, etc. Ask that the money be delivered in care of the district

superintendent (include that person's name). If you want some control over knowing when it arrives in New York, send the check express, or put delivery confirmation on it. You should receive a letter from Dr. Njuki confirming receipt within a couple of weeks.

- 3) Send one email to the following people to notify them that the money is coming, the AMOUNT, WHO it is for, and WHAT PROJECT:
 - a. Bishop Innis: bishopinnis@hotmail.com and Liberiaumc@yahoo.com
 - b. Rev. Joel Ncahoruri, Area Financial Executive: afeliberia@yahoo.com
 - c. District Superintendent for your partner church:
 - i. St. John River— Rev. G. i. Roosevelt Goah, Sr: grooseveltg@yahoo.com
 - ii Grand Bassa—Rev. Clarissa J. Robertson: grandbassadistrict_liberiaumc@yahoo.co.uk
 - iii Rivercess—Rev. Jacob Nathan: rivercessdistumc@yahoo.com
 - d. Ann Arbor District Liberia Task Force: laura@fumc-saline.org
- 4) Keep copies of everything you send and put the donation amount on line 51a. "Benevolences paid directly to DAC/UMC agencies" on the Local Church Report at the end of the year. This way, you still get credit.
- 5) Follow up by email with any of the above people (Dr. Njuki is: CNjuki@gbgm-umc.org) if you do not receive confirmation within 3-5 months, or if you want to know the status. It goes from Dr. Njuki's office to the financial office, where it is put in the 241 account for Liberia, after which the AFE can draw the money out in Liberia. It then has to get to the D.S. who then has to get it to the individual pastor/church.

Directions on sending money to Liberia through Western Union (fastest, as it can get there in a day, but the least accountability):

- 1) Go to your nearest Western Union agent. Have cash ready—they will **not** take checks, credit cards, etc.
- 2) You need to know who you are sending money to—it is recommended that it would be sent to the District Superintendent for your partner church—and the city they can get to the easiest, either the capital city of Monrovia, or Buchanan, which is the only other city in Liberia with Western Union agents. All you need is the name of the person and the city.
- 3) Be ready with a "test question," which is required for Liberia as a form of identification for the person picking up the money. It must be four words or less, with a one word answer.
- 4) Be ready with the sending fee in cash, as well. Rates vary according to how much you are sending, but they start at approximately \$15.00 for \$100.00 being sent. If you use Western Union often, it pays to get a "gold card," as the sending fee is reduced.
- 5) Send an email to the person who is to receive the money with the amount, the date it was sent (it takes at least one day for the transaction to go through to Liberia), the control number you will be given when you wire the money, the test question and the test question answer.

- 6) Send one email to Bishop Innis, the AFE, and the Ann Arbor District Liberia Task Force (see addresses above) to notify them that money was sent.