

Area Leadership Team Job Description

Vice-president of Special Events

On the surface, it didn't look like a fair contest. Elijah, one of the few remaining prophets of God, challenged 450 prophets of the false god, Baal, to a show of power to prove the one true God. Atop Mt. Carmel, Elijah called on those 450 false prophets to slaughter a bull and cry to their god to devour the sacrifice by fire. Although they chanted and wailed, danced and slashed themselves, their sacrifice sat, untouched. No one was listening.

Elijah then took his turn and rebuilt the altar in the Name of Lord, an altar which had been torn down. He dug a trench around it and carefully prepared the sacrifice of a bull. He arranged the wood and the pieces of the sacrifice on the altar. Three times he called for large jars of water to be poured over the sacrifice and the wood under it. The water ran down the altar and filled the trench around it.

Elijah stepped forward and prayed, "...Answer me, Lord, answer me, so these people will know that You, Lord, are God, and that You are turning their hearts back again." (1 Kings 18:37)

The fire of the Lord God Almighty fell and burned up not only the sacrifice, but the wet wood, the stones, the soil, and even the water in the trench. The people were so overcome by the Lord's show of Might that they fell prostrate and cried out, "The Lord — He is God! The Lord — He is God!"

As Vice President of Special Events, you, like Elijah, will be intimately and deeply connected with God's plans and purposes for your area. And as Elijah did on Mt. Carmel, you will be preparing times and places for the Lord to move powerfully. You will be the forerunner in setting the atmosphere.

Your focus is not so much an event or meeting, but on providing the time, place, and atmosphere for the Lord to move freely as He pleases among the people of your area. Keep your focus on creating a place for all to experience the fullness of all God is and details will fall into place.

You will work with your Team to plan, publicize, and prepare for the Area's gathering. Because your team walks under an apostolic anointing and follows *GameChangers* principles, your team will work together in harmony with each member doing what they need to do to make the event all that God intends it to be. You will also recruit Lighthouse Teams to assist you while helping them come up into higher aspects of their callings.

Be careful that in planning your gathering, you don't become primarily focused and entangled in the details that can overwhelm and bring stress if given an opportunity. Like Elijah, make it a priority to spend regular, intimate time with the Lord in prayer and worship as you go through each stage of preparation. Gather intercessors and pray in agreement together in the months and days leading up to it. He delights to show Himself strong, and you have the honor of partnering with the Holy Spirit to allow Him to do just that. At the close of your Area's event, the people will be so moved by God they'll be crying out, too, "The Lord — He is God! The Lord — He is God!"

Arise, Elijahs! Arise! Yours is the calling, and now is time for you to step into it fully!

Lift your hands and decree:

I come into alignment with who God sees me to be as the VP of Special Events. I walk in the fullness of the apostolic anointing that is upon me as a member of this Team. I will not walk according to the dictates of time and schedules. I will walk as the Holy Spirit leads me. I call upon the same anointing and wisdom that was upon Elijah to be upon me. I am a carrier of His Presence and His Wisdom and as I seek His face for direction, I change the atmosphere and the attitudes of people causing everything that comes to Aglow to be blanketed in favor and abundance. I receive the anointing that comes with this identity. I put it on and walk in all the favor and blessing that is attached to it. I expect every provision that we have need of to come. I expect doors to open before me and favor to be granted. I walk with a new way of seeing and I'm not bound by the familiar. I seek out the new thing God is doing as we move forward with Him.

As the Vice-president of Special Events, you walk under an apostolic anointing and you:

- Lead the way in suggesting the team try something new.
 - » Held the retreat in the same place for years? Consider something larger, brighter different! Initiate the search for a new place.
 - » Worship team not hitting the mark? Visit around and invite someone who knows how to bring in the Presence of God during worship time. Consider using CDs.
 - » Never had your Regional Director in to cast vision? Consider asking her or someone from the Global Headquarters to speak.
 - » Model a Fireside Chat or another interactive session that allows people to ask questions or discuss what they have been hearing in Aglow.
- Bring recommendations for special events that are different from what has been done in the past and invite discussion.
- Work with the team to establish a budget for each event. Here are a few things to consider:
 - » Set a registration fee, project number of attendees.
 - » If you invite a speaker, the suggested amount of love gift is \$250 per session. Ask God to provide. He will. This is His idea! Include mileage to and from the airport. Parking. Luggage fees.
 - » Consider all expenses.
 - » Will you have a meal?
 - » Room costs – how many will the team be responsible to cover?
 - » The US department has a form that you can use that will help you set a budget and establish a registration fee. Email DruciAllen@aglow.org and ask for the form.
- Do not sign a contract if it has not been first sent to **Janae Lovern at the Headquarters Office**. **Janae's** email is JanaeLovern@aglow.org. She will check on the items below, but you can save time by telling the hotel that you cannot sign contracts with attrition or hold harmless clauses in it.

- » **Provide the date you must have the contract back from Janae.**
- » Do not sign a contract with an attrition clause in it. (An attrition clause is a clause that penalizes if a minimum is not met. For example, there is a clause that says you will spend \$10,000 for a food function and if you do not spend the minimum of \$10,000 you will pay the difference between what you actually spent and the \$10,000, plus the cost of your meals – basically, you are saying you will spend \$10,000 whether you do or not. Another place an attrition clause is used in contracts is for rooms. Watch for this.)
- » Do not sign a contract with a hold harmless clause in it. That means that Aglow will be responsible for anything that happens during the event even if the venue is responsible for it. Aglow can only be responsible for what we cause.
- » Do ask for a Force Majeure clause. This allows for ‘acts of God’, if terrorism, or other unfortunate events occur, both you and the venue are released from fulfilling the responsibility of the contract. If there is something in a contract that you do not understand, ASK until you do and do not sign until you understand AND the contract has been checked by **Janae Lovern at the Headquarters Office.**
- » See if having one meal function will waive all charges for meeting rooms. Be firm about this.
- » Oversee the signing of contracts after the contract has been reviewed by **Janae Lovern at the Headquarters Office.**
- » You will serve as the official contact with onsite management.
- If you have a meal function, let it be known you are working within a budget. If possible, select a menu that is of lesser cost than the standard menu price. Many times, a venue will work with you to reach a reasonable price with a very lovely meal. Sometimes Chef Select is a good way to get a great meal for a low price. Ask for the price to be inclusive so there are no surprise charges.
- Ask for a complimentary room for the Area Team and at the minimum, one speaker or worship leader’s room. This should be in the contract.
- Ask for a free room for each 20 - 25 rooms booked. This should be in the contract.
- Give meal counts and sign bills; the President should also be available to sign bills.
- Oversee meeting room set-up or have an assistant who has a diagram to oversee the set-up.
- Ask Lighthouse teams to oversee different aspects of preparing for the event. And be willing to let go of things that have always been done to create space for new things to come forth.
- After initial contact by the President, be in touch with speaker(s) if you are having a speaker. Let her know who her hostess will be while at the event.
- Contact the worship team and help coordinate equipment as needed.
- Work with the Area Team to design, print, and distribute a brochure for the event –Send a copy to your Regional Director, State Leader, the Global Field Offices – USA, and other surrounding Area Teams.

- Consider doing something new each year. For example:
 - » Partner with a local non-profit and ask your attendees to bring something from a list of needed supplies.
 - » Partner with a local ministry to do an outreach in the community.
 - » Take a prayer walk.
 - » Have an evangelistic outreach and invite everyone to the Friday night meeting by giving them a ticket or invitation that allows them to attendee free.

Have fun! Share the load. Expect the Presence of God, over-the-top registrations and offerings. Expect the lives of women and men to be so changed that the change flows from them into their communities. All things are possible with God! Expect it!

More information for Special Event planning is found in Part 3 of the **Area Leaders** Digest.