



A Letter from the US Field Office



February 2024

To: LIGHTHOUSE TEAMS
AREA LEADERS
STATE PRAYER COORDINATORS
STATE LEADERS
US REGIONAL DIRECTORS

Dear Leader,

January seemed to last a long time and here it is the middle of February! I am determined to get this letter to you before summer. The cold dreary days of winter are, oh, so slowly turning into the warmer and brighter days of spring. I, for one am hoping that the little creature who didn't see his shadow this year is right!

There have been several things that have come across my desk since January, and I have been tucking them away to use in this letter to encourage you. There is chaos in the world around us and sometimes it seems overwhelming, BUT GOD! He has told us don't be afraid and don't get shook as things around us are shaken. We belong to an unshakeable Kingdom, which has an undefeatable King, who is for us and with us!

The first thing I wanted to share with you is from Dutch's Give Him Fifteen on January 3rd. *History will record 2024 as a year of tremendous import (significance), a defining year, a hinge of history. It will be a wild ride, oxymoronic in its extremes. Charles Dickens wrote regarding the French Revolution 'it was the best of times, it was the worst of times. It was the age of wisdom, it was the age of foolishness. It was the epoch of belief. It was the epoch of incredulity. It was the season of light. It was the season of darkness. It was the season of hope. It was the season of despair.'* Dutch went on to say, *this year will be highly productive but very tumultuous, incredibly fruitful yet greatly challenging. It will be a year of coming together and of great separation; it will awaken the warrior and expose the fearful. A clear line is being drawn between good and evil, removing what once seemed like safe 'middle ground'; indifference and complacency, disguised in the intellectual robes of neutrality will no longer be possible.*

He had more to say, but those words grabbed me and took me in. Where will we stand in the midst of it? Will we be found as warriors or quaking in fear? God has prepared us to be warriors, knowing who we are and to whom we belong, leading the way in the battle to bring His Word and His Ways to the world around us.

Then, in a post on January 23rd Dutch quoted, Teddy Roosevelt, *it is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes up short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasm, the great devotions; who spends himself (herself) in a worthy cause; who at the best knows, in the end, the triumph of high achievement, and who at the worst, if he fails, at least he fails while daring greatly, so that his place shall never be with those cold and timid souls who never knew victory nor defeat.*

Honestly, when I read that I thought of us, of you. Those of you who put yourself out there, who work tirelessly to bring life and light to your community through your Lighthouses, your Area Teams and Regions. You are the heroes of Aglow, and I salute you and thank you for your faithfulness!

Lastly, a prophetic word from Nate Johnson. I don't really know him or follow him, still his word crossed my desk and I felt like it was for some who were ready to quit. To give up. Nate talks about the season that some feel stuck in, you feel caught between faith and the promises you don't feel are coming to pass. God says *I know the road has been hard and nothing makes sense. I know the road has been long and you have held on beyond the realm of hope. But, the battle for your destiny has never been greater than this moment. You have an enemy who not only wants you to give up, but to abandon the ship of faith. He isn't just after your purpose, but your very connection to God. He wants you to doubt and chose the life you can provide for yourself in your own strength. The battle is real and if you are honest about it you can attest to this wrestle. It's the tension of extremes. Extreme conviction to fight, and extreme hopelessness and doubt. This is not the season you are seeing that it is. It's the midnight before the sudden sunrise. It's the dark night before the dawn. The battle of battles before the breaking of a New Day! This is not a season of blindness but of renewed sight. This is not a stalemate but a season of clear and directed steps. This is not a season of being stuck but of movement and breaking new ground. This is not a season of spiritual impairment but of greater sensitivity to My plans. This is a season of taking to the skies in air supremacy!*

We are a remarkable people, because we have been called out of darkness into His marvelous light. We are heirs of His promises, the very family of God. We are world champions, warriors who have the backing of all of Heaven. Heaven fights for us! Now, is not the time to quit, back up or turn around! Arise! For your Light has come and the Glory of the Lord has risen upon you! We can change our communities, our cities, our nation. He is with us. He is in us, around us. WITH us! Be encouraged!

Okay, that was long but it is truth.

Now, on to the purpose of this letter to remind you of all the things you need to know regarding your Lighthouses and Area teams. I encourage you to hold on to this letter so you can have the reminders close when you need an answer. Please be sure each of your team has a copy.

NEW! BEGINNING APRIL 1, 2024 – We will begin collecting an affiliation fee for new Neighborhood Lighthouses. Many years ago, when we began Neighborhood groups, our plan, our hope was that they

would grow into Community Lighthouses. Because Lighthouses and Area Team tithes are a big portion of our income, and because Neighborhood Lighthouses rarely give to Aglow International, we feel an affiliation fee is in order. The fee will be \$50 and will be payable with the application.

The Importance of the Lighthouse

I believe that you have heard me say that it is my firm belief that every Lighthouse is a gift from God to their community. God set your Lighthouse in the exact place it is in with great purpose. His plan was to affect your community. While many communities and neighborhoods have been invaded with demon activity, your Lighthouse is the salt God is using to heal your community! Your words have power. Use them to bless and not curse.

If your Area Team currently is without a Lighthouse or you haven't opened a new one lately, I want to encourage you to step out in faith to see new groups come forth. Gather a few friends and start a prayer group, or Bible study in your home or the home of a friend. Tell them upfront that the group is a 'Lighthouse seed' and it is in your DNA as an Area Team member to start Lighthouses. Remind them that in the Kingdom, we have responsibilities and we rise to each challenge taking our place as needed.

We **must** have a Lighthouse in each community. He wants Aglow there. And I believe that you are chosen to raise up groups for such a time as this.

2024 Aglow Global Conference – Dallas, TX

Preparations are well on the way for us to gather in Dallas, Tx, November 7 – 10th. Watch our [website](#) for updated information. [Registration opens on April 1.](#) Talk to God about being with us in Dallas and see what He says. He is able to get you there, if you are willing. You will be glad you did!

Important Annual Reminders

Because this 2024 Housekeeping letter is a little late, I want to remind you of some things that happen ONCE A YEAR and at this point, their due date has passed. However, it is not too late if you haven't done them.

- **Area finance** reports were due at the end of January and your Lighthouse cumulative reports were due in the middle of February. Again, if you have not gotten these in, please send them to KathySanders@aglow.org please work on getting these in ASAP or Kathy will be contacting you. You can find the forms in [MyAglow under US Leaders Digests and Forms](#) or contact DruciAllen@aglow.org and she will send them to you. **Lighthouses send your reports to your Area team, State Leader (if you have one) and Regional Director only.**
- **Yearly IRS reports** are due every year by January 31st. If you pay someone \$600 or more during a calendar year you are required to send them a 1099NEC form in January of the following year. There is more about this below.

Other Important Reminders – in alphabetical order

A-Company

I want to personally thank you for taking the challenge for your team to become A-Company members. What a difference it makes to receive your monthly donation. That sustainable gift helps us as we budget. I also want to thank you because I know many of you are members of A-Company individually. What you do matters and as a long-time member of A-Company, I have found that every time my finances are squeezed, I have purposed to increase my giving to Aglow monthly.

If your Area Team or Lighthouse hasn't joined A-Company, I encourage you to take a leap of faith and join for \$10 a month. You will be grateful that you did.

Also, please be sure to offer this to your people during your meetings. The new brochure for A-Company and Global Partnership has both on one form side by side and explains them both.

Advisors

A few years ago, it was decided that Aglow groups were no longer **required** to have advisors. This was updated in both Area and Lighthouse Digests last year. Please acquaint yourselves with it if you haven't seen it.

Aglow has its own tier of 'advisors' in-house. Lighthouses go to their Area Team; Area Teams go to their State Leader/Regional Director; State Leaders go to their Regional Director; Regional Directors go to the CEO/President and Executive Director of the U.S. Field. Any level of leadership can step into any other level or can be called in to help.

If you currently have advisors and want to keep them, that is fine. They need to have a heart for the ministry, and understand our vision and call so they can rightly speak into situations when needed to do so.

If you are ready to let go of your advisors, and the current Advisor's year is up, send him/her a letter thanking them for their service, and don't invite him/her for the next year. Don't say, we don't need you anymore. Be kind and gracious as usual.

Annual 1099NEC & 1096 Forms

This portion was sent out to you in January so hopefully, you have completed this for 2023. **This repeats every year.** This information is for 2025 and beyond.

If you pay any one person **or venue** \$600 or more during a calendar year, you **must** give a 1099NEC to each of them by **January 31**, of the following year.

Then by **February 28th**, you must also file a 1096 with the IRS, which is a compilation of the 1099s you filed. There are good instructions on filing the form in the Finance Digest.

We suggest that Area teams buy a package of these forms and share them with Lighthouse teams in their area, or obtain forms from your CPA. The IRS changed the name of the 1099 you should use to

file, it is now a 1099NEC. This is a yearly requirement for anyone you give \$600 or more to in a calendar year. Unless your venue is incorporated, that means you give one to them as well.

Area and Lighthouse Leaders Digest Updates

We are working on the Digests as quickly as possible, often finding that we are ‘forced’ to update a page of information or a section of information as it changes. While it isn’t necessary for you to reprint the entire Digest each time something is changed, we have put in a page at the beginning of each Digest that notes the changes made and when they were updated. You can ALWAYS find the latest and most current Digest in MyAglow.

All the forms you need to do your duties with excellence are located there in both PDF forms and many in Word documents. While we can attach them to you by email, it would save us time if you would become friends with MyAglow and learn to [access the forms for yourself](#).

Once you have success with MyAglow, teach others on your team, too! Consider this a part of leader’s training.

Bank Accounts

Banks are becoming more and more difficult to deal with. [If you are opening a new checking account](#), please follow the procedure below.

- FIRST, be sure you have a copy of your EIN letter from the IRS. If the letter is really old and/or looks like a large postcard or, if you do not have a copy, please contact DruciAllen@aglow.org in the U.S. office to find out if we have a copy or how to obtain a copy of the letter. You will need this for the bank. This process can take up to 6 weeks.
- Make sure that the Global Field Office – U.S. Has an updated Change of Information (COI) form for your team. We must know who is on the team and who will be signers on your account. Unless your team has been faithful in keeping us informed, our records may not match who is actually on your team.
- We apply for New Community Lighthouses EIN when we affiliate them. The letter is included in the affiliation packet with your charter. (We do not obtain EINs for Neighborhood groups. Their funds are usually minimal and we ask Area teams to handle funds for them.)
- Once you have your EIN letter in hand AND have updated your Team information with Druci, then proceed to the next step.
- Select your bank and contact someone in the bank who will help you set up the account. Please do not present yourself at the bank and call us from the bank (or, on your way to the bank) to ask us to send the paperwork immediately. Paperwork entails putting together a letter that pertains to your Lighthouse and takes time to prepare and to gather all the other information the bank needs.
- Send the name of your bank and the contact person and phone number to Druci who will send your contact at the bank all of the paperwork they request.
- Make sure your bank understands that your Lighthouse or Area Team is NOT an incorporated entity. Aglow International is the incorporated entity and the parent company. Your team is a

subordinate of Aglow International. Your EIN number is for banking purposes only. The bank must use your EIN and not Aglow International's.

- When you go to sign paperwork for your new account please verify that the account is set up under your team's name as listed on your EIN. Verify that the account is under your correct EIN. This is very important.

Banking Information - Other

More and more states are requiring banks to make sure that all businesses in the state are registered with the state. There are a handful of states which already do this. If your bank is asking you to do this, please speak with [Druci Allen](mailto:DruciAllen@aglow.org) (425-775-7282 x 212) for guidance on how this needs to be done.

The most important thing for you to tell a bank OR state is that YOUR GROUP IS NOT INCORPORATED.

Each of our groups are subordinates under Aglow International and it is what gives you permission to be considered a 501c3. Aglow International is already registered to do business in every state in the U.S. Therefore, it is important that if you are required to register your group you do it correctly, so please contact Druci.

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

Be Aware of Scams

If you receive a check for a few cents or a dollar and a few cents from a foundation or charity – **DON'T DEPOSIT IT!** This is a scam to get your bank information. I am including this link to an article which will give you information and tell you what to do if you are receiving checks from these scammers – it will be worth your while to read this article. <https://abcnews.go.com/Business/charity-scams-warnings-giving/story?id=8738002>

Anytime you get an email wanting to give you money – before you do anything – check it out! Scammers are getting smart and they are using creative ways to get banking and other information.

Financial Information

When making donations to your SPC or an Area Team, or your State Leader, please send the donation directly to the SPC or Area Team or State Leader. **Please do not send it to Headquarters.** Make checks payable to the "Whatever" State Prayer Coordinator or the Name of the Area Team that holds the SPC's funds or to the State Leader (i.e. Kentucky State Leader). For donations to Area Teams, make your check payable to the name of the Area Team and in every case send the check to that person or team.

ALL TITHES AND DONATIONS TO REGIONAL DIRECTORS ARE SENT TO THE AGLOW HEADQUARTERS. Checks are to be made out to Aglow International with the Region name on the memo line. Remember we have asked that you round your tithe up to a minimum of \$5.

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

([Area Tithe/Donation Form](#) | [Lighthouse Tithe/Donation Form](#))

Another change coming – we will begin sending acknowledgements by email. You will receive a statement at the end of the year regarding your yearly giving. Lighthouse and Area teams can print the slips attached to the paper acknowledgements from MyAglow under forms.

Forwarding eblasts From Headquarters

If you are forwarding eblasts that come to you from Aglow International, please be sure to scroll down to the bottom of the email and remove the line that says *unsubscribe*. (Highlight the word or line, then hit delete.)

If you forward without doing this and the person you have forwarded it to clicks on the unsubscribe link, **it will automatically unsubscribe YOU** and not the person you forwarded it to.

This means you will no longer receive **emails of any kind from Aglow Headquarters.**

Global Partnership

As a reminder, Regional, State, Area and Lighthouses leaders are required to be Global Partners. We are not asking you to do something that we are not doing. All in the US department are Global Partners as are many at Aglow Headquarters. If you serve in the ministry as a leader, why wouldn't you want to be a Global Partner?

Global Partnership is \$30. Let's all be mindful of renewing. An email goes out each month to remind those whose Global Partnership is renewing. If we do not have a working email, we send out a letter to remind you. I put it in my phone as a yearly reminder so it pops up when it's time to renew. I believe in what God is doing and wants to do through us. I am honored to be a Global Partner with Aglow. God has called us and chosen us for His purposes through this ministry, I believe – We Can Do It!

Also, please encourage those who attend your Lighthouse and Area Retreats to become Global partners!

Headquarters Database

It is of the utmost importance for your team to keep the Global Field Office – U.S. notified of changes, big or small, on your team. This means everything from changes of email addresses, physical addresses, personnel changes on your team, changes in location of your meetings, phone numbers, etc. ***Our database is only as good as the information we get from you.***

You don't have to be serving on a team to keep us informed of changes in your information, as well; email address, phone number, and physical address.

If your team information needs to be updated, you can find **Change of Information (COI)** forms in MyAglow or if you aren't friends with MyAglow yet, Druci can send a form to you.

A downloaded COI form can be filled out on the computer and emailed to DruciAllen@aglow.org. ([Lighthouse COI](#) | [Area Team COI](#))

If you save the filled-out form on your computer, whenever there is a change, you simply pull it up, change the date, and make **ONLY** the changes that need to be.

Please note, a blank space for one of the positions, means that no one is filling that position. So only make changes to the places that need to be changed and email the form to DruciAllen@aglow.org, and to your Area Team, State Leader (if you have one) and your Regional Director.

When one of the changes on your team includes a new person in a position, please be sure to include the [Leadership Questionnaire \(LQ\)](#) that has been **signed by the Area team**.

- Advisors are no longer required to sign these forms.
- Make sure you are using the latest LQ form.
- Also, make sure the new person is a Global Partner.

When a team no longer has a President, it is important that an interim President is appointed right away. When our database doesn't show a President, it stops communicating with that team. So please appoint an interim President ASAP.

- **Lighthouses without a President**, contact your Area Team to help select the interim President
- **Area Teams without a President**, contact your Regional Director to help in selecting the interim President.

As a reminder – please make sure the information on your forms is correct. It helps us to keep our database working at its best.

Insurance Payments – Insurance payments for this year are \$250 – these are due by March 31st. Please note the year you are paying for on your check. It is not too late to pay for a previous year.

Area Teams pay the full amount for the insurance and assess their Lighthouses for a portion. Take the number of Lighthouses you have and include your team. Divide \$250 by that number and that is the portion each team “owes.” For example, if your Area has 4 Lighthouses – you would divide \$250 by 5 and each team pays \$50. The area team is reimbursed by their Lighthouses since the Area Team sent in the full amount.

Insurance Contracts

- In the past, you sent your Retreat or Venue contracts to our insurance company for review. With the changing times, they have decided to no longer do that for us; therefore, send all contracts to JanaeLovern@aglow.org for review BEFORE you sign them. You were last told to send these to Linda Jones but that didn't really work. Janae is one of our paralegals and the best one to handle this. When you send your contract, let Janae know the date you need it back. Please send them to her with plenty of time before you need it so that she has time to review it and get it back to you.

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

Negotiate with the venue to see if they will change the wording on the contract. Aglow is perfectly willing to be responsible for what damage we cause, but cannot be responsible for what the venue causes. Janae will be able to help you with wording.

If negotiating does not work, you will need to find a new venue. The Salvation Army and often City or County venues especially will have Hold Harmless clauses and usually will not compromise on the wording.

MyAglow

MyAglow is your friend, not an enemy! Set aside an hour to get familiar with it. If you haven't logged in in a long time, you will most likely have to reset your password. The instructions are right on the front page when you go to MyAglow. The key is after you change your password and go back to the sign-in page – you have to take the black dots out of the password block. That is your old password. Type in your new password and hit enter and you should be logged in. If not, and you still need help, call Paul Speck (425-775-7282 ext. 207) and he will help you.

The IRS

If you receive communication from the IRS requesting information or a form from you, **please call Linda Jones** in the Global Field Office – U.S., or scan or mail the letter to her attention. If you have questions regarding this, please talk to Linda. 425-775-7282 or LindaJones@aglow.org.

Communicating with the IRS

The first rule on this - **please don't!** Neither Area nor Lighthouse teams should be filing ***anything*** with the IRS other than 1099NEC and 1096 form at the beginning of the year, if you paid someone \$600 or more during a calendar year.

- **ALL 990N postcards are filed from our Headquarters Office.**

No one outside of HQ should be filing these. If you have questions regarding 990N postcards, please call Linda.

Videos – #JaneHansenHoytToday

Are you aware that every Friday, Jane has a new short video on YouTube? If not, you are missing something really powerful. Go to YouTube and then to the Aglow Channel and you will find all of them listed there. The videos are also [posted on Aglow.org](#).

Have you thought about using these in your meetings? As a rule, they aren't long. You could show it as your speaker and then have discussion around it. We encourage you to subscribe to our channel.

- Here is a link to get to Jane's videos: [#JaneHansenHoytToday](#)

Yearly Financial Reports

- The **Lighthouse** yearly financial report for each calendar year must be sent to your Area team, State Leader (if you have one) and your Regional Director by January 31st. **Lighthouses do not send reports to Aglow Headquarters.**
- (States with State Leaders are: Florida, Indiana, Kentucky, Michigan and Ohio)
- **Area Teams** send a yearly financial report for each calendar year by January 31st, after the close of the year. Please send **this report** to LindaJones@aglow.org, and KathySanders@aglow.org, as well as your Regional Director and your State Leader.
- **Area Teams** must also send a Cumulative Report of their Lighthouses to Linda and Kathy by February 15th. Forms are available in MyAglow, or from DruciAllen@aglow.org

Thank you so much to those of you who have gotten your reports in for 2023 – if you have not done so please work to get it in! Kathy is waiting for it!

In closing – finally!

Thank you so much for hanging in to the end – I know this is a lot of information but it is important for you to know every year because each year we have new leaders who have NEVER seen any of this information before. Once again, I apologize for being late with this. If you are confused or have questions about any of it please call me.

I encourage you to file this letter where you can find it. Make sure your team members have a copy as well.

Know that we believe in you. We appreciate your faithfulness and all you do for the Lord through Aglow!

With honor
and love,



Linda Jones
Chief of Executive Relations
Aglow International
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