



January 19, 2021

TO: US Directors, State Leaders, Area Leaders, Lighthouse Leaders, &SPC's

Welcome to 2021! I think most of us were ready to say goodbye to 2020. 2021 is a year that unfolds with the realization that we as leaders must rise to a higher place. We must view every situation as God beholds it and not lean to our own understanding. In everything give thanks for this is God's will for us even in the midst of trying times.

As the Apostle Paul said in Philippians chapter one, each time I have occasion to remember you, to answer a question by email, or to talk to you on the phone, I thank God for your faithful leadership and the way you persevere as a leader in these times. And I love Paul's words as translated in The Message, *I find myself praying for you with a glad heart. I am so pleased that you have continued on in this with us, believing and proclaiming God's Message, from the day you heard it right up to the present. There has never been the slightest doubt in my mind that the God who started this great work in you (and in Aglow) would keep at it and bring it to a flourishing finish on the very day Christ Jesus appears.*

God has made each of you champions and warriors who are fit for battle! He has filled you with compassion and patience for a lost and dying world. Knowing that each of you are on assignment in your Area and in your towns and cities gives me hope for the future. His Grace surrounds you and protects you, lifting you, and keeping you.

Something that Jane reminds us often is a prophetic statement made to us by Dutch Sheets: *Aglow, you will be one of the leading ministries in the Third Great Awakening.* As we see current events proceeding at a rapid pace around us each of us has been given a specific area to oversee, to reach the hearts of the people for Christ, to demonstrate what it means to live from the Kingdom of God and see it manifest on earth.

I want to encourage you that all God has poured into us has prepared us for this time of leadership. Put that mantle on and move forward in not only talking new land, but in keeping every place He has already given you. *A Lighthouse in every city, town and village. God has positioned us geographically and spiritually all around this nation.* Not one town across our nation will be left behind.

As an Area Team, I want to encourage you to follow up on the leads that are sent to you by making contact with those interested in finding the nearest Aglow. These are not "cold calls" they are from women who are looking for Aglow, for a safe place. If there isn't a group near them, encourage them to get a friend to pray with them about starting a group. Set times when you can join them in prayer with them with the knowledge that God has said there will be groups in every town! Nothing is impossible with Him. Purchase a set of *GameChanger* DVDs and some manuals and encourage them to get started in the first step of leadership – discovering who they are in Christ and who God will be for them in every situation they face.

I expect to see new groups spring up all across the nation in 2021. Take it on as an assignment to birth at the minimum one new group.

Now I would like to remind you of some housekeeping items. This is one of those letters you will want to keep on hand to refer to throughout the year. Please make sure that all of your teams have a copy.

YEARLY FINANCIAL REPORTS

- **The Lighthouse yearly financial report** for the calendar year 2020 are to be sent to your Area team, State Leader (if you have one) and your Regional Director by January 31st. **Lighthouses do not send reports to Aglow Headquarters.**

(**States with State Leaders** are Florida, Indiana, Kentucky, Michigan and Ohio.)
- **Area Teams yearly financial report** for the calendar year 2020 are sent to LindaJones@aglow.org or AnnaGibbns@aglow.org, your Regional Director and your State Leader if you have one by January 31st.
- **Area Teams** also send a **cumulative report of their Lighthouses** to Anna or me by February 15th. Forms are available in MyAglow, or from Druci Allen, or Christie Spaulding.

Some of you have already sent your reports to me. THANK YOU! I have forwarded them on to Anna. You do not need to resend them to her.

IRS Form 1099

If you have paid any one person \$600 or more during 2020, you **must** give them a 1099 by **January 31, 2019**. Then by **February 28th**, you must also file a 1096 with the IRS, which is a compilation of all the 1099s you gave out in January. If you have questions regarding this contact Christie. There are good instructions on filing the form in the Finance Digest. We suggest that Area teams buy a package of these forms and share with Lighthouse teams in their area or obtain forms from your CPA.

INSURANCE PAYMENTS

Remember that your 2021 insurance payment of \$230 is due by **March 30th**. ***Please be diligent in getting your payment in by that date.*** Area Teams should ask each Lighthouse to pay a portion of the total payment; however, Area Teams are responsible to send in the full amount. (Area Team, please let each Lighthouse know the amount you need them to reimburse you. Lighthouse teams send their portion to the Area Team.)

If your team has not yet paid your 2020 Insurance payment, it is not too late to do so and will be greatly appreciated. Please be sure to mark which year it is for on the check.

CONTRACTS

This is a reminder that **ALL** contracts must be sent to Molly at MBenshoof@tpgrp.com **BEFORE** you sign them. Molly looks over contracts to be sure they do not contain a HOLD HARMLESS clause. We do **NOT** sign any contract with a HOLD HARMLESS clause. If you have questions, contact me at LindaJones@aglow.org.

If your contract is rejected because of a Hold Harmless clause, you have two options:

- Negotiate with the venue to see if they will change the wording on the contract. Aglow is perfectly willing to be responsible for what we cause but cannot be responsible for what the venue causes. Please do not call Patty regarding this, it is not part of her job. If you have questions, contact Linda Jones.
- If negotiating does not work, you will need to find a new venue. The Salvation Army and often City or County venues especially will have Hold Harmless clauses and usually will not compromise on the wording.

OTHER FINANCIAL INFORMATION

For Area and Lighthouse teams:

When making donations to your SPC or an Area Team, please send the donation directly to the SPC or Area Team or State Leader. **Please do not send to Headquarters.**

Do not make checks payable to a person's name. Make it out to the "Whatever" State Prayer Coordinator or the Name of the Area Team that holds the SPC's funds or to the (State) Leader (i.e., Kentucky State Leader). For donations to Area Teams make your check to the name of the Area Team.

ALL TITHES AND DONATIONS TO REGIONAL DIRECTORS ARE SENT TO THE AGLOW HEADQUARTERS.

Checks are to be made out to Aglow International with the Region name on the memo line.

When sending the whole tithe to Headquarters office, (for HQ and Region combined) make check payable to Aglow International with nothing in the memo line - be sure to include a note as to what amount goes to which Region.

ENVELOPES

For many years Aglow sent postage paid envelopes out with acknowledgement letters. We stopped doing that a few years back because the cost to Aglow was very expensive. However, apparently, there are still some of those envelopes "out there." Occasionally, we get one back and because we have cancelled that service with the post office we are required to pay for the postage even if you put a stamp on it. Our cost is \$1.40. We are asking that these envelopes be thrown away and no longer used. Can you please help us spread the word on this? Thank you for your help!

BANK ACCOUNTS

Banks continue to be difficult to deal with. If you are opening a new checking account in 2021 please follow the procedure below.

- **FIRST**, be sure you have a copy of your EIN letter from the IRS. *If the letter is really old and/or looks like a large postcard or, if you do not have a copy, please contact DruciAllen@aglow.org in the U.S. office to find out if we have a copy or how to obtain a copy of the letter. You will need this for the bank. If you must obtain the letter from the IRS, it could take up to 4 weeks to receive it.*
- **Obtaining EIN for local groups is done by Druci.** For a while we had to change the way we obtained an EIN. We had to request numbers by fax. The IRS sends the letter to the group rather than to Headquarters. *We are still waiting for some of those EINs to come to us - It is*

imperative that we have a copy of the letter in your file here. Therefore, if Druci has been checking with you regarding receiving your EIN letter PLEASE email DruciAllen@aglow.org or mail a copy to her: Aglow International, PO Box 1749 Attention Druci Allen, Edmonds, WA 98020

Fortunately, we have been able to begin applying for EINs online again so that is no longer a problem and we will send the EIN letter to you. If you have been waiting for an EIN please talk with Druci.

- Select your bank and contact someone in the bank who will help you set up the account. ***Please do not present yourself at the bank and call us from the bank (or, on your way to the bank) to ask us to send the paperwork immediately.*** Paperwork entails putting together a letter that pertains to your Lighthouse and takes time to prepare and to gather all the other information the bank needs.
- If asked by the bank, **your Lighthouse or Area Team is NOT an incorporated entity.** Aglow International is the incorporated entity and the parent company. Your team is a subordinate of Aglow International. Your EIN number is for banking purposes only. The bank must use your EIN and not Aglow International's.
- Finally, send the name of the bank contact person and their email address to ChristieSpaulding@aglow.org. Christie will send the bank contact the paperwork the bank requires. She will let you know when it has been sent so you can make an appointment to go to the bank.
- When you go to sign paperwork for your new account **please verify** that the account is set up under your team's name as listed on your EIN. Verify that the account is under your EIN and not the EIN for Aglow International. **This is very important.**

NEW BANKING INFORMATION

More and more states are requiring banks to make sure that all businesses in the state are registered with the state. There are a handful of states which already do this. If your bank is asking you to do this, please talk with Christie Spaulding (425-775-7282 x 223) for guidance on how this needs to be done.

The most important thing for you to tell a bank is that **YOUR GROUP IS NOT INCORPORATED.** Each of our groups are subordinates under Aglow International, it is what gives you permission to be considered a 501c3. Aglow International is already registered to do business in every state in the U.S. Therefore, it is important that if you are required to register your group you do it correctly, so please contact Christie.

If you have **any** questions regarding banking, please contact ChristieSpaulding@aglow.org. It is much better to ask than to make it up and do it incorrectly.

MORE ABOUT EINS

Whether you are opening a bank account or not, we encourage all of our groups to locate your EIN letter from the IRS, to make sure you have a good copy. We try to keep a copy here at HQ, but sometimes we find that we do not have one, especially for older groups. If you can't locate your

letter, contact Druci to find out how to get a copy. The IRS does not allow us to do this for you. It can take up to 4 weeks to receive the letter from the IRS. However, if you have access to a fax machine and are near it when you call them, they have been known to fax it immediately to you.

After you get your new copy, **please send a copy to Druci so we have one as well.** The EIN letter MUST be kept by the President and a copy by the Vice President of Finance and MUST be passed on with other Aglow files when either of these two positions change.

Communication with the IRS

Neither Area nor Lighthouse teams should be filing *anything* with the IRS other than 1099 and 1096 forms. **If you receive communication from the IRS, please call Linda Jones in the Global Field Office – U.S., and scan or mail the letter to her attention.** If you have questions regarding this, please talk to Linda.

ALL 990N postcards are filed from our Headquarters Office. No one outside of HQ should be filing these. If you have questions regarding 990N postcards, please call Linda or Christie.

DATABASE

It is of the utmost importance for your team to keep the Global Field Office – U.S. notified of changes, big or small, on your teams. This means everything from changes of email addresses, physical addresses, personnel changes on your team, changes in location of your meetings, phone numbers, etc. ***Our database is only as good as the information we get from you.*** You can find Change of Information (COI) forms in MyAglow or Druci or Christie can send one to you.

A downloaded COI form can be filled out on the computer and emailed to DruciAllen@aglow.org. If you save the filled-out form on your computer, whenever there is a change, you simply pull it up and make **ONLY** the changes that need to be made *and remember to change the date on the form.* Please note, a blank space for one of the positions, means that no one is filling that position. So only make changes to the places that need to be changed and email the form to DruciAllen@aglow.org, your Area Team, State Leader (if you have one) and your Regional Director.

When one of your changes includes a new person in a position, please be sure to include the Leadership Questionnaire (LQ) that has been signed by the Area team. Advisors are no longer required to sign these forms. Make sure you are using the latest LQ form. Also, make sure the new person is a Global Partner.

FORWARDING EBLASTS FROM HEADQUARTERS

If you are forwarding eblasts that come to you from Aglow International, please be sure to scroll down to the bottom of the email and remove the line that says *unsubscribe*. (Highlight the word or line, then hit delete.) If you forward without doing this and the person you have forwarded it to clicks on the unsubscribe link, it will automatically unsubscribe YOU and not the person you forwarded it to. This means you will no longer receive email from Aglow.

Throughout the year, we are asked, what is it that Aglow does? Honestly, the answer would fill an entire book! Frankly, we depend on YOU to tell us what you are doing in your Area or your community. If you are doing an outreach, let us know. If you are taking goodies to the local police

department, let us know. If you are doing *Game* or *LifeChangers*, let us know. If you are holding a seminar on Anti-Human Trafficking, let us know. If you are hosting a Watchmen on the Wall event, let us know. If you are teaching English as a second language, let us know. However, you are partnering with God in your community let us know! We want to share your news with the on our website so everyone can see the creative things you are doing.

We also would love to hear the creative ways you have connected with people in your group during 2020 when you could not meet together. You have learned ways to keep everyone together despite not being able to hold meetings. We applaud you for all you have done and all you have learned during the lock down.

Thank you for hanging with me to the end, I'll close with this scripture from The Message, Psalm 27:13:

*I'm sure now I'll see God's goodness
in the exuberant earth.
Stay with GOD!
Take heart. Don't quit.
I'll say it again:
Stay with GOD.*

I am confident that we will not only see but experience the Goodness of God this year. Keep your mind stayed on Him and whatever you do, NEVER GIVE UP!

Much love,



Linda Jones
Chief of Executive Relations
Aglow International
lindajones@aglow.org