

## Academy of Church Business Administration (ACBA)

### Frequently Asked Questions

#### **What is the Academy of Church Business Administration?**

The Academy of Church Business Administration is a two-week educational program for individuals serving in a local church or at a denominational office who provide support in the area of administrative leadership. The program covers fourteen domains of knowledge that build an individual's administrative skills, such as Human Resources, Staff Development, Property Management, Communications and Marketing, Strategic Planning, and Financial Management.

The ACBA is open to all denominations and church staff positions, and welcomes senior pastors, executive pastors, facilities managers, church business administrators, human resource personnel, seminary students, and others. Attendees can participate in the full two-week program, or just a day or two of continuing education classes.

In addition, the ACBA is a certification center for both [Certified Church Administrators](#) through The Church Network, and [Certified United Methodist Church Administrators](#) through the General Council on Finance and Administration of The United Methodist Church.

#### **When is the Academy of Church Business Administration?**

The ACBA is held each year during the last two weeks of June in Nashville, TN, at the offices of the General Council on Finance and Administration of The United Methodist Church.

#### **When does registration open for the ACBA?**

Registration typically opens in January for classes held in June of that year. When open, the registration link can be found at <http://www.gcfa.org/about-us/affiliates/acba/>.

#### **What is the cost to attend the ACBA?**

There is a \$125 administrative fee applied to all registrations.

The cost of class tuition varies depending on denominational affiliation. The ACBA welcomes attendees from all denominations, but is the United Methodist affiliated training program hosted by the General Council on Finance and Administration of The United Methodist Church. Therefore, there is a slight tuition discount for United Methodist affiliated participants.

In 2019, tuition fees are as follows:

UMC attendee: \$350/week or \$90/day

Other Denomination attendee: \$500/week or \$125/day

Included in tuition are all course materials, snacks, and lunch each day.

### **Where is the ACBA?**

The ACBA is held at the offices of the General Council on Finance and Administration of The United Methodist Church. The address is 1 Music Circle North, Nashville, TN. The building sits on the corner of Music Circle North and Music Circle East. The main entrance to the building is located on Music Circle East under a red awning.

### **Can I come to just one week of the ACBA and take the other week another year?**

Absolutely. ACBA attendees seeking certification have up to five years to complete all the requirements in the certification policy.

### **What are the certification requirements to achieve Certified United Methodist Church Administrator (CUMCA)?**

The certification policy for CUMCA designation can be found on the GCFA website at <http://www.gcfa.org/about-us/affiliates/acba/>. This policy aligns with the [Certified Church Administrator \(CCA\)](#) certification through The Church Network, and includes the additional requirement of a United Methodist polity course.

### **How is the ACBA affiliated with The Church Network?**

The ACBA is the United Methodist affiliated training site for [The Church Network](#), an ecumenical membership organization of Certified Church Administrators (CCA). [Denominational networks](#) represented in The Church Network include United Methodist, Lutheran, Presbyterian, Baptist, Episcopal, Assembly of God, and Non-Denominational. Members from any denomination can attend ACBA classes to achieve CCA certification through The Church Network.

The United Methodist certification policy aligns with The Church Network policy. Therefore, United Methodist participants can obtain dual certification through The Church Network ([CCA certification](#)) and the General Council on Finance and Administration of The United Methodist Church ([CUMCA certification](#)) at no additional cost.

### **What is and how can I fulfill the United Methodist Polity course requirement to achieve Certified United Methodist Church Administrator (CUMCA)?**

A United Methodist Polity course covers the organization and structure of The United Methodist Church denomination.

United Methodist Communications offers a free, online course titled "What it means to be United Methodist" and is available at the following link: <https://www.umctraining.org/product?catalog=What-It-Means-to-be-United-Methodist>. This online course fulfills the CUMCA requirement if a prior polity course was not taken for other educational purposes.

### **Are there discounted hotel rates available for ACBA participants?**

There are no contracted hotel rates for ACBA attendees. However, there are a variety of hotels and other lodging options available in Nashville for out of town attendees. The General Council on Finance and Administration (GCFA) offices are located in the heart of Music Row, at 1 Music Circle North, and are within walking distance of a few hotels. A few hotels recommended by GCFA, with shuttles available to the GCFA offices, include:

[Embassy Suites Vanderbilt](#), 1811 Broadway, Nashville, TN

Special Rate Code for ACBA Attendees: Corporate Account 0001361121

[Hilton Garden Inn Nashville Vanderbilt](#), 1715 Broadway, Nashville, TN

[Holiday Inn Nashville-Vanderbilt](#), 2613 West End Ave., Nashville, TN

For attendees looking for an economical lodging option with United Methodist roots, [Scarritt Bennett Center](#) is recommended, and is located near where classes take place.

### **Where do I park if I am driving to the ACBA?**

Free parking is available to ACBA attendees in the General Council on Finance and Administration parking lot located on the side of the building. It is a gated parking area for guests and employees of GCFA. During the ACBA, parking signage will be outside to direct attendees.

### **If I am a student, can I obtain course credit from the ACBA?**

College students have obtained independent study credit through their university for attending the ACBA. If this is something you are interested in pursuing, please reach out to Jodi Chadwell at [jchadwell@gcfa.org](mailto:jchadwell@gcfa.org) or (615) 369-2366.

### **I still have other questions about the ACBA. Who do I contact?**

For any other questions, please reach out to the ACBA liaison at the General Council on Finance and Administration, Jodi Chadwell, at [jchadwell@gcfa.org](mailto:jchadwell@gcfa.org) or (615) 369-2366.