

Area Leadership Team Job Description

Vice-president of Financial Development

Joseph, the son of Jacob and Rachel, is known for many things; including his coat of many colors, being sold into slavery by his jealous brothers, rising from slave to chief steward in Potiphar's household, being falsely accused by Potiphar's wife and consequently imprisoned, and ultimately, through his interpretation of the Pharaoh's dreams, being freed from prison and put in charge of all the Pharaoh's lands and holdings.

God gave Joseph strategies to grow the Pharaoh's wealth, food and seed stores during times of plenty. Joseph heeded those strategies so well that there was not only enough to feed the Egyptians during seven years of famine, but also to sell to the starving people of neighboring lands, including his brothers who betrayed him.

Joseph didn't hoard what was put into his hands; neither did he foolishly waste it. He was disciplined and looked to the future in his plans. As the Vice-president of Financial Development, you will be like Joseph, not merely a money counter, but an effective steward of all the resources God entrusts to your Area Team.

You will also be the champion of giving. You will help to keep Global Partnership and A-Company giving at the forefront in each Lighthouse and all Area events. Like Joseph, you will be sensitive to the Lord's plans for growth and progress in resources. You won't operate from a penny pinching budget, and you will hear from Heaven on how to move in a Kingdom economy using *GameChangers* principles.

Your timely and careful record keeping will fulfill financial auditing requirements and will give testimony to the goodness of God's increasing blessings to the Area Team.

Like Joseph, you will help to steward your Area's resources to enable your Team to accomplish God's plans and purposes as well as sow seed into your Lighthouses as needed. Your faith and oversight to tap into the resources attached to the Area Team's identity will enable the team to sow into offerings beyond previous experience. If your team is not an A-Company member, challenge them to become part of this exciting group by pledging to give \$10 each month. A-Company gifts are above the regular tithe.

You have a unique and powerful anointing for your leadership position. Not many operate in it and that is why God has chosen *you* for this key appointment. You may have moments where circumstances pelt frustration your way, but, like Joseph you will find that perseverance and discipline will be catalysts in your upgrades as you stay in a place of faith that receives from the abundance of Heaven.

Your Area Team cannot function without you. Make prayer even more essential than your calculator. Just as Joseph was indispensable to his leader and ultimately to his whole land, so you carry the same weight with your calling.

Arise into your God given calling! It is for such a time as this that you have accepted this position!

Pray this prayer over yourself:

Father, I come before You, not only as the keeper of resources for this team, but as one who believes that You will abundantly provide more than is needed. I lift my eyes to look to You as our Source who never fails or leaves us lacking. I accept the anointing that is upon me as an apostolic leader on this team and I step into every upgrade that You have for me. Open my eyes to see the creativity with which You will resource us. Open my eyes to see where You have hidden reserves and resources for this day, for You looked down through time and made plans for the provision my team will need as we raise up Aglow groups into every city and town in our region. The prophetic word You have spoken over Aglow is that thousands of people will give into the Presence of God in our midst and that resources will be our weapon and not a chain holding us back. I believe that You have placed generous givers within the boundaries of our Area who will be part of Your resourcing plan for our team. You will provide exceedingly abundantly above what I could have ever hoped. Thank You for choosing me for such a time as this!

As the Vice-president of Financial Development, you walk under an apostolic anointing and you:

General Duties:

- Prior approval from the Area Team is required for all expenditures.
- Expect God to provide all the Area needs, both at the Area and Lighthouse level. Encourage the team to be strong in faith believing that where God calls, He provides.
 - » Provision does not depend upon the economy of the times or the economy of the area in which you reside. Provision comes from God. In Him, there is no lack.
 - » Carefully choose the words you and others speak over finances. Don't allow words to hold finances in captivity.
 - » Don't look at the past to predict how God will resource you today and tomorrow. He is well able and takes joy in resourcing your team.
 - » The money belongs to the Aglow ministry and should not be stockpiled. See that it is used to carry forth the work of the ministry and be generous in giving offerings to the various aspects of the global work of Aglow knowing that you can never out-give God!
 - » Look for ways to develop funds for the Area Team and present ideas at the team meeting.
- Have an aptitude for working with numbers and learning basic accounting principles.
- Be familiar with the *Financial Digest*. Be familiar with the section on *Financial Obligations* in the Lighthouse portion of the *Digest*. (All Financial forms are available in MyAglow to fill out on your computer and email to the Global Headquarters.)
- Manage all Area Team funds, including overseeing the collection of offerings, as well as all other income, and properly counting and depositing funds.
- Keep an accurate ledger of all financial transactions.

- Keep Lighthouse funds for any Lighthouse that does not have an EIN number and will be responsible for paying each Lighthouse's expenses as needed.
- You may be asked to handle the funds for the State Prayer Coordinator.
- Ensure all Lighthouse teams have two signatures on their bank account. (All Aglow bank accounts are required to have two signatures.)
- Bank statements for all Teams 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 review the statement can be given to the VP of Financial Development. Share this information with all Lighthouse VPs of Financial Development.
- The acknowledgement receipt for all tithes and donations that comes from the Global Headquarters is required to go to someone other than the VP of Financial Development. We have set this up so that receipts automatically go to the President. After the receipt has been received and reviewed, it may be passed on to the VP of Financial Development. This step is also required by the auditors as a check and balance.
- See that one member of the Area Team is on each Lighthouse bank account to insure that funds can be accessed if the Lighthouse should close.
- Ensure that either your State Leader – and if there is no State Leader, then the Regional Director – is on the Area Team's bank account as a signer of checks. This is required by the auditors of Headquarters.
- The same person cannot be both President and VP of Finance.
- Safely store financial records for **seven years** for the Area Team. This is true for Lighthouse financial records, too.

Monthly Duties

- Prepare and present a brief, written financial report at each team meeting. Include:
 - » Income and expenses
 - » Bank balance
 - » Balance of any restricted funds
 - » Any unpaid bills.
- Send tithes to the Global Headquarters as money is received by the Area Team. In other words, **do not hold the tithe.**
 - » A tithe in the amount of 10% of undesignated offerings or donations. We are asking that tithe checks are written for a minimum of \$5 and that you always round the tithe up to nearest dollar. God is extravagant with us. We are learning to be like Him as we tithe and give offerings. (This is a good training point for Lighthouse VPs of Finance, too.)

- » A tithe of an additional 3% helps fund the work of your Regional Director with a minimum of \$5 (This means that you should round any amount less than \$5 up to that amount as a minimum gift.)
 - » Any donations or love gifts to the Global Headquarters are greatly appreciated and put to good use.
 - » To help minimize time spent by those in the financial office at Headquarters, only send one check per month for tithes and offerings. If several months tithe have not been paid, simply write the check for the total and designate on the form how the total is to be broken down.
 - » Please send donations for the SPC and any other coordinator in your region directly to the person (the check is always made out to Aglow) or to the Area Team who is handling the funds for that person and not to Headquarters.
- At each Aglow event, make sure to present opportunities for attendees to become Global Partners and A-Company members.

Annual Duties

- Headquarters will file 990-N postcards each year for all Lighthouses and Area Teams that have EINs until further notice. If any of the teams have gross revenue in a year that is more than \$50,000, contact the U.S. Field office.
- Complete the Annual Financial Report by January 31st and mail to the Global Headquarters Field Office – USA and mail a copy to your Regional Director/State Leader. (Latest forms please!)
- File a 1099 for each person to whom the Area Team has given a cumulative amount (in a calendar year) of \$600 or more by January 31st. Reimbursements do not count toward this as long as you have a receipt for the reimbursement.
- Send a Cumulative report that details the financial health of each Lighthouse by March 1 to Headquarters. (Forms are online in MyAglow.)
- Make sure the insurance payment is sent to the Global Headquarters each year by March 31st. Check with the U.S. office for amount due.
- Have a VP of Financial Development from a nearby Area Team or an objective bookkeeper or auditor review the records at year end.
- Review the financial records of each Lighthouse, staying alert to the health of finances through their Lighthouse Ministry Update (Minutes) – if you are not receiving a monthly financial report from a Lighthouse, investigate why. You may decide to require your Lighthouses to send you a Lighthouse Monthly Financial Report in addition to their minutes. Take the initiative and be informed.
- File any applicable state tax forms.
- Provide training for all those serving in the position of Lighthouse VP of Financial Development to help them develop right attitudes toward giving and expecting God to resource their team. A workshop on how to receive an offering will go a long way.

Special Event Duties

- Make certain any guest speaker receives reimbursement for travel expense and an honorarium BEFORE leaving the event.
 - » Travel expense: If possible, send travel expenses **before** the event. Mileage should be paid at the current IRS rate. Go to www.irs.gov and type in 'standard mileage rate' in the search function on the site. Mileage for speakers is paid at the business rate while mileage for members of the Area Team is paid at the volunteer rate.
 - » Honorarium: A good average for an honorarium is \$250 per session. The purpose of an honorarium is to bless your speaker. Be as generous as possible.
 - » If your speaker purchases his/her own ticket, be prepared to reimburse immediately. (As long as you have a receipt for the reimbursement, this amount does not count towards the total amount paid in a year when considering if you need to send a 1099 each year.)

Happiness is found in giving. Reach out. Share. Smile. Hug. Happiness is a perfume you cannot pour on others without getting a few drops on yourself! Have fun as the VP of Financial Development.

Prophetic Word over Aglow's Finances

Here is part of a prophetic word spoken over Aglow's finances. Become familiar with this and teach it to each Lighthouse. Teach it to those on your team. Prophetic words are history being written in advance. Prophetic words contain your identity and they tell you what Heaven sees about you. Heaven sees each part of Aglow fully funded!

What I see is that as Heaven opens, your war chest will get bigger. And the Lord will release resources that are compatible with your favor. It is a Kingdom budget. How many of us understand that a church that is just a church can only have a church budget? But a church that has a Kingdom anointing has access to a Kingdom budget.

That is why God doesn't want you building the Kingdom out of a church budget. And you wonder why you are always warring and contending about finances. The Lord says, 'It is a different budget. It is a different part available, a different account for the Kingdom than there is for church.'

I see abundance in line with the emerging of the Son and the Bride. I see an upgrade in your identity, an increase in your resourcing. This is what I think it will mean.

Nations will provide for you.

Governments will include you in their budget.

I see buildings and property being given to you.

I see expense accounts will open. Businesses will include you in their balance sheet

And hundreds of thousands of ordinary people will give to the Presence of God in your midst.

*And I see a great confusion over hell. Because I believe that as we rise up to occupy this new level, we will confound the evil one because for centuries he has been working against this. He has been accustomed to working against a domestic cat and now he has a lioness by the tail. That is a whole different story. **You shall confound the enemy.***

And I tell you this...**you resources will no longer be your chain; they will become your weapon.** And wherever you go, **jubilee shall follow in your footsteps.** An open Heaven shall abide with you. I believe a restoration shall gather in the space in the clash between two Kingdoms.

Graham Cooke, 2008