

# **THE LEADER'S DIGEST**

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Generations Group Leadership Form	Prayer Team Helps Brochure
Good News Report	Release of Liability for Youth Ministry
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## Chapter 1

# The Foundation of the Ministry

### Our Hope

As you begin to explore this *Leader's Digest*, you will experience Aglow Leadership in a new and exciting way. You will find some things have changed dramatically and others have remained the same. It is our prayer you will begin your journey into this *Digest* with an open heart and mind and that you will renew your commitment to lead in your community in such a way, that God's love pours out in boundless fashion. May your strength be renewed as He continues to reveal all you need to successfully bring His Kingdom to your community.

**Each officer on the Lighthouse leadership team should have a copy of this new *Digest* and be familiar with the contents.** Old *Leader's Digests* and all old forms must be tossed!

### Our Official Name

#### **Aglow International**

The word, 'Aglow' is taken from The Amplified Bible, Romans 12:11, "Never lag in zeal and in earnest endeavor; be *aglow* and burning with the Spirit, serving the Lord."

Our official corporate name was legally changed to Aglow International in 1996. We are no longer:

- Women's Aglow, or
- Women's Aglow Fellowship

### Our Logo



### Our Contact Information

Aglow International  
P.O. Box 1749  
Edmonds, WA 98020  
Phone: 425.775.7282  
Fax: 425.778.9615  
E-mail: [www.aglow.org](http://www.aglow.org)

## **Belief Statement**

- We believe in the one and only triune God. We acknowledge there is one true God consisting of three distinct persons: God the Father, God the Son, and God the Holy Spirit.
- We believe that the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit, born of the virgin Mary, crucified, dead, buried, and resurrected. He ascended into heaven and is now seated at the right hand of God the Father, and is true God and true man.
- We believe the Bible is the Word of God, fully inspired and written under the inspiration of the Holy Spirit, and is our rule of faith and practice.
- We believe that all are born sinners; the Holy Spirit convicts of sin; the Lord Jesus Christ paid the price for sin by shedding His precious blood on the cross as the atonement for sin; those who refuse to accept His sacrifice for their sin are eternally lost; and those who repent of their sins and personally accept the Lord Jesus Christ as Savior receive forgiveness of sin and life everlasting and are indwelt by the Holy Spirit.
- We believe in the baptism in the Holy Spirit with the evidence of speaking in tongues as the Spirit of God gives utterance; we believe that all of the gifts of the Holy Spirit are valid and operative today, and that the fruit of the Holy Spirit should be increasingly evident in a Christian's life.
- We believe that the redemptive work of the Lord Jesus Christ provides healing for our spirit, soul, and body.
- We believe that we should obey Jesus' command to preach the gospel to all the world.
- We believe that the members of the Body of Christ are the Church, and that they should regularly fellowship with one another in a church setting.
- We believe in and look for the personal return of the Lord Jesus Christ.



## Vision and Mission Statement

One of the most important things to come out of our board meeting in 2012, was the rebranding of Aglow. As we have seen and felt God moving us to a new place in Him, we felt it was time to update our mission statement. Since Aglow began in 1967, we have had several mission statements. All of them have been fitting for where the Aglow ministry was at the time. Each one has built on and incorporated the others. In the past, we have referred to the statement that guides us as a mission statement.

We began to look at the meaning of the words “vision” and “mission.” Perhaps the easiest way to explain the use of vision over mission today is to add “ary” to each word and look at their definitions.

A visionary is someone who is casting vision for the future – the big picture. A missionary is one who carries out the work of that vision.

A good vision statement is inspiring. It is a statement that is both bold and broad. It is a statement that encompasses everything we do and leaves expansion for our future. *Vision is not about direction. It is about the height a movement wishes to achieve.*

Our new *vision* statement is:

### **New Vision Statement**

To carry the truth of the Kingdom that:

- Restores people to a radiant place of relationship with God and one another
- Breaks the tyranny of oppression
- Brings freedom and empowerment

This will be the statement that you use to describe us.

### **New Mission Statement**

Our Mission statement is “in house” and explains how we intend to do the things our vision statement says. An effective mission statement is specific and descriptive of the actual work to be undertaken by a movement. It should answer the questions, “Why do we exist?” and “What do we do?” With that in mind, our new *mission* statement is:

Aglow International is a Kingdom Movement committed to seeing God’s will done on earth as it is in Heaven. We do this through:

- Mobilizing millions into a company of warriors, champions, and global leaders of significance.

- Establishing powerful Kingdom Communities founded on the fullness of Christ in every nation of the world.
- Empowering people to develop resources that enable them to take advantage of all that God is releasing from Heaven.
- Forming apostolic teams that demonstrate the power of Heaven in the darkest places of earth.
- Cultivating a Global presence that creates an atmosphere of celebration, impartation, and restoration.

### **New Tag Line**

Our new tag line will replace “a network of caring women.” While we are still *are* a network who cares, we have grown to a new place that encompasses so much more. Our new tag line is, ***Every nation touched, every heart changed.***

We encourage you to take time to read over the Vision and Mission Statements and memorize the tag line. Let it sink into your spirit. As was spoken to us at our International Conference in Houston, “Aglow has grown up. We have passed our tests. It is the time of our arising!”

We have an open Heaven. We have great favor. It is time we step into it. It is time for us to step into who we are and we must do this individually as well as corporately.

### **The Mandates**

All three mandates of Aglow are prophetic, apostolic, and end-time in nature and work hand-in-hand with Aglow’s Mission Statement. These mandates are:

- To promote gender reconciliation between male and female in the Body of Christ as God designed from Genesis 1-3.
- To answer God’s call to minister to the Muslim people.
- To stand in support for Israel and the Jewish people, while bringing a biblical awareness to the Church concerning God’s plans and purposes for the nation of Israel.

<p>A <b>mandate</b> is an authoritative order or command; a commission. It means to entrust, to put into one’s hand.</p>
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As Aglow leaders, we are privileged to be called, commissioned, and entrusted by God to work with Him on behalf of the mandates.

## Core Values

In pursuit of its mission and vision, Aglow has embraced the following values in conjunction with the Biblical positions outlined in Aglow's "Belief Statement:"

**As a Kingdom Community, Aglow International is absolutely committed to:**

- **God's Presence** – Creating an atmosphere and environment of worship for the presence of God to be encountered. (Psalm 22:3)
- **Relationship** – Treating each other with integrity, openness, honesty, non-negotiable love, and goodness. (1 Peter 4:8)
- **Redemption** – Partnering with God for the redemption of all things according to the Gospel. (Col 1:13-14)
- **Freedom** – Standing firm against everything that enslaves. (Gal 5:1)
- **Restoration** – Bringing every identity into alignment with the purposes of God. (Rom 12:2, Eph 4:22-24)
- **The Beloved** – Living as a community who knows they are the beloved, and establishes their identity as the Bride. (Song of Solomon 7:10, Eph 1:6)
- **Goodness** – Demonstrating goodness as the power of God to always overcome evil. (Rom 12:21, Acts 10:38)
- **Radiance** – Having radiant encounters with God, leading to a brilliant experience of who Christ is in us. (Eph 1:17-20)
- **God's Kingdom** – Expressing the nature of God through reconciliation to the world He loves. (2 Cor 5:18-20, Col 1:19,20)
- **Supernatural Power** – Moving in signs, wonders, and miracles to demonstrate the heaven-to-earth nature of life in the Spirit. (Mark 16:17-18, 1 Cor 12:4-11)

## **Levels of Leadership in the United States**

### **International Board of Directors (IBOD)**

The International Board of Directors is the governing board of the ministry and is responsible for establishing the overall direction and policies for the ministry throughout the world.

### **Global Headquarters**

The President/CEO and the Leadership Team work together to oversee and care for the Aglow ministry Global. They present on-going ministry opportunities to the IBOD for discussion and approval, and relate to Aglow leaders in the field within the authority delegated to them by the President in order to fulfill the vision and direction set by the IBOD.

### **United States Leadership Team**

This team is made up of the President/CEO, the U.S. Field Director, U.S. Regional Directors, and the Leadership Development Director - Global. Together they work to advance and achieve the established direction, goals, and policies of Aglow within the United States, working within the boundaries set by the IBOD.

### **U. S. Regional Director**

A U.S. Regional Director, working hand in hand with the U.S. Field Director, implements the vision in her region as set by the IBOD. Her role is to nurture, equip, and encourage Area Teams to develop the Aglow ministry within the region by establishing new Lighthouses with the goal of having a Lighthouse in each town and city across the United States.

### **Area Leadership Team**

The Area Leadership Team, working hand in hand with the U.S. Regional Director, gives oversight and direction to the Lighthouse Leadership Teams within their designated area. Their role is to nurture, equip, and encourage Lighthouse Teams, as well as, aid in increasing the number of Lighthouses in their area.

### **Lighthouse Leadership Team**

The Lighthouse Leadership Team, working hand in hand with the Area Team, has the unique opportunity to serve as a catalyst for unity and spiritual transformation in their community by developing strong foundations of prayer and evangelism while increasing an awareness of global issues and how they impact their community spiritually.

Each level of leadership has the unique responsibility to work together in unity, preferring one another, honoring one another, and displaying accountability to one another. May the face that we present to the world be the answer to Jesus' last prayer in John 17 "*I pray also for those who will believe in Me...that all of them may be one as You, Father, and I are one. May they be*

*brought to complete unity to let the world know that You sent Me and have loved them, even as You have loved Me.” (NIV)*

Let’s work together to make God’s goodness, His love, and His radiance cover our nation and spread throughout our world.

## **Ministry Specialists**

The purpose of a Ministry Specialist is to focus on a specific area of ministry with the goal of bringing awareness on a State, Regional, Area, or Lighthouse level. A Ministry Specialist coordinates and mobilizes participation of ministry activities in their field of expertise. Each is appointed by the Regional Director and serves under her leadership and is ***not a level of authority*** over Area or Lighthouse Teams. Your Lighthouse will greatly benefit as you invite a Ministry Specialist to your community to provide information, education, and understanding.

Contact your Area Team, Regional Director, or the Global Headquarters for contact information on a Ministry Specialist near you.

- **State Prayer Coordinator (SPC)**  
SPCs work under the leadership of their Regional Director. Each SPC receives specialized training and mentoring from the Prayer Director at the Global Headquarters. The SPC mobilizes prayer within each state encouraging women and men to network in various ways, covering strategic areas of prayer.
- **Love Your Neighbor Coordinator (LYN)**  
LYNs work under the leadership of their Regional Director and receive specialized training and mentoring from the Evangelism Resource Person and the U.S. Field Director. Each LYN Coordinator presents ideas of how to reach out through friendship evangelism, prayer walking in neighborhoods, and other acts of kindness that would lead those in each community towards a relationship with the Lord.
- **Church Aglow Coordinator (C~A)**  
C~As work under the leadership of their Regional Director and relate to the U.S. Field Director. The C~A Coordinator works hand in hand with local churches, both Charismatic and non-Charismatic, as well as with many different denominations to mobilize and train women and men to reach their full potential to serve in Aglow and the Church.
- **Islam Education and Information Coordinator (“I”)**  
“I”s work under the leadership of their Regional Director and receive specialized training and mentoring from the Islamic Awareness and Education Director. The ‘I’ Coordinator brings information to various groups to bring an awareness of the differences between Islam and Christianity as well as current day statistics and events.

- **Emergency Preparedness Coordinator (EPC)**  
EPCs work under the leadership of their Regional Director and present emergency preparedness each place they have opportunity. They will work to build a network of communication during times of emergency.
- **Israel Coordinator**  
Israel Coordinators work under the leadership of their Regional Director and present current events as well as understanding to the Body of Christ of why Christians must stand in support of Israel.
- **Generations Project Coordinator**  
Generations Coordinators work under the leadership of their Regional Director and the Generations Project Director and receive training from the Generations Project Director. Each GP Coordinator encourages groups that are meeting as well as works to pioneer new groups.

As the ministry expands, new Ministry Specialists will be birthed.

## Where the Holy Spirit is Taking Us

### Aglow's Beginnings

Aglow began as a Spirit-led, woman-to-woman ministry in 1967, when four women prayed for women to come together without denominational boundaries. By the 40<sup>th</sup> Anniversary celebration, the ministry had spread throughout 172 nations of the world and has grown to include men's, couples' and tri-generational groups.

Today, Aglow has transformed into a force that is needed for today's end-time work. We are a Kingdom company filled with warriors, champions, and global leaders of significance. Aglow is establishing powerful Kingdom communities in cities, towns, and villages in every nation through teachings that are opening the eyes of the Body of Christ to see their true identity of who God made them to be in Christ.

In each Kingdom community, people receive the opportunity to have their relationship with God restored. They receive the opportunity to receive the Baptism of the Holy Spirit and to become one who reaches out to others to see them restored to their rightful place in Christ. The tyranny of oppression is being broken and people are being empowered to emerge in the freedom set aside for them through Christ's work on the cross.

*Christ didn't simply die for us, He died AS US!*

### Our Global Prophetic/Apostolic Call

God has never allowed us to settle. He has not allowed us to get caught in a former dimension. It is as though His hand has been in our back, moving us forward into where He wants us to be. Aglow has a prophetic destiny to fulfill and as Jane Hansen Hoyt says, "You have been born for this!"

Internationally known Messianic leader, Asher Intrater, founder of Revive Israel, spoke a word at the 2005 Global conference in Nashville, Tennessee:

*The spiritual destiny of a nation is carried by the remnant of believers within that nation...God's purpose and destiny for a nation cannot be understood by looking at the unbelievers of that nation. When God looks at a nation, He looks at it like a piece of fruit – like a nut with a shell surrounding it. The unbelievers in the nation are like the outer shell, but we, the believers, are the part God is looking at as the bearers of national destiny. God's purpose and the destiny for your nation are not found in the outer shell of the unbelievers, but in the core fruit of the believing remnant of the nation!*

So who does God look to in towns or states to determine destiny? He looks to the believers! He has entrusted destiny into our hands. He depends on us to get His heart for our cities and bring His will to earth. That is the definition of a Kingdom call. Aglow's purpose in the earth is HUGE!

Asher Intrater spoke a second message to Aglow in 2009. Near the end of his message he asked three important questions.

1. *Will you be the warriors, the bride on this earth to invite Jesus back?*
2. *Will you be the spirit of Mary and birth Jesus back into this planet again?*
3. *Will you accept this Joshua mandate to take possession of planet earth again? Take dominion over this earth and kick the devil out of here and bring Jesus back? Are you willing to do that?*

Asher's message is about taking dominion on the earth. On earth as it is in Heaven. He spent a great deal of time talking about the second coming of Jesus and the misconceptions we have about this significant event. Most importantly, Asher spoke about the Bride making herself ready.

Since 2003, God has spoken to Aglow with a growing intensity about our persona – about our identity – about who we are in Christ and who Christ is in us. In 2008 Graham Cooke delivered a profound prophetic message where God was speaking to Aglow from the future and describing to us what is to come.

God told us that an upgrade in our identity is coming and that we would become a prototype on the earth like people had never seen. God told us that the biggest danger to this new move that is coming is the old move that might still be working. (This message delivered in 2008 can be found in its entirety by logging into MyAglow on the Aglow website and looking under resources for the Global Leader Development materials.)

We are growing people into the next stage of their identity while helping them see their placement in the new move of God. We are learning to live from a place of abundance and not lack. We are learning who we really are in Christ and what it means for Christ to be in us. We are learning to live from a place of inheritance, and not a place of simply having our needs met. We are learning to walk in the same favor that Jesus walks in with God. We are learning what it really means to bring Heaven to earth.

### **What Aglow's President Has Declared**

Jane Hansen Hoyt declared over the ministry at the 2005 Global conference in Nashville, TN:

*Apostolically, I speak to this ministry and I release signs, wonders, miracles, faith, and a powerful move of His Holy Spirit that speaks of the glory of His Kingdom and the coming of His Son. I impart this into the ministry of Aglow – to every woman and man in this place. I impart it into every Lighthouse, every Area Team, every retreat, every National Board, and every nation. Go forth! You are the defining element in the nations of the world!*

And at the 2006 North America Conference she declared:



*You and I – this ministry – have a rendezvous with destiny! Ours is a destiny so deep in the heart of God, that time, obstacles, or winds of change have not been able to extinguish it or discourage us.*

*There have been mountains in our lives. There has been resistance. It seems like the very opposite thing that you needed has been your portion: health issues, financial issues, all manner of things. But God has said,*

- *This is YOUR hour!*
- *THIS is what I have prepared YOU for.*
- *It is TIME for YOUR rendezvous with history and destiny.*

In 2011 at the Global Conference in Houston, Texas, Jane said,

*Jesus stood before them as the Truth. The word says, “He is the Truth, the Way, and the Life. Jesus stood before them as the Truth and yet they needed light to shine upon Him in order for them to realize who He was. I believe God’s light is upon us, to hear Him in a new way.*

*I was raised in a pastor’s home. I grew up in the things of the Lord. We all come to a place where we make our own decision; however, I think we have lived up to the point of the cross and have not crossed over to live fully in the resurrected life.*

*There is a freshness upon us. There is revelation being spoken, even on things you have heard before. There is a light, an anointing and a presence of the Lord here, for us to hear with new ears, to gain greater insight, and to live past the cross on the other side, the glory side, the resurrected side. Everything He has done for us is ours! Truly, we will be a radiant company of women and men, declaring His glory in the earth!*

In a letter to the world, in May of 2012, Jane said,

*I believe our Global conference in Houston this past September, 2011, was a milestone (landmark) in the history of Aglow. A fresh impetus of God’s Spirit is upon us. As the leader of this ministry, I boldly proclaim that I am not looking to another church or another ministry for a fresh move of the Spirit. **I am looking for a fresh move of God’s Spirit within Aglow!** There is a quickening Spirit upon the truths that He is making so real to us at this time. This fresh impetus of His Spirit is causing us to move to a glorious new place in the Spirit. We have come into a new place. Old things are passing away and new things are emerging!*

What we are about in the earth is HUGE! There is a breakthrough anointing on Aglow to boldly go where others shrink back. God has equipped you as a leader and has deposited within you through Christ all that you need to do His work in your community. As a leader who is in Christ and who knows your identity, you will be the first to see the need, envision the plan and take action to achieve success. As you read through this *Leader’s Digest*, your assignment will

become clear and your resolve strengthened. Welcome to leadership and welcome to the family of Aglow!

## Chapter 2

# The Power of the Lighthouse

## Seeing Your Community Transformed

God's plan has always been simple and it has always included people. Think of the story Jesus caused one day by lingering near a well, waiting for a certain woman to come. When she arrived, He asked her for a drink. You know the story in John chapter 4. After her encounter with Jesus, she was never the same. Neither was her city. Leaving her water pot at the well, she hurried to spread the news to all who would listen, "Come see a man." The power of one woman's story changed the whole city. The power of your team's story will do the same today.

Our new vision statement is:

To carry the truth of the Kingdom that:

- Restores people to a radiant place of relationship with God and one another
- Breaks the tyranny of oppression
- Brings freedom and empowerment

When the woman at the well turned to go to her village, she became a carrier of the truth of the Kingdom. "Come see a Man" is today's cry of Aglow around the world. It is the same invitation extended to each of us. When this invitation is accepted, it is not an end, it is a *new* beginning. It is an entrance into a new way of life. Old things pass away. Sins, problems, sickness, disease – even family genetics – are wiped away and **ALL** things become new. (I Cor. 5:17) (For further teaching of what is available with the new identity that comes with being 'born again', visit MyAglow on the Aglow International website and check out the materials that are available.)

As a Lighthouse leader, it is your goal to expand the vision of those in your community beyond their home and personal needs. Encourage them to see current world events from a Biblical perspective. Encourage them to grow in their relationship with the Lord. Encourage them to walk in the fullness of Heaven. Encourage them to live a life that brings honor and glory to God and releases freedom and empowerment to others. As Lighthouse leaders, be carriers of the truth of the Kingdom that extends an invitation through your personal story.

*We are about bringing the Kingdom into each community because that is the heart of God.*

*The Word says, 'I'm bringing you out (of a kingdom of darkness) that I might bring you in (to the Kingdom of Light).' I'm bringing you out of something to bring you into something.*

- *We want each person's life radically changed by personally knowing and walking in relationship with God, Jesus, and the Holy Spirit.*

- *We want to mobilize those in our communities into a company of warriors, champions, and leaders of global significance.*
- *We want to see the fullness of Christ on display in our communities.*
- *We want to empower people to develop resources that enable them to take advantage of all that God is releasing from Heaven.*
- *We want to keep bringing opportunities for those in our community to upgrade so they become Kingdom bringers and image bearers of God.*
- *We want to see teams formed – apostolic teams – that demonstrate the power of Heaven in the darkest, most hopeless places in our cities and towns.*
- *We want to develop people so that they move in the strength of all that Jesus provided through His death, burial, and resurrection.*

*If you, as the leader of a Lighthouse, become myopic in your vision and you see that the call for your Lighthouse is to minister to ‘a person’ or ‘to needs’, and you don’t give the greater vision, then you will be falling short of your mission in your community.*

*So, this is your call as a Lighthouse leader:*

- *Capture the heart of what Aglow is about in this end time hour*
- *Bring that greater vision to the people of the Lighthouse*

Jane Hansen Hoyt

Yes, God’s hand is upon YOU as a Lighthouse leader! He has chosen YOU for this end time ministry. He has chosen the very town you live in. Acts 17:26, *“From one man He made every nation of men that they should inhabit the whole earth; and He determined the times set for them and the exact places where they should live.”* Just as one woman touched by Jesus transformed her community, so can you. He believes in you and so do we!

*“God has placed each one of us in a neighborhood/community to make a difference. If you want to turn the heart of your nation, you must begin by turning the hearts of your neighbors.”*

Mary Lance Sisk

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## **Why Aglow’s Call is HUGE!**

When God spoke to Abraham in Genesis 12 telling him to leave all that was familiar to him, Abraham obeyed even though he did not know where he was going. He had never been that direction before. It was a new day and he could not rely on the way he had always done things. He could not look through an ‘old lens’ as he began his journey. He could not take a well-traveled path. He had to keep his eyes and ears open to God to know what to do. He had to be willing to try new things.

*We have to catch up to the real anointing and stop messing around in the shallows. God requires a company of people who are going to go off the deep end. He is looking for a company of people who will be a visual aid in the earth who will say, "It is not business as usual, we are after something more."*

It is the same for each Lighthouse Team. We step out in faith, not knowing where God will lead us, not knowing what God will ask us to do in our communities, but believing that the One who called us will show us the way.

*One of the greatest hindrances to a new move of God is an old move that is still working.*

We realize the call upon Aglow is HUGE! Where we were as a ministry in 1967 and where we are today are two very different places. Like Abraham, we walked off our map! Each step along the way, we have matured and grown, gaining favor with God and man. As we leave the familiarity of the known and continue to walk in the revelation God gives us, our vision expands beyond our wildest dreams. We come to this day filled with a maturity only He could impart. We go forward, like Abraham, fully trusting God's leadership and provision.

*This is a time of dreaming.*

*You are carrying something new in the Spirit – something that has never been seen in the world of the church. Something that has never been felt in this magnitude in the Kingdom.*

When Jesus stopped by the Pool of Bethesda in John 5, He found a man who had been waiting to receive his healing for 38 long years. Thirty-eight is the number for slavery, captivity, or bondage. Jesus asked the man if he would like to be made well and the man began a long, religious explanation of why he could not be healed.

When Jesus was born, He was Heaven coming to earth. A whole new way of doing things was born. Impossibilities passed away. So when the man was answering Jesus, he was denying the reality of the possibility of healing coming another way.

*One of the greatest hindrances to a new move of God is an old way that is still working.*

But here was the man, trapped in an old, empty system, with a new Way looking him in the eye, and he did not recognize the Truth. Yet, when Jesus spoke the command to rise up and walk, the man *immediately* took up his bed and walked! Aglow has been called to demonstrate the power and the freshness of the Kingdom in each community.

*Don't think that because you have a new increase of anointing and authority in what you have been doing that that is the new move.*

In a blog in October of 2011, Jane said,

*As I have had time to reflect following the conference in Houston, I sensed that the door to the last season has closed. Not IS closing, but has closed. There was a sealing of our future, our destined purpose, and our inheritance and a great door has opened before us.*

*This is the time of our arising. This is the time of purpose. This is the time when our song has shifted to the sound of victory. God is putting keys into our hands that we have forgotten about. They are linked to promises He has spoken over us. Don't put what you have heard on a shelf. Walk in your identity. Now is the time of our arising!*

In Jane's June, 2012 blog, she said,

*As I sat in my blue chair this morning, looking out at such a gorgeous, panoramic view, my heart was overwhelmed at the progression of my personal journey and what I believe is the journey of Aglow in this hour. He has expanded our vision. He has moved us from to a place of limited vision to a new location. It is a place of beauty, a place that speaks of God's goodness and His favor overwhelming us. But, most of all, it speaks of His intentionality to fulfill all that was His purpose for Aglow from the beginning. It is vast. It is powerful. It is coming to pass. Believe!*

No, we are not the same ministry as we were in the 70's, the 80's, 90's, or even in 2011. Something has shifted and we will never be the same. Never underestimate what the Lord has called you to do as an Aglow leader. Never forget the size, the power, or the authority He has placed in your hands. From this point on, know who you are in Christ and who Christ is in you.

*There is a fresh wind blowing in this movement. Aglow has grown up and can be trusted with the deep things of Heaven. It is time to trade in what you know for what God knows. You are going to see a truth about Jesus that will SHAKE YOUR WORLD!*

## **Global Partnership**

You might wonder why Global Partnership comes next in this manual. Our God is a covenant-keeping God of commitment in relationship. He positions people and ministries for the fulfillment of His plans and purposes on earth.

*God is looking for a people group to deposit revelation in that will shake the earth and cause Him to come down.*

When we *partner* with Him through *covenant* commitment to the ministry, we choose to align ourselves to be in the center of His plan for our Lighthouses and Areas and we position our team to receive the greatest revelation.

*Covenant unity in the equipped Body of Christ is what the enemy fears the most. And covenant unity to answer God's unique call upon Aglow is what we are seeking to create.*

Jane Hansen Hoyt

Covenant unity is what the enemy fears the most. It has power! Together, we contend for faith. Together, we contend for our families. Together, we contend to see the lid lift off finances in every level of the ministry as well as in our personal lives so that we are living out of our inheritance. Together, we contend to see God's Kingdom come forth in our communities by walking in our identity in Christ.

*There is a dance and a courtship taking place in the earth and Aglow will bear the splendor of it.*

We wish we could personally talk with each of you and express the importance of presenting Global Partnership at Aglow events. Your team should set the example by renewing your covenant commitment each year. Through each person's commitment, finances come into our war chest.

*Hundreds of thousands of ordinary people will give to the Presence of God in your midst.*

*Resources will no longer be your chain; they will become your weapon!*

Men and women have had a heart to be in *covenant* relationship with the ministry from its very beginnings.

## **Membership Timeline**

Membership began in the United States in 1976.

- In 1976 membership cost \$10 and was renewable each year.
- In 1987 the cost of membership increased to \$25 per year.
- In 1998 we changed the name of membership to Covenant Partnership.
- In 2005 we redefined Global Partnership - A Covenant Partner is one who not only prays for the ministry of Aglow, but gives a financial gift to the Global Headquarters monthly, quarterly or yearly.
- In 2008 a cost of \$30 per year was assigned to Covenant Partnership and Partnership is renewable yearly.
- April 1, 2015 we introduced our new and unified Global Partnership connecting all nations in the global family of Aglow for the first time since our birth in 1967. It is an exciting day!
  - It's time to upgrade our ministry-wide identity in acknowledging the global impact Aglow International is making in the nations of the world. We are a Kingdom community that is marching forward in establishing a Kingdom culture in the earth. Therefore we are gathering under the banner of a global partnership in all nations whereby all partners will be identified by the name Global Partner.
  - Your annual commitment of \$40 is your declaration that establishes/reaffirms that you are committed to partnering with Aglow. Together we will watch the destiny God has for this ministry come to pass.
  - Commit today! Declare you are a Global Partner with Aglow

Who can become a Global Partner? Any woman, man, or teen, whose heart has been touched by the vision, plans, and purposes on God's heart to be accomplished by Aglow International.

The Apostle Paul reminds us in I Cor. 12:12-25 that the body can do nothing unless each one of its parts contributes its God-given purpose to the whole. We are AS ONE! God has raised up Aglow International and together we carry the power, authority, and ability to equip believers for the work of the ministry around the world.

Therefore: *Global unity to answer God's unique call upon Aglow is what we are seeking to create, because global unity in the equipped Body of Christ is what the enemy fears the most!*

**All Aglow leaders from local to national levels must become Global Partners and renew their commitments annually.**

**As a leader,  
God has  
called you  
to Aglow.**

**Global  
Partnership  
is an  
expression  
of your  
positive  
response to  
that call.**



## Chapter 3

# The Framework of the Lighthouse

Just as a beacon of light streaming from a lighthouse signals safety and direction to a ship at sea, an Aglow Lighthouse should signal safety and set a course toward Christ in the heart of every person. God has designed Aglow Lighthouses to spiritually impact communities around the world. In this chapter, we will explore the similarities and differences of the three main types of Lighthouses – Community, Neighborhood, and Workplace, while also examining other types of Lighthouses.

### Lighthouse Foundations

Although the *design* of each Lighthouse differs, the foundation is the same:

- Every Lighthouse is led by qualified leaders who:
  - Seek God’s heart for the community.
  - Are aligned with Aglow’s purpose and mission.
  - Attend Area Leadership Training events and strive to attend Global, National, Regional, and other Area events when possible.
  - Share the vision and purpose of Aglow on a regular basis.
- The Lighthouse Team is trans-denominational.
- The Lighthouse Team can be tri-generational.
- Every Lighthouse receives oversight and direction from an Area Team.
- Each Lighthouse provides a safe place to:
  - Find salvation.
  - Renew relationships with the Lord.
  - Receive the baptism in the Holy Spirit.
  - Become aware of the three Biblical mandates of Aglow.

Prayer, passion,  
and preparation  
create an  
atmosphere in  
each Lighthouse  
where the  
Presence of God  
dwells and  
people are  
ignited to change

### The Community Lighthouse

A Community Lighthouse is a public gathering that meets regularly for refreshing, relationship building, networking, and community outreach. The Leadership Team consists of three to five team members who meet regularly to pray, seek the heart of God for their community, and plan outreach meetings.

The style and flavor of a Lighthouse emerges as the team brings personal expression to the meeting and seeks God’s strategy on how to implement His plans. As the team embraces the mission and call of Aglow, the goal is that the community is blessed, impacted by His Presence, and transformed by His love.

The main focus in a Lighthouse outreach meeting is for the team to serve and minister to others. Ministry to Lighthouse leaders should take place during planning meetings or other Aglow

functions. However, should a leader find themselves in need of ministry during an outreach meeting, the opportunity for ministry should not be missed.

### **Community Outreach**

The Aglow Mission Statement and mandates provide an excellent springboard to reach into the community. An inviting and fun atmosphere provides a safe harbor for both the Christian and non-Christian to gather. You are intimately involved in mobilizing God's plan upon the earth. Just one encounter with God can totally transform a person's world!

Outreach in a Community Lighthouse has a two-fold purpose:

- Gathering people in
- Reaching out to people

#### **Ideas for Gathering in:**

- Invite a speaker who would give a short teaching or testimony and have a time of prayer for those who need to be saved, filled with the Holy Spirit, delivered, or healed.
- Show DVDs from an Aglow conference to your neighbors or to a church.
- Be current and relevant in all you present, remembering to have a time to pray the headlines of the daily paper or periodicals – this brings in a global perspective from a Biblical view point.
- Have weekly or monthly prayer for the government leaders in your community or the school board – and let them know you are praying by asking them for a list of prayer needs.

Be creative. Assess the needs of the community and ask the Lord for strategy to meet those needs. Jesus was compelled to go to Samaria where a divine encounter with one woman changed her life and impacted an entire community. In the same way, people are waiting for us to reach out to them. The Holy Spirit knows the exact plan that will draw those who are in need. Wait on Him to hear His plan.

#### **Ideas for Reaching out:**

- Provide a Bible study for shut-ins.
- Gather and deliver supplies to the homeless.
- Host a one day seminar on one of the mandates.
- Provide mentoring to young moms, dads, or newlyweds.
- Host a night of praise and worship by inviting groups and individuals from different backgrounds and denominations, providing an opportunity for ministry.
- Meet on a college campus and provide mentoring or Bible study.
- Bring a time of worship or Bible study into a nursing home.

- Take the gospel into a local jail or prison.
- Have an evening for young people in your home.
- Plan an evangelistic meeting in the park appealing to the family.
- Meet in a coffee shop for lattes and laughter.
- Contact the local Aglow prison ministry and find out those who are in prison who need an encouraging card or letter.
- Provide an extreme makeover for a recent widow or a single woman, or fellowship with a recently widowed man.
- Visit those who are shut in and bring a small gift.

And the list goes on! Pray and see where the Holy Spirit will lead you in your community. He has you there for a reason and waits for you to awaken to that specific purpose. An apostolic anointing rests upon your team and you have the authority to affect your community. Expect to make a difference.

As your Lighthouse begins to make an impact into the community, be sure to complete the *Good News Report* form that is found in Part 2, Forms and Brochures for Lighthouses. We want to rejoice with you as people are saved, filled with the Holy Spirit, healed, and restored. Take time to tell us your good news!

### **The Community Lighthouse Leadership Team**

The Community Lighthouse Leadership Team consists of three to five officers from different church affiliations.

- President
- Vice-president of Ministry Development
- Vice-president of Administration
- Vice-president of Public Relations
- Vice-president of Financial Development

God has strategically assigned the Aglow ministry to break through old mindsets and advance His Kingdom on earth. Every Lighthouse leader wears a mantle to break through any obstacle that might hinder success. The teams' apostolic anointing enables them to strategize, develop, and implement plans for growth and successful outreach.

**Breakthrough** is an offensive thrust that penetrates and carries beyond a defensive line in warfare - A sudden advance.

Breakthrough responsibilities for success are:

- **Align Your Lighthouse With Aglow's Global Vision**
  - Send at least one Leadership Team officer to the Aglow conference each year and encourage conference attendance for all who attend Lighthouse meetings.

To “align” is to bring into line or to come into precise adjustment or correct relative position.

- Conference imparts vision and sets the tone for the ministry each year. If no one from your **Lighthouse Team attends, your team will be walking with limited vision the next year. Bring** DVDs and CDs back to share and impart vision. Proverbs 29:18, Habakkuk 2:2
- Make sure the mandates are presented during outreach meetings in clear, understandable ways.
    - Pray the headlines of the newspaper
    - Pray concerning the morning news report
    - Provide speakers who have expertise in the mandates
    - Provide handouts on the mandates (available on the Aglow website)
  - Present Global Partnership at each outreach meeting,
  - **Honor the Ministry Structure**
    - Work in relationship with the Area Team for training, nurture, support and oversight – work to develop a strong relationship with your Area Leadership Team. Share with them the plans you have for your community. If problems or questions arise, call your Area President for insight, guidance, direction, and encouragement. (Your Regional Director and the U.S. Field Director at the Global Field Office – USA are also available to you as needed.)
    - Attend required leadership development seminars each year – Leadership training may be provided by Area Teams, Regional Directors or the Global Field Office – USA. **It is required** for officers to attend at least one leadership training event each year.
    - Send regular tithes to the Global Headquarters.
    - Send offerings as funds allow to the Area Team, Ministry Specialists, Regional Director, and the Global Headquarters.
    - Pray for those serving in leadership over you.
  - **Establish Goals**
    - Seek God for His vision and purpose for your community
    - Guard the vision by setting and monitoring goals each year. If you don't have a target you are aiming for, how do you know you are doing what you have been called to do? Are you reaching non-Christians? Are you providing information that brings a global awakening into the community from a Biblical point of view? Are you seeing your community transformed?
  - **Recruit and Train Leaders**
    - Prepare yourself to be a servant leader and world changer
    - Develop leaders by appointing and training ministry chairpersons. Watch for potential leaders, especially in young women and men. Create an atmosphere that welcomes involvement and challenges people to volunteer their talents.

One aspect of a job well done as a servant leader is how others are prepared to carry on after our season of leadership is complete. Developing and equipping leaders are vital evidence of an apostolic anointing.

## **Planning a Community Lighthouse Event**

For over 40 years, the non-threatening and supportive atmosphere found in Aglow Lighthouses has been a safe place for people from diverse backgrounds to grow in their relationship with the Lord. As a Lighthouse Leadership Team, you have the privilege of planning events for the community that will impact and change the spiritual climate of the city. Restored, healed, and made whole, people learn to pray, be effective leaders, and bold evangelists. The call on Aglow is huge!

### **Executive Team Planning Meeting**

The three-to-five officer Lighthouse Leadership Team is the Executive Team. You meet monthly to pray, plan, and prepare for the outreach meeting. Scheduling the date, time, and place of the planning meetings in advance will help all prioritize personal calendars. The President presides and in their absence, the Vice-president of Ministry Development presides. Each officer carries out their responsibilities in a way that honors others on the team.

**All correspondence is to be copied and shared with the team.**

As leaders, administration can be tedious. Yet, it is an essential part of each Lighthouse planning meeting. Have FUN! Work smart. Love and value each other. Scatter nuggets of prayer and worship throughout the meeting instead of tackling everything in just one long prayer. When making important decisions, take time for discussion and prayer. Then make the decision. While a simple majority passes a motion, all opinions should be heard. It is wonderful to have everyone in unanimous agreement, but it isn't required. In fact, having differing viewpoints and occasional split votes can be a sign that officers feel confident in voicing their honest opinions.

The sign of a great team is evidenced when everyone unites to embrace a decision even if they were not in full agreement. At the same time, it can be wisdom if one or more feels to wait before making a final decision. Let the peace of God rule in the midst of the team.

### **Outreach Meetings**

In choosing the day, time, and place of the outreach meeting, keep in mind the specific needs of your community.

### **Select a neutral place**

A neutral location will help to 'gather in' both the Christian and non-Christian. Choose a place that is comfortable and inviting, a place people will want to bring their friends. Consider restaurants, hotels, libraries, banks, and youth centers. If no other option exists, use a church fellowship hall. Always keep foremost how God has called your team to serve the community.

## **Announce the meeting**

Make your first impression your best one! Be creative in how you advertise. Here are a few ideas to stir creativity:

- Send an attractive, yet simple and clearly defined invitation to those on the mailing list. (If you consistently mail out more than 200 announcements, consider contacting the post office to apply for a non-profit bulk mailing permit.)
- Hand out attractive announcements of future events at each outreach meeting.
- Use e-mail as an inexpensive way to share information and publicity.
- Place free articles in local newspapers.
- Advertise on radio or a local cable channel.

**A head table at the outreach meeting establishes authority, order, and a focal point; however, in very small group settings having a head table is not feasible.**

## **Outreach suggestions**

In the early days of the ministry, a traditional public meeting always included a speaker. Just as the style of clothing has changed, so has the Lighthouse changed through the years. Today many creative options are available. Panel discussions and open forums on topics of interest are creative ways to weave the gospel into concerns of today's women and men. Here are a few suggested topics you might consider addressing:

- Emergency Preparedness
- Facing Fear
- Blending Families
- Dealing with Crisis
- Supporting Military Wives and Moms
- Special Needs Families
- Caring for Generations
- Time Management
- Finances
- Single Parenting
- Show a DVD from an Aglow conference
- Why Support Israel
- Islam: Unveiling the System, Loving the People
- Post Abortive Ministry

Ideas are unlimited! If you have a question about something you want to do, contact your Area Team for advice or assistance. Plan events that seem out of the ordinary and you will experience extraordinary success.

## Outreach agenda

Be creative; allow the Holy Spirit to lead you as you make plans as a team. Whether you invite a speaker or choose another option, ask, will this deepen our relationship with the Lord and build relationship with the attendees? Here are ideas you may want to include as you prepare the agenda for the monthly outreach meeting. They don't have to be done in this order and you may not want to include all at each meeting; however, present a clear invitation for salvation, the baptism in the Holy Spirit and prayer ministry at each meeting. This is what Aglow is about.

- Get acquainted time – possibly offer refreshments
- Welcome and recognize visitors
- Icebreaker, praise report, pray the headlines
- **Short**, enthusiastic announcements
- 20-30 minutes of praise and worship, making room for the presence of God
- Offering
- Speaker or creative option
- Invitation for salvation, baptism in the Holy Spirit, and prayer ministry
- Closing

### **Podium Protocol:**

**Don't leave the microphone unattended.**

**Keep your comments to the point.**

Outreach does not end at the close of the meeting. Consider ways you can mobilize people to pray and reach out in schools, city halls, neighborhoods, or assisted living facilities. Establish neighborhood Bible studies, prayer walking teams, book clubs, or craft parties to keep the momentum alive throughout the month. If you ask the Lord what to do, and create an atmosphere for the presence of God, the people will come! Don't be surprised if He sends YOU out to where THEY are!

## Evaluating Your Outreach Meeting

The evaluation process is a key factor in the success of the Lighthouse. Consider how you would have felt if this was your first meeting or your 50<sup>th</sup>! Ask:

- Was the Presence of God experienced?
- Was the meeting worth leaving home to attend?
- Was it current and relevant, bringing in events from the day that broadened the vision of those attending?
- Was the meeting a safe place where the attendees will want to invite their non-Christian friends?
- Was an opportunity to receive Jesus presented? How about receiving the Holy Spirit with the evidence of an individual prayer language?
- Did people feel welcomed and loved? How?

This evaluation must be approached with honesty. It is not a time to be critical, but rather to find ways to grow and change. See if you are hitting the mark for what God is calling you to do in your community.

## The Neighborhood Lighthouse

The Neighborhood Lighthouse differs from the Community Lighthouse by the smaller number of people serving on the Leadership Team and the scope of outreach. The team consists of a President, and a Vice-president, one of whom keeps financial records.

While the Neighborhood Lighthouse is often more interest focused and interactive:

Bible study	Prayer group	Prison ministry	Bowling group
Book Club	Help group	Young parent group	Sport group
Knitting group	Dance group	Exercise group	Mentoring group

...the Lighthouse should remember the **greater vision is one of radical change**. This change brings a person to a place where they move in strength, knowing who they are as a Kingdom-bringer and an image-bearer of God.

The Leadership Team is responsible for bringing regular updates of all Aglow events. Testimonies from around the world increase vision, provide understanding of what Aglow does, and inspire partnering with the ministry.

**Ideas** which may be included on the Neighborhood Lighthouse agenda are:

- A time for fellowship with refreshments
- A short devotional
- An offering
- Time for prayer requests
- Time for praise reports
- Occasional speaker or testimony
- Explanation of Aglow ministry, invitation to area events, regional rally or Aglow conference
- Global Partnership presentation
- Showing an Aglow conference message DVD

An opportunity should be given at each Neighborhood Lighthouse meeting for receiving an offering, even if it is as simple as a jar on a table. If you have an older Lighthouse that was affiliated with one officer, you will need two officers to open a bank account. If you do not have two officers, your Area Team can manage your funds. To open a bank account, you will need an EIN number. To receive an EIN number, call the U.S. Department at the Global Headquarters.

Check out Love Your Neighbor Resources at [www.aglow.org](http://www.aglow.org) for creative ways to reach your neighborhood.

As the Neighborhood Lighthouse grows, the Lighthouse should consider becoming a Community Lighthouse with a larger realm of influence. Be sure to check out the section for Community Lighthouses (p. 23-29) for ideas and leadership tips. Nothing is impossible with God!



## The Workplace Lighthouse

The Workplace Lighthouse is designed to meet the needs of people in the marketplace and should be sensitive to their time constraints. The focus is to encourage spiritual growth and relationships with people who work together.

The Workplace Lighthouse has one or two officers who serve on the Leadership Team and can meet as often as needed. The team consists of a President and possibly a Vice-president, one of whom keeps financial records. Until there are two leaders, funds are managed by the Area Team.

Knowing that God has put you in your place of employment for the purpose of transforming lives, seek Him for the type of meeting and watch the ministry of Aglow impact your workplace. He will give you ways to reap the greatest results in the time frame in which you have to work.

Your goal is always to bring the attendees of the Workplace Lighthouse to the realization that salvation is not an end, but a beginning. Inspire them to believe they can cause change in their realm of influence and let transformation begin in the workplace. Testimonies from around the world increase vision and provide understanding of what Aglow does, and inspire partnering with the ministry. Who knows? From the Workplace Lighthouse, Neighborhood Lighthouses can be birthed as attendees catch the vision to see their communities transformed by presenting what they see in the Workplace Lighthouse.

**Ideas** you may want to include during your Workplace Lighthouse meeting:

- Prayer walk the workplace
- Bible study
- Workplace skill training
- Encouragement group
- Lunch meeting with a testimony, short message or topic of interest
- An offering
- Time for prayer requests
- Explanation of Aglow ministry, invitation to area events, regional rally or Aglow conference
- Occasionally present Global Partnership

An opportunity should be given at each meeting for receiving an offering, even if it is as simple as a jar on a table. You may open a bank account if you have two officers and if you have an EIN number. If you do not have two officers, your Area Team can manage your funds. To receive an EIN number, call the U.S. Department at the Global Headquarters.

## The Couples Lighthouse

Couples Aglow Lighthouses differ from the Lighthouses we have talked about previously. Couples Aglow can be a neighborhood group or a group that holds outreach meetings in a community. The chief difference is that **a husband and wife share the duties of a position on the Lighthouse Team**. For example, Sarah and her husband, Paul, have attended several Aglow conferences. Both feel called to open their home to other couples for a Bible study. Wanting to come under the covering of the Aglow ministry, Sarah and Paul contact the Area Team, become Global Partners and fill out all the necessary paperwork. Both will serve as President of the Lighthouse.

Couples Aglow has from one to five couples who serve on the Lighthouse Team. One couple serves as President and the remaining couples serve in Vice-President positions. If there are only two couples serving on the team, one of the couples is responsible to keep financial records. Until there are a minimum of two couples, funds are managed by the Area Team.

Who knows where this group will go? Will they become an Aglow in the community that is led by couples for couples? Only the Holy Spirit knows!

### FAQ

- Do men who serve in leadership go by the same guidelines as women? **Yes**
- Are male leaders required to attend leadership training? **Yes**
- Can Couples Aglow have female advisors? **Yes.**
- Can single people attend meetings at a Couples Lighthouse? **Yes**
- Does the Couples Lighthouse need to present the mandates? **Yes, each Lighthouse will present the vision of the ministry in practical ways in their community. The goal of each Lighthouse is always to bring salvation, wholeness, restoration, and a global awareness from a Biblical perspective to their community.**

## Chapter 4

### Qualifications for Lighthouse Leadership

**You're a qualified candidate to serve on a Lighthouse Leadership Team when you:**

- Are a born-again believer in Jesus, are baptized in the Holy Spirit with the evidence of speaking in tongues, and demonstrate the fruit of the Holy Spirit.
- Are an Aglow Global Partner who gives \$40 or more annually.
- Are called by God to serve in a leadership position in Aglow.
- Are apostolic in nature.
  - Able to motivate people to reach a goal
  - A self-starter who doesn't sit around and wait for things to happen
  - Stays on the cutting edge
  - Recognizes the challenges of a changing world and changes as necessary
- Embrace Aglow's mission and seek to see that mission come forth in your community.
- Are in agreement with Aglow's Belief Statement. (see statement, p. 8)
- Have a desire to serve others and recognize that leadership is servanthood.
- Regularly read the Bible, have a basic knowledge of it, and seek daily fellowship with the Lord.
- Show leadership potential and are willing to learn and grow in teamwork with others.
- Have the agreement of your spouse, if married.
- Are of legal voting age and are a legal resident of the United States.
- Commit to attend Leadership Team meetings, Aglow Lighthouse meetings, and leadership training sessions realizing that attendance at these meetings are MINIMAL requirements.
- Will strive to attend Area retreats, Regional functions, national and Global conferences realizing that attendance at these meetings impart vision which is necessary to lead a Lighthouse.
- Will pray with others to receive Jesus as Savior, as Baptizer in the Holy Spirit, along with other needs as requested.
- Complete a Leadership Questionnaire.
- Are willing to serve for an initial two years.
- Attend one church regularly. \*

\* By "church" we mean a valid Christian assembly, recognized as such in the community and by

Christian pastors in the area, having as its pastor or leader a person similarly recognized.

#### **A Side Note:**

**Those serving as heads of other ministries or who are heavily involved in other ministries should be willing to make their service as an Aglow leader a priority.**

The heart of this concern is rooted in the proven experience that an individual with their own ministry or who is heavily involved in another Christian activity, does not have enough time to give to the demands of serving as an officer in Aglow. A successful team needs each player doing their job in a timely manner. If Aglow is not a priority, it will be a hardship for everyone on the team.

- Other ministries should not be promoted during Aglow meetings
- Aglow mailing lists or email lists should not be used by another ministry to promote that ministry

**Only one member of a family (except for a Couples Lighthouse, p. 34) may serve on the same Lighthouse Leadership Team at a time.**

- When things are going well, it may not seem to be a problem to have family members on the same Lighthouse Leadership Team.
- It can be sticky and painful if disagreement or conflict on your Leadership Team causes turmoil in family relationships.

**Because of the demands of their workloads and schedules, those actively serving as full-time pastors, evangelists, or missionaries may not serve on a Lighthouse Leadership Team.**

### **Term Limits**

An officer serves on the Lighthouse Leadership Team for an initial term of two years. The leader may remain in the same position or in combined positions for a maximum of eight years. Exceptions can be made by the Area Team. The heart behind term limits is to provide opportunity for new leaders to emerge as well as opportunity for long-term officers to take a break. After a one year rest period, the leader is eligible to serve again.

### **Understanding the Favor Available to Your Team**

As you begin to understand the importance of who you are in your community, what Aglow's presence there represents, and your responsibilities as a leader, you will also begin to understand there is an enemy who comes to stop the work of God. Of course, he will not be successful, but along the way, he will do his best to break relationship, cause disunity, distort communication, and do what he can to close the Lighthouse. **Don't buy into his lies.** Be alert! Guard your heart against his attacks. Within you and your fellow leaders is the ability to expose him at every turn.

From years of experience, we have found that one of the biggest hindrances to team unity is focusing on negative behaviors or problems. Everyone is on a journey. Everyone is on a path. Down that path there will be problems bringing provision and battles leading to victories. Rather than focusing on a negative or a problem, look for the positive that is attached to the negative.

Our role as Kingdom leaders is to pick up the positives and use them to overwhelm the negative. Do not give valuable peace and strength to negatives. See the provision that God is providing and come in the opposite spirit. Use your influence as a leader to change the atmosphere. Move your team from a place of doubt to a place of belief. Use prophetic words to challenge situations and problems rather than allowing situations and problems to challenge your prophetic words!

Your team will find that the favor you walk in with the Father will begin to affect others. People follow what they want to be influenced by. Everyone wants to be loved. They want to belong and to be significant. Good leaders, Kingdom leaders, create that kind of environment.

Realize that facing obstacles is a good thing. Obstacles in your community and on your team guarantee power! Sometimes God allows obstacles for you to learn to overcome and go to a new level of faith. Hidden in an obstacle is something good for you! God's promise is that He will turn EVERYTHING that comes against your team or a team member for good. Hidden in an obstacle is something good!

The truth is your team is going to learn how brilliant you really are in Christ. Your community is depending upon your team finding out walking in this brilliance. They want to be influenced by you. They want to see you enjoying your journey. They want to hear your story of how you faced a situation and found the provision in it. They want you to explore the depths of fullness and the unlimited abundance available to them as they learn to walk in the life of the Spirit. Mindsets must shift. A new language of the Kingdom must be discovered. Your team is in Christ and everything is a possibility.

Each one on your team is a carrier of the Light of the Kingdom. Your community, your town, your village, is waiting for you to switch on the light so that they can see where to go in the trying times that we are living in. They need to know where to find joy, abundance, fullness, strength, peace, goodness, healing, and so forth. When they see your team shining, they will run and not walk so that they might taste and see the goodness of the Lord for themselves.



## Chapter 5

# Job Descriptions for the Lighthouse Leadership Team

### President

As President, you fill a place of great influence, empowerment, and apostolic leadership. You empower others and set the course of the team. Just as you can personally set the tone in your home, you will set the tone on the team.

Ralph Nader said, “The function of leadership is to produce more leaders, not more followers.”

#### As the Leadership Team President, you:

- Meet the *Qualifications for Lighthouse Leadership* (see Chapter 4, p. 35)
- Work in a submitted relationship with those in authority over you
- Carry the vision and be creative in planning and implementing ways to reach people in your community
- Keep Aglow’s mission central in all that the Lighthouse does
- Develop leadership potential in others
- Preside at team meetings
  - Prepare the agenda, checking with team for agenda items
  - Keep the meeting moving
  - Encourage everyone’s involvement
- Guide the team in all decisions, especially in selection of the speakers and setting the program
- Extend invitation via phone to speakers or designate another officer to extend the invitation
- Share with your team ALL communications received
- Preside at the outreach meeting, allowing and encouraging others to be involved
  - Set the tone of the meeting by coming prepared
  - Give simple explanations about the gifts of the Holy Spirit as they occur during the meeting
  - Preside during praise and worship by being visible in front
  - Greet the speaker
    - Give them a copy of the agenda
    - Confirm their speaking time
    - Confirm who will give an invitation
    - Confirm who will close the meeting
    - Confirm that they will be part of the ministry team, if appropriate

- Serve as part of the ministry team at the close of each meeting
- If the speaker ministers at the close of the meeting, you team with them
- With the team's agreement, invite a new woman to fill a vacant position on the team (if no one currently serving on the team desires to fill the vacant position) **by following the Appointment Process** (see Chapter 7, p. 47)
- Invite Advisors to serve
- Give all materials to the next officer who fills your position or to the Area Team when your service is finished.

## **Vice-president of Ministry Development**

As the Vice-president of Ministry Development, you recognize gifts and talents in others and link them with ministry opportunities within the Lighthouse. Not stopping there, you help take the ministry of Aglow out of the four walls and into the streets by assessing the needs of the community and bringing creative ideas to the team and suggest practical ways to meet those needs. You have a unique relationship with the President, assisting them and being ready to fill in for them in a temporary absence.

### **As the Vice-president of Ministry Development, you:**

- Meet the *Qualifications for Lighthouse Leadership* (see Chapter 4, p. 35)
- Assume the duties of the President upon their request or in their absence (with the understand that you may or may not become President when the President actually leaves the team)
- Work in close relationship with the President, being supportive of their position
- Lead the ministry support chairperson and serve as a liaison between the Leadership Team and the chairpersons
- Give oversight to the publications ministry if there is not a chairperson
- Assess the needs of the community and look for ways to partner with others to meet those needs
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next officer who fills your position or to the President when your service is finished.

*Never doubt that a small group of thoughtful, concerned citizens can change the world. It is the only thing that has.*

**Margaret Mead**

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## Vice-president of Public Relations

As Vice-president of Public Relations you have the privilege of portraying the vision and activities of Aglow to both friends and strangers. To the community you portray a compelling and enticing invitation, “Come, see a Man!” To the Aglow family, you keep them informed of opportunities to not only receive for themselves, but to minister to those in need through different avenues of outreach.

### As the Vice-president of Public Relations, you:

- Meet the *Qualifications for Lighthouse Leadership* (see Chapter 4, p. 33)
- Send a change of information form to notify the Global Headquarters of **any** change in officers, addresses, e-mails, phone numbers, or changes with outreach times, days, or places
- Become the chief personal correspondent for the Lighthouse Leadership Team, insuring that a standard of excellence is maintained in all written communications
  - **Use Aglow International, NOT** Women’s Aglow or Women’s Aglow Fellowship!
  - Use the current Aglow logo (see [www.aglow.org](http://www.aglow.org))
  - Use the current stationery
  - Include Aglow ID and chartered Lighthouse name on all communications with the Global Headquarters
- Send a letter to the invited speaker containing information needed to arrive at the appointed meeting on time
- Oversee the publicity for all meetings unless a publicity chairperson is appointed
- Seek ways with the Leadership Team to raise visibility of Aglow in your community
- Provide the Leadership Questionnaire when the Team appoints a **new officer** or ministry support chairperson (see Chapter 7, p. 45; Chapter 11, p. 68)
- Send a Character Reference Form for candidates for Bible study leaders and Prayer ministry leaders
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next officer who fills your position or to the President.

## Vice-president of Administration

As Vice-president of Administration, you have the unique opportunity of providing a path to the future as well as a window to the past. The records you keep are as essential as a road map or global positioning satellite on a family vacation.

### As the Vice-president of Administration, you:

- Meet the *Qualifications for Lighthouse Leadership* (see Chapter 4, p. 33)

- Draw an ongoing road map for the Leadership Team by recording the minutes on the Lighthouse Team Minutes Form
  - Bring the minutes for approval at the next Leadership Team meeting
  - Be diplomatic about what is recorded
  - Include in the minutes:
    - Number in attendance at last outreach meeting
    - Number of salvations, baptisms in the Holy Spirit, healings or miracles
    - Income, expenses and ending balance given by the Vice-president of Financial Development
    - All agreed upon expenditures
    - All decisions
    - Highlights of upcoming events
    - Other items of interest
- As soon as possible, send a copy of the minutes to:
  - The Area President
  - Each Lighthouse advisor
  - The Regional Director if requested
  - **Keep minutes on file for three years**
- Promote Global Partnership frequently, unless delegated to a Global Partner chairperson
  - Make sure Global Partner forms or brochures are available
  - Collect and mail completed applications to the Global Headquarters
  - Maintain a Global Partner list for the Lighthouse
- Assist the Vice-president of Financial Development in counting the offering
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next officer who fills your position or to the President.

## **Vice-president of Financial Development**

### **As the Vice-president of Financial Development, you:**

- Meet the *Qualifications for Lighthouse Leadership* (see Chapter 4, p. 33)
- Believe God will more than supply the financial needs of the Lighthouse
- Become familiar with the *Financial Digest*
- Have a willing heart to work with numbers
- Understand the Biblical principles of being a generous and cheerful giver
- File IRS tax forms if the yearly income is over \$50,000 otherwise ALT will file 990N
- Distribute your 1099-MISC forms before January 31<sup>st</sup> (if applicable)
- 1096 Form before February 28<sup>th</sup>.

- Oversee all the financial transactions of the Lighthouse by:
  - Collecting, counting, and depositing the offering
  - Keeping accurate records of all financial transactions in a ledger
  - Having the approval of the Leadership Team before making any expenditures or paying bills when using the Aglow funds
- Present a brief written financial report each month at the Leadership Team meeting that contains:
  - Monthly income and expenses
  - Beginning and ending balance
  - The balance of any restricted funds
  - Bank balance
- Bank statements are required to go to the President. This is required by the auditors of the Global Headquarters. After the President opens the bank statement and makes an initial check, the statement can be given to the VP of Financial Development.
- Complete the Annual Financial Report and mail to the Area Team by January 15 of each year
- **Keep financial records for seven years**
- **Make certain any guest speaker/teacher receives a card by the end of the meeting containing:**
  - Reimbursement for travel expense (see [www.irs.gov](http://www.irs.gov) for current mileage rate)
  - An honorarium (All Lighthouse teams give a minimum of \$100 for each honorarium. If your Lighthouse is currently NOT able to give \$100, begin to increase the amount you are giving until you reach \$100.)
  - Meals as are appropriate
- Provide written receipts for gifts of \$250 and over
- Tithe monthly:
  - 10% to the Global Headquarters of the undesignated income
  - 1% to the Global Headquarters for the support of your Regional Director
- Send love gifts as the Leadership Team decides to:
  - Area Team
  - Regional Director
  - Global Headquarters
  - Each May receive and send a special offering to the State Prayer Coordinator
- Have the financial records reviewed at year-end by the **Area** Vice-president of Financial Development

- Encourage the Leadership Team to believe God for all the funds needed to carry out the work of Aglow in your community, including funds to send leaders to retreats and conferences
- **ASK** the Area Vice-president of Financial Development if you have questions regarding what can and cannot be done with Aglow funds
- Give all materials to the next officer who fills your position or to the President.

## Chapter 6

### Guidelines for Choosing a Speaker

Variety is the spice of life. While it is not always necessary to have a speaker at an outreach meeting, this section will help your team when you do invite a guest to speak. The Lighthouse Leadership Team bears responsibility and has spiritual authority for the outreach meeting. The speaker is an invited guest who comes alongside the team to fulfill the plan God has entrusted to them. Show them the same hospitality that you would expect to be shown.

#### Guidelines

- Because Aglow is predominantly a woman to woman ministry, speakers should be predominantly women. It is permissible to invite one or two male speakers **per year**. (In Aglow for Men, the reverse would be true. The majority of speakers would be male. In Couples Aglow, speakers would be either men or women.)
- Speakers must be born-again believers in Jesus and either speak in tongues or believe in speaking in tongues.
  - You may want to invite a speaker qualified to speak on current and relevant topics, such as Disaster Preparedness. This type of speaker would be an exception to the need for a speaker to be born-again or to believe in speaking in tongues.
- Speakers should be in agreement with the Belief Statement and should be enthusiastic about Aglow's ministry, mission, and current direction.
- Have a speaker who is comfortable giving a teaching testimony. Christian truth interwoven with personal examples of God's workings in their lives will touch common areas in the hearts of women and men.
- Have a variety of speakers throughout the year. Your goal is not only to minister to Christians, but to provide topics that would draw the lost and hurting. A well-balanced Lighthouse will be able to meet the various needs in a community.

#### Leadership Team Responsibilities

Once the speaker has accepted the invitation to speak, the President should ask for a biography and a current photograph. Any non-digital picture should be returned to the speaker along with a copy of the publicity announcing the meeting.

- Give your speaker clear direction to help them fulfill the meeting emphasis your Leadership team has chosen. If you have a theme, inform them.

- Roll out the welcome mat for your speaker. Treat them as your special guest. Be attentive to their needs. Keep them well-informed of changes. Honor and enjoy them.
- Before the meeting, the President should confirm with the speaker:
  - The time they have to speak (between 45 minutes to one hour)
  - Who will give the invitation for salvation, baptism in the Holy Spirit. (You should always present an opportunity for salvation and baptism in the Holy Spirit if the speaker does not do this.)
- Provide the following for each speaker:
  - A minimum honorarium of \$100 included in a thank you note given to the speaker BEFORE they leave the meeting (If your Lighthouse is not able to give \$100, start at \$75 and stretch your faith to give \$100 consistently.)
  - Travel expenses should be sent *before* the meeting if possible. It is separate from the honorarium. If the speaker is traveling by auto, reimburse at the IRS business mileage rate. (Check the current IRS rate at [www.irs.gov](http://www.irs.gov).)
  - Housing, if necessary, and meals
- If possible, provide the speaker with a complimentary recording of their message.

A speaker should not be promised a percentage of the offering. They should be told up front your team will be presenting them with a love gift.

### **Other Speaker Information**

- Speakers may offer their books or tapes/CDs for sale **on a one-time basis at the meeting.**
- Speakers may **NOT** solicit pledges, receive their own offering, or copy names from your mailing list.

**Due to IRS restrictions, Aglow cannot be used as a platform to solicit funds for other organizations.**

Be creative and alert! Keep in close touch with your Area Team and other Lighthouses in your area. Sometimes you might be able to combine your efforts and share travel expenses for a speaker. When a local church brings a speaker in, you might want to contact the speaker and ask them to stay another night to speak at your Lighthouse meeting. Your Team would cover their lodging and food expense as well as give an honorarium.

Occasionally you may get inquiries from speakers, who say, “God has told me to speak at your meeting.” Do not feel obligated to use them. You are the leaders God has placed over your Lighthouse. He will show you the speakers you are to have. If you do consider them, check first with your Area Leadership team, Lighthouse advisors, Regional Director, or another reliable source who has heard them speak. If no one on the team has heard the speaker, request a tape or CD to hear their message before inviting them to speak.

To provide a greater awareness of the ministry of Aglow and our relevance in the world today, consider inviting leadership from the Area team, Love Your Neighbor coordinators, ‘I’ coordinators, State Prayer coordinators, Generations Coordinators, Emergency Preparedness

Coordinators, and Church~Aglow coordinators as speakers. If your Lighthouse is located near your Regional Director's home or the Global Headquarters, consider inviting your director or a qualified Headquarters staff member as a speaker.

## Chapter 7

# Resignations and Vacancies on a Lighthouse Leadership Team

### Resignations

An officer may resign by giving a letter of resignation to the Lighthouse Leadership Team. The letter should include the date that their resignation will be effective. A copy should be sent to the Area President. A Change of Information form showing the changes is sent to:

- the Global Field Office – USA
- your Regional Director
- Area President

### Appointing an Officer to a Vacant Position

The Lighthouse Leadership Team should appoint an officer when there is a vacancy. A vacant position can be filled in one of two ways:

- **By an officer currently serving on the team.**
  - Send in a Change of Information form to the Area President, Regional Director, and the Global Headquarters.
  - If the vacant position is the Lighthouse President position, work with the Area President in appointing a new Lighthouse President.
- **By appointing someone that is not currently serving on the team.**
  - Follow the appointment process for a new officer. (see below)

### Appointment Process for a New Officer

When appointing a new officer to the Lighthouse Leadership Team, follow this process:

- If the vacant position is President, call the Area President before beginning the process.
- As a team, pray and agree about the person you will ask to serve. Keep in mind the qualifications needed.
  - Ideally, the Leadership Team should reflect a diversity of denominations as well as cultures.
  - Not more than three leaders from the same church. The exception would be for Church~Aglow.



- The President gets verbal approval from the Area President **BEFORE** asking the prospective officer to serve.
- After receiving verbal approval from the Area President, the President contacts the prospective officer, telling them that they is being considered to serve as an officer on the Lighthouse Leadership Team.
- The prospective officer receives a copies of the following:
  - A job description
  - The Mission Statement
  - The Believe Statement
  - A copy of *Qualifications for Lighthouse Leadership*
  - A Global Partner brochure (Commit & Connect)
  - The Constitution and By-laws
- When the prospective officer has given a positive response, the Vice-president of Public Relations sends them a Leadership Questionnaire. (If your team does not have a Vice-president of Public Relations, then the person on the team who is overseeing the duties of the Vice-president of Public Relations would carry out the process.)
- The Vice-president of Public Relations brings the completed Leadership Questionnaire to the Leadership Team where it is checked for completeness.
  - Do they speak in tongues?
  - Are they a Global Partner?
  - Will they attend Leadership Training?
- The Vice-president of Public Relations schedules an appointment with the new officer and the advisor(s) for an interview, obtaining the signature(s) of the advisor(s) after the meeting.
- The Vice-president of Public Relations then sends the completed Leadership Questionnaire to the Area President for approval. Once the Leadership Questionnaire is returned to the Vice-president of Public Relations with the Area Team signatures, several things should be done:
  - Notify the President to invite the new officer to attend team functions
  - Make a copy the Leadership Questionnaire for the Lighthouse files
  - Send the original Leadership Questionnaire and a Change of Information Form to the Global Headquarters.
  - Send copies of the Change of Information Form to the Area President and the Regional Director promptly.

**Do not use old forms! Sign in to MyAglow on the Aglow website for current forms.**

## Chapter 8

### Advisors

Each Community Lighthouse team should choose a **combination** of between one to three male and female advisors. A Workplace Lighthouse may use an advisor from the Area Team. A Neighborhood Lighthouse may begin by using an advisor from the Area Team. If the Neighborhood Lighthouse grows into a Community Lighthouse, it should select advisors for its team. Aglow for Men and Couples Aglow follow the same guidelines according to the type of Lighthouse they are.

#### Qualifications for Advisors

Advisors are:

- Male or female.
- Born-again believers in Jesus, baptized in the Holy Spirit with the evidence of speaking in tongues, and demonstrate the fruit of the Holy Spirit in character and action
- Pastors or laypersons who are well respected in the community
- Representative of a diversity of denominational backgrounds, if possible
- In agreement with Aglow's Belief Statement
- In agreement with Aglow's vision and call to the three mandates
- Able to serve a one-year term from January 1 to December 31
- Willing to offer advice and counsel without being dictatorial.

An advisor may not serve more than one Lighthouse at a time. An advisor cannot be the spouse or a family member of one of the officers on the Lighthouse Leadership team.

#### The Role of an Advisor

An advisor:

- Provides perspective and advice on a variety of questions, ranging from doctrinal issues, to a difficult situation in a Lighthouse or on a Leadership Team.
- Consults on spiritual and business matters.
- Receives minutes monthly from the Vice-president of Administration.
- Offers insights based on their love for the Lord, their understanding of Scripture and Biblical principles, and their experience working with people.
- Advises, but doesn't lead.
- Understands that they may be one of a team of advisors whose opinions may differ.

- Is available to consult if there are concerns about releasing a speaker's recorded message.
- Interviews prospective officers or chairperson as requested by the Lighthouse Leadership Team, reviewing and signing Leadership Questionnaires.
- Is available to meet two or three times a year with the Lighthouse Leadership Team and other advisors as requested.
- Is free to contact the Area Team, Regional Director, or the U.S. Field Director with any concerns he has about the Lighthouse or Leadership Team.
- Rotates with other advisors in attending the regular outreach meetings.
- May be asked by your Area Team to review non-Aglow Bible study material for scriptural soundness.
- Disposes of all Aglow files at the end of their service.

### **How to Invite an Advisor to Serve**

Pray about whom to select as advisors. When the team agrees on the names, the President calls each person and clearly explains what is expected in the coming year.

The future advisor should be presented with the following items to aid them in reaching their decision to serve:

- Qualifications for Advisors (see Chapter 8, p. 49)
- The Role of an Advisor (see Chapter 8, p. 49)
- Tips for Aglow Advisors (located in the forms section of the *Leader's Digest* or may be downloaded from the Aglow website by logging into MyAglow and looking under Resources for US leaders)
- Belief Statement (see Chapter 1, p. 8)
- A copy of each of the Aglow brochures
- A copy of the Aglow Constitution and Bylaws (This can be downloaded from the Aglow website by logging into MyAglow and looking under Resources.)

When the advisor has accepted the invitation to serve, add them to the Lighthouse mailing list. Each month the Vice-president of Administration will send them a copy of the minutes. Invite the advisor and their spouse to attend monthly outreach meetings.

When the advisor completes their one year term of service, they may be asked to remain for an additional year if the team agrees. If they declines or as the team releases them, be sure to send a gracious thank you letter that includes any input that the team appreciated.

## Chapter 9

### Financial Obligations

In Wesley Willmer's book, *Revolution in Generosity*, he says, "Generosity is the natural outcome of God's transforming work in individuals when they are conformed to the image of Christ and become generous as Christ is generous." As a Leadership team you will soon learn that not all those who attend Aglow meetings are "conformed to the image of Christ and have become generous as Christ *has been generous with us.*" You will have opportunity to be stretched each time a check is written to cover an expense or give a love gift, to be generous "as Christ is generous."

Never let circumstances become your reality. Never let your check book balance be what guides you. Pray and ask. God will provide. When Abraham began his climb up the appointed mountain with his son, Isaac, his circumstances looked dismal. Like Isaac, there will be those who cannot see the provision that waits caught in the thicket and they will ask, "Where will the money come from?" Wait for God's provision. He is a God who has looked down through time, seen every need and made provision.

**God's economy is not governed by the economy  
of your community or your nation.**

As a Leadership Team, expect finances for:

- a lovely meeting place
- a generous love gift for the speaker
- tithes to the Global Headquarters and your Regional Director
- your attendance at Area, Regional, and National Aglow functions
- generous love gifts to Area, Regional, and National Aglow functions
- all that God leads you to do in your community

Know the Lord *wants* the Leadership Team to attend Area functions, Regional functions, and conferences. Expect Him to provide!

**If funds are not plentiful, check three things.**

1. **How is your attitude?** Are you living in expectancy or doubt? Is fear robbing your faith? Step out of old mindsets. Break strongholds that have withheld finances. God intends for you to have more than enough!
2. **Is your Lighthouse tithing current?** Tithing to the Global Headquarters opens the windows of Heaven. Open those windows wide by repenting for withholding the tithe, catching up if possible, and staying current each month. Read Malachi 3:6-12.
3. **Is each officer a Global Partner?** God is serious about covenant. The Bible is filled with covenants kept and covenants broken. One of the qualifications to be a leader is that

you are a Global Partner. A seemingly simple thing, like an officer not being current with Global Partnership is enough to stop the flow of blessing.

## Offerings

You receive two types of offerings:

- **general offerings**
- **designated offerings**

**General offerings** cover expenses the Lighthouse incurs. Examples include:

- room rental
- postage
- honorariums
- travel expense and meals for the speaker
- printing expenses
- supplies
- tithes



### Creative ideas for 'Extra' Offerings:

- Receive a change offering
- Everybody give \$1
- Bake sale
- Donate the price of a cup of coffee, bottle of pop, lunch, etc.

After covering general expenses, it is permissible to move a portion to a designated fund. One example would be to move an amount to a designated fund that covers a team member's registrations and expenses for leadership training, Area and Regional functions, or conferences.

**Designated offerings** are received for a specific purpose and must be used for that purpose. For example, in May, each Lighthouse receives a special offering for the State Prayer Coordinator. That is a designated offering and all that is received in that offering must be sent to her.

### Guidelines for Receiving Offerings at an Aglow Function

- An offering is received by a Leadership Team member or by someone they have appointed.
- The one receiving the offering should be a giver and should express enthusiasm about giving and receiving. Keep comments brief and do not do a lengthy teaching. Share a story, scripture, or a brief testimony on giving.
- Explain that a portion of the offering, the tithe, goes to the Global Headquarters of Aglow International to help support ministry around the world. By giving, they partner with Aglow to reach people in their community and Global with the Gospel. A smaller portion, 1% of the offering, stays in their region, helping the Regional Director. The remainder of the offering stays in the community, paving the way for the work of Aglow to be done locally.
- Pray. Allow the Holy Spirit to speak to the attendees.

- Give the collected funds to the Vice-president of Financial Development. At the close of the meeting, the Vice-president of Financial Development and another team member count the offering in a private place. (Watch! If a check has anything written on the memo line (example: ‘for women in prison’), then the check goes into a designated fund.)

**NOTE:**

- **An offering cannot be received for the benefit of an individual.** For example, a special offering must not be taken for Jackie, who needs groceries. In the eyes of the IRS, Aglow funds are being used to personally benefit Jackie and that is not in line with Aglow’s status as a tax-exempt organization. Funds can be used from the Benevolence Fund (see p. 54) to purchase groceries for Jackie.
- **A speaker should not solicit pledges for their ministry and neither should an offering be received to benefit their ministry.**

### **Tithes and Love Gifts**

Your Lighthouse Leadership Team is asked to bless and help support on a regular basis the levels of Aglow that serve you: your Area Leadership Team, State Prayer Coordinator, Regional Director, and the Global Headquarters.

**Tithe/love gift amounts** - See *Leadership Team Reporting Requirements* (see Chapter 10, p. 57) for details on where to send each gift.

- **Area Leadership Team** – as often as your funds permit. Surprise your Area team and consider a special gift from the Lighthouse at retreat time! This helps support the work of Aglow in your Area.
- **Regional Director** – 1% of any undesignated income each month. Round up to the next dollar amount. Don’t be limited to 1%! This helps support the work of Aglow in your Region.
- **Global Headquarters** – 10 % of undesignated income each month. Round up to the next dollar amount. This helps sustain the ongoing work of Aglow, not only in the United States, but around the world!
- **State Prayer Coordinator** – receive a special offering each May. Consider a special gift near conference time! (Checks should be made out to Aglow International and not to the individual SPC.)
- **LYN, Church~Aglow, Emergency Preparedness, ‘I’ Coordinators, and other Coordinators** – consider a special gift during the year to aid each coordinator in their work. They receive no working funds and is a volunteer just like you! (Checks should be made out to Aglow International, not to the individual coordinator, and sent to them.)

**Designated offerings cannot be collected for individual needs and checks cannot be accepted that are designated to an individual either in the ‘pay to’ line or on the memo**

Aglow attendees are the most generous, caring, gracious, tender givers in the world. Express a need and Aglow attendee will rise to the challenge to meet the need, usually going far above what is requested. Our compassionate hearts can get us in trouble with the IRS. Thus the clear distinction is necessary for ways funds can or cannot be used.

**NOTE: Our auditors have requested that we send the tithe receipts to an officer *other than* the one writing the checks. We have arranged to send receipts to the Presidents.**

## **Ways Aglow Funds CAN be Used**

General funds are to be used to meet needs in line with Aglow's purposes.

- **Aglow funds CAN be used to send Lighthouse leaders to conferences, Area events, and Regional events.**
  - Conferences, retreats and Regional events provide training, cast vision, and equip leaders to lead in their communities. ALL leaders should attend these events and should not be hindered by the lack of personal finances.
  - As funds are available, you may offer financial help to others in the Lighthouse who have expressed a desire to attend Aglow conferences, Area, and Regional events.
- **Aglow funds CAN be used to set up a benevolence fund.**
  - You may fund the benevolence fund two ways.
    - You may designate funds currently in the bank account.
    - You may receive a designated offering.
  - See Benevolence Giving (p. 56) for a clearer understanding of what is covered.
- **Aglow funds CAN be used to pay Lighthouse expenses approved by the Leadership team.**
- **Aglow funds CAN be used to give a love gift or honorarium to a speaker at your Lighthouse.**
- **Aglow funds CAN be used to give a memorial gift to Aglow International.**
  - A memorial gift to the Global Headquarters of Aglow International is a wonderful way to honor the memory of a loved one.
- **Aglow funds can be used to help send Aglow attendees on optional Aglow sponsored events.**
  - Our Lighthouse President has always wanted to go to Israel. Can we use funds from the Lighthouse to help them go on Aglow's next trip to Israel? *No*. How about the Area President? *No*. My Regional Director? *No*.
    - Many Aglow attendees desire to participate in the annual sightseeing and familiarization trip to Israel that is sponsored by the ministry. General or

An **Aglow Optional Event** is defined as a trip sponsored by the Global Headquarters, such as:

- Transformation Trips
- Generation Trips
- Prayer Journeys
- Special Israel Trip that is in addition to Aglow's annual sightseeing and familiarization trip

designated offerings; however, should not be taken at Aglow meetings to help pay individual expenses.

- The Vice-president of Ministry Development feels that they are to go on a Transformation Trip led by the Transformation Director. Can our Lighthouse receive a special offering to help them go? *Yes*. Can we have a garage sale to help them raise funds? *Yes*. However, fund raising for an Aglow Optional Event should not become the main focus of the Lighthouse.

## Ways Aglow Funds CANNOT be Used

When someone gives a general offering to the ministry of Aglow, they assume that their donation will be used to carry out the mission and purposes of the ministry. They understand the majority of the money will be used in their community to cover the expenses of the Lighthouse. They believe a portion of the money will go to support the work of the ministry at other levels – Area, Regional, national, and international.

As a team always ask:

- Are we using our funds for the purposes of Aglow?
- Are we endangering our tax-exempt status?

If in doubt, always call the Area Team for clarification.

- **Aglow funds are not to be used to support other ministries outside of Aglow, no matter how worthy the ministry.**
  - The IRS has granted Aglow tax-exempt status provided that Aglow funds are used only to support purposes stated in our Articles of Incorporation. (The Articles of Incorporation are found in the Aglow Constitution and Bylaws, which is available on the Aglow website: in the MyAglow section under resources.)
    - Perhaps you have used a Bible study from another ministry to conduct a Bible study for teens. The teens loved the study and the results were dynamic! You may **not** send a love gift to that ministry to show your appreciation. Aglow funds are intended to further the work of Aglow and not the other ministry.
    - Perhaps you have partnered with the local Crisis Pregnancy Center for one month to supply baby clothes or diapers. *For that month*, it is permissible to allow the attendees to give into a special offering or bring supplies as this would be a work of the Lighthouse in the community. The better way is to give supplies.
- **Aglow funds are not to be used to benefit an individual.**
  - The IRS has granted Aglow tax-exempt status provided that Aglow funds are not used for the personal gain or benefit of leaders, members, or any private individual.



- Mary attends the outreach meetings faithfully. Recently her husband died causing Mary, the mother of four, to be forced to find a job to support her family. Can Aglow funds be used to purchase food for Mary's family this week?
  - **Yes**, out of the Benevolence Fund. This cannot be done on an ongoing basis, but can be done to help Mary as she waits to receive her first pay check. Do not make the check out to Mary, provide a gift card to a grocery store or purchase groceries and take to Mary.
- On the other hand, Martha, another faithful Aglow woman, had her wallet stolen. One of the officers stands in the meeting to give this sad report and the ladies desire to take an offering to replace Martha's wallet. Is this permissible?
  - **No**. The IRS may consider such an offering as personally benefiting Martha. However, the Leadership Team might consider helping Martha out of the Benevolence Fund as they are aware that the only money Martha had for the remainder of the month was in her wallet and she needs help to pay her light bill. Again, do not make a check out to Martha, rather make the check to the light company.
- If an officer or a family member of an officer serving on the Lighthouse Team should have a need, the officer should not be present in the meeting where a decision is reached to help meet the need. Then meet the need out of the Benevolence Fund.
- An Aglow officer should never receive a check from the Lighthouse unless the check is to reimburse them for approved expenses they made for the Lighthouse. Receipts should be kept by the VP of Financial Development for any checks written.

## Benevolence Giving

Benevolence giving is a kind, charitable act or gift; an inclination to do good to others without expectation of return. See Isaiah 58:6-12.

Your Leadership Team will decide on the recipient and amount when choosing to bless from the Benevolence Fund. Follow these guidelines to comply with IRS rules:

**Benevolence:**  
An act of kindness.

- **Benevolence funds may not be given to anyone serving on a Leadership Team OR their relatives.**
  - Checks cannot be issued to those on the Lighthouse Team unless to reimburse for approved benevolence expenses.
  - According to IRS rules, it is illegal to give money to anyone serving on a Leadership Team or their relatives. This constitutes private inurement.
  - The only exception to the private inurement rule is that a benevolence gift may be given to a member of the Leadership Team or her relatives IF the leader has not been a part of any of the discussion or decision making process (thereby not putting any pressure on the other team members to approve such a gift).

The legal definition of **private inurement**: when funds or other items are used for the personal benefit of the organizers, leaders, or administrators of a tax exempt organization.

- **Meet the need directly, rather than giving cash.**
  - Buy groceries or a bus ticket; pay an electric bill, etc.
- **Give to individuals with needs, NOT to other ministries.**
  - The purpose of a Benevolence Fund is to help individuals in need with food, electricity, clothing, rent, etc.
  - Our tax-exempt purpose: minister to needs, not other ministries.

### **Memorial Gifts**

If your Lighthouse receives a memorial gift, send an acknowledgement note. A note should also be sent to the family letting them know a gift was given in memory of their loved one.

If your Leadership Team desires to honor the memory of a long time advisor or past team member, a memorial gift is a wonderful way to do this. This can be given out of the general Lighthouse funds. When sending the gift to the Global Headquarters, please include the Information Form from the Aglow Commemorative Giving Brochure. Download this form from the Aglow website, or find it in the *Forms/Masters* section of this *Leader's Digest*.

### **Fundraising**

Because attendance at leadership training is required, your Leadership Team can receive a designated offering to help with their expenses. Attending Aglow conferences, Regional rallies, and Area events are equally as important for equipping leaders. Your team might consider holding a fundraising event, in addition to receiving an offering at the outreach meeting.

As you present the designated offering or publicize a fundraising event, **how you say the funds will be used is the only way the funds can be used.** You might consider saying, “the money received in this offering (or raised through this fundraising event) will go to help the Leadership Team attend leadership training. Any money left over will be used in the future to help defray costs for the Leadership Team to attend conferences, Regional or Area events.” Or you could say, “leftover funds will be used to help others in the Lighthouse attend Aglow events.”

### **Types of Fundraisers**

You are allowed to hold two fundraisers each year. While your primary goal as a Leadership Team is not to raise funds, you might need a boost to carry out an outreach project in your community. Plan your fundraising events to be optimal.

Some suggestions for fundraisers are:

- Garage sales

- Craft bazaars
- Baked goods sale
- Walk-a-thon
- Cook book sale
- And the list goes on

Since Aglow is a transdenominational ministry representing a cross section of the Body of Christ, please be careful NOT to sponsor activities that could create misunderstandings, such as gambling, raffles, bingo, etc.

### **Financial Help from Other Organizations**

Your Leadership team may want to approach businesses and/or churches to request financial support for specific projects. For example, let's say your Lighthouse wants to reach non-Christian women in a nearby inner-city housing project by offering a free "New You" makeover clinic. The clinic will end with refreshments and a presentation of the gospel. To help raise funds to support this project, you decide to approach local businesses and churches.

You need to do the following:

- Define your project
- Research costs and compile as accurate a cost estimate as possible
- Prepare a brief verbal and written presentation including:
  - A cost estimate and length of the project
  - Measurable goals – what you hope to accomplish and the number of people that you will reach

Funds raised can only be used for the designated purpose. Send a thank you note to those who helped sponsor your event and report the success. They will be more willing to partner with you in the future when they see your accomplishments.

Wal-Mart and Sam's Club have Matching Grants and Matching Funds programs. Check your local Wal-Mart for details.

### **Bank Account Guidelines**

Ideally, there should be at least three authorized signers on the account. The President and Vice-president of Financial Development are most important. **NEW:** As another level of accountability, as of April 15, 2013, we're requiring that Lighthouse teams add an Area officer as a signer on your bank account. This person will not actually sign your checks, but will have access to the bank account on the rare occasion where this becomes necessary. *(For more detailed information on Bank Account guidelines see the Financial Digest section of the leaders digests)*

## Chapter 10

# Leadership Team Reporting Requirements

Here is a helpful directory of the most frequent reports and forms your Lighthouse Leadership Team is responsible to complete throughout the year.

### Annual Reporting Requirements

#### Annual Ministry Evaluation and Action Plan

Person Responsible: President  
How often: Once a year NO LATER THAN January 20<sup>th</sup>  
Send to: Area President

#### Annual Love Gift for State Prayer Coordinator

Person Responsible: Vice-president of Financial Development  
How often: Each May, and as the Lord provides  
Send to: State Prayer Coordinator or the Area Team they designate

#### Annual Financial Report

Person Responsible: Vice-president of Financial Development  
How often: Once a year NO LATER THAN January 31st  
Send to: Area Vice-president of Financial Development

#### Annual Insurance Payment

Person Responsible: Vice-president of Financial Development  
How often: During the first quarter of each year when notified by your Area Team  
Send to: Area Team

#### Annual Applicable State Tax Forms/Payments

Person Responsible: Vice-president of Financial Development  
How often: As needed  
More info: See the *Financial Digest*

## Monthly Reporting Requirements

**Lighthouse Team Minutes and Financial Report** – You must include your financial information on your Lighthouse Ministry Update (Minutes). Some Area Teams may also require a completed Lighthouse Monthly Financial Report.

Persons Responsible: Vice-president of Administration, Vice-president of Financial Development  
How often: Following each Leadership Team meeting  
Send to: Area President, Area Liaison, each advisor, if requested; Regional Director

### Tithes to the Global Headquarters and the Regional Director

Person responsible: Vice-president of Financial Development  
How often: After an offering is received  
Send to: Global Headquarters  
How much: 10 % for Global Headquarters  
1 % for Regional Director

## As Often As Necessary

### Leadership Questionnaires

How often: When **new** Leadership Team officers are appointed  
Send to: Area Leadership Team for approval (they will return a signed copy to your team to be sent to the Global Headquarters with a Change of Information form)  
Copy to: President's file

### Change of Information Form

How often: Every time any type of change occurs (i.e., new or resigned officer, change in phone number, address, email address, etc.)  
Send to: Global Headquarters (include copies of approved LQs for new officers)  
Copies to: Area Leadership Team, Regional Director

If your Lighthouse does not meet on a monthly basis, all requirements are to be completed after each outreach meeting and presented at the Leadership Team meeting.

<p>The President and Vice-president of Administration should keep minutes for three years. The Vice-president of Financial Development should keep finance reports for seven years.</p>
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## Chapter 11

### The Ministry Support Team

Many hands help carry out the various tasks at an outreach meeting. Calling all helpers, facilitators, those with a passion to reach out, also known as ministry support chairperson! The more people who share in the responsibility for the transformation of the community, the more life you will see in the Lighthouse. Watch for those who are creative and have a passion for outreach and ask them to join the Ministry Support Team.

Future officers for the Lighthouse Leadership Team are often found among those serving as ministry chairperson. Serving provides training for those future leaders. More importantly, building community and relationship causes people to feel safe, loved, and valued.

#### Ministry Support Team Meeting

Your Lighthouse Leadership Team will want to meet with the Ministry Support Team, made up of the Ministry Chairs, to assure that the ministry needs of the Lighthouse are being met. Share the vision and general direction and seek their perspective and input for current or new ministries. Those on the Ministry Support Team should bring updates, questions, or recommendations for the ministries they oversee. Allow time at the end of the meeting for ministry.

#### Leadership Qualifications For the Ministry Support Team

**You're a qualified candidate to serve on the Ministry Support Team when you:**

- Are a born-again believer in Jesus, are baptized in the Holy Spirit with the evidence of speaking in tongues, and demonstrate the fruit of the Holy Spirit in character and action
  - Women (or men) serving as Bible study teachers or as part of the Prayer Ministry Team **must speak in tongues**.
    - **An exception for speaking in tongues** can be made for other chairs who do not serve in positions that are required to pray with people. While these chairs are not required to speak in tongues, they must believe in its validity and be seeking to receive their prayer language.
- Become an Aglow Global Partner who renews each year
- Are called by God to serve in a leadership position in Aglow
- Are apostolic in nature
  - Able to motivate people to reach a goal
  - A self-starter who doesn't sit around and wait for things to happen

- Stays on the cutting edge
- Recognizes the challenges of a changing world and makes changes as necessary
- Embrace Aglow’s mission and desire to see that mission come forth in your community
- Are in agreement with Aglow’s Belief Statement
- Have a desire to serve others
- Regularly read the Bible, have a basic knowledge of it, and seek daily fellowship with the Lord
- Show leadership potential and are willing to learn and grow in teamwork with others
- Have the agreement of your spouse, if married
- Are of legal voting age and a legal resident of the United States
- Commit to attend full Leadership Team meetings, Aglow Lighthouse meetings, and leadership training sessions realizing that these meetings are *minimal requirements*
- Strive to attend Area retreats, Regional functions, national and Global conferences realizing that these meetings impart the vision necessary to serve in a Lighthouse
- Complete a Leadership Questionnaire
- Are willing to serve for an initial one year term
- Will return all Aglow property related to your position to the Lighthouse Leadership Team when your term of service is over
- Attend one church regularly \*

\*By “church” we mean a valid Christian assembly, recognized as such in the community and by Christian pastors in the area, having as its pastor or leader a person similarly recognized.

## **Job Descriptions for Ministry Support Team**

The following are *brief* descriptions for *possible* outreach ministries. If you find that your Lighthouse has other needs not listed here, feel free to write job descriptions for the outreach ministries that your Lighthouse needs. If your Lighthouse reaches out through picnics in the park, consider assigning a person to head that outreach. If you reach into retirement centers, consider having a person head that outreach. Don’t be locked into doing things the same way.

God has specific plans for your community and He will send workers to support your team. Watch for them. They are coming! Be bold and creative in reaching your community. A prophetic word in 2008 said, “*There is a migration going on around the world right now, people are moving here and people are moving there and the Lord says that all of that movement is because of the hand of Aglow.*” Expect laborers to come alongside your team to facilitate what God has put in your hands to do.

**Each person serving as a chair needs to meet the qualifications listed in *Leadership Qualifications for Ministry Support Team*.**

### **Hostess Chair**

You are the welcoming light in the window of the Lighthouse. Your gift for reaching out with a friendly smile and a warm hug will go a long way. You and your hostesses are available for everything from hugs, to setting up extra chairs, to answering questions like, “So what is Aglow about?” Through your attention to the needs of each person, your team offers them the warmth and inclusiveness that says, “You belong here.”

Other ways that you help:

- Select and train hosts or hostesses, assigning each one specific duties
- Arrange for refreshments and decorations if needed
- Be attentive to the needs of the head table before and during the meeting
- Work with the Leadership Team and those they appoint if disturbances occur during a meeting
- Organize a simple follow-up for people who attend, especially first timers
- Familiarize yourself with the physical layout of the meeting place, such as the location of restrooms, entrances, lights, etc.
- Consider putting together a newcomer’s packet. Work with the Leadership Team on what to include
- Provide name tags
- Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development

**A hostess is  
the  
embrace of  
the  
Lighthouse.**

### **Prayer Team Chair**

Aglow focuses on ministering the love and wisdom of God through Scripture, the gifts of the Holy Spirit and prayer support. For legal purposes, please refrain from using the term *prayer counselor* or *prayer counseling*.

As the Prayer Team Chair, you:

- Are a mature Christian, baptized in the Holy Spirit with the evidence of speaking in tongues, well-grounded in the Bible, and are able to minister from a Scriptural base
- Should be comfortable leading others to a personal relationship with the Lord and praying for others to receive their prayer language



- Select and train prayer team members, with the approval of the Leadership Team
  - Recommend a worker to the Leadership Team for their approval
  - Provide the prospective prayer team member with a Leadership Questionnaire
  - Provide the prospective prayer team member with a copy of *Leadership Qualifications for the Ministry Support Team, Constitution and By-laws, Belief Statement, Global Partner Form, and Guidelines for Prayer Team Members* (the *Guidelines for Prayer Team Members* is located in the Resource section.)
  - Send a Character Reference Form once the Leadership Questionnaire is returned
  - Review the Leadership Questionnaire and Character Reference Form. Give them to the Vice-president of Ministry Development along with your recommendation for approval
  - With the Leadership Team’s approval, invite the worker to begin serving as part of the prayer team
- Provide prayer ministry at the outreach meeting, team meetings, Bible study meetings or any other time that the Leadership Team might request your assistance
- Are responsible to cover written prayer requests.
- Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development

**Prayer is  
the  
foundation  
of the  
Lighthouse.**

**Only those who serve on the Lighthouse Leadership Team, those who are approved by the Leadership Team or the speaker can serve on the ministry team at Lighthouse events. Area Team members, State Prayer Coordinators, or Regional Directors may be asked to participate in the ministry time if needed.**

### **Bible Study Chair**

Bible studies provide a small group setting for gaining spiritual maturity and Christian perspective, fostering friendships and building strong relationships. Each Bible study should have a leader and a hostess. As the chair, you are available to teach a Bible study. You are a mature Christian who is well-grounded in the Bible, with experience in leading a Bible study. You should be comfortable leading others to a personal relationship with the Lord and praying for others to receive their prayer language.

As the Bible Study Chair, you have the following responsibilities:

- Select and train Bible study **leaders**
  - Recommend a worker to the Leadership Team for their approval
    - They must be comfortable praying out loud before a group or with an individual
    - They must be grounded in the Bible
    - They must be comfortable in leading others to the Lord
    - They must be comfortable in praying with others to receive their prayer language

- Provide them with a Leadership Questionnaire, copy of the Leadership Qualifications for the Ministry Support Team, Constitution and By-laws, Belief Statement, Global Partner form, and Guidelines for Bible Study Leaders and Hostesses (the Guidelines for Bible Study Leaders and Hosts/Hostesses is found in the Resource section.)
- Send a Character Reference Form once the Leadership Questionnaire is returned
- Review the Leadership Questionnaire and Character Reference Form. Give them, along with your recommendation, to the Vice-president of Ministry Development for approval.
- With Leadership Team approval, invite them to begin the Bible Study
- Select and train Bible study **hosts/hostesses**
  - Recommend a worker to the Leadership Team and upon their approval, notify him or her that they may begin as a hostess
    - They set the tone of the Bible study by providing a meeting place that is clean and has a pleasant atmosphere
    - They are warm, loving, and welcomes each person as they arrive
    - They serve simple refreshments
    - They keep an up-to-date list of names, addresses, e-mail addresses, and phone numbers of attendees of the study in order to notify them of changes or prayer concerns
- Organize and oversee the weekly Bible study groups and encourage the women or men of the Lighthouse to participate
- Keep a record of names, addresses, e-mail addresses, and phone numbers of hosts/hostesses and Bible study leaders, and schedules of the studies
- Advertise the studies at the outreach meetings
- Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development

### **Publicity Chair**

As the Publicity Chair you have the unique opportunity to paint a public face for the Lighthouse meeting by informing your community of a life changing event where God will meet them just as they are. Seek different ways to communicate each month's Lighthouse meeting by:

- Sending out e-blasts as reminders to attendees
- Creating meeting announcement
- Making flyers and posting in public places
- Creating public service announcements (PSAs) on secular or Christian radio or TV
- Sending announcements to community newspapers or newsletters
- Or any other creative way

**Publicity  
is the face  
of the  
Lighthouse.**

In planning to publicize the outreach meeting, your goal is to appeal to non-Christians as well as Christians. Advertise in places non-Christians frequent. Use statements that can be easily understood by non-Christians. Which would a non-Christian be most attracted to: a flyer that reads, “Twenty Ways to Develop a Life of Intercession” or “Talking to God: Is It for Real”? Consider doing a survey in front of a popular shopping place, exercise facility, or restaurant. Have a short, snazzy handout containing contact information to give them if they have never heard about Aglow.

### **Maintain a standard of excellence in all written public relations material.**



Use the current logo and the official Aglow name: **Aglow International.**

Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development.

#### **Media Chair**

You provide a valuable service that enables attendees to listen to a recorded message many times. What a blessing for people who missed the meeting as well as shut-ins or patients in hospitals. Here are a few tips to help ensure success:

- Observe copyright laws – do not record any copyrighted songs, music or videos
- Place this disclaimer on the label or record it at the beginning of each recording:  
*“This message was given at an Aglow Lighthouse. The message was not pre-approved by Aglow International. It remains the sole responsibility of the speaker, as well as the listener, to determine the scriptural soundness of the message.”*
- Obtain a Speaker Release Form from the speaker
- Record the main portion of the meeting.
- Give the money from any sales of the recorded message to the Vice-president of Financial Development
- If desirable, set up and maintain a media lending library
- Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development

#### **Publications Chair**

Aglow’s Bible studies have remained favorites of Aglow attendees for years. Check the Aglow website at [www.aglow.org](http://www.aglow.org) to see how to order books. Non-Aglow publications or books not on Aglow’s recommended reading list must be approved by the Leadership Team and Area Team.

- Remind attendees that Aglow Bible studies make wonderful gifts.
- Make sure the display of books is attractive and inviting.
- Be available to sell books both before and after the meeting.
- Give money from sales to the Vice-president of Financial Development.
- You may be asked to oversee the selling of the speaker's books or tapes.
  - Be sure to keep the speaker's sales separate from Aglow sales.
  - Place this disclaimer near the speaker's materials:

*The speaker's materials have not been pre-approved by Aglow International. It remains the sole responsibility of the buyer to determine the scriptural soundness of each product.*

- Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development

### **Childcare Chair**

Childcare is an important ministry to offer when inviting younger parents to an Aglow meeting. Because of legalities and safety factors involved in childcare today, **all helpers must be Global Partners and complete a Leadership Questionnaire.**

As the childcare chair, you:

- Love children, enjoy supporting them in practical ways, and have a desire to share the love of Jesus with them
- Become familiar with the *Guidelines for Safe Childcare* and *Quality Childcare* handouts in the resource section, Chapter 18
- Investigate possible childcare facilities. Bring recommendations to the Leadership Team for approval before making any arrangements
- Arrange for an adequate number of qualified volunteer attendants
- Develop a system for handling childcare reservations
- Make sure the publicity chairperson has correct information for publicity
- Have fun with the children, using the time to teach in simple ways about Jesus
- Give all your materials to the next chair to fill your position or to the Vice-president of Ministry Development

### **Worship Leader**

Praise and worship helps create the atmosphere for the Presence of God. While worship time at an Area retreat or an Aglow conference takes place in a setting where the focus is for Christians,

be aware of non-Christians as you plan the praise and worship time. See the section on Praise and worship, Chapter 17, p. 92.

While the Bible instructs us to “make a joyful noise unto the Lord,” the one who leads the short time of praise and worship at the monthly outreach meeting should be one who:

- Is sensitive to the leading of the Holy Spirit and has a gift for leading praise and worship
- Will plan and lead the praise and worship portion of the meeting (**15-30 minute maximum**) being sensitive to the Holy Spirit and working in submission to the Lighthouse Leadership Team
  - A shorter time of worship doesn’t minimize its beauty, power, or importance
  - The non-Christian isn’t ready for a lengthy time of worship, yet they need to experience the Presence of God
  - Worship is one of several elements in a meeting. It should be balanced with other elements. God moves through worship, the speaker’s message, as well as through other parts of the meeting
- Makes sure all the necessary equipment and materials (overhead projector with transparencies or LCD projector and laptop) are available and ready to go before the meeting
- Follows and observes copyright laws as they apply to the use of copyrighted songs
- Gives all your material to the next worship leader or to the Vice-president of Ministry Development.

The Lighthouse Leadership Team is responsible for all aspects of the outreach meeting. Be alert to the President throughout the meeting and worship time. Eye contact with them is essential! **If you are sensing that the Holy Spirit wants to extend the time of worship, this should be decided by the President presiding at the meeting**

### **Global Partner Chair**

If there is no chair to oversee Global Partnership, then the Vice-president of Administration is in charge. A presentation should be given as needed and an accurate list of Global Partners maintained, including the month and year they joined or renewed. Contact the Global Headquarters for current forms or brochures.

### **The Presentation**

Look for exciting new ways to present Global Partnership to those who have not yet become partners. The presentation should be so exciting that those who are hearing it for a 4<sup>th</sup> or 5<sup>th</sup> time would want to join again! Find new stories on the web, telling how Aglow women and men make a difference in many nations. Use the stories from your own backyard. How has your Lighthouse made a difference in your community?

Explain that when they become partners with Aglow, their financial investment provides development and support for the largest women's prayer network in the world, equipping and motivating a large company of women to share the Gospel. Their investment also helps recruit others to expand the outreach and impact of Aglow and helps support efforts to develop Aglow in every nation of the world.

### **Exciting Facts!**

Did you know?

- Membership began in 1976, **five** years before the first mandate (male/female reconciliation) in 1981.
- Membership increased in 1987, **four** years before the second mandate (Islam) in 1991.
- Membership changed to Global Partnership in 1998, **three** years before the mandate to God's covenant people (Israel) in 2001.
- Aglow has grown exponentially:
  - The first 10 years of ministry, we were in 10 nations.
  - The next 10 years of ministry, we grew to 79 nations.
  - The next 10 years of ministry, we grew to 135 nations.
  - The past 10 years of ministry, we grew to 172 nations, **and we are still growing!**
- We have over 4,300 Aglow groups throughout the world – with over 1,200 in the United States.
- We reach an estimated 22,000,000 people annually through outreach meetings, feeding programs, prison ministries, caring for orphans, micro-enterprising, helping the handicapped, visiting the sick in hospitals, refugee and disaster relief, as well as home-outreach groups, Bible studies, discipleship, prayer, and community events.
- Aglow has produced over 35 half-hour TV talk show series, *Diwaniya for Women*, seen via satellite throughout the Middle East, Europe, Central Asia, North Africa, North America and the Caribbean, as well as 50 local stations in the United States reaching 77 million Arabic speaking homes.
- Aglow training materials have been translated into 49 languages and Braille.
- Aglow in the United States owns no buildings and has no paid staff (per se) outside its corporate office, located in Edmonds, Washington. Resources and energy are poured into the future of the global ministry.
- National boards outside of the United States have built orphanages, training centers, and have purchased and developed agriculture and animal husbandry farms.
- Global Partners with Aglow International consider their annual commitment as one more opportunity to sow into what God is doing around the world. And the list goes on!

### **The Global Partnership Table**

An attractive and inviting Global Partnership table will enhance your presentation and cause people to want to hear more. The design of the display should include the following items:

- Global Partner brochures
- Pens
- Informational brochures about the ministry of Aglow International
- A list to record the names of those signing up
- Posters showing the new face of Aglow. These attractive posters can be downloaded from the Aglow website [www.aglow.org](http://www.aglow.org)
- A current Global Partner card for all to see

A list of Lighthouse partners is available upon request by contacting Global Field Office – USA.

**Other Chair possibilities are:**

- Reservations
- Random Acts of Kindness Facilitator
- Decorations
- Refreshments
- Mandates Information Coordinator
- Newcomer Follow up
- Church~Aglow
- Love Your Neighbor
- Emergency Preparedness
- Outreach Facilitator
- Telephone Outreach

Dare to go where no one has gone before you. Reach into every crack and crevice in your community. Allow teamwork to work in your town!

**Teamwork** means that we share a common bond and embrace common goals. Regardless of our differences, we strive shoulder to shoulder, confident in one another's faith, trust and commitment. In the end, teamwork can be summed up in five short words – 'we believe in each other.'

## **Appointment of Ministry Support Team Members**

The appointment process is simple.

- Pray and consider the needs of the Lighthouse and the skills of those available to serve. The Lighthouse Leadership Team selects and the Vice-president of Ministry Development invites the prospective officer to serve.
- When someone accepts the invitation to be considered for the Support Team of the Lighthouse for one year, the Vice-president of Public Relations gives them:

- a copy of the *Leadership Qualifications for the Ministry Support Team*
- a copy of the job description
- A Leadership Questionnaire
- As the Leadership Questionnaire is returned, the Leadership Team should review it for completeness, giving special attention to the following details:
  - Are they saved?
  - Do they attend church?
  - Are they filled with the Spirit with the evidence of speaking in tongues? (If not, will they pray with you to receive their prayer language? Speaking in tongues is a requirement only for those serving as Bible study teachers or as part of the Prayer ministry team.)
  - Are they a current Global Partner?
  - Have they agreed to attend leadership training once a year as provided by the Area Team?
  - Do they have their spouses approval to serve?
- When the Leadership Team has looked over the completed Leadership Questionnaire and is assured that the prospective officer understands their responsibilities, they are invited to serve. The Leadership Questionnaire is filed in the files of the Vice-president of Ministry Development.
- If the position being considered is for a Bible study teacher or for someone who will be part of the Prayer Ministry Team, a Character Reference Form should be sent by the Vice-president of Public Relations to the person listed for reference. Those serving in these two positions must be interviewed by the advisors before they are approved to serve.



## Chapter 12

# Generations Aglow

An Aglow Generations group is designed to equip young people of all ages to bring the gospel through their lives to the communities, nations, and world around them, to teach them how to live in the world, but not be of the world.

### Mission

We want our groups to reflect the life and love of Jesus. Jesus didn't come to condemn the world, but to save it. He didn't come to create a religion; He came to have a relationship with people. We want our lives to be marked by Jesus, to look more like Him daily. To accomplish this, we believe our lives have to be lived with radical allegiance to His Lordship. We are invited to give Him our desires, dreams, and our very lives, in exchange for everything He is.

We must realize that we are not of the world, but we live in the world. Many times Christians say, you must remove yourself from the world to live a life free of sin, but this isn't true. We have dominion over the earth, wherever our foot treads we change the atmosphere. In the Bible, we see we are to live in the world, but be free from sin.

We must be a generation preparing the way of the Lord like John the Baptist, meaning we need to be in this world—seeing, thinking, and listening with the mind of Christ, to be a light in the middle of darkness. To live in this way, we cannot be ignorant of the devil's devices. We must be close to God, and create solid accountability and relationships.

- **Our Mission:** To see young people—no matter what their field of endeavor—released into the harvest field to fulfill the mandate of Jesus to change the world and make disciples of all nations, in order to see Christ's great kingdom come on earth as it is in heaven.
- **Our Mission in Action:** To achieve this, Christians must get beyond the narrow box separating secular and spiritual authority in the world and take their God ordained places on the mountains of cultural influence that forms and shapes nations. (Church and Family, Government and Law, Education, Media, Arts and Entertainment, Education, Finances, Marketplace and Business, Architecture and Engineering, Science, Medicine, Invention and Discovery.) God intended for Christians to have rulership in the world, but most of us have given up our rightful places of authority. Someone *will* influence and take the authority in these areas. *You decide who it will be.*
- **Our Mission, God's Vision:** God wants His children to be co-laborers with Him. Without God, we can do nothing, and without people God will do nothing. As Pastor Bill Johnson of Bethel Church in Redding, CA, states in his book, *Dreaming with God*, "Dreamers! Come! Let's dream together and write the story of human history. You are God's idea, and He longs to see the treasure that is in your heart."

## **Purpose**

We want to:

- Promote and stimulate solid friendships between young people.
- Change our communities, nation, and world.
- To be a voice, not an echo.
- Reach, through friendship and creative ways, those who do not yet know Jesus. Disciple them and see them come into a love relationship with Jesus.
- Promote a Christian world-view on current issues in the world.
- Show the difference between religion and true spirituality.
- Learn to live in the world with a spiritual mind; to be able to relate and feel comfortable in the world, but with a godly perspective. Be an influence to non-Christians, not be influenced by them.
- Be an integral part of Aglow International.
- Develop relationships with those established in Aglow, to walk alongside the generations who have gone before us.

## **How Does A Generations Group Work?**

- A Generations Group can consist of any age group; kids, teens, college age, or young professionals. It can be a mix of different ages. In this case, you'll need to be sensitive to the widely varying interests of different age groups and the appropriateness of certain topics of discussion when you have combined ages involved.
- The groups should start with one leader, plus one or two co-leaders, and one advisor, who is a male or female pastor, or Christian layman.
- The leader and co-leaders must be Aglow Global Partners.

## **Generations Group Meetings**

- Weekly, biweekly, or monthly meetings can be held to fulfill the general objectives of the Generations Groups.
- Be creative! Some examples of Generations Groups are:
  - Home/Cell Group
  - Professional/workplace group
  - Prayer Group
  - Bible Study
  - Outreach to the community
  - College Campuses
  - International Students
  - Social Issues

- Others
- These meetings can take place in a variety of places, based upon the goal of your group. For example; if your stated goal is “We would like to reach College Students,” the best place to meet would be on campus somewhere, in a dorm, etc.
- These meetings are not church services, and we want people to be introduced to Christ through friendship, and young people to have solid relationships with other Christians. Be discerning, realizing there are many different ways to reach people that are effective.
- Be creative! The meetings can have a variety of activities, some ideas are:
  - Go to a movie and discuss the issues in it
  - Hold evangelistic Bible studies at your school
  - Open discussion on controversial issues, or issues that are affecting everyday life
  - Social and Community service work
  - Activities inspired by the leadership and group

## **Ideas for Outreach**

Each Generations group should seek to reach into its community. Pray and ask God for His creative ideas to reach out in a community ministry. Some suggestions include:

- **Friendship Evangelism**  
Reach out to your neighbors with prayer, and acts of love and kindness. Everyone needs prayer and a friend. Building a relationship often provides an opportunity to share Jesus.
- **International Student Outreach**  
Many nations send the “cream of the crop” to other nations to study. We must realize that these students will go back and be future kings, prime ministers, presidents, business leaders, doctors, lawyers, etc. We have an opportunity to reach them right from our doorstep. You can access an international student manual on [www.aglow.org/generations](http://www.aglow.org/generations) for more information on how to approach students in your community.
- **University Campus Outreach**  
University Campuses are where the future leaders of the world are being trained. If you change a campus, you change the world. Almost all movements in the world, good or bad, have begun on a university campus. Lenin took 18 students and fashioned them into a movement. The rest is unfortunate history. We have the opportunity to reach the future leaders of a nation.

<p><b>Be creative, look for opportunities to reach out in the love of Jesus to those around you!</b></p>
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## **How to Start a Generations Group**

When there is interest in starting a Generations Group in your community; please communicate with your Area Team, Generations Coordinator, Regional Director, or Generations Director at the Global Headquarters.

To begin, meet with other young people interested in this ministry to pray together, seeking the will and timing of God. This group should seek the Lord to know His plan and His vision for reaching the young people in your community and how He wants to meet their various needs. “Where there is no vision, the people perish.” (Prov. 29:18)

- Choose two or three people to serve as leaders that will oversee the group’s activities. (Note: Aglow Generations Groups for men or women may be formed. Attendees of either group may be mixed gender, but leadership needs to be either all male or all female)
  - One serves as leader, with one or two co-leaders.
  - Because one of the ways God has always used the Aglow ministry is to introduce people to the person of the Holy Spirit and His power, it is important that the leaders are filled with the Holy Spirit and speak in tongues.
  - The responsibilities of the group should be divided between each leader.
  - Encourage members to be active by giving them ownership in your group as they start regularly attending.
- Complete the Aglow Generation’s Leadership Form
  - Each Generations leader should carefully read the leadership form before answering the questions.
  - Choose a male Pastor or Christian layman and have him complete the appropriate area on the form.
  - We want to encourage you to connect with other Aglow groups in order for the generations to walk hand in hand. If there are no groups in your area, contact the Generations Director at the Global Headquarters and they will put you in touch with an Aglow leader.

## **What is the Role of an Aglow Generations Advisor?**

An Advisor is a male or female pastor or Christian layman who:

- Knows you and your character
- Has spiritual maturity and can give you insight when needed
- Provides perspective and advice on questions the group may have on things such as doctrinal issues, or difficult problems in the group
- Is available to advise, not lead the Generations Group
- Appreciates that Aglow is interdenominational
- May serve more than one Generations Group, if necessary

- May be called upon to counsel attendees referred by the leader(s)
- Reviews and signs the Aglow Generations leadership form(s)

### **Who Does a Generations Group Relate to for Leadership?**

Generation groups will relate to the Area Team for leadership oversight. Update the Area Team in a timely manner of your activities, successes and any problems you may be experiencing. This provides prayer support and mature, understanding leaders to walk through the joys and struggles of leadership with you.

### **How does a Generations Group Handle Finances?**

If you open a bank account, you will be responsible to provide a financial statement each year to your U.S. Regional Director. Contact the Generations Director at the Global Headquarters to receive an Employee Identification Number (EIN) to open the bank account.

A Generations group will send a 10% tithe to the Global Headquarters to help further the work of the ministry around the world. For further guidelines for handling finances, see *Chapter 9, Financial Obligations*.



## Chapter 13

### Aglow for Men

In 2003, men internationally were encouraged to begin Aglow for Men. The first group became official in September, 2004, in Denmark and the first group in the United States affiliated in 2008. Since then, Aglow for Men is increasing by leaps and bounds in nations outside of the United States. Men are drawn to the move of God taking place at Aglow meetings and they want the same experience.

Aglow for Men will function under the same guidelines as a Lighthouse Team, whether a Community, Neighborhood, or Workplace Lighthouse. See the appropriate chapters for instruction and guidelines.

Welcome, men, to the wonderful, life-changing ministry of Aglow International!

#### FAQ

- **Do male leaders have to speak in tongues? Yes.** All Aglow leaders must speak in tongues.
- **Do male leaders need to be Global Partners? Yes.** All Aglow leaders must be Global Partners.
- **Can advisors for Aglow for Men be female? Yes.** All advisors can either be pastors or laymen.
- **Do male leaders need to attend leadership training? Yes.** All leaders in Aglow are required to attend leadership training once a year.
- **Can Aglow for Men have women on the Leadership Team? No.** The only place we have men and women serving together on Leadership Teams are in Couples Aglow. In Couples Aglow, both the husband and wife serve in the same position.





## Chapter 14

### Church~Aglow

At the heart of Aglow is a deep desire to see women and men restored to their identity in Christ as God purposed from the beginning. Believing that a person's value is not in what they do or how well they function, but in who our Maker is, Aglow women and men are able to reach into the hearts of the church with this life-transforming truth.

Since Aglow's inception in 1967, it has had a heart for the local church. In 2000, Church~Aglow was launched as a voice for the partnership that has been in existence for over forty years. Believing Jesus' prayer in John 17, that the body of Christ will be one, Aglow reaches out across denomination lines to foster strong relationships with the local church.

Today, you will find Aglow women and men teaching Bible studies, giving seminars, and leading Aglow groups within the churches of the city. Aglow is joining pastors in cities across the U. S. for the National Day of Prayer, for Emergency Preparedness Training, and other outreach and training programs to help the needs of the community.

#### How to "Walk out" Church~Aglow

Begin by praying for every church and pastor in your community. Then be proactive and visit them, introducing yourself and the ministry. Let them know your team is praying for them.

- If your Lighthouse is meeting in a church, approach the pastor and ask if there is any way your group can serve him or her (examples: present a Bible study, teach about intercession and spiritual warfare, help out physically by cleaning, serving a meal, etc.).
- In your own church, with your pastor's permission, present Aglow Bible studies, information on Islam, male/female reconciliation, start up or work with the existing women's ministry. Help in setting up women's retreats and gatherings for the women's ministry. Lead small groups.
- Be creative and pray about the needs of the people in your church and community. Small groups could take on a variety of forms: care groups, young mothers or fathers, parents of teenagers, evangelism, widows, single parents, hospital ministry, financial planning, etc.
- Have special presentations or gatherings in your church about such things as "identity theft", "Islam", or honor your community servants such as the mayor, police, firemen, etc. Invite other churches to participate.
- Come along side a church who is having a fair or festival for the community...help "man" the booths, bake, pray, do whatever they ask you to do.

- Educate your area and local advisors about Church~Aglow. Give them a brochure. Church~Aglow can be a wonderful “bridge” to the pastors in a community.
- If you live in an area where there is danger of floods, blizzards, tornados, or hurricanes, give your pastor the emergency preparation material that is available through Aglow. This can draw in other churches to work together, each having their own thrust. You can be certified by the Red Cross, police department, or other agencies. In an emergency, certification means you can go beyond the “yellow tape” and be on the front lines. It will put you in an awesome position to help out and pray.
- As the National Day of Prayer approaches, volunteer to help the organize it, inviting pastors from different churches, officials in the community, and the military to a pre-selected central location such as a state capitol or other public place.
- Invite pastors’ wives to a luncheon with a personal invitation to bring along a friend. She will feel more comfortable with a friend. Keep it “light” and honor them.
- A pastor may want to have an Aglow Lighthouse in his church. Work with your Area Team to establish the group.

## Chapter 15

### Prison/Jail Ministry

In Isaiah 42:7 the Lord calls us *to open eyes that are blind, to free captives from prison and to release from the dungeon, those who sit in darkness.* In Matthew 25:36 the Lord states, *I was in prison and you came to visit me.*

Every county has a county jail. Many cities have city jails and most states have a state penitentiary. A large percentage of those incarcerated are women. Aglow is mainly a woman-to-woman ministry. Perhaps your Lighthouse team has a desire to reach into the city jail. You mention it at a monthly outreach and five women indicate they want to be a part of this exciting new outreach. What do you do next?

All those who desire to work in jail or prison ministry must first meet the *Qualifications for Lighthouse Leadership* found in Chapter 4. In addition, you must:

- Have a genuine compassion for women in prison who may feel unworthy and alienated from society
- Have a willingness to commit yourself to this ministry for a period of time. Inmates have often experienced a great deal of rejection and disappointment; it takes time to build trust.
- Observe prison/jail guidelines provided by each facility
- Pray for the inmates

#### Guidelines for Prison/Jail Ministry

- In states where there is an Aglow State Prison Leadership Team or prison field coordinator, Aglow jail/prison ministry is overseen by them. After letting your Area Leadership Team know of your interest in prison ministry, you should contact the State Prison Leadership Team or field coordinator. They will provide training, ongoing guidance, and information about prison ministry. If you are unsure whether your state has a State Prison Leadership Team or field coordinator, please check with your Area Leadership Team or call Global Field Office – USA.
- Your ministry should be to inmates of the same gender only.
- Teams of two or more should carry out the visitation time.
- Your Ministry Teams should work in close cooperation with the chaplain and prison/jail officials. It's important to earn their trust and respect.
- Team members should fully acquaint themselves with the rules and regulations of each facility they visit. (Are appointments necessary for each visit, what items may be taken or sent to inmates, etc.?)

- Never give an inmate any personal addresses or telephone numbers, either in a letter or in person.
- Never give money, gifts, or carry out messages.
- An inmate may challenge you, try to gain sympathy, or demand special favors. If so, let them know right away that you're going to comply with the facility's rules without exception. Then stay focused on what you've come to offer. Whether they want to respond is their choice.
- Share God's love and acceptance of them. Remember that many of the inmates have never experienced God's love (and maybe have never even heard of it). They may be suspicious, defensive, or critical.
- Pray for wisdom to meet the spiritual needs of the inmate.
- Approach each inmate as a person, not a burden, problem, or case. They need acceptance and love just the way they are, even if they never change.
- Care about them and don't judge or condemn them. You don't know their full life story or the experiences that have shaped their choices.
- Be sensitive about talking with them, not at them. Avoid lecturing. They have probably already experienced this with many, many people.
- Remember they'll be under tremendous peer pressure to reject the truth about Jesus. They'll really need your encouragement.

### **Prison Resource Person**

Do you need help in getting your prison/jail ministry going? Do you have questions you would like answered? Would you like to talk or write to a real live body who can give you some helpful tips and insights? Then you'll love knowing about our Prison/Jail Resource Persons, Kathy Johnston. She has years of hands-on experience in prison/jail ministry. Her help is available by phone, letter, or in-person training sessions. She serves in this capacity as a volunteer. If you invite Kathy to train your group in person, please cover her expenses (travel, food, and housing) and provide an honorarium.

#### **California State Prison Team**

Kathy Johnston  
 P.O. Box 4112  
 Oceanside, CA 92052  
 760.724.8938 Email: [kjafriend@yahoo.com](mailto:kjafriend@yahoo.com)

### **Prison Ministry Manual**

Decades ago, the California State Prison Leadership Team developed a manual of suggestions and helpful information to encourage and guide you in prison ministry. If you're interested, contact Kathy Johnston for the price and ordering information.

## Chapter 16

# Other Policies and Information

### Area Directory

Each year your Area Leadership Team may compile and distribute a simple directory of Lighthouses in your area. The directory includes information such as names, positions, and contact information for Area and Lighthouse officers along with the times and meeting places for each Lighthouse.

The directory provides information for Aglow leadership and is to be used for Aglow business **ONLY**. The directory should NOT be used for any non-Aglow mailing list. It should not be used for promotional purposes other than Aglow meetings, retreats, seminars, regional rallies, or conferences.

**Please do not put directory information on the Internet without the permission of the leaders.**

### Bread Breaking and Communion

Bread breaking and communion services may be held at Aglow retreats and conferences. A Lighthouse may offer bread breaking or communion **once** a year with permission from the Area Team.

### Insurance Payments and Certificates

Aglow is insured for personal injury and property damage resulting during Aglow functions in the United States. The Global Headquarters pays a large insurance premium each year. At the beginning of each year, a letter is sent to all Area Teams asking them to help pay this premium by contributing a certain amount to the General Fund. Each Area Team decides how to pay their portion either by covering the cost out of their existing funds or asking each Lighthouse to contribute a portion. Please be diligent to send this each year. This coverage benefits all Aglow groups in the United States.

When booking a venue for your monthly meetings it is extremely important that you **NEVER** sign a contract with a “hold harmless” clause.

Before signing any contracts, you **must have it reviewed** by Aglow’s insurance carrier. Send or fax the unsigned contract to our insurance company.

Nancy Blackwell  
McDonald Insurance Group  
P.O. Box 3089

Kirkland, WA 98083-3098  
Phone: 425-897-5992; 888-827-7400  
FAX: 425-897-5993  
E-mail: Nancy@mcdonaldins.com

If the contract is mailed, please enclose a self-addressed stamped envelope.

You will need to supply the following information, along with the unsigned contract, to Aglow's insurance company:

- Name of the venue where the event is being held
- Contact name and email address at the venue
- Address of the venue (physical and mailing address, if different)
- Dates of the event
- If this is a repeatable event, (weekly or monthly) how often the event will occur or when the next event will happen
- Your Lighthouse Team name

If you need a certificate of insurance, add a note to "please issue certificate." When you receive the certificate of insurance, you will know that the contract has been approved and can be signed. If you don't need a certificate of insurance, please note it is "for review only."

- Under Aglow's accident policy:
  - Children in Aglow-sponsored childcare, Aglow Global Partners, and guests are covered for medical bills up to a specific amount per person per accident.
  - This accident policy only covers medical expenses not covered by the injured party's personal medical insurance.
- In the event of an accident:
  - The injured party should file a claim with the *venue owner* first.
  - Call the U.S. Field Director at the Global Headquarters and give her the details of the accident. She will contact the insurance company for the claimant.
  - It's fine to tell the claimant that a claim will be submitted to our insurance carrier for consideration. But please don't say we will pay the claim. The insurance company makes that determination.

While Aglow International carries insurance, not every injury should result in a claim being filed under the Aglow policy. Incidents that result from physical characteristics of the location (a curb, uneven sidewalk, etc.) or from normal "clumsiness" should first be filed with the venue owner. If someone falls while getting dressed, Aglow should not be held responsible for this. If someone falls as they step off a curb, contact the venue owner. If the claimant has a legitimate reason for holding Aglow responsible, then you should contact the U.S Field Director at the Global Headquarters for help.

## Logo

The Aglow logo is a registered trademark. To protect the integrity, it may only be used for Aglow purposes. Altering the logo (adding a graphic; changing typestyle) is a violation of the trademark.



It may be used for:

- Aglow publicity
  - Lighthouse flyer
  - Lighthouse newsletter
- Aglow signs or banners
- Aglow business cards

An Aglow Lighthouse must be affiliated to use the logo. Only the official logo should be used.

Aglow's logo should not be used for personal ministry or gain or used on any saleable item, including cookbooks, stationery, clothing, or accessories such as key chains, mugs, etc., without permission from Global Field Office – USA.

## Use of Copyrighted Music

After much research, we have updated our Copyrighted Music policy. If your Lighthouse uses copyrighted music in printed form (paper, overhead, computer image, etc.) for your worship, you will need to purchase an *annual* CCLI license. Check with your Area Team first to see if they have purchased a group license that covers your Lighthouse. Otherwise, to obtain a license, contact Lynette Malmin at 1-800-234-2446 x1418. Tell her that you are a Lighthouse with Aglow International and she will help you with your license. The license must be renewed annually as long as you're using printed copyrighted music.

The only way to avoid buying a license is to refrain from using any printed words to copyrighted songs, or only using public domain songs for your worship, which include most hymns written before 1940. CCLI maintains a list of public domain songs you can search:

[http://www.ccli.com/songsearch/search.cfm?search\\_type=ByCatalog&catalog\\_id=GC997&search\\_method=exact&search\\_words=&display\\_options=&page=1](http://www.ccli.com/songsearch/search.cfm?search_type=ByCatalog&catalog_id=GC997&search_method=exact&search_words=&display_options=&page=1)

## Participation of Men at Outreach Meetings

The majority of Lighthouse meetings are designed to minister to women. Men are not encouraged to attend those meetings on a regular basis. (It is permissible for advisors to attend

outreach meetings.) Consider holding a special meeting once or twice a year where husbands are invited, giving them an opportunity to see and experience the Aglow ministry firsthand.

Other opportunities exist for men - Aglow for Men, Couples Aglow, Area, Regional and Global events.

## **Political Issues**

### **Political Protocol**

- A requirement to be non-partisan. As a ministry we are not Democrats, Republicans, or Independents.
- We do not support candidates.
- We can support issues, but you need to know the Biblical basis for an issue.
- Aglow prays for and supports as opposed to praying against something or someone.
- Biblically we are to pray for our leaders, not tear them down.
- We need to encourage people to be informed and vote.
- We can encourage people to let their voices be heard by calling their legislatures.
- **PLEASE DO NOT** forward political emails to your Aglow lists. (See #1)

As a private citizen, you are free to participate in a political campaign. However, the federal government has given Aglow an exemption from federal income taxes provided **we do not promote political candidates or campaigns, or contribute money to a candidate.**

Simply put, this means **we shouldn't say or do things like the following in our Aglow meetings:**

- “Mary Jean Brown, a Lighthouse President, is running for a seat on the Seattle school board. She really wants to bring back biblical principles to the schools, so get out and vote for her.”
- “Max King is a family friend, a good Christian and is running for Sherriff. Please vote for Max.”
- We will be having a garage sale next Friday and Saturday to help Mary Jean Brown in her quest to earn a seat on the Seattle school board. All the proceeds will go into her campaign fund.

As people of influence, we can safely make statements concerning moral issues facing our nation.



## **You CAN say and do:**

- “As American citizens, we have the privilege of voting for our government leaders. Please vote responsibly and prayerfully for candidates reflecting moral and godly principles.”
- Conduct voter registration
- “A new abortion rights bill is being voted on next week. Aglow strongly opposes abortion, so get out and vote no!”
- “I’m handing out a pamphlet listing the church attendance and the voting records of all the candidates running for office this year.”

## **Retreats**

Lighthouses do not hold retreats or overnight events. The Leadership Team and the Ministry Support Team may have an overnight planning and prayer session. This is not to include the attendees of the Lighthouse.

Overnight and weekend events are held by Area Teams once or twice a year and are designed to strengthen the Lighthouses in that Area. These are golden opportunities for women and men to receive vision, rich teaching, in-depth ministry, fellowship, and personal times of refreshing. Each Lighthouse Leadership Team member is strongly encouraged to attend these vision casting events.

**With the permission of the Area Team, a Lighthouse may hold an occasional one-day seminar or other special event.**

## **Aglow Conferences**

Attending conference is a must for all Aglow leaders! Each year the Global Headquarters hosts a national or Global conference in a key city in the United States. As the highlight event of the year, Aglow conferences are like huge family reunions and are life-changing experiences worth leaving home to attend!

Your Leadership team does not need to seek God to see if you should attend these events, rather, you should assume that because you are in leadership, **YOU NEED TO BE THERE!**

## **What to Expect**

- Corporate worship and prayer with thousands of women, men, and youth
- Relevant, biblically-based teaching from respected leaders in the Body of Christ
- Broadened perspective on the Global scope of God’s plan to restore women and men

- Leadership development tailored for you as an Aglow leader, coupled with the opportunity to meet other leaders and hear new, breakthrough ways to reach your community
- The opportunity to impact a city by bringing a gift for a selected ministry within the city
- The opportunity to explore a new place!
- Exposure to International leaders and the global perspective of the House of Aglow
- Impartation that transforms and grounds you as a leader

### **What You Take Home**

- Cutting-edge vision and direction for the coming year
- Passion to share the vision in your community
- Strengthened relationships on your Lighthouse Leadership team
- Enlarged perspective of the huge call on Aglow
- Greater awareness of your impact as an Aglow leader

### **Who Can Attend a Conference?**

- Anyone and everyone, male or female, young or old
- Every Aglow leader or potential leader
- Christians who desire more
- Non-Christians who are curious.

As an Aglow leader, you need the conference and the conference needs you! Purpose in your heart to go. God has called you to serve as an Aglow leader and He knows that part of your equipping is gained at the conference. He is not caught off guard by your circumstances. Trust Him to make the way when there seems to be no way.

### **Securing Funds to Attend Conference**

Each year we hear testimony after testimony from women who say, “I didn’t think I could come, but God gave me a plan.” He will show you the way. Go with your husband’s blessing. Watch friends volunteer to keep your children. See bosses grant vacation requests.

To attend conference, you will need the funds to go. Begin by estimating the expenses. You will need funds for:

- Registration
- Travel/airfare
- Housing/hotel
- Food/tips

Once you know the estimated expenses you can begin to save a portion of money each week. A portion or all of the expense for each officer can be covered out of the Lighthouse treasury. In

order to do this, set aside a portion of the offering each month in a designated fund for conference expenses.

As the time approaches to make travel and hotel arrangements, the team might decide to have a fundraising event to secure the remainder of the expenses. (The funds raised during the fundraiser must remain in the designated fund for conference expenses and if more money than is needed is raised, it must be held for the next conference.)

Ask for money for your birthday or Christmas present and set it aside for conference expenses.

With a desire in your heart, the assurance that God wants you there, prayer, a plan, and a little work, you can be packing your bags to attend conference. Prepare to return home equipped to lead the attendees in your Lighthouse into the future.

Remember:

- Only **direct expenses** such as airfare, ground transportation, food, housing, and gratuities can be paid from Aglow funds.
  - Officers may be given an advance for their direct expenses or may be reimbursed following the event.
  - When an advance is given, any leftover funds should be returned to the Vice-president of Financial Development along with receipts. Attach to a simple report showing an accounting of expenses.
- Any sightseeing, shopping, dry-cleaning, etc. is **NOT** covered out of Aglow funds.
- An officer who has received Aglow funds to attend an Aglow event should attend every session of the event. Tours or sightseeing should be done before the event or following the event.



## Chapter 17

### Guidelines

#### Guidelines for Safe Childcare

Following are some answers to the many questions we've received about providing childcare especially as it relates to Aglow insurance coverage.

#### Options for Your Community Lighthouse:

- Option 1 – Make childcare a ministry to the children.
  - Appoint a childcare chairperson and use unpaid volunteers (moms using childcare or other regular attendees) as childcare attendants.
  - Chairpersons and volunteers must be at least 18 and Global Partners.
  - Provide at least one attendant for every six children.
  - Help volunteers see what a tremendous ministry this is. The children of our nation desperately need to hear about Jesus.
- Option 2 – Pay childcare workers.
  - According to the IRS, you do not have to pay any taxes if you pay less than \$1,000 per year to a baby-sitter. If you pay more than \$1,000 per year to a single childcare person, the employment taxes can be paid in a lump sum in the annual return.
- Option 3 – Use a professional daycare center or multiple licensed daycare providers in your community.

#### To provide safe, quality childcare, follow these pointers:

- When using volunteers for childcare, the attendants should be known and respected by the Leadership Team.
- Designate one area for sleeping babies and another for older children.
- Note who brings a child in and only return the child to that person.
- Make sure there are at least two exits from the childcare room for use in an emergency.
- Make sure all attendants are prepared for an emergency by knowing:
  - The safest, quickest exit
  - The location of the nearest fire extinguisher
  - The location of the nearest phone (inside and outside the building)
  - The location of the nearest restroom
  - Basic first aid, ideally including CPR for infants and children

### **What about insurance coverage for childcare?**

- Under Aglow's legal liability insurance policy:
  - Those Aglow designates as childcare workers are covered as named insured's under Aglow's legal liability insurance for their activities with a children's program or childcare.
- Under Aglow's accident policy:
  - Children in Aglow-sponsored childcare, Aglow partners, and guests are covered for medical bills up to a specific amount per person per accident. This accident policy only covers medical expenses not covered by the injured party's personal medical insurance.
- In the event of a claim:
  - A claim must first be filed with the venue where the accident occurred. It's fine to tell the claimant that a claim will be submitted to our insurance carrier for consideration. Please don't say we will pay the claim. The insurance company makes that determination.

### **Guidelines for Bible Study Leaders And Hostesses**

As a Bible study leader or host/hostess you have specific duties, but you also work together as a team. The host/hostess will play a key role in welcoming each person and providing a warm and inviting atmosphere. This atmosphere will invite the Holy Spirit in and open the heart of each person to the lesson that the leader will present. Remember that Aglow is all about people; be sensitive to follow the leading of the Spirit.

As Bible Study leader, you:

- Will be responsible to provide a brief time of worship before each study. Feel free to bring a CD that has 2 or 3 songs that provide an atmosphere of peace or if you are comfortable, lead forth in a few simple songs of worship.
- Will provide times at the close of the study to pray with people for salvation, baptism in the Holy Spirit, and any other needs.
- Should include times for the attendees to give brief testimonies of how God is working in their lives because of what they are learning in the study.
- Should remember that the biggest block of time should be spent in the Bible study itself.
- Work with the host/hostess on determining the day and time of the study.
- Begin each study on time and end on time. The usual length for a study is 1 ½ - 2 hours. Ask the attendees for advice or input in setting the length of time.
- Work with the Bible Study Chairperson and Leadership Team to determine which Bible study best meets the needs of the women or men in the community.

- If using a Bible study that is not Aglow material, first obtain permission from the Area Team. If the material touches on doctrinal or theological issues, the Area Team may want to have an advisor review it.

As the hostess of a Bible study, you:

- Provide a warm, attractive meeting place that sets an atmosphere that welcomes the women or men as well as the Holy Spirit
- Arrange refreshments by either providing them yourself or asking others who attend the study
- Realize that you are vital in setting the tone for the Bible study
- Spend time in prayer before the meeting, asking God to anoint the leader and to prepare the hearts of the attendees
- Are willing to make calls to notify the attendees of any changes that may occur due to unforeseen circumstances
- Are willing to make calls to people who missed the study, checking to see if they are in need of special prayer. Notify the Bible study leader if you find people who are in need of special prayer.

### **Guidelines for Prayer Team Members**

For legal purposes, please refrain from using the terms *prayer counselor* or *prayer counseling*.

Here are some helpful guidelines to offer prospective prayer team members during training - sessions:

- **Depend on the Holy Spirit and Scripture.** God will give you the wisdom you need in praying with the attendees.
- **Team up.** Minister in teams of two. Sometimes insight and wisdom come to a pair praying together that wouldn't occur to you alone. The added prayer strength and moral support is good, too.
- **Be open to moving in the gifts of the Holy Spirit.** Expect any of the gifts to be manifested as needed.
- **Take the initiative.** Begin by saying, "Hello, my name is... What's yours?" Help each person feel at ease and encourage them to talk. Try to bring each person to the point of their need. For example, "How can I help you today?" or "What would you like me to pray for?"
- **Listen attentively.** You can learn a lot by "listening between the lines." Observe facial expressions; be sensitive to tone of voice and to what is left unsaid.
- **Watch for common problem areas.** Some familiar ones are feelings of fear, rejection, bitterness, and unforgiveness over past hurts.

- **Be straightforward.** It can be helpful to say something like, “Let’s stop and take a look at that.” Don’t skirt the issues, hoping they’ll get the point. Speak clearly and simply.
- **Focus on *their* need.** Don’t dwell on what another person has done. *They* are the one who have come for help, so direct the conversation to them. For example, “And how did you feel when that happened?” or “What can I help *you* with?”
- **Don’t attempt “in-depth” ministry.** Because of the short time available at the meeting, limit the prayer ministry to the immediate problem. If they’re interested in more help, suggest further ministry and offer them a referral list.
- **Show love and acceptance.** This is a basic need in everyone. So many people don’t feel loved and accepted by God or others.
- **Genuinely care about them as a person.** Don’t treat them as a “case.” Help them to see themselves as a worthwhile individual.
- **Offer mercy and compassion.** Don’t judge what they’ve done or what they feel. Your goal is to support and help, not condemn or fix.
- **Assure them of God’s forgiveness.** If they expresses repentance, encourage them to accept forgiveness and release from the Lord. **Pray for them and with them.** Don’t just have them pray; lead them in hopeful, supportive prayer. Ask the Lord for answers to all their needs.
- **Keep what they share confidential.** Don’t spread gossip under the guise of sharing a prayer concern with others. Help establish trust by keeping things confidential.
- **Respect their free will.** Not everyone who needs help wants help. Some people don’t want to change, even when they’re miserable and hurt.
- **Don’t take responsibility.** Help with their immediate need, but respect them enough to leave their choices and the responsibility for their life with them.
- **Realize that you’ll make some mistakes.** When you do, ask God’s forgiveness, correct it if possible, and then let it go.
- **Rejoice!** What a privilege it is to be used by God to bring hope and healing to others.

## **Guidelines for Praise and Worship**

Setting a spiritual environment where women and men can receive from the Lord is one of the greatest joys you will experience as a Lighthouse leader. Worship at Area, Regional and national events focus on Christians while ministry at a Lighthouse event reaches out to non-Christians as well. The goal of worship is the same – to create an atmosphere for the Presence of the Lord. How you worship may be quite different as you create a welcoming place for the non-Christian to respond to the Holy Spirit.

Be prepared. Be creative. Be sensitive.

**Be prepared:**



- **To be the spiritual leader** by keeping your eyes and heart open. The President or designated person remains at the podium during worship, keeping eye contact with the worship leader.
- **To explain the gifts of the Holy Spirit when necessary.** Some attendees may be non-Christians or non-charismatic, having never experienced speaking in tongues, lifting of hands, dancing, waving of banners, or other things that Aglow women and men take for granted.
- **To provide the words to each song.** By providing song sheets or projecting the words on a screen, each person will feel confident with familiar songs as well as new songs.

#### **Be creative:**

- **Introduce diverse styles of worship.**
  - Consider playing background music and inviting the attendees to read a favorite scripture, a poem, or declare the Names of God.
  - Consider a short time of inspiring songs at the beginning of the meeting and return to worship at the end of the meeting.
  - Consider worship music from diverse cultures.
  - Consider using worship CDs or DVDs.

#### **Be sensitive:**

- **Be sensitive to the length of time for praise and worship.** Praise and worship is a portion of the meeting. Select songs to cover between 15-20 minutes.
- **Be sensitive to the selection of songs.** The Presence and power of God can be just as real when singing a hymn as reading a scripture or waiting in silence. Make room for silence. Pauses provide opportunity for a greater intimacy with God.
- **Be sensitive to the prompting of the Holy Spirit.**
  - As the worship time draws to a close, you may sense the Spirit prompting you to give an explanation of something that occurred during worship time.
  - You may sense a prompting to give a call for a particular area of ministry. Wait on the Lord for understanding. Possibly one of your team members will confirm what you are sensing.
  - He will make a way to touch broken places of those attending the meetings. It is what our meetings are all about, heaven coming to earth!

As you read this, you may think, “This doesn’t apply to us because the attendees at our meetings are Christians!” Now is the time for your Leadership Team to make some exciting changes that will create an appealing environment for both Christians and non-Christians. Take the time to see how the Lighthouse meeting could be shifted to draw in non-Christians. You want the meeting to be safe and non-threatening for both non-Christian and Christian women and men while providing a place where the Lord’s Presence, power, and purpose can manifest.

### **Using CDs for Corporate Worship**

Quality worship is foundational in Lighthouse meetings and CDs are a great substitute for a live worship team. Many talented groups and singers have recorded a variety of songs on CDs. When a worship leader is unavailable, ask someone who loves to worship and is sensitive to the Holy Spirit to plan a worship program using CDs. Present technology allows us to download songs from several different sources onto a CD or IPOD.

The key is:

- **Being prepared**
  - Prepare the worship program in advance and stay within the allotted time
  - Select familiar songs
  - Stay close to the CD player during worship
  - Start each song low in volume and increase gradually to a level that is comfortable to the size of the room
  - Make a smooth transition from song to song by turning the volume down between songs
  - Allow for repetition. Sometimes an anointed song needs to be repeated.

If you don't know what kind of worship CDs to use, ask an anointed worship leader. They will guide you in the right direction. Music by the following artists is a good place to start:

- Michael W. Smith – Worship
- Michael W. Smith – Worship Again
- Terry MacAlmon – The Glory of His Presence
- Terry MacAlmon – You're My Glory – Live Worship
- Terry MacAlmon – The Sound of Heaven
- Terry MacAlmon – For the Lord is Good
- Terry MacAlmon – Visit Us
- Selah – Greatest Hymns
- Selah – Hiding Place
- Christ for the Nations – Glorious
- Christ for the Nations – Overtaken
- Christ for the Nations – Great Xchange
- Klaus Kuehn – Healing Waters

The Presence of God will envelope a room just as fully when music comes from a CD as it will during 'live' worship. Be sensitive to the Holy Spirit and obey His promptings.

# Chapter 18

## Resources

### Publicity Ideas for Promoting Lighthouse Activities

Here is an acronym to help you in publicity efforts: **MAMA R.**

**MESSAGE, AUDIENCE, MEDIA, ASSESSMENT, and RELATIONSHIP**

This acronym will help you with each publicity assignment you have.

- **SHORT MESSAGE:** Create a short, one to three sentence statement of what your group provides that will enhance or improve lives in your audience. Aglow's Brochures, Posters and Website resources are great tools for you to use. Focus your statement on how your Aglow group tangibly meets the needs of your audience. Be sure to make it clear and concise!
- **AUDIENCE:** Ask yourself, who am I trying to reach? It's easy to think, "Wow! My message is great, everyone will automatically love it!" when in fact, the more targeted you make your publicity, the better response you'll get. So, ask yourself "who attends our Lighthouse?" "In which activities do people, like you, already participate?" If the answers include attending church, going to the grocery store, exercising at the gym, these are all places where you might consider networking.
- **CHOOSE YOUR MEDIA OUTLET:** We all get stuck on which media outlet to choose. Should I publicize with a local radio or TV station? What newspaper should I choose to contact? When in fact, **the most effective means of advertising is word of mouth.** So ask yourself – how do I hear about events? What would make me join a group? The answers may surprise you!
- **ASSESSMENT – DID IT WORK?:** Before you publicize, realistically ask yourself how many people do I want to become a part of Aglow? If the answer is 15 – then if you get 15 new people in your group you've succeeded! If you get 100, all the better. Ask these individuals, why they came, what do they like, dislike? Create a short survey for them to fill out - the answers to your publicity needs are sitting right in front of you!
- **RELATIONSHIP – WHY IT ALWAYS WORKS:** If you love your boss, you'll most likely stay with your job. If you enjoy your pastor's sermons and the people at your church, you'll stay. **Good people attract good people,** they also attract those who want to be like them – **it's letting them know you exist that's important.** The only relevant way to do that is to build relationships.

So, meet a new neighbor. Let them know that Aglow provides a place where people of different backgrounds join together to have their lives touched by the gospel. In turn, they can tangibly change their communities, and together change the world. Ignite passion, relevance and excitement. Offer people something that they would go out of their way to experience!

Because, **if it's not life changing, then it's not worth advertising!**

## Basic Public Relations Standards

- Please remember that an informational flyer **about** your Aglow Lighthouse is **very** different from an invitation **to** your Aglow Lighthouse. If you do not have the funds to do both, invest in a top notch invitation as your first priority.
- Prior to assigning a volunteer to do your publicity, be sure they have the equipment and ability to do the work. Give them your specific expectations, informing them of the procedures.
- If you do not have the equipment and people capabilities for an attractive invitation or flier, please **DO NOT ATTEMPT IT!** Choose another way to get the word out such as phone calls or personal notes.
- Proofread all public related material three times by three different people. Several different eyes can
- Proofread for overall appearance, grammar, spelling, can correct information. A final proof, after ALL corrections are complete, should be made by someone other than the one who made the corrections.
- Look at magazine ads or perhaps other invitations for attractive ideas. While you won't be able to reproduce an exact copy, you'll be surprised at the fresh ideas this creates in your own thinking.
- The basic rule is to keep it simple, cut down on wordiness, move visuals to the top and outside edges of the page, leave some white space, and edit, edit, edit!
- Public relations letters/articles that talk about the Aglow ministry should be proofed and approved by an Area Leadership Team officer before sending. This would include letters to all the pastors in your community, or an informational letter to other organizations.

## If I Were a Lighthouse President By Matilda Kipfer

Matilda Kipfer has been a faithful supporter of Aglow for many years. Serving on the U.S. Board and later as a consultant on the U.S. Board, she has spoken at countless Area events, Lighthouse meetings, and leadership trainings across the nation, laying a strong foundation for many leaders in Aglow. We thought you might be interested in her list of things that she would do if she were a Lighthouse President. Here they are, enjoy!

- **Establish God's call on this assignment** – Once you are sure that God has called you, nothing will be able to move you from your place. You will be confident as you stand in the place of leadership in the Aglow Lighthouse, knowing that where God has called you to function, He will equip and provide for you.
- **Watch attitude towards authority on every level** – No one is right 100% of the time! When you feel that those in authority over you have missed the mark, don't speak against them, begin to pray that God will correct any mistakes and be obedient to what they have asked you to do....even if you don't agree!

- **Pray people into the Kingdom** – Prayer and evangelism is firmly rooted into the DNA of Aglow. Expect the lost to come to your outreach meetings and then present the gospel. See what God will do in your community.
- **Start your meetings on time and end on time** – The Holy Spirit is a person of order. He knows that you have an invited guest speaker and He knows that those attending the meeting have allowed a certain amount of time out of their day. He is well able to work within the time frame that your monthly announcement has set.
- **Stir the people up continually** – Challenge everyone to attend conferences, retreats and regional rallies. This is where vision is increased. Never say that you live in a poor area. God is the one who supplies, not the economy of your area! Speak faith. Call for an abundance in the offering. Present Global Partnership. Lead the way in inviting new attendees. Nothing is impossible with God and the attendees of the Lighthouse will believe it if you do!
- **Be at all leadership training days** – Once you established that God has called you into leadership in Aglow, let NOTHING stand in your way from receiving all the training that you can receive! Vision comes at training days. Relationships are forged. Anointing is transferred. Never let someone else go in your place. Go for yourself!
- **For women: Look neat and enjoy being a woman** – Keep your appearance up to date. Does this mean that you must spend a large amount of money on your clothes? No! One nice black skirt or pair of slacks can be paired with many different tops to present a fresh, current look. Don't be afraid of a new hair style or even color. **For men: Neatness and cleanliness go a long way!**
- **Work as one on the team, respect each officer and give room for each other** – Each officer has their own responsibilities and may not do something like you would do it. Does that make it wrong? Not necessarily! Allow room for each other, giving grace as you grow together as a team. Don't be afraid to have fun and at all costs, make unity a priority.
- **Never say, "I'm just the President...."** – Walk in the authority that God has put in your hands, no matter your title. Work together in unity, encouraging each other. Look for potential in others and draw it out. If you don't think highly of what you are doing, then others will not think highly of what they are doing.
- **Mix teaching with testimony** – Because you are reaching out to the lost and ministering to the saved, provide both teaching and testimony. God's goodness leads the lost to repentance. Always mix in the Aglow vision being sure to present the mandates in simply, natural ways.
- **Stress Global Partnership** –Bring understanding to those attending the Lighthouse of the value and importance of being a Global Partner with Aglow. Let them know that the funds that they give go into providing for the daily working of the ministry not only in the United States but in more than 170 nations of the world!
- **Stay close to other Aglow friends, Area Boards and Lighthouse Teams** – Let the stories of other Aglow leaders encourage you. Let the successes in their communities stir

creative ideas in your community. Stay in touch with leadership. Relationships are crucial! Pray one for another.

- **Discourage fleshly manifestations that scare the unsaved** – Since the beginning of the ministry, Aglow meetings have been known as a safe place. Be watchful and protective of the atmosphere of the meetings. Explain things that are common to you but might be new to visitors. Don't allow fleshly manifestations distract from or hinder what the Holy Spirit is doing.

## **Twelve Keys I Have Learned as a Leader**

**By Mary Lance V. Sisk**

It is my joy to share some of the keys I have learned after years of experience in the area of leadership. I don't pretend to have all the answers. I am constantly learning and changing. Proven leadership is a process that takes time and patience. However, the Lord is faithful and will perfect that which concerns each one of us as we walk in obedience to His word. This is a very difficult and privileged journey ending in glory.

### **1. PRACTICE THE PRESENCE OF GOD**

The foremost key I have learned as a leader is to daily practice the Presence of God, to abide in the "secret place" of the Most High. Early on I learned to practice the classical spiritual disciplines of solitude, silence (listening), unceasing prayer (communion) and fasting. Without the Presence of God, I can do nothing. John 15:4-5; Prov. 8:32-35; Ps. 91:1; Ex.33:14-17

As I learned to practice the Presence of God, I also learned to meditate on the Word of God. Meditation brings transformation, revelation, wisdom and understanding. God commands leaders to meditate on His word day and night so they will prosper and be successful in all they do. Ps.1:1-3; 4:3-5; 27:4; 119:97-104; Josh.1:6-9

My goal is to become one of God's close friends. Therefore I try to set aside blocks of time on my calendar several times a year to be alone with God, to simply enjoy His Presence. I need this time to allow God to restore my soul, to get rested and refreshed. I need time to listen and receive His direction. John 15:14; Ps.23:1-3; Prov.8:31-35

### **2. PURSUE PEACE WITH ALL PERSONS**

I learned years ago to "keep short accounts" with God and others, or God will neither hear nor answer my prayers. As much as possible, I try to walk blameless before God forgiving everybody everything. I have given up the "right to be right to be righteous!" Ro.12:18; 1 John 1:5-9; 3:21-24; 2:9-11; Matt.5:23-24; Mark 11:25-26; Heb.12:11; Ja.3:17-18

### **3. LOVE YOUR NEIGHBOR AS YOURSELF**

From my earliest childhood Mama taught me, "Love is the beginning, the middle and the end...love never fails!" Mama loved everybody and everybody loved her. Over the years I

have discovered that love is the rule to live by no matter the situation. Love overcomes every transgression and provides the grace for others to bloom and grow. I live to love others for Jesus, to encourage them, and to help them reach their potential.

Love is not a suggestion; it is a command by God. Love is inclusive and knows no bounds. It is the key to reaching out across every culture, religion, gender, age and social strata with kindness and compassion. The love of God enables me to open my heart to every single person He brings across my path, especially my neighbors where I live and those in my sphere of influence. Matt.22:37-40; Eph.5:1-2; Matt.25:31-40; 9:35-37

#### **4. LIVE IN THE KINGDOM REALM**

By faith I have learned to live in the realm of the Kingdom of God. The Lord wants my mind fixed on the things that are above, on the invisible. I am His new creation, a member of His Royal Family, sent by Him as an ambassador for His Kingdom with His authority and power. I am no longer of this world even though I live in the world. Col.3:1-3; 2 Cor.5:17-21; Matt.28:18-20; John 17:16-18; Gal.6:14-15

#### **5. DIE DAILY**

Years ago I set my heart to live the crucified life, to “die daily” denying the desires of my flesh. This is a process and not easy. I am still dealing with several strongholds that cause me great frustration. However, I will overcome by the power of the Holy Spirit and fasting. You cannot become a disciple of Jesus Christ if you are not willing to die to self. 1 Cor.2:2,20; Luke 9:23-25; 4:1-2,14; Eph.3:20; 2 Cor.10:3-5; Gal.5:24-26

#### **6. BE A SERVANT LEADER**

“Lord, be it done unto me according to your word.” I desire to have the heart and mind of a servant, always regarding others as more important than myself. A leader’s heart is to come alongside others and make them look great. Therefore they walk in peace which is the fruit of righteousness and rejoices when others succeed. Luke 1:38; Phil.2:3-8; Matt.20:25-28; James 3:18; Heb.12:11

#### **7. DEVELOP THE CHARACTER OF JESUS**

“If you do not allow the Lord’s character to be developed in you, your gifts and talents will take you where your character will not keep you.” Leaders fall every day because they don’t have proven character and operate out of their flesh. Note Saul and David.

When we live in the Kingdom realm, we are His witnesses. We bear His image and are partakers of His divine nature. We are ministers of His glory and go “from glory to glory.” Ro.5:1-5; 1 Pet.3:3-4; 2 Pet.1:3-4; 2 Cor.3:18-4:1,6-7; Matt.4:16; 5:14-16

#### **8. BE ACCOUNTABLE AS A WAY OF LIFE**

“Power corrupts and absolute power corrupts absolutely!” My spiritual mother quoted this to me the very first time I visited her. In fact, she wanted me to know that I would need to be accountable for the rest of my life if I intended to fulfill my destiny and purpose.

I have found that accountability is great freedom and has given me a security I would not have otherwise. **For a leader to stay on the narrow path, to grow in righteousness, to not be deceived and to stay humble, they need two accountability teams of people to support them outside of their work environment: a Team of Counselors and a Team of Intercessors.** Prov.24:4-6; 15; 13:10; 15:22; Eph.6:18-19

A leader must be willing to be open, vulnerable, and willing to let the Team of Counselors ask them the “hard” questions about their life and leadership without being offended. It is important to choose this team very carefully. They must be people who love and respect you deeply and whom you can trust to keep your secrets. I would suggest they not be too involved in your ministry.

A leader also needs an Intercession Team to undergird them in prayer. A leader cannot make it without fervent prayer made on their behalf. This team can be people who work closely with you.

I have found that reading biographies about leaders who have finished well is most helpful. Likewise, it is helpful to find out why leaders don’t finish well. Accountability will help you finish well. A great example of this is Dr. Billy Graham.

## **9. DO NOT BELIEVE YOUR PRESS**

This is one of the greatest tests of leadership. A leader can be “ruined” by flattery and praise, especially as the Lord begins to exalt them before the people. A leader needs to learn that the person who is being praised is the Jesus in them, so that the sin of pride will not raise its ugly head. All leaders need to be encouraged, need the word of the Lord, but they don’t need to be manipulated with false admiration and flattery. Prov.27:21

In my earlier years as a leader, I was hurt deeply on several occasions when I discovered someone whom I believed to be a close friend was only using me to “climb up rungs of the spiritual ladder.” I had been manipulated by flattery and had to deal with feelings of being used, betrayed and deceived. I also felt like God had let me down. No, He had not let me down. He was taking me through the school of leadership training. Prov.17:3

## **10. DO NOT “THROW” YOURSELF AWAY**

It is very important for a leader to learn the difference between giving themselves away and throwing themselves away. A leader must ask the Lord to give them discernment so the enemy won’t wear them out with a busyness the Lord never intended for them. It is very important to learn to say, “No!” The enemy wants to “wear down the saints” so they won’t be effective in the last days. Dan.7:25

I continue to work on this so I won’t get caught up in the tyranny of the urgent. Most things are not nearly as urgent as they seem. It takes time and experience to get this kind of discernment. Accountability really helps here.



## **11. HAVE FUN**

It has taken me years to take time for fun and laughter! A leader needs to have time for fun as well time to be alone with God. Both should be on her calendar. I try to have lunch once a week with someone with whom I can relax and have fun. We don't talk about problems. I also have great joy playing with my grandchildren. Having fun gets my creative juices going and helps me to not take myself so seriously.

For years I struggled with being a perfectionist. God never intended this. What the Lord requires is excellence which is doing your best. A perfectionist never measures up in their own mind, they are unreasonable in their expectations of themselves and others. Perfectionism steals your joy and is burdensome. Gal.5:16-18,22-23; Phil.4:4

## **12. EMBRACE YOUR DESTINY**

Jesus embraced His destiny. He embraced the Cross and suffering. Most people don't embrace their destiny, they answer a call. There is a big difference. A good example of this is the Apostle Peter before the crucifixion of Jesus and then after the resurrection of Jesus. Heb.12:1-4; Luke 22:31-34; John 21:15-22

I have embraced whatever the Lord requires of me to fulfill my destiny and purpose. I walk by faith, not knowing what is ahead, but knowing I can trust the One who chose me to accomplish the work He sent me to do. Heb.12:1-2; 11:1; John 15:16; Ps.37:5; 1 Thess.5:24; Matt.28:19-20

## **CONCLUSION**

I consider Aglow International one of the finest leadership training ministries in the world today. Aglow has a wealth of proven leaders Global who desire to reproduce themselves so Aglow can flourish throughout the nations for years to come. Ro.5:1-5; 2 Pet.2:2-11

As a leader in Aglow, you have the opportunity to grow and thrive as a leader if you submit to those who have authority over you. They will lovingly guide, teach, equip, and bless you, giving you every opportunity to grow in your Holy Spirit-anointed gifts. May you become a proven leader, "fit for the Master's use, prepared for every good work." 2 Tim.2:20-21

Mary Lance Sisk has been a faithful supporter of Aglow International for many years. She has served as an Area President and currently serves on the International Board of Directors and as the Love Your Neighbor Resource Person.

## Conflict Resolution

An Aglow Leadership Team is made up of a diverse group of women or men. Each one is committed to working together in unity, bringing to the table both strengths and weaknesses. This occasionally brings conflict.

**Conflict isn't necessarily bad if each one is willing to face it with courage and honesty.**

Conflict often brings progress in many areas. If the conflict persists, any team member should feel free to contact their Area Leadership Team Liaison or the Area President. Asking for help early can be the best solution.

Problems you may encounter include:

- Failure to carry out job responsibilities
- Immorality and ungodliness
- Causing disharmony
- Being critical or taking offense
- Not being a team player

<p><b>Conflict often brings progress in many areas.</b></p>
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Keep the problem within the team. Do not talk to others in the Lighthouse or community

If your team runs into a stormy season of conflict, remember that others have gone this way before and survived. Here are a few key things to remember:

- Relationship is key. Be straightforward as you speak, but kind.
- God's purpose is always to lead to repentance and restoration. He NEVER brings condemnation. (2 Timothy 2:24-25)
- Be sensitive to the Holy Spirit as to the timing of dealing with a problem, what to say, and how to say it.
- Communicate with attitudes of love, forgiveness, patience, gentleness, and without a sense of superiority. After all, we've all blown it along the way! (Galatians 6:1)

### **Biblical steps for conflict resolution:**

- **First, deal with your own heart.**
- If you have a problem with another team member, go to them privately, always letting your motive be love. (Matthew 18:15)
- If a one-on-one talk doesn't bring about change, take one or two other team members and talk with her again. (One of the officers you take should be your President, if they are not the one you are confronting.) During this discussion, take notes. This can help in staying focused on the issues, clarifying what is said, and bringing things to a conclusion. (Matthew 18:16)

- If at any point along the way, the team member being confronted shows a desire to make things right, be eager to forgive and give them a new beginning.
- If the problem remains unresolved, contact your Area President for help. If further help is needed, the Area President will contact the Regional Director.

## **Evangelism**

### **Your Story Has Power**

God is writing your story. The Holy Spirit comes alongside to inspire, empower and guide you as you reveal to others the life story co-authored by God and you. It's His story uniquely expressed in your life. Simply sharing the story of what Jesus has done in your life has life-giving power to transform the lives of others. Becoming an effective storyteller includes not only trusting God's power and wisdom but also becoming informed of the various ways that could make you more effective in communicating the transforming power of God.

#### **Know Your Story**

- Ask Yourself:
  - What's the point of the story (MIP-Most Important Point)?
  - What has Jesus done? A miracle? Healing? Change of life? Provision? Ongoing peace? Sense of well being?
  - What was the impact on you and/or your family before and after His transforming change in your life?
- Now you are ready to choose a theme (a felt need everyone can relate to)
  - For example: My need for someone to love me
- Answer the following questions:
  - Who was I before Christ? (relate this to the theme as: felt unlovable; didn't have much love for people, miserable, weak, lazy, addicted, mean, bored, lonely, empty feeling, fumbling my way through childhood or teen years, wondering if God was cold and distant, unapproachable, stern, or suffocating?)
  - What happened that brought me to Christ? (relate this to the theme)
    - Someone shared with me...or...asked me...I was miserable and prayed...I watched someone's life and began to want...or, whatever life situation works for your story. If you have more time, you might want to add how you began to trust Jesus Christ as your Lord.
  - Who have I become since knowing Christ or what is Jesus doing in my life now? (Relate this to the theme.) More peaceful, loving, patient, giving, etc.
  - How has this experience enlarged my vision of who God is and what the destiny He has for me?

## **Grow Your Story**

- **Write your story out.** Keep out unnecessary or small trivial details that others do not need to know and are not part of the MIP. Avoid words and phrases that might be confusing to someone who may be unchurched or doesn't share your denominational experience. (saved, spirit filled, anointed, etc.)
- Tell your story to friend(s) or others. Time it. With someone's help, edit what you have written and tell it again in various settings. Record it so you can hear yourself telling it.
  - If you have only ONE MINUTE, keep it to approximately 150 words. (Give or take 50 words or so. You might want to develop a one minute, three minute and 20 minute version of the wonderful impact Jesus has made in your life.)
- Consider the setting
  - Be considerate of your listener's situation and setting. Are you in someone's home? Are they working and only have a few moments? Are they in a hurry? Look at their clothing, around the room or area, and see if there are any clues about who they are or what they value.
  - Tell a story that excites you. If you're bored, they're bored.
  - Make sure it fits with the potential short window of opportunity you may have or an allotted time given. (We don't want to sound scripted, but if we know what we are going to say, we can keep it simple and to the point).

## **Let Your Story Flow**

- Ask God to send just the right people to hear your personal transforming story.
- Be intentional.
- Start sharing every opportunity you get. Let your listeners see the real you in not only verbal descriptions of your experience with God, but in facial expressions, as a heart-felt look in your eyes, pain, passion, or surprise, whenever possible (unless for some cultural reason this is not appropriate).
- Remember, your story is true, it has the power to transform people, and people need to hear it! Tell it from your heart and know others will be transformed as you share! You will have the Holy Spirit to guide and empower you!

***Psalm 71:17-18 – “I have constantly told others about the wonderful things you do...let me proclaim your power to this new generation, your mighty miracles to all who come after me” (NLT).***

## **Recommended Reading**

*Backpack Evangelism* by Lee Rushing

*Going Public with the Gospel* by Lon Allison and Mark Anderson

*To Be Told* by D. B. Allender

*Fire Evangelism* by Che Ahn

*Foreign to Familiar* by Sarah A. Lanier

*Prayer Evangelism* by Ed Silvano

*Discover Your God-Given Gifts* by Katie and Don Fortune

# LIGHTHOUSE LEADER'S DIGEST

## ADDENDUMS

### **2012 Updates**

Table of Contents\*

Chapter 1: Entire

Chapter 2: Entire

Chapter 4: A Word of Caution (now titled Understanding the Favor Available to Your Team)

Chapter 16: Insurance Payments and Certificates

### **2015 Updates**

Added the entire Financial Digest

\*If you don't reprint the entire digest, please take note that it now has two more pages with the rewritten chapters and your new Table of Contents will not match up any longer. In addition it also has the 20 pages of the Financial Digest.

## Part 2

### Forms and Brochures for Lighthouse Leadership Teams

Aglow Commemorative Giving Brochure	Lighthouse Change of Information Form
Character Reference for Men	Lighthouse Ministry Updates (Minutes)
Character Reference for Women	Lighthouse Monthly Financial Report
Childcare Compliance Information	Lighthouse Tithe-Donation Form
Finding Joy and Peace (Tract)	Message Release Form
Generations Group Leadership Form	Outreach Sign-in Sheet
Good News Report	Prayer Team Helps Brochure
Leadership Questionnaire	Release of Liability for Youth Ministry
Lighthouse Annual Finance Report	Tips for Aglow Advisors Brochure
Lighthouse Annual Ministry Action Plan	Welcome as Our Aglow Speaker
Lighthouse Change of Information Form	

To make sure you're using the most current forms, please go to our web site ([www.aglow.org](http://www.aglow.org)), log into My Aglow, and access Leader's Resources – USA. Many of the forms can be downloaded and filled in on a computer.



# Financial Digest

A guide for Area Vice-presidents of Financial Development &  
Lighthouse Vice-presidents of Financial Development

# Contents

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## INTRODUCTION

Welcome to the world of finance management for the Aglow International ministry. The highest use for money is to advance God's kingdom...in your community, in your region, and around the world. You will play a crucial part in the success of your Lighthouse or Area Leadership Team as you help to manage your Aglow's resources.

Ministry always requires resources and resources require managers. If your Aglow is to continue reaching people for Jesus, you need funds to operate. You also need a careful, trustworthy manager to help oversee them. That is you!

We realize at times your ministry may seem hidden. Remember, the work of your hands is like a prayer to God. As Vice President of Financial Development, be confident that God treasures you and your service to Him. You are His trusted steward. Through your integrity, diligence and faithfulness lives will be transformed and God's kingdom will grow.

### Job Description

What are the responsibilities of a Vice-president of Financial Development? This is an overview of the duties. (For a full description see the *Leader's Digest*.)

- Manage all ministry funds both incoming (revenue) and outgoing (expenses.)
- Balance monthly bank statements and prepare brief financial report to be presented at your monthly Leadership Team meetings.
- Prepare and track all speaker/teacher reimbursements and honorariums, Leadership Team expenses, and all tithes and offerings to Global Headquarters.
- Prepare annual financial reports. Area Teams send them to Global Headquarters. Lighthouse Teams send them to your Area Team.

### Opening a Bank Account

Feel free to use any bank or credit union that is convenient for you. However, note that some banks do not charge service fees for non-profit organizations, and some do.

Prior to going to the bank, make sure you have:

- The IRS letter (Form SS4) issued specifically to your Lighthouse/Area Team that gives your EIN (Employer Identification Number). **This will come in a folder to the President if you are newly affiliated; do not apply for one yourself.** It is very important you give the bank the EIN issued specifically to your Lighthouse/Area Team, and not the one issued to the Global Headquarters of Aglow International.

- A copy of the Letter of Determination issued to the Global Headquarters by the IRS. **This will be included in the folder for new affiliates.** You can also obtain one by calling the Aglow International Global Headquarters office.

When ordering checks, use your official Aglow Lighthouse name. Example of an official Aglow name: “Seattle WA Community Lighthouse,” **not** “Aglow International of Seattle WA.” There may be a rare instance where a bank requires you to use Aglow International as part of your name, but that would be the exception. Also include your Lighthouse or Area identification number that is on your Certificate of Affiliation. (This will assist in the processing of the checks you send to Global Headquarters.)

**Print only the name and identification number, and not the address.** That way, if you have a change in officers you can still use the same checks and change only the address your statements are sent to. Also, be sure to order a book of duplicate deposit slips. The ones that come standard with the checks are not the duplicate kind. This will assist you in keeping your records, and will give you an ample supply.

Let your bank know your organization requires two signatures on checks in order for them to be processed. (Many banks, however, are not doing this anymore.) If you encounter this situation, you will need to have two people approve every expenditure, even if both do not actually sign the checks.

Ideally, there should be at least three authorized signers on the account. The President and Vice-president of Financial Development are most important.

**NEW:** As another level of accountability, as of April 15, 2013, we’re requiring that Lighthouse teams add an Area officer as a signer on your bank account. This person will not actually sign your checks, but will have access to the bank account on the rare occasion where this becomes necessary.

The receipts for payments sent to headquarters will be sent to the President rather than the VP of Financial Development by request of our auditors in order to keep a system of checks and balances.

### **Other Uses for Your EIN**

- In order to set up a bulk mail account, the U.S. Postal Service will require your EIN. By providing the post office with this information, they will issue a permit that lets you mail at reduced rates available to non-profits.
- Your EIN will be required when filing for 990N e-postcards (Area teams only).
- If you need to talk to the state Department of Revenue about the tax on sales at an Aglow event, they would also need your EIN.
- As a non-profit, your state may allow you to buy items without paying sales tax. They will need your EIN to set this up.

Now that we have reviewed how to set up a bank account, let’s look at how we keep accurate records of money received.

## REVENUE

Revenue is all money coming into your Aglow through offerings, tithes, gifts, publication sales, or fundraising projects.

Aglow has been granted tax-exempt status provided that money received from donors is used for the ministry purposes stated in our Constitution and Bylaws. Aglow funds are **never** to be used for personal gain or to benefit an individual.

### Offerings

You or anyone the Leadership Team has approved can receive an offering. You, as the Vice-president of Financial Development, are responsible for counting the offering along with another person from your leadership team to insure accuracy. (More about this under *Monthly Duties*.)

General fund offerings can be used for a variety of projects or needs that your Aglow is working on or involved with. Restricted or designated offerings however, must be used for the purpose for which they were collected. Restricted offerings are kept separate on your ledger sheet under “other”.

Aglow International - Revenue & Expense						
			Revenue			Other
Date	Transaction	Offering	Bookstore Sales	Registration Fees	Other Income	Restricted Donation
	Offering-US outreach					\$250.00
	Offering General	\$125.00				
	Outreach \$ to Int'l					-\$250.00
	<b>Totals</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Although the donations must be kept separate on your revenue ledger sheet, they do not have to be separate on your bank ledger sheet or in your actual bank account. By tracking the amounts here, you always have an actual balance of restricted money.

Aglow International - Bank Ledger Sheet									
			+Revenue (Expense)						
Date	Transaction	Check #	Checking Deposit	Checking Checks	Checking Balance	Savings Deposit	Savings Withdrawal	Savings Balance	All Accounts
	Balance forward				\$500.00			\$0.00	\$500.00
7/25	Offering-US outreach		\$250.00		\$750.00			\$0.00	\$750.00
08/01	General Offering				\$750.00	\$125.00		\$125.00	\$875.00
08/15	Aglow International	101		\$250.00	\$500.00			\$125.00	\$625.00
	<b>Totals</b>		<b>\$250.00</b>	<b>\$250.00</b>	<b>\$500.00</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>\$625.00</b>

## Various Kinds of Restricted Offerings

There are a variety of reasons why a restricted offering may be taken. However, it is important to note that the following should be used as a guide for restricted or designated offerings:

Sometimes money is collected for a project in another city, state, or nation supported by Aglow International. When this is done, you must make donors aware of the specific event or program and that the money will be sent to the Global Headquarters. Money may also be collected to send your Leadership Team to an Aglow conference or other special Aglow event, as long as donors know the purpose. In this case, the money collected would remain in your Aglow account until used for the stated event.

Another example of a designated offering is money given to fund your Aglow's benevolence program. This kind of giving is used to minister directly to women by meeting their practical needs such as groceries, electric bills, gasoline, rent, etc.

**IMPORTANT: You should *not* give money to other ministries no matter how worthy the cause.** Also, because it is illegal according to the IRS, you may not give money to officers on the Leadership Team or their relatives. This constitutes what is called Private Inurement. The legal definition of Private Inurement is, "When funds, or other items, are used for the personal benefit of the organizers, leaders, or administrators of a tax exempt organization."

When receiving offerings for other special projects, (ie: helping others attend Aglow functions, helping to cover a special outreach into the community, or helping those in the Lighthouse become Global Partners), ensure the purpose of the offering is connected to Aglow's Vision Statement: **to carry the truth of the Kingdom that restores people to a radiant place of relationship with God and one another; breaks the tyranny of oppression; brings freedom and empowerment.** Offerings taken for your general fund provide the most flexibility to meet the needs of your Aglow.

## Accounting for Revenue

Here we can look at how to account for money that has come from various avenues:

- A. Offerings & Donations - Example \$250.00 general fund \$135.00 restricted
- B. Publication Sales - \$345.00 in sales with \$35 of it in sales tax
- C. Restaurant Meals - 25 women at your local breakfast @ \$7.00 each = \$175.00
- D. Retreat Fees - 50 women at your retreat @ \$75.00 each = \$3,750.00
- E. Other Income - bake sales, garage sales, \$118.00

Bank Ledger Sheet			+Revenue	(-Expense)			
Date	Transaction	Check #	Checking Deposit	Checks	Checking Balance	Savings Deposit	Savings Balance
10/15	A		\$250.00		\$250.00	\$135.00	\$135.00
10/25	B		\$380.00		\$630.00		\$135.00
10/31	C		\$175.00		\$805.00		\$135.00
11/15	D		\$3,750.00		\$4,555.00		\$135.00
12/01	E		\$118.00		\$4,673.00		\$135.00
							\$135.00
	Totals		\$4,673.00	\$0.00	\$4,673.00	\$135.00	\$135.00

Revenue & Expenses		+Revenue			(Other)		
			Bookstore	Registration	Other	Sales	Restricted
Date	Transaction	Offering	Sales	Fees	Income	Tax	Donation
10/15	A	\$250.00					\$135.00
10/25	B		\$345.00			\$35.00	
10/31	C			\$175.00			
11/07	D			\$3,750.00			
12/01	E				\$118.00		
	Totals	\$250.00	\$345.00	\$3,925.00	\$118.00	\$35.00	\$135.00

## Depositing the Revenue

After each fundraiser or monthly meeting, it is essential that all money received be deposited into your Aglow bank account. After depositing, record the amount of the bank deposit on your Bank Ledger Sheet as shown above. For more details related to depositing see the section entitled *Monthly Duties*.

## EXPENSES AND GIVING

The definition of expenses are funds paid by your Aglow for things such as such as rent for your meeting place, refreshments for meetings, publicity, speakers. Expenses may also be incurred when you give money to the Global Headquarters in the form of tithes, love gifts, and pledges.

### **Tithes, Offerings, and Other Contributions**

Your Leadership Team is asked to give on a regular basis to bless and help support the other ministry levels of Aglow. The following is the minimum that should be given and how often:

Tithes & Offerings:

- To Aglow's Global Headquarters. Lighthouses and Area Leadership Teams tithe 10% of their unrestricted income on a monthly basis. We have asked that you round your tithe up to the next dollar and consider not tithing less than \$5.00. In addition, offerings above the tithe should be sent to Global Headquarters to help support the work of Aglow around the world. ***The receipt will be sent to the Lighthouse President, rather than the Vice-president of Financial Development. This is at the request of our auditors, who want us to have a system of checks and balances.***
- To U.S. Regional Directors. Lighthouses send 1% and Area Leadership Teams send 2% on a monthly basis to Global Headquarters for distribution – Again round your tithe up to the nearest dollar and consider not tithing less than \$5.00.
- To State Prayer Coordinators. Send an annual love gift (or more often) to closest Area VP of Finance usually in May. Gifts may be sent direct to SPC if she has her own Aglow bank account. ***Please do not send SPC offerings to the Aglow International headquarters.***
- To Area Leadership Teams. Regular love gifts from the Lighthouses. Send direct to Area Leadership Team.

### **Insurance**

Aglow International pays an annual premium for insurance that covers your Aglow activities. In the first quarter of the year, Global Headquarters sends out a letter asking each Area Leadership Team to pay their portion of the premium by sending in their contribution.

Since 2000, we have had the Area Teams send in the insurance contributions and have instructed them either to have each Lighthouse send them the money or take up a special offering to reimburse their treasury.

By contributing in this way, you help give your Aglow the following insurance coverage:

- Children in an Aglow-sponsored childcare.
- Any Aglow volunteer or guest at an Aglow sponsored event.

- Rented property, such as sound equipment or projectors.
- Meeting room or building damage that might be due to Aglow activity.

When your meeting facility wants a “Certificate of Liability,” you can call our insurance carrier and they will provide the documentation you need to secure your meeting or retreat space.

If you are required to sign a contract, please send the **unsigned** contract to the address or email below for approval BEFORE you sign it. We do not sign contracts with HOLD HARMLESS clauses in them. Our insurance agents look for these clauses. They look over contracts as a courtesy to us, so please do not wait until the last minute to send it to the agent.

If your contract has a hold harmless clause in it, our agent will tell you NOT to sign it. At that point it is up to you, not our insurance agent, to renegotiate the contract with the venue and see if they will change the clause. *If not, you will need to find another venue.*

What the insurance company needs in order to issue a certificate (proof of insurance) for an event:

- Name of organization where your event is being held
- Contact name and email address for organization
- Address of event
- Fax number where the insurance company can send the certificate
- Dates of the event
- If this is a repeatable event, how often the event will occur or when the next event will happen.
- If you are being asked to sign a contract, send a copy of the unsigned contract for approval.
- **DO NOT SIGN A CONTRACT UNTIL IT HAS BEEN APPROVED BY OUR INSURANCE COMPANY.**

Our insurance company is:

McDonald Insurance  
1-888-827-7400  
P.O. Box 3089  
Kirkland, WA 98083-3089

You may also email the information and any contract to [Nancy@Mcdonaldins.com](mailto:Nancy@Mcdonaldins.com) *before* you sign it.

If you need more information or need to file a claim, our insurance agent will be happy to help you. Please also notify the Global Field Office – U.S.

Note of clarification. Aglow only pays claims in which Aglow is responsible for the injury or damage. For instance, if someone is injured due to a safety issue with your meeting place such as a pothole in the parking lot, the rental place is liable since it is their responsibility to keep the parking lot in good repair. If however, someone trips over a cord that was used for your overhead projector, then our insurance would cover any injury to that person up to \$10,000 per person, per accident. (Contact our insurance company for a claim form.)

## Accounting for Expenses

Other expenses you might incur are things such as rent for your meeting place, mileage, supplies, postage, and honorariums. Account for any of these expenses on the bank ledger sheet as follows:

Aglow International - Bank Ledger Sheet							
			+Revenue	(Expense)			
Date	Transaction	Check #	Checking Deposit	Checks	Checking Balance	Savings Deposit	Savings Balance
					\$500.00		\$135.00
10/25	Monthly rental	125		\$125.00	\$375.00		\$135.00
10/31	Supplies	126		\$25.00	\$350.00		\$135.00
11/15	Honorarium	127		\$250.00	\$100.00		\$135.00
					\$100.00		\$135.00
					\$100.00		\$135.00
	Totals		\$0.00	\$400.00	\$100.00	\$0.00	\$135.00

Aglow International - Revenue & Expense Ledger								
		(Expense)						
Date	Transaction	Tithes/ Offerings	Bookstore Purchase	Rent	Travel Food/Lodge	Honorariums	Print/Postage Supplies	Other Expense
10/25	Willow Rental			\$125.00				
10/31	Office Depot						\$25.00	
11/15	Debbie Smith					\$250.00		
	Totals	\$0.00	\$0.00	\$125.00	\$0.00	\$250.00	\$25.00	\$0.00

These ledger sheets are set up to correspond with the Annual Financial Report that is due on January 15<sup>th</sup> of each year.

If you have paid a speaker more than \$600 in one year, it is important to obtain their tax information: Either their social security number or tax I.D. number if they have a business or ministry. This is very important since you will be issuing a 1099-Misc. at year end. (See page 13.)

One of the expenses you may be asked to pay is mileage. The question of mileage reimbursement is the number one question asked at the Global Headquarters office from the field. **You should reimburse speakers who speak at your Aglow for mileage at the business rate, as set annually by the IRS.** The mileage rate varies from year to year. Check the IRS Web site, [www.irs.gov](http://www.irs.gov), after each new calendar year for the new IRS official mileage reimbursement.

For Aglow leaders and volunteers, mileage should be reimbursed at the volunteer rate, also set annually by the IRS. Aglow Leadership Teams can decide if their group desires to or can afford to reimburse volunteers' mileage. If the Leadership Team decides not to reimburse, the volunteer is still free to claim mileage on their U.S. tax return, if they itemizes deductions. Note: The volunteer rate would not apply to speakers or U.S. Regional Directors. They would be reimbursed at the business rate.





## MONTHLY DUTIES

In this chapter we will look at duties as they relate to your Aglow meeting, your Aglow Leadership Team meeting, and other Aglow responsibilities fulfilled at home.

### The Aglow Meeting

At your meeting you may receive money for a variety of reasons such as, offerings, donations, sales, fees for retreats or meals, etc. The following is an overview of an easy way to sort and count the money, making sure to keep money received for different reasons separate. Remember to have two team members counting the funds. (See *Counting Form* in *Forms/Masters*.)

- Separate checks and cash.
- Separate bills and coins into like denominations (\$10 dollar bills in one pile, quarters in another, etc.)
- Count each type of currency at least twice for accuracy.
- Add totals for each denomination together.
- Add the check amounts; run two tapes. Endorse checks on back with bank deposit stamp.\*
- Add checks, currency, and coin together for final total.
- Both team members should verify the final total.

\*The back of each check should say “For deposit only,” your Aglow name, and account number. Purchasing an endorsement stamp can help make endorsing your checks easier. If you don’t wish to order a stamp, simply write this information on the back of each check.

### Aglow Leadership Team Meeting

**A very important part of your responsibilities each month is to bring a financial report to your Leadership Team meeting.** Some Area Teams may also require you complete a Lighthouse Monthly Financial Report and send it with the Lighthouse Ministry Update (Minutes). It is crucial that all the members of the Leadership Team have a clear financial picture of your Aglow. You will want to communicate how much money came in for the month, such as offerings, sales, etc. You will also want to have a detailed list of expenses that were paid for the month, as well as what the ending balances are on the bank accounts (checking and savings, if you have both). It is also important to let your Leadership Team know of any large expenditure that may be coming up, such as a deposit on a retreat center.

Following is an example of how a report could look for your meeting. Don’t worry about how it looks exactly, just as long as all the information is represented.

**Seattle WA Community Lighthouse  
Monthly Financial Report  
June 2002**

Prior Month Ending Bank Balance	\$257.25
Income	\$124.00
Expenses	
Facility Rental-Holiday Inn	\$ 50.00
Honorarium-Guest Speaker	\$100.00
Food-Costco	<u>\$ 15.00</u>
Total Expenses	\$165.00
Ending Bank Balance	\$216.25
Balance in Savings	\$110.00

### **Other Responsibilities**

Depositing your funds is quick and easy. You and one other person have already counted and verified how much money you received, so use the *Counting Form* to assist you in filling out the deposit slip. Just list your coin, cash, and checks on your duplicate-deposit slips. Take both copies with the funds to the bank. They will process your deposit slip and give one back to you for your records. File the deposit slip copy and the *Counting Form* with the bank statements. Set up folders for each month to keep all information related to that month in the same folder. Include income received as well as expenses paid.

### **Balancing the Bank Account**

Bank reconciliation is a very important monthly duty as part of your role as the finance manager of your Aglow. To help assist you, there is a *Bank Reconciliation Form* under *Forms/Masters*. You can also make a spreadsheet in Excel you can reuse every month that will automatically calculate your ending balance for you. Please feel free to use whatever works best for you. Gather the bank statement for the month and the corresponding ledger sheet along with any cancelled checks you received from the bank.

#### The First Step: The Bank balance

- Find the ending balance on the bank statement.
- Identify what checks have cleared.
- Calculate the total amount of outstanding checks. (Checks that have not cleared the bank.)
- Confirm that all your deposits are recorded on your statement.
- A deposit not recorded by the bank is called a “deposit in transit.”

- Fill in the reconciliation form with the bank balance, outstanding checks and any deposits in transit.
- The bank balance minus the outstanding checks, plus deposits in transit equals the “adjusted bank balance.”

#### The Second Step: The “Book” or Ledger balance

- This number is the ending balance for the month in your “Bank” section of your ledger sheet.
- Verify that you have calculated correctly for the month and put this figure in the “balance per books” section of the form.

#### The Third Step: Make adjustments

- Adjust for any bank charges or interest.
- If you recorded a check or deposit wrong make the adjustment.
- After you have accounted for all the adjustments complete the reconciliation form by adding or subtracting these adjustments. This will give you the “adjusted book balance.”

#### The Fourth & Final Step: Compare the Book to the Bank

- If all has gone well, your ending bank balance from the bank should match your “adjusted book balance.”
- If they don’t match, take a break for awhile and try it again or have someone else check your figures.
- If it still doesn’t balance and it is a small amount of money, enter the amount as an “unreconciled difference” on the bank reconciliation form and move on. In later months you may be able to identify this amount, but even if you aren’t able to, don’t worry, just keep going and give yourself grace.
- File this form in your monthly folders with the bank statements.

# ANNUAL DUTIES

In this chapter we are going to look at a variety of things related to your duties that happen only once a year.

## The Annual Financial Report

Each Area and Lighthouse needs to complete an Annual Financial Report.

- If you are a Lighthouse Vice-President of Financial Development, you will need to send your report to the Area Leadership Team by January 15<sup>th</sup>.
- If you are the Area Vice-president of Financial Development, you will need to send your report to the Global Headquarters, attention Executive Director U.S. Field, by January 31<sup>st</sup>.
- Send a copy to your U.S. Regional Director.

Accountability is important and Paul reminds us in II Corinthians 8:21, when we are dealing with money we should be honorable with things, “not only in the sight of the Lord, but also in the sight of men.”

The Annual Financial Report is located in the *Forms/Masters* section. Gather your ledger sheets, as the Financial Report is connected to the ledger sheets. Fill in the top portion of the report with your Aglow name, please do not abbreviate your Area or Lighthouse name, and other information on the top of the page.

Now, let’s take each section one at a time.

## Income

- *Offerings* are monies you received as a gift or donation to your Aglow.
- *Sales* are monies for books, or craft items you sold to generate income.
- *Fees* are monies collected for a specific purpose, such as a retreat.
- *Other* could be money received for sales tax or interest income from the bank.
- Add all your income and record that number on the Total Income line.

## Expenses

- *Tithes/Donations* are money given to the Global Headquarters, Area Team, U.S. Regional Director, SPC, or other. This is also where you record any benevolent giving during the past year.
- *Publication Purchases* are money spent for books and other products you buy for the purposes of selling.

- *Rent/Meals* are funds you pay out that were collected for a meal or rent paid on the meeting space.
- *Travel/food/lodging* is money reimbursed for a speaker's hotel or airfare costs, or for example, your President's conference expenses.
- *Honorariums* are money given to a speaker, a worship leader or person for special music.
- *Printing/postage/supplies/phone* is money paid for these particular expenses.
- *Other* could be for sales tax or bank fees.
- Add all your expenses and record that amount on the Total Expenses line.

## **Net Income for Period**

Net income is your income less the expenses. This number indicates if your Aglow has brought in more money than you have spent.

## **Other Transactions**

- *Restricted donation* is money given for a specific purpose. That money must not be spent on anything other than what the donor gave it for.
- *Sales tax due* indicates how much of the remaining money is allocated to be paid out for state taxes on items sold.
- *Balance forward in bank account* is the ending balance last year.
- *Ending cash balance* is the amount that is in all bank accounts on December 31.
- Sign and date the report and put it in the mail, or send it via e-mail.

## **FILING TAXES**

### **1099 Miscellaneous Form**

A 1099 Miscellaneous form is used by a person or business to report payments made to another person or business who is not an employee. The form is required when payments of \$600 or more in rents or services are paid. A 1099 must be issued and in the mail by January 31<sup>st</sup>.

To whom we issue 1099 Misc. forms:

- To speakers, worship leaders, or anyone to whom you have paid \$600 or more in a year.
- To the owners of meeting places or retreat centers to whom you have paid \$600 or more in a year for rent.

Note: If the total to be paid to an individual equals or exceeds \$600 in a year, but if part of that total included expenses that lower the income to below \$600, a 1099 would not have to be issued because the income would be less than \$600. For example, if you paid a speaker \$649 - \$212 for airfare, \$37 for meals, and \$400 for honorarium, and the speaker was able to give you an accounting of their expenses, complete with receipts for anything over \$75, you would not have to issue her a 1099 because the only part considered income was the \$400.

Whom we don't issue 1099 Misc. forms to:

- Any employee of the Aglow International Global Headquarters. The Aglow staff turns their honorariums in to our payroll department so we can deduct payroll taxes before returning the honorarium to them. **However, in recent years not all employees do this – please ask your Aglow Headquarters speaker if you should send her a 1099 for a gift of \$600 or more.**
- Any speaker, worship leader, etc. who is a representative of a church or other ministry that is incorporated. Note: All checks should be issued to the incorporated ministry or the church, and not the individual.

### Completing the 1099 Miscellaneous Form

The form can be ordered from either 1-800-TAX-FORM or [www.irs.gov](http://www.irs.gov) for free.

- *Payer's name* - fill in your Aglow's name, address, city, state, zip, and telephone number.
- *Payer's federal identification* - fill in your EIN. (Employer Identification Number.)
- *Recipient's identification* - social security number or tax ID # of the person you paid.
- *Recipient's name* – name of person paid.
- *Recipient's street address* – address of person paid.
- *Recipient's city, state, zip* – city, state, zip of person paid.
- *Box 7: Non-employee compensation* - amount of money you paid to someone in honorariums and non-accountable expenses.

The 1099 Miscellaneous form has five copies and this is how they are to be distributed:

- Copy A - Send to the IRS with the 1096 form.
- Copy 1 - Send to the state if your state has state income tax.
- Copy B and Copy 2 - Send to the recipient of the 1099 Miscellaneous income form.
- Copy C - Keep for your files.

### Form 1096

This form is a recap of all the 1099's you are submitting. It must accompany the 1099 Miscellaneous forms when you send them into the IRS. The form can also be found at [www.irs.gov](http://www.irs.gov).

- *Filer's name* - your Aglow's name and address.
- *Name of person to contact* - your name, phone number, fax number (if you have one) and your email address.
- *Box 1: Employer identification number* – your Aglow's Tax ID#/EIN #.
- *Box 3: Total number of forms* - total number of 1099's you are issuing.
- *Box 5: Total amount reported with this form 1096* - total dollar amount of all the 1099's added together.
- Mark an "X" in the box entitled "1099-MISC 95"
- Sign your name, your title and the date.

Be sure to keep a copy of the 1096 form for your files and mail the original to the IRS with the completed 1099 Misc. forms by the last day of February.

## **Information on Tax Reporting**

Because Aglow International is a 501(c)3 non-profit organization, we are not required to pay federal taxes to the IRS. But we are required to file an “informational” tax return called a 990N to let the IRS know who we are, what we are doing. There are three types of 990 forms, depending on your annual income. It is most likely you will be filing a 990N e-postcard. We have requested that the Area teams file these for their Lighthouses. For complete e-postcard instructions, please contact the Global Field Office – U.S. All 990 forms are due to be filed by **May 15<sup>th</sup>** annually.

### **Who needs to file a 990N e-postcard:**

**If your Area or Lighthouse has an EIN number you are required to file the 990N postcard. We have asked that Area Teams file for all of their Lighthouses. If you have questions please call the office and talk with Global Field Office – U.S. administrative assistant. She can send you explicit instructions on doing this.**

### **Filing Form 990EZ or 990N.**

What is the difference between a 990N and a 990EZ?

If an organization has gross receipts of \$50,000 or more you will file the 990EZ.

If your Lighthouse/Area needs to file a 990EZ you can either:

1. Prepare and file the return.
2. Hire a CPA to prepare and file the return for you.

It is beyond the scope of this digest to go thru each of the steps in completing the 990/990EZ form. Additionally, because of regular changes to IRS regulations and tax laws, it is essential you have access to the most current information. The IRS provides detailed instructions on how to file a 990EZ as well as the form on their Web site [www.irs.gov](http://www.irs.gov) or you can call 1-877-829-5500 M-F 8:00 a.m. to 9:30 p.m. Eastern time and speak to an IRS specialist in 990 preparations. Additionally, The IRS also responds quickly to questions that are sent to them via email.

### **The 990 Package**

It is possible even though your Aglow didn't have more than \$50,000 in annual gross income that you might receive a 990 package from the IRS. Don't panic. The IRS wants you to return this information anyway. This is all you have to do:

- Attach the pre-addressed label to the name and address space on the return.
- Check the box on the form that indicates the organization's gross receipts are normally not more than \$50,000.
- Sign and mail the return.



Nothing else is necessary. Once you have done this, you shouldn't receive this form from the IRS again.

### **Budgeting and Planning for the New Year**

Only your Leadership team can decide how your Aglow finances should be used and you are an important part, especially when it comes to budgeting and planning for the New Year. Your Leadership Team should come together and begin praying and brainstorming for the coming year. Don't be afraid to dream. Write down your Aglow's goals and where you think you are going. Estimate how much you think it is going to cost to accomplish that goal.

For instance, it may be your desire that your entire team attends the Aglow International conference in the coming year. Estimate how much it will cost. As you continue planning, you may realize that if only airfare and hotels were paid for by your Aglow and the leadership paid for their own food, you would also be able to have the outreach you were planning.

Projecting how much money will be coming into your Aglow for the coming year is an important part of budgeting and planning. Start by looking at what your income was for the current year. Use this figure as a starting point. Identify anything unusual that may not happen in the next year, such as a one-time large donation. If you aren't going to get a large donation every year, you shouldn't count that as part of your "normal" income. Next, identify any new sources of revenue you might have for the coming year, for example a new event that will generate income.

Prioritize what is most important in the coming year, just like you do at home. Expenses like rent and supplies for meetings are essential. Speakers or conference travel may be the next priority. If, after you have budgeted all your expenditures for the coming year and there is no more projected income, start a list of "unbudgeted items." As additional money comes into your Aglow, you can choose to spend money for "unbudgeted items" without, for example, taking away money that is allocated for rent or tithing.

## ACCOUNTING SOFTWARE

Relatively inexpensive software programs exist that can make handling the bookkeeping and reporting part of your job much easier. The two we will discuss are *Quicken* and *Microsoft Money*. Though the terminology of the 2 may differ slightly, basically they accomplish the same tasks.

Using these programs would replace the use of ledger sheets. If you are comfortable with a computer, it is highly recommended you use one of these products, or a similar one for tracking your Aglow finances.

The program looks like a check register where you record deposits and checks written. Each item that is entered must have a “category” assigned to it. A “category” is very important and will make it possible for you to generate reports that are very useful in tracking income and spending. If the “category” isn’t well thought out, your reports won’t mean much. For example, if you lump all your income into one “category,” you will never be able to tell what that money was taken in for. It is important to set up specific “category” designations such as offerings, book sales, retreat fees, etc. When you enter income into the appropriate corresponding “category,” you will be able to determine just how much money has come in for that category by selecting the report that summarizes the income for that specific category.

In addition, doing your Annual Financial Report will be extremely easy. From the report menu, select the Profit and Loss Statement and the Balance Sheet and request the appropriate date range. If you have recorded all your income and expenses correctly throughout the year, the report will be all you need to send to your Area Leadership Team and the Global Headquarters. The same reports would also be used on a monthly basis for your Aglow Leadership Team meetings. Just select the Profit and Loss Statement and Balance Sheet reports for the prior month. They will detail how much money has come in for the month as well as what your expenditures were.

Reconciling the bank account is also quick and easy. When you receive the bank statement, select “banking” then “reconcile” and it will lead you through the reconciliation process of balancing the bank account.

To determine if you owe anyone a 1099 for the year, select the “Itemized Category Report” for honorariums. This will list who you paid and how much you paid each person for the year.

If you aren’t using *Quicken* or *Microsoft Money* now, it is highly recommend you give it a try. It will simplify your life!

## FAQ'S

The following is a list of Frequently Asked Questions that may help you find answers to your questions in a quick and concise manner.

### Questions / Answers

Q: What is my EIN ?

A: The EIN is a unique “Employer Identification Number” that is issued to each affiliated Aglow group by the IRS. This includes Lighthouses, Area Leadership Teams, and others, including Aglow International. *Please be sure you are using the one assigned to your team – if unsure please call the Global Field Office – U.S. at Headquarters and verify your number.*

Q: What is my EIN for?

A: The EIN identifies you as an affiliated part of Aglow International which is a 501(c)3 tax exempt organization. The number is used as your identification for banks, post offices, credit card companies, and taxing authorities.

Q: Where and how do I get an EIN?

A: One should have automatically been applied for when your Area/Lighthouse was affiliated. If you don't know what is, call the Global Field Office – U.S. at the Global Headquarters.

Q: Why do we need to know Aglow International's main EIN?

A: Aglow International's EIN is the number that is associated with our corporate tax-exempt status. Sometimes banks want to see the official “Letter of Determination” from the IRS giving Aglow International and all its affiliated groups (subordinates) 501(c)3 tax-exempt status.

Q: Does my Aglow have to file a tax return?

A: Yes. As of 2008, every Area and Lighthouse is required to file form 990N, regardless of income. If your income was less than \$50,000, a 990N e-postcard needs to be filed. If your Aglow had income of over \$50,000 per year you may need to file a 990EZ tax report. (See page 15 for more information.)

Q: Are receipts required for all donations?

A: **Receipts are required by law for any one-time gift of \$250 or more.** However, you are free to give a receipt to anyone who requests a receipt for a lesser amount. (See sample of a gift receipt in *Forms/Masters/Samples*.)

Q: What kind of receipt do we give someone who donates an item (not money?)

A: These gifts are called “Gifts-in-Kind”. These gifts are acknowledged with a receipt describing the gift with no dollar amount on the receipt. The donor determines what they deem as “fair market value” for their personal tax return. (See sample of gift-in-kind receipt in *Forms/Masters/Samples*.)

Q: If I am a Lighthouse Vice-president of Financial Development, where do I send my Annual Financial Report?

A: The Annual Financial Report for a Lighthouse is sent to the Area Leadership Team by January 15<sup>th</sup>.

Q: If I am an Area Vice-President of Financial Development, where do I send my Annual Financial Report?

A: The Annual Financial Report for an Area Leadership Team is sent to the Global Field Office – U.S., as well as your U.S. Regional Director by January 31<sup>st</sup>.

Q: Can our Aglow receive specific donations to send our leadership to conference or another official Aglow International trip?

A: Yes. This is a change. Previously, Aglow's could only raise money to send leadership to an Aglow International conference or leader's summit. You may raise funds to send your leaders to Regional events, as well as, Aglow International sponsored trips or events as well as any U.S. Regional Director sponsored trips or events are included. This **DOES NOT** include the yearly sightseeing and familiarization trip that Aglow takes to Israel. If your U.S. Regional Director is holding a special event to minister to Muslim women in your region, or a prayer journey in your region, you may raise money to send your leadership to be part of what God is doing through Aglow to minister to these women.

Q: Where can I find out what the new mileage reimbursement rate is for the year?

A: The new mileage rate will be on the IRS Web site at the beginning of each year when the IRS releases the mileage rate. You can go to [www.irs.gov](http://www.irs.gov) and type in *mileage rate* in the search box.

Q: Can I Send a donation to Aglow International using my check or credit card?

A: Yes. Aglow International can take Visa, MasterCard, Discover, or American Express cards to process your donation. However, a word of caution here. Please do not e-mail this information to Aglow International. E-mailing is not secure and someone could steal your information. Web sites can be secure but e-mail is not. You must call, write, or fax us your credit/check card information, or go on line to the Aglow International Website, [www.aglow.org](http://www.aglow.org).

Q: Where do I go if I have a problem or a question?

A: If you are a Lighthouse leader, first seek help from your Area Leadership Team. If you need further assistance or you represent an Area Leadership Team, and your Regional Director. Please also feel free to contact the Aglow International Global Headquarters.

## FORMS / MASTERS / SAMPLES

The following is a list of the Forms, Masters, and Samples that are included to assist you. Some of these forms can also be found in the *Leader's Digest*.

- Area Tithe Form
- Area Annual Financial Report
- Lighthouse Tithe Form
- Lighthouse Annual Financial Report
- Bank Reconciliation Form
- Bank Ledger Sheet
- Revenue and Expense Ledger Sheets
- Cash Counting Form
- Quicken Sample of Profit and Loss Statement
- Quicken Sample of Balance Sheet
- Gift Receipt Sample Letter (for monetary donations)
- Gift-in-kind Receipt Sample Letter (for non-monetary donations)