



ADMINISTRATIVE SUPPORT SOLUTIONS

TRANSPARENT

REMOTE TECHNOLOGY

COST EFFECTIVE

INTEGRAL

ABOUT

Administrative tasks are a part of work even in ministry. They can become overwhelming for a busy, on the go executive especially one who needs to be transparent with her or his work time and finances.

GCFA's Administrative Support Solutions can provide services in the area of expense management, Calendar Scheduling, and Traveling Planning.

As an integrated approach to supporting your ministry, it can also be customized to your needs. Secure one service or all three.

Free up your staff to help you implement the ministerial priorities and missional needs of your episcopal area. We can take care of the administrative support.

SERVICES

Expense Management:

Scan your receipts and email them to us. We will take it from there!

- No need for paper receipts
- Track and allocate your expenses easily

Calendar Scheduling: In between assistants? We can help you with your scheduling until you find someone to replace your right-hand person.

- Google and Outlook
- Integrated with travel planning services

Travel Planning: Send us your requests for travel both domestic and international. We will make all the arrangements!

- International travel experience, including visa acquisition
- Costs savings for both domestic and international travel

