


**AGLOW**<sup>®</sup>

**INTERNATIONAL**

*Every nation touched, every heart changed.*



*National  
Leaders  
Handbook*

Written by  
Aglow International Field Office  
Aglow Headquarters

# AGLOW<sup>®</sup>

## INTERNATIONAL

*Every nation touched, every heart changed.*

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Aglow International

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## A LETTER FROM AGLOW INTERNATIONAL'S PRESIDENT

Dear National Leaders,

It is a wonderful time to be a leader in Aglow! We are living at a point in history where we are arising in power and authority, seeing ourselves fully as God sees us, and bringing the will of Heaven to earth in a way that changes the course of history in the nations of the world. We have come into a realization of what Christ imparted to us when He said He would build His unshakeable Church, His Ecclesia (Matthew 16:18). He made us ambassadors of Heaven to bring His goodness into our nations.

According to Acts 17:24-26, God looked down through time and planned for you to be a National leader when *all things* point towards the return of Christ. He has stationed you intentionally in the nations of the world. Like Queen Esther, He has called you to serve Him *for such a time as this*.

World governments may fail. Wars and rumors of wars persist. Natural disasters turn nations upside down in a matter of minutes. Nevertheless, the Government of God will never end! **You are a Citizen of Heaven positioned on earth for this great day.** His favor surrounds you. He has given you Kingdom power and authority to bring Kingdom order in your nation. The Peace you carry will shift the atmosphere. His Grace will go before you and make the path straight. Psalm 65:11 *God has crowned the year with His Goodness and His paths drip with abundance.* You will find provision for the journey.

Aglow was founded in 1967 with an apostolic, global calling to make God known in the nations of the world. Over the years, God has equipped, guided, and empowered Aglow leaders by His Spirit to bring the Light of Christ throughout the earth. You are well equipped! Holy Spirit will guide and empower you to fulfill His mission in your nation.

In 2008, Graham Cooke gave an incredible prophetic word to this ministry. Part of that word was:

*The Father has a dream. His dream is 'on earth as it is in Heaven.' His dream includes millions and millions of people set free. Of people coming together to have amazing encounters with Him.*

*He has a dream of a Church that is powerful, beautiful, and dreadful to the enemy. He has a dream about a people on earth so radically affected by Him that they are totally vulnerable and susceptible to Heaven - a people who are just like Him - unchangeable, unshakeable, and unstoppable.*

*He is looking for a people on earth who are a visual aid of what the Kingdom of Heaven is like.*

In this prophetic word, the Father was dreaming about **YOU!** You are His visual aid on earth...as it is in Heaven! You are unchangeable! You are unshakeable! You are unstoppable! Believe! You were born for this!

With Much Love and Blessing!



Nancy McDaniel  
President/CEO  
Aglow International

# THE PURPOSE OF THE AGLOW NATIONAL LEADERS HANDBOOK

Congratulations! If you are reading this handbook it means that you have faithfully stepped into a calling from the Lord to serve as a National Leader in Aglow International.

Our hope is that this handbook will provide answers to any and all questions you may have about serving in this capacity. In the following pages you will find guidelines, policies, procedures, and instruction to help you in your role as National Leaders. If you have any questions or concerns please do not hesitate to contact your **International Field Director** at Aglow International Headquarters.

**This handbook should be used as a companion to the *Aglow Local Leaders Handbook (revision 2025)*.**

## A New Era Begins!

During the 2025 Aglow Virtual Conference, President/CEO Nancy McDaniel, shared that, *“We are stepping into a new era, a new era of the unfolding promises of God, a new era of the fulfillment of everything that God has had on His heart and on His mind from the beginning.”*

Aglow is in a season of anticipation with a sense of moving towards something that is being developed *in* us and something that is being developed *for* us. Aglow has a strong foundation, built over decades by women, and men, who were called with an apostolic, global calling to make God known in the nations of the world. And, the Lord continues to call Aglow to higher levels in authority and zeal preparing us to see the fullness of His Kingdom in an era of fulfillment.

In 2025, Aglow was given an Inheritance Scripture (Jeremiah 1:5) upon which to grow into our future, *“I ordained you a prophet to the nations before Aglow was even founded and birthed in 1967. I already knew you. I had already formed you in my Heart and in My mind.”*

**He has ordained us as prophets to our nations.** So, leaders, rise up in your inheritance! Be a prophet to your Nation! We are called do this by:

- » Speaking words of life to your nation.
- » Speaking words that break strongholds off of your nation.
- » Speaking words that release the Glory of God in your nation.
- » Praying apostolic, prophetic prayers that bring spiritual breakthrough in your nation, in your family.

He has ordained **you** as a prophet to the nations and He knew **you** before you were born and that He would call **you** as part of Aglow for such a time as this!

As we release prayers, proclamations, and decrees in faith, we are prophesying in an apostolic way to bring His Word into our nations’.

**Note for translators of this *Aglow National Leaders Handbook*:** If you prefer to use the word “Candle” (Aglow Candle Group) instead of “Candlelight”, please feel free to do so. In some nations, the word “Lighthouse” is being used. (Aglow Fellowships in the U.S. are called Aglow Lighthouses.)

## WHAT IS AGLOW?

### AGLOW IS A WORK OF GOD THAT IS CHANGING THE WORLD.

Aglow International is an inter-denominational, worldwide, Christian organization of women and men who are aglow with the Holy Spirit and who love to magnify the Lord Jesus Christ. Aglow began in 1967 as a Christian ministry for women, with the addition of men in 2009, to have a place for delightful fellowship with one another in Christ through intercessory prayer, Bible Study, Worship, sharing the Gospel of Jesus Christ, and many other ways of glorifying God in every area of life. **Since its beginning, prayer and evangelism have remained the foundational pillars of Aglow.**

The name *Aglow* is taken from Romans 12:11: *“Never lag in zeal and earnest endeavor; be aglow and burning with the Spirit.”* (The Amplified Bible) Aglow seeks to encourage women and men to be aglow and burning with the Spirit in their neighborhoods, communities, cities, states, and nations around the world. Aglow aims to demonstrate spiritual unity among *all* Christian believers, working together, to build up the Body of Christ.

The Lord has called Aglow to mobilize millions around the world into a company of warriors, champions, and global leaders of significance. In each nation, powerful Kingdom communities are being founded on the fullness of Christ where people are empowered to develop resources that enable them to take advantage of all that God is releasing from Heaven.

*“The roots of this ministry go deep. That has not changed. **We are rooted deep in the Word of God.** We have always been a people of His Word. We have always looked for the depths of the Word of God, for revelation of His Spirit through His Word. That has not changed...**We are ignited by the fire of the Holy Spirit. We live in the tangible reality of God’s Presence.** The foundation of who we are is lasting. It has been said of Aglow that **we are Spirit born, and Spirit led.** That has not changed. The Ecclesia was birthed through the Words of Jesus and a move of Holy Spirit. Aglow was birthed through the Word and by His Spirit.”* (Aglow International President/CEO, Nancy McDaniel, 2025)

Aglow leaders are called to align with God’s purposes through this ministry, and exercise spiritual leadership with love and commitment, mantled with warfare strategy to destroy strongholds and change mind sets that have ruled in their communities.

Aglow has, and will continue to walk in the Kingdom on earth, seeing situations change from earthly to heavenly.

**This is not simply a passing ‘moment.’ This is a Kingdom movement.  
This is revival. This is harvest. This is a new Era!**

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# HOW IS AGLOW ORGANIZED?

## LEVEL 1: INTERNATIONAL BOARD OF DIRECTORS

The **International Board of Directors** (IBOD) is comprised of both women and men from various regions and is the governing board of the Aglow International ministry, responsible for establishing the overall direction, vision, and policies for the ministry globally.

The Board of Directors meets monthly with Aglow's **President/CEO**

## LEVEL 2: AGLOW GLOBAL HEADQUARTERS (OVERSEEN BY IBOD)

Aglow International **President/CEO**, and others on the headquarter staff work together to care for the Aglow ministry worldwide

The **International Field Office** (also called "Global Field Office) serves Aglow in all nations\*, and is overseen by the **International Field Director**

\*The USA is overseen by the US Field Office

*In this handbook, the International Field Director may be referred to as "Aglow Headquarters International Field Director" OR simply "International Field Director"*

## LEVEL 3: REGIONAL COMMITTEES

(OVERSEEN BY AGLOW HEADQUARTERS- INTERNATIONAL FIELD OFFICE)

Aglow is active across the globe in 8 regions. Each region is overseen by an appointed Regional Committee. **The committee members are recommended by the International Field Director and officially are appointed by Aglow's President/CEO**

The Regional Committees coordinate and oversee working relationships among National Leaders within a region. Each member brings fresh perspective from their nation to strengthen Aglow in their region. Committee members work to unite nations, and to maintain the same heart and vision established by the Aglow International Board of Directors.

There are eight regional committees at this time:

**Africa**

**Asia**

**Caribbean**

**Europe**

**Mexico/Central America/Panama**

**Middle East**

**South America**

**South Pacific**

## LEVEL 4: NATIONAL LEADERSHIP

(OVERSEEN BY REGIONAL COMMITTEE)

### THE NATIONAL BOARD

An Aglow **National Board** consists of a combination of at least five leaders who oversee the entire Aglow ministry within their nation (including all local and area boards). An Aglow National board is established at the direction of International Field Office at Aglow Headquarters.

### NATIONAL COMMITTEE

If there are not enough leaders to form a National Board then a **National Committee** consisting of a combination of at least three leaders may be formed. The National Committee is responsible for overseeing the Aglow ministry within their nation. A National Committee is not another level of leadership, but is a group of leaders in transition to becoming a National Board.

**IF A NATION DOES NOT HAVE ENOUGH LEADERS FOR A NATIONAL BOARD,  
OR NATIONAL COMMITTEE, THEN:**

### NATIONAL DIRECTOR

When Aglow has active groups in neighboring nations that do not have their own National Boards or Committee's, a **National Director** may be recommended by the Regional Committee, and appointed by the International Field Office, to care for and give oversight to **multiple nations** until such a time as a National Board or National Committee may be established.

### NATIONAL COORDINATOR

Similar to the National Director, a **National Coordinator** cares for and gives oversight to local Aglow groups in a single nation until such a time as a National Board may become established. This position is recommended by the Regional Committee and approved by the International Field Office.

## LEVEL 5: AREA BOARDS

(OVERSEEN BY NATIONAL LEADERSHIP)

An Area Board consists of **three to five board members**.

The board cares for and gives oversight to the local fellowship groups in their geographic area. Area Boards are begun at the direction of the National Leadership. Not all nations will have area boards, but they can be very useful for nations that are very large geographically.

## LEVEL 6: LOCAL GROUP LEADERSHIP (OVERSEEN BY NATIONAL LEADERSHIP)

### LOCAL BOARD- FELLOWSHIP GROUPS

Aglow Fellowships (local groups) have a **Local Board** consisting of **three to five board members**. The main focus of the local board is to lead their group and prepare a place for the presence of God that will impact all who attend their meetings. Fellowship group affiliations are approved by their National Board.

### CANDLELIGHT GROUP LEADERSHIP

When sufficient leadership cannot be found to make a Local Fellowship Board, a Candlelight Group may begin with **at least 2-3 leaders**. Aglow Candlelight groups help establish Aglow in places where there is not enough leadership for an Aglow Fellowship yet. Affiliations are approved by their National Board.

### AGLOW@HOME GROUP LEADERSHIP

An Aglow@Home group's has the primary purpose of holding home meetings that are comfortable and relaxed led by **1-2 leaders (hosts)**. The leaders/hosts invite friends, neighbors, and others in their community into their group. Aglow@Home's intention is bringing Aglow back to its roots when the ministry began in someone's living room. Affiliations are approved by their National Board.

### COUPLES GROUP LEADERSHIP

Led by **3-5 couples**, both the husband and wife serve in the same position on their local board. For example, a husband and wife will serve together as local board President, or Secretary, etc.). The group will function like a Local Fellowship with the only difference being that couples serve together as leaders. Affiliations are approved by their National Board.

### VIRTUAL AGLOW GROUPS

A Virtual Aglow group is **led by 1-2 leaders**. The leaders invite members from various parts of their nation (or multiple nations) to their group. Affiliations are approved by the National Board of the main group leader.

### AGLOW GENERATIONS LEADERSHIP

A Generations Group is typically made up of anyone in their 40s and under led by **one main leader and at least 1 or 2 co-leaders**. All Generations Group affiliations are approved by their National Board.

### MEN OF ISSACHAR (MOI) LEADERSHIP

Men of Issachar Groups are made up of Aglow Men who desire to chase after God's heart, bringing forth the Word of God into the earth. MOI's purpose is to provide and protect the call upon the purpose of the ministry of Aglow through prayer and service. There are two types of MOI groups, **(1) MOI Huddle Groups require 3-5 men to form a board** and if there are not enough leaders available, they may form a **(2) MOI Target Group with 1-2 men as leaders**.

# SECTION 1

## REGIONAL COMMITTEE GUIDELINES

*The main purpose of a regional committee is to oversee Aglow in the nations of their region. The Regional Committee functions as a liaison between national leaders and Aglow Headquarters.*

### THE REGIONAL COMMITTEE:

- Is made up of **3 to 6 leaders** from various nations in the region. The administrative work of the committee is shared among them.
- Communicates openly with Aglow Headquarters' International Field Director regarding needs and situations they recognize within their region of the world.
- Meets one to two times a year to discuss and coordinate the work in the region, and remains in close communication with one another.
- Distributes news and prayer requests from different nations.
- Selects a chairman with Aglow Headquarters Office approval.
- Selects a committee secretary, and a committee treasurer.
- Are to encourage and exhort the National Leaders in the region to walk in the corporate identity of Aglow International.
- Have an apostolic mindset, understanding the heart and vision being communicated from Aglow Headquarters, sharing it clearly on the National and Local level to see Aglow move corporately to a new level.

### THE ROLE OF THE REGIONAL COMMITTEE IS:

1. To work as a liaison committee on behalf of Aglow Headquarters' International Field Director in providing any requested assistance as well as encouraging and coming alongside the National Leaders in the nations of their region.
2. To work with national leaders to create an apostolic dynamic in the nations of that region.
3. To work toward bringing forth a Kingdom movement of warriors, champions and leaders of significance founded on the fullness of Christ in every nation of that region.
4. To maintain the same heart and vision established by the Aglow International Board of Directors.

### THE FUNDING OF A REGION

- **National Boards** and **National Committees** in the Region are **required** to send tithes at least every six months to the Regional Committee.
- Nations that do not have a National Board or National Committee are required to send tithes to their National Director or National Coordinator to supplement working funds.
- An exception is made to nations that are restricted from sending funds outside their nation. The Aglow leaders of these nations should set aside tithes in a special fund to be used within their nation for Aglow related expenses, (such as telephone, postage, and travel for outreach). **Leaders in these nations are expected to send an annual financial report to their Regional Committee.**
- Funds can be raised from offerings, registrations, etc. at Regional & Leaders Conferences. These are to be held on national conference years in agreement with national leaders.

- Regional leaders are free to raise support to fund the region, (including funding for national leaders in the region, etc.)
- Administration expenses (phone, postage, etc.) of the committee members will be reimbursed from the committee funds.

### **FOLLOWING THE LEAD OF THE REGIONAL COMMITTEE CHAIRMAN:**

- The Regional Committee Chair is asked to coordinate the plan for all the national leaders in your region to be contacted by phone, WhatsApp, or email once a quarter.
  - The Regional Committee will assign certain nations/leaders to each of the committee members who will act as their **Regional Committee Liaison**.
  - Reports from the nations should be sent to the assigned Regional Committee member with a copy sent to the Aglow Headquarters International Field Director.
    - This should include a regularly updated contact list of National Board/National Leader to include: Name, Email, Phone/WhatsApp (as applicable).
  - The purpose is to ensure that every leader is aligned with the current vision of Aglow and has a sense of connection with their Regional Committee.

### **THE REGIONAL COMMITTEE WILL:**

- Coordinate, plan and hold Regional Meetings, Leader Conferences, and Regional Aglow Conferences, being careful to avoid conflict with scheduled National or International functions.
  - Aglow Headquarters holds the Aglow Global Conference every other year, typically on odd numbered years. (Ex. 2023, 2025, 2027, etc.)
- Make recommendations to the Aglow Headquarters' International Field Director for appointments of National Board/Presidents, National Directors, Coordinators, and/or National Assistants.
- Removal of officers must have approval from the Aglow Headquarter - International Field Director and President/CEO.
- Work closely with the Board/Committee treasurers to monitor expenses. (All expenses should be agreed upon by the committee.)
- Send a tithe to Aglow International Headquarters *at least once a year*. We understand that wire transfers include fees, so it is the discretion of the Regional Committee if they would like to send a tithe more often.
- **Send a yearly financial report to Aglow Headquarter - International Field Director.**
  - The form can be found on the Leaders Resource Center website under "National Leader Forms." <https://leaders.aglow.org/>
- Give input on evaluation/reviews of National Leaders if requested.
- One member of the Regional Committee will serve on a nation's National Review Committee for their leaders.
- Be responsible to:
  - Follow all approved guidelines and policies of Aglow International
  - Communicate and send reports to the Aglow Headquarters - International Field Director

➤ **Recognize the following with regard to terms of office:**

- The Regional Committee members will be initially appointed to serve a 3-year term. However, they may continue, if approved by International Field Director and the other Regional Committee members, for additional 3-year terms.
- Evaluations of Board members will be done every 3 years with a copy sent to the International Field Director.
- When a vacancy occurs on the Regional Committee, current members, may send recommendations to the International Field Director (final recommendation comes from the International Field Director with final approval from Aglow's President/CEO).

**NOTE:** If all the nations in the region are represented on the committee, terms of office will not apply.

**AGLOW HEADQUARTERS / INTERNATIONAL FIELD DIRECTOR WILL:**

- The Aglow Headquarters International Field Director is in contact with the regional chairman and/or her committee regularly.
- Give general oversight, as the corporate head, to the entire Aglow International field. They will maintain the vision and act as the coordinating agent for all aspects of the ministry around the world.
- Maintain open communication and keep National Leaders encouraged and informed, through email letters to the field, directly to National Leaders, and by other means of correspondence.
- Keep an accurate mailing list of all National Leaders for mailings from Aglow International Headquarters. (National leaders will be responsible to make sure their locals receive mailings such as the newsletters, letters from the president, conference information, etc.)
- **Handle the affiliation process for each Nation in the Region.**
- Make appointments of National Directors, Coordinators, and Assistants (with recommendations from Regional Committee).
- Make appointments of new National Boards/Committees and National Presidents
- Keep the Regional Committee informed of any staff changes in the Aglow Headquarters office that would impact the International Field.
- Give final approval for appointment of each member of the Regional Committee.
- *Endeavor* to send at least one representative from Aglow Headquarters to annual meetings
- Forward email inquiries and contacts for starting new fellowships to the National Leader (and/or the Regional Committee/Chair if there is no National Leadership/Representative).
- Make available:
  - use of Aglow name, and Aglow logo
  - handbooks and training materials
  - overall policy
  - general guidance
- Share the vision of what is happening in the global field on the Aglow website and social media.

## SECTION 2

### WHAT IS AN AGLOW NATIONAL BOARD?

As National Board members, your role is first and foremost about building relationship with the Lord and those He has placed in your area of influence - the leaders of the Area Boards, Local Fellowships and Candlelight Groups, and any other groups you oversee.

The National Board is made up of a minimum of 5 officers (members). At least 3 local fellowships should be established in the nation before the formation of a National Board.

#### Members of a National Board are responsible for:

- Building relationships with other members of your National Board and your local leaders
- Communicating Aglow's vision and showing local Aglow groups how they contribute to that vision
- Overseeing the life and health of Local Fellowship/Area Boards, and groups in your nation helping local leaders in your nation to grow into being capable and mature leaders
- Mentor and provide training to Local Boards, giving advice without being controlling
- Challenging Local Fellowship groups to reach out to the women and men in their communities
- Offering a local leadership development seminar each year
- Exploring new territories to establish new Aglow groups
- Providing retreats or conventions
- A National Board should be affiliated within one year after the appointment of the National President.

#### NATIONAL ADVISORS – NO LONGER REQUIRED FOR AFFILIATION

- The IBOD, President, and International Field Director made the decision, in a meeting in 2025, that Aglow National Boards, Fellowship/Area Boards, other group types, and leadership questionnaire's, are no longer required to have Aglow Advisors to become affiliated.
  - If boards would like to have and/or keep advisors they are welcome to do so as long as it is a unanimous decision amongst the board.
- **The Regional Committee's will be the official advisors to Aglow National Boards. National Boards (or National Director/Coordinators) will advise Fellowship/Area Boards and other group types.**

#### APPOINTING A NATIONAL BOARD PRESIDENT

- The Regional Committee sends a recommendation for a National President to Aglow Headquarters' International Field Director. She then submits the recommendation to the Aglow International President/CEO for final approval.
- **This position *must* be approved by the Aglow International President/CEO.**
- Once appointed, the National President makes recommendations to their Regional Committee and Aglow Headquarters- International Field Director for the other National Board positions.

- **Please note:** A National Board President that is resigning their position may never directly appoint someone to take over their position. Board Member positions may not be inherited by family members. Additionally, every National Board position must always be approved by the International Field Director and then appointed by Aglow Headquarters' President/CEO.
- When recommending a leader for the role of **Vice** President this should be someone who is to serve closely with the National President and is viewed as a member of the national board able to step in as the *Interim President* if/when the National President is out of the country, ill, or unexpectedly resigns. An **Interim President** does not automatically take on the role of President as a new president must be appointed by Aglow's President/CEO.

## WHO MAKES UP A NATIONAL BOARD?

The suggested titles for the 5 members of a National Board are:

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Prayer Coordinator**

- The responsibilities of the additional National Board positions in this handbook will be shared among all 5 board members until a National Board can bring on additional officers to fill these positions.
- In the event that all National Board members need to be away from the nation, the National President should:
  - Notify local fellowships and Area Boards of their absence
  - Instruct them to send communications to their Regional Committee and the International Field Director during the specified period of time.
  - Aglow's International Field Director should be notified of a National President's prolonged absence as far in advance as possible; include the dates and address where contact can be made and the method chosen for handling responsibilities during the absence.

## ADDITIONAL COORDINATOR POSITIONS FOR A NATIONAL BOARD

As the number of local fellowships increases in a nation, the responsibilities of the National Board will also increase. As this occurs, additional officers may be added to assist with these responsibilities. Members of the National Board should seek the guidance of the Holy Spirit as they add to their number of positions, making sure there are sufficient duties to warrant the additional officer(s).

Suggestions for additional officers are:

**Affiliations Coordinator**

**Publications Coordinator**

**Conventions and Retreats Coordinator**

**Administration Coordinator**

**Ministries Coordinator**

**Outreach Coordinator**

## REQUIRED QUALIFICATIONS FOR NATIONAL BOARD OFFICERS

(Also referred to in this Handbook as National Board Members)

- Must have accepted the Lord Jesus Christ as their personal savior
- Must have been baptized in the Holy Spirit and speak in tongues
- Must attend church regularly, seek God daily, and read His Word
- Must agree with Aglow International's Belief Statement
- Must have the agreement of their spouse, if married
- Must be knowledgeable about Aglow and feel called by God to be a part of it.
- Should have served previously in Aglow leadership (if possible, not a requirement).
- **No more than one member of a family should serve on a National Board at the same time.**
- Should release any previous position within one year. (This does not apply to those asked to serve on the Aglow International Board of Directors.)
- National Board members should not hold an office on a Local Board or be involved in the daily functioning of a Local Board, while on the National Board.
- Shows their support of Aglow by being a Global Partner, if membership is offered in their nation.
  - If membership is not offered in their nation, the officer may choose to become a member of Aglow through Aglow Headquarters. <https://aglow.org/become-a-global-partner/>
- Live in the same geographical area to enable them to meet together regularly (suggested but not required).

## NATION'S GOVERNMENT REGULATIONS

In order for Aglow to function in **certain nations**, it is necessary to register with the government of the country. Sometimes, national law requires this, or it may provide special advantages.

If this is true in your nation, it is the National Board's responsibility to find out the requirements necessary to meet your government's specifications.

- It is often necessary to submit a constitution.
- When registering as an organization within your nation, it may be required to name a person or a board as the nation's Aglow representative. To allow for future changes in Aglow leadership, the names registered should not carry any permanent legal authority over Aglow.
- In some situations, it is preferable to register as a foreign corporation based in the U.S. and having outreach within your nation. In this case the Aglow International Constitution is submitted, and the International Board of Directors is listed as the top leadership along with the name of one or more Aglow leaders who are residing within your nation.

## NATIONAL GOVERNMENT REQUIRED CONSTITUTIONS

If necessary by your National Government, when preparing a constitution for Aglow in your nation, please follow these guidelines.

- Find out the requirements necessary to meet your government's specifications.
- Notify Aglow's International Field Director **before** proceeding with the development of a constitution.

- When possible, the Aglow International Constitution should be used. Deviations necessary to meet your nation's requirements may be included in the by-laws. <https://aglow.org/constitution-and-bylaws/>
- Where it is not possible for the Aglow International Constitution to be used, your Aglow National constitution and by-laws should be patterned after those from the Headquarters Office.
- A sample constitution adapted for national use may be obtained from the Aglow's International Field Director.
- **Please Note:** You must submit your national constitution to Aglow's International Field Director for approval *before* registering it with your nation's government.

**NOTE:** When a major change is made in the Aglow International Constitution, it is the responsibility of the National Board to amend their national constitution and by-laws.

## SECTION 3

### NATIONAL BOARD POSITIONS & RESPONSIBILITIES

#### NATIONAL BOARD PRESIDENT

A National President serves as the mouthpiece, and the most visible model for Aglow, in your nation. Both the National and Local Boards will tend to reflect your leadership tone and style.

##### The National President is:

- an automatic member of all sub-committees of the National Board
- a member of Global Council, attending the State of the Ministry meeting at the Global Conference serving as spokesperson and representing their Nation (along with other Board members).
- regularly in correspondence with their Regional Committee liaison and the International Field Director

##### The National President is Responsible to:

- make sure that each board member has easy access to a copy of *The Local Leaders Handbook* and *The National Leaders Handbook* for national leaders or her own copy.
- see that National Board members are available to the Local Fellowships and Area Boards on a consistent basis
- preside at and give oversight to the national convention/retreat
  - This does not mean you have to do it all. It is important for other officers, ministry chairmen or local Aglow members to be involved.
- preside at National Board meetings as the spokesperson and moderator:
  - You set the pace of the board meetings, asking for input from your National Board members and putting appropriate items on your board meeting agendas.
  - You prepare the board meeting agendas, keep the meeting moving along, and encourage all board members to feel involved
  - You see that motions are made and seconded on items requiring a vote
- encourage your fellow officers involvement, respecting their differences and perspectives in order to see them rise in their area of responsibility and decision-making, freeing them to succeed and to make mistakes.
- show your local leaders how they contribute to the vision of Aglow and oversee the life and health of the local Aglow groups
- along with your whole board, encourage the fellowships to reach out to the women and men in their communities and provide retreats and leadership training.
- share correspondence from Aglow Headquarters and see that pertinent information is copied and sent to all the locals.

**When officially leaving office, the National President gives all files, the national charter, records and handbooks to the incoming (or interim) president.**

## VICE-PRESIDENT

As Vice-President, you have an effect on future leadership of Aglow. It is important that you work closely with the National President understanding the responsibilities of this position as you *may be called upon to serve as interim president* in the event the National President needs to be out of the country, is ill, or unexpectedly resigns.

### **Vice President is Responsible to:**

- function in leadership development.
- coordinate the arrangements for local leadership development and spiritual enrichment teaching.
- meet the qualifications listed under “Qualifications for National Board Officers” on page 18 of this *Aglow National Leaders Handbook*.

### **Local Leadership Training:**

- Once a year as required (or as soon as possible with newly formed groups), a Local Leadership training seminar is to be held using *The International Local Leaders Handbook*
  - to impart the vision and mission of Aglow as well as train the basics of how an Aglow fellowship functions.
- The handbook is also used to train local Aglow leaders in the basic responsibilities of their respective offices and teach them how to effectively carry them out.
- Separate workshops for each officer and ministry chairman (presidents, treasurers, ministry chairmen, etc.) are also very helpful.
- Permission may be given, by the National Board, to any existing Area Boards to also provide Leadership Training to any of their local groups.

### **Local Spiritual Training:**

- Once a year (or combined with Local Leadership Training) spiritual training is provided using the Aglow’s President/CEO, blog and Facebook posts, email messages, as well as Aglow Global Conference Messages.
- Decide whether to have a registration fee or freewill offering to be collected to cover expenses incurred by members of the National (or area) Board
  - To be used for things such as: rental of meeting room, transportation, meals, etc. for the Local Training seminars.

### **When the National President is Away, Ill, or Unexpectedly Resigns:**

- National Board’s Vice President should be willing and available to step in as interim president in the national president’s absence.

**The Vice President returns to the national board all Aglow property when leaving office.**

## TREASURER

As the treasurer, you oversee the financial matters for the National Board and for Aglow in your nation.

You view the treasury as God resourcing the national board's identity to carry out Spirit-led goals and to touch lives for Jesus. As you watch over the flow of funds, you are able to see first-hand how God comes through with His provision again and again. This enables you to encourage your board and all of Aglow in your nation to be active, faithful stewards of all God gives.

### The Treasurer is Responsible to:

- meet the qualifications listed under "Qualifications for National Board Officers" on pages 18 of this *Aglow National Leaders Handbook*.
- Handle National Board funds and maintain accurate records of all financial transactions.
- Pay all bills for the National Board, after getting approval from the board, for all expenditures.
  - Decisions to spend money should be made at the National Board meetings and noted in the minutes.
- Prepare financial reports for the National Board, and send an annual financial report to the International Field Director at Aglow Headquarters as soon after the close of the year as possible.
  - The necessary financial forms are located on the Leaders Resource Center website: <https://leaders.aglow.org/>
- Have the National Board appoint someone with knowledge of financial record keeping (not a board member) to review the books at the end of each year.
- Instruct local and area treasurers regarding their duties, including the procedures for financial reports.
- Receive and evaluate financial reports from local and Area Boards.
- Send a tithe from your National Board (a symbol of commitment and dedication) of 10% or more to your Regional Committee (**Note:** unless legally prohibited from sending money out of the country).
- Find opportunities to train the local boards in the importance of sending a tithe of 10% of their income to the National Board.
  - This money is added to the Aglow National Treasury to help support the work of your National Board.
- Contact the government of your country to learn of the financial regulations and laws that the board may need to comply with.

## Additional Information for Treasurers

### Record Keeping

An income and expense journal should be used to show distribution of income (cash receipts) and expenses (cash payments).

### Bank Account

Depending on the laws of your nation, a bank account should be set up under the name of Aglow International – (of your nation). (*Example: "Aglow International of Canada"*). The account should list two or three signatures, but only one signature shall be required on the checks that are written.

## Sending Funds to Aglow International

Do not send checks (or cash) in your own currency. Please send money in U.S. funds. For sending funds by wire transfer, please contact the International Field Director, for the wire transfer information.

## Annual Audit

The treasurer should have someone, other than a board member, who is knowledgeable of financial record keeping, review the books annually. This person should sign a statement that this has been done. Each national treasurer should keep the original statement in the files and send a copy to the International Field Director, along with the annual financial report.

## Use of Aglow Funds

Article VI of *The Articles of Incorporation of Aglow International*, states, "None of the funds of this corporation are to be used to subsidize personal enterprise or personal ministries." Aglow funds are to be used only for Aglow related activities and outreach. **This applies to Aglow in all nations, and must be abided by.**

Only where a National Board is established, and only at the discretion of that National Board, may donations/gifts be given to other organizations. This should be the exception rather than the rule. Note: National Leadership that is not a National Board (committee, director, etc.) may only give donations/gifts to other organizations after receiving approval from their Regional Committee. (Nov. 1999, meeting of the International Board of Directors)

## Explanation of Forms of Income

**Tithes, Offerings, And Donations:** Money received from the boards under your leadership as a 10% tithe, offerings received at your national convention, area retreats or other meetings; money given above a tithe from a board or gifts from individuals or Aglow International.

**Aglow Literature:** Money received from the sale of any Aglow materials, whether published at Aglow International or by your board. This would also include subscriptions to Aglow magazines produced in your nation.

**Convention/Retreat Registrations:** The total fee received from delegates attending your national conventions or area retreats.

**Global Partnership:** Partnership fees received from locals or collected at local fellowships for individual membership. (Please note at the bottom of the page the number of members represented.)

**Miscellaneous/Other Income:** One-time income or small amounts received which do not require a separate accounting, or categories not listed above.

## Explanation of Expenses

**Tithes/Offerings:** Money sent to the level of Aglow to which your board pays a 10% tithe of income, offerings and gifts. Offerings given to another Aglow board in addition to your tithe.

**Aglow Literature:** Money paid to Aglow International Headquarters for publications or to a translator or publisher in your country and/or language to cover the costs to produce Aglow publications.

**Convention/Retreat Expenses:** All expenses directly related to a convention or area retreat, except love gifts and travel.

**Love Gifts:** Money given to convention speakers, workshop teachers or others for their participation in the Aglow ministry.

**Travel Expenses:** Aglow-related travel costs; board members, speakers, etc.

**Rent/Utilities:** Costs related to maintaining office facilities (when necessary) for a National Board.

**Postage/Phone:** Costs related to communications by telephone, mail, etc.

**Supplies/Printing:** Routine supplies and printing for maintaining records and communications.

**Equipment:** Payments for desks, chairs, files, tables, etc. for setting up an office at the national level.

**Publicity:** Cost related to newspaper, radio or TV ads announcing Aglow events or publications.

**Miscellaneous / Other Expenses:** One time or small amounts paid out which do not require separate accounting, or categories not listed above.

**Please Note:**

- Refunds should be taken off the original source of income, reducing the current balance.
- When you are reimbursed for an expense, the amount repaid should reduce the current balance of that expense.
- Checks written for petty cash should be distributed to the expense category for which they were paid. (The original petty cash check written would not be shown as an expense, but left in the bank balance.)
- All expenses paid should be notated in your record keeping expense journal and discussed at your National Board meetings.

**Return to the national board all Aglow property when you leave office.**

## SECRETARY

As the secretary, you serve as the main “scribe” for the National Board by taking minutes and capturing on paper the actions and direction of the board.

You are also the primary personal correspondent for the board. Your notes, letters, meeting flyers, and forms may be sent to speakers, members, leaders, and Aglow Headquarters International Field Office.

### **If you are the secretary, you**

- record the minutes, a brief summary of all board meetings. (The minutes are then read and approved at the next meeting.)
- are diplomatic about what you record, since some issues discussed could be embarrassing to those involved if made public. If you are unsure, just ask the board, "Do you think I should include this?"
- include in the minutes such things as the date; who is in attendance; income, expense and balance figures from the treasurer; all motions; highlights of upcoming plans and activities. (Decisions to spend money should be made at the National Board meetings and noted in the minutes.)
- send copies of your minutes to your National Board members as soon as possible. Copies can be sent to the International Field Director and your Regional Committee if you choose to do so.)
- keep a physical or electronic file of minutes for the last three years and throw away (or delete) those that are older.
- Promote and handle records of any paperwork for affiliation and Global Partner records. (If there is an Affiliations Coordinator, they will be responsible for the affiliations paperwork.)
- handle a wide variety of correspondence for your board. When corresponding with the Aglow Headquarters- International Field Director, eliminate confusion by including the name of your national board and your identification number on everything.
- send a "Change of Information" form to promptly notify the International Field Director, at Aglow Headquarters of any changes in your officers, e-mail addresses, mailing addresses, phone numbers, etc.

**The secretary returns to the national board all Aglow property when leaving office.**

## PRAYER COORDINATOR

A Prayer Coordinator brings forth prayer in the nation, working in cooperation with the National Leadership to carry out the prayer vision of the Aglow within their nation.

The Prayer Coordinator should meet the qualifications listed under "Qualifications for National Board Officers" as listed on pages 18 of this *National Leaders Handbook*.

### **The Prayer Coordinator must be a person of prayer with:**

- an anointing to inspire others to pray
- a submissiveness in spiritual authority with a heart for unity.
- Trustworthy in character able to keep matters of prayer confidential.

### **The Prayer Coordinator is Responsible to:**

- Bring forth prayer in the nation, working in cooperation with the other members of the National Board.
- Carry out the prayer vision of the Aglow ministry within the nation
- Keep their other board members fully informed of all prayer activities
- Be alert to prayer needs and prayer activity within your nation.
- Coordinate, encourage, and maintain contact with Aglow prayer groups within the nation.
- As you feel led, send the International Field Director at Aglow Headquarters prayer insights and requests for your Nation or National Leadership
  - If prayer requests should be kept confidential please make a note in your email.
- Help the local fellowships (and other groups) establish Aglow prayer groups within the nation
- Encourage local prayer coordinators to organize a way for communicating prayer insights and concerns within their local community.
- Attend national Aglow events, such as conferences, retreats, and leadership trainings. These are a good opportunity to meet with local prayer coordinators to build relationship and broaden their perspective of what God is doing in their nation.
- Stay current in the vision and teachings of Aglow Headquarters, paying close attention to the correspondence from the Aglow Headquarters Prayer Director, Helen Joy Duperree.
- Provide opportunity for growth in understanding and practice all types of prayer, encouraging all Aglow women and men to become actively involved in prayer.

**Return to the National Board all Aglow property when you leave office.**

## ADDITIONAL OPTIONAL BOARD POSITIONS

### OUTREACH COORDINATOR

An Outreach Coordinator oversees interest in Aglow within your nation, establishing new Aglow groups, and ensures Aglow is known in your cities and communities.

The Outreach Coordinator must meet the qualifications listed under "Qualifications for National Board Officers" on page 18 of this *Aglow National Leaders Handbook*.

#### The Outreach Coordinator is Responsible to:

- respond to interest in Aglow and take the initiative to create interest.
  - find creative ways to begin Aglow in cities and communities where Aglow is not yet established
  - respond to and work with those interested in starting Aglow in their community
  - target unreached communities and begin to introduce Aglow there, even if no interest has yet been expressed. (Don't wait for them to come to you!)
- Identify on a map the major cities or communities in your nation where Aglow is and where it is yet to be established.
  - Work with your board to target (or select) two to three cities or communities per year. **Take the initiative to introduce and establish Aglow there. Some suggestions are:**
    - **Pray for new Aglow groups.** Pray with your board and on your own. Ask your Aglow Prayer Coordinator (if you have one) or the local pastors for any specific insights they may have about spiritual strongholds in the community.
    - **Do a little investigating.** Is the community mostly working women? Is it inner-city? Rural? Find out what the community is like, get a feel for it. If possible, plan a personal visit.
    - **Look for and reach out to contacts.** For example, find out if your National Board or local boards have friends or relatives in that community who are interested in Aglow.
    - **Publicize.** Don't wait for interest to happen; help create it.
    - **Be where the people gather.** Help introduce Aglow by taking part in community events.
    - **Build support with community pastors.** Introduce Aglow and talk with them about the needs Aglow can help meet.
    - **Hold a sample Aglow meeting.** Show those interested what Aglow is like. Maybe a Bible study or a support group would be a good first step toward creating interest in a new Aglow fellowship.
    - **Expect the Unexpected.** Your efforts to start Aglow in one community, might create opportunities for Aglow to begin somewhere you did not plan.

**Return to the National Board all Aglow property when you leave office.**

## AFFILIATIONS COORDINATOR

**Refer to Pages 36-37 for Steps to Affiliate a New Group**

The Affiliations Coordinator aids the local officers prior to affiliation of the local fellowship, thus aiding in the growth of the ministry of Aglow. If you hold this position, you may feel like the "Official Keeper of the Papers". You are that, and much more.

You encourage new groups to complete the necessary paperwork so that they can officially affiliate as an Aglow fellowship (groups). Your care and discernment are needed with all affiliation papers, so that each fellowship is healthy and strong from the time they are birthed. It is your approval on all this paperwork that the International Field Director considers before affiliating a fellowship.

**If you are the Affiliations Coordinator, you:**

- Carry out the affiliation procedures.
- Check all leadership papers carefully to be sure they are complete (check for signatures, and that all questions are properly answered)
- Keep the Aglow Headquarters International Field Director, and your liaison to the Regional Committee informed as to the progress of affiliations
- Are prompt and accurate in completing the affiliation process.

**When leaving office, give all Aglow property and records pertaining to your position to the incoming Affiliations Coordinator.**

## ADMINISTRATION COORDINATOR

When the number of local fellowships within the nation has increased sufficiently to warrant the need for office space outside of a private home, an Administrations Coordinator may be needed to provide oversight of the national office. As Administration Coordinator, you will coordinate the activities within your Aglow National Office, encouraging an efficient and organized work flow.

Your responsibilities consist of overseeing the many details involved in creating and maintaining your work environment in order for the Aglow office to operate smoothly and efficiently, as well as to be inviting to your National Board members, workers, and visitors.

**If you are the Administration Coordinator, you:**

- supervise the maintenance of the office space
- supervise the purchase of equipment and supplies
- coordinate the scheduling of office hours and work flow

**When leaving office, give all Aglow property pertaining to your position to the incoming Administration Coordinator.**

## PUBLICATIONS COORDINATOR

As the Publications Coordinator, you can be an inspiration to the Aglow leaders in your area, by stimulating their interest in new publications and Aglow materials. You become familiar with and handle the Christian reading material that is so important to your women's spiritual growth and their Christian walk.

You are a resource person to help meet needs for current literature and accessories, and you continually challenge them to make use of the large variety of excellent publications that are available today. You also are available to answer questions (relating to publications) that might arise on the field.

**If you are Publications Coordinator, you:**

- handle the advertising and promotion of Aglow publications within the nation
- supervise the ordering of all Aglow materials from the Aglow Headquarters Office and/or the online Aglow Store [www.store.aglow.org](http://www.store.aglow.org)
- possibly oversee the translation and/or reprinting of Aglow materials, keeping in close contact with and following the guidelines
- oversee production of Aglow accessory items

**Return to the National Board all Aglow property when you leave office.**

### **MINISTRIES COORDINATOR**

As a National Board, and/or a Ministries Coordinator board member if you have one, help Local Aglow groups develop Aglow ministries that reach outward into their communities. You know that drawing people to come to Aglow is only half the task, Aglow must also go to them. You work with the local vice-presidents to get new Aglow ministries started and to keep current ministries steadily on course.

**NOTE:** When Area Boards are formed, they will be responsible for the local Aglow ministries. Therefore, when all local fellowships in a nation are under the care of Area Boards, a Ministries Coordinator position is no longer necessary on the national board.

National Board's that do not have that coordinator position will share the responsibility amongst Board members.

**If you are the Ministries Coordinator and/or as a National Board you will:**

- work alongside each local board that does not yet have outreach ministries reaching out into their community. Help each board develop at least:
  - a monthly outreach meeting designed to reach non-Christians as well as to encourage Christian women or men.
  - a prayer chairperson and a prayer group
  - a Bible study, support group or outreach ministry
- understand how local Aglow ministries function.
- keep abreast of local ministry. Be in touch with local vice-presidents to see how things are going and make yourself available to them for ongoing advice and support.
- be alert to the ministry chairperson reports and ministry activity in the local board meeting minutes.
- be an enthusiastic spokeswoman and trainer for local ministry positions at leadership training, at special seminars, and with individuals.
- know the Aglow ministry tools and publications that are available. (A helpful, relevant book or brochure can make ministry come alive.) To be able to point vice-presidents to the materials they need by directing them to the Aglow Leaders Resource Center website, be familiar with the on-line Aglow store and ordering procedures.

## SECTION 4:

### NATIONAL BOARD INFORMATION: NEW BOARD OFFICERS

#### WHEN TO MAKE APPOINTMENTS

The appointment process is necessary **only when there is a vacancy on your National Board**. An officer is initially approved for three years; however, they may continue in office as long as they are performing their duties well and feel called to continue in that position. If not, the vacant position may be filled in one of the following ways:

#### Who may fill the vacant positions?

- **One of the other current National Officers:** In this case, appointment process is not necessary when a current officer fills a vacancy, other than that of National President.
- **Someone new to the National Board:** Follow steps below to appoint a new officer.

#### Appointing a new National President

- The Regional Committee needs to be involved in this process.
- The position of National President ***must always*** be recommended to the International Field Director, then approved by the Aglow International President/CEO.
- Contact the Aglow Headquarters – International Field Director with your recommendation of the new National President and they will follow through with the International President/CEO.
- You will be contacted by the International Field Director when final approval by the International President/CEO has been given.

#### Appointing new National Board officers (other than president)

#### National Board will:

- act as a search committee to nominate prospective new officers.  
(National president serves as chairman, unless otherwise delegated.)
- **announce vacant positions to area and local boards**, inviting them to submit names for nomination by a specific date. (National officers may also submit names.)
- review the "Qualifications for Officers" section above on page 18, of this *Aglow National Leaders Handbook*.
- **fast and pray for Holy Spirit guidance** as they consider the qualifications of each woman or man suggested for the position.
- **select one person for each position** (members of the National Board should pray together until unanimous decisions are reached)
- secure approval from the Aglow International President/CEO by correspondence through the International Field Director, for the position of president. Do not email the President/CEO directly for this approval.
- contact each officer selected to see if she or he is willing to serve, if approved.  
(If they are willing, have them complete a leadership questionnaire.)
- send completed leadership questionnaires to Aglow Headquarters International Field Director.  
(You will be notified when final approval is given.)

- notify new officer of the appointment after approval is complete. Send a Change of Officer Form with the new officer included to the International Field Director. announce appointment to local and Area Boards.

## NATIONAL BOARD INFORMATION: CONFERENCE MESSAGES

Each year, in various ways, Aglow Headquarters tries to provide to the National Leaders a copy of Aglow President/CEO's conference message, as well as copies of transcripts from other Global Conference speaker messages.

We ask all National Leaders to:

- Watch or read/study Aglow President/CEO's message, as well as other conference messages together with your board/committee.
  - This ensures that all National leaders understand the current vision and direction of Aglow that the Lord is speaking through the President/CEO.
- Show portions (or read transcript portions) of the message at National events. As you do this, many women and men are exposed to what God is doing throughout the world in Aglow.
- Make a date to watch the message (or read the transcript) with your Local Fellowship leaders, especially those who did not attend conference. If Local Fellowship leaders do not recognize the size, the power, and the authority of Aglow, they will not function as God intends them to function.
- Each Aglow Local, Area, National Board or Leader (referring to Director/Coordinator/Assistant) must function from the same understanding of who we are and what God has placed into our hands.
- Work together with your Regional Committee and the International Field Director to discuss the translation at conference as it can change from year to year with the advancement of technology
- If a National Leader does not receive a copy of the President/CEO's message, they should reach out to the International Field Director to request a copy.

## NATIONAL BOARD INFORMATION: POLICIES

We trust the following Aglow National Guidelines clearly outline the areas in which consistency is required, those in which flexibility is allowed, and those in which a National Board may assume the responsibility of governing the Aglow ministry within their nations(s), but ultimately accountable to their Aglow Regional Committee and Aglow Headquarters.

### POLICIES OF AGLOW - CONSISTENCY REQUIRED

*(Any exceptions allowed are noted)*

- Purpose
- Belief Statement
  - Exception:** Item #5 may have the following alternate wording. "We believe in the baptism in the Holy Spirit, in speaking with tongues as the Spirit of God gives utterance, that..."
- Family members may not serve on the same board (unless permission is given by International Field Director (recommended by Regional Committee))
- Aglow International name and logo
- Basic policies and procedures (tithing, affiliations, selection of officers, etc.)
- Basic qualifications of officers (i.e. born-again believer, baptized in the Holy Spirit, etc.)
- Terms of office for National/Area Board officers
  - Each National Board officer and Area Board officer is initially appointed for three years. However, they may continue in office as long as they are performing duties well and feels called to continue in that position.
- Global Partnership offered in all local fellowships
  - Exception:** In countries where it is legally or culturally prohibited.
- Content of affiliation forms
- Method of accumulating funds
- Annual financial reports sent to the International Field Director

### POLICIES OF AGLOW - FLEXIBILITY ALLOWED\*

Items in this category have definite guidelines which are set by the Aglow Headquarters. However, some flexibility is possible, **\*but approval must be obtained from Aglow's International Field Director before implementation within your country.**

- International Field Director, must give approval for:
  - national constitution and by-laws
  - translating, revising or reprinting of any Aglow materials produced by Aglow International Headquarters.
  - producing Aglow accessory items (i.e. Aglow pins or badges, shirts, tote bags, luggage tags, spoons, etc.) – these ***may never*** be brought to Aglow Global Conference to sell to attendees.
  - basic structure levels (i.e. local, area, & national )
  - basic positions and titles of leadership (i.e. president, vice-president, secretary, treasurer)

- diversity of denominational backgrounds
- general guidelines (i.e. guidelines for choosing speakers, guidelines for fellowship meetings, etc.).

### **POLICIES OF AGLOW – NATIONAL BOARD’S DISCRETION**

Items in this category include those areas in which a National Board may set its own guidelines and proceed without prior approval from Aglow Headquarters. **However, Aglow’s International Field Director should be kept informed of decisions regarding the following:**

- Procedures such as legal regulations (to comply with governmental regulations)
- Fiscal year
- Salaries and/or remunerations of National Officers/Office Assistant’s from Aglow National funds
- Printing and distribution of routine materials (i.e. national convention brochures and "give away" items, membership cards, Aglow directories)
- Involvement with other ministries similar to Aglow, in keeping with our policy of not promoting other ministries (non-financial participation)
- National conventions or conventions involving more than one nation
- Invitation for Headquarters Office representative at national conventions and how that representation will be financed
- Leadership development conferences and seminars
- Term of office for Local Board officers
- Global Partnership fees and distribution

## NATIONAL BOARD INFORMATION: Local Ministry Work

We would like to offer the following suggestions for starting Aglow local ministry work/activities. Such ministry work demonstrates the life of the Aglow fellowship and its impact on the community.

From support groups and Bible studies to Generations or teen Aglow groups, Aglow's Holy Spirit led ministry work focuses on meeting ongoing local needs for nurturing, growth and involvement in Aglow and the work of the Kingdom of God in your nation.

### **A few examples of Aglow Ministry Work Opportunities are:**

- Prison ministry
- Single Mom's ministry
- Bible Study ministry
- Care Home ministry
- And many more options!

### **Suggestions for Beginning New Ministry Opportunities:**

- Encourage your local boards to find out what ministry work would best meet the needs in their community. Encourage leaders to develop an understanding of their community through prayer and a simple "needs analysis".
- Encourage your local boards to:
  - discover the abilities/giftings of women and men in their own Aglow
  - help interested women and men find a place in Aglow ministry to use those abilities/gifts.
    - What are the strengths of the individuals in their Aglow?
    - Would they like to use that ability for the Lord?
    - What would they like to do?
- Encourage Local Boards to explore, with their members, new or unconventional ideas for ministry work based on the needs in their community that may align with the abilities/gifts/interests of their Aglow members.
  - Someone may not like the thought of being a treasurer or a praise and worship leader, but would be absolutely delighted at the thought of taking meals to those who are ill or elderly.
  - Someone may be interested in beginning an Aglow in a local care home ministry and one of the things you can do to help them begin is to put them in contact with another successful Aglow care home ministry in your nation.
  - The National Board Ministry Coordinator (or National Board Officers if there is no Ministry Coordinator) should be sure that all Local Boards are aware of all the ministry tools they have available to them. A good question to ask vice-presidents when new ministry work begins is:
    - Do they know about any other Aglow materials that could help them in their area of ministry work?

## NATIONAL BOARD INFORMATION: INTEREST/INTENT/INVOLVEMENT

### INTEREST

When interest in Aglow is beginning to happen, National Board Officers should:

- Discuss their experience with anyone that is showing a spark of interest
- Provide any helpful suggestions for joining Aglow.
- Invite interested people to attend an Aglow meeting in their area.
- Do not hesitate to follow-up with a call, text, or email asking if they have any further questions about Aglow.
- **NOTE:** If anyone interested in starting an Aglow fellowship contacts Aglow Headquarters, the International Field Director connects them with the National Leader of their particular nation. (Or Regional Committee if there is not a National Leader).

### INTENT

- If after learning more about Aglow and/or attending an Aglow meeting locally, you learn that the women (and/or men) are still interested in joining Aglow help them get connected with a local group.
- If women/men are wanting to begin a new Local Fellowship (or other Aglow group such as Generations, MOI, etc.) then encourage them to begin praying together to ask for the Lord's leading as well as and contacting other local women/men who might be interested in joining them.
- It is important that you follow up with consistent communication.

### INVOLVEMENT

If there is enough sustained interest to start a new Aglow group, set a time for your National Board to meet with the interested people. During this time, you will want to:

- pray together
- get to know each other
- share about Aglow's history and purpose, qualifications and description of officer positions
- Explain and follow the Affiliation Procedures on the following pages (pages 36-37) to get the group started

## NATIONAL BOARD INFORMATION: New Aglow Groups

The National Board oversees the affiliations of their Local Fellowships and Area Boards in their nation (as well as other groups listed on page 12 in this *National Leaders Handbook*).

In the past some nations handled their own local group affiliations. However, as of this 2025 *National Leaders Handbook* revision, **all group affiliations paperwork should be approved by the National Leader and then sent to Aglow Headquarters' International Field Director** for official affiliation. This will help the Headquarters database records stay updated.

If a National Board does not have an Affiliations Coordinator" member, then the National Board members will determine which Board Officer(s) will handle affiliation procedures for new local groups.

**Please Note:** The National Board Affiliation Procedures are the same for National Committees, National Directors and National Coordinators when affiliating groups. All National Leaders should follow these same procedures.

### AFFILIATION REQUIREMENTS

- A Local Fellowship or Area Board **must** have a minimum of three officers.
  - When affiliating a new Local Fellows/Area Board, the "leaders" of the group are referred to as *Officers* and collectively they are called a "Board." However:
    - Aglow Candlelight, Aglow@Home, Couples groups, Virtual groups, Aglow Generations, and Men of Issachar Group leaders are not referred to as Officers or Boards but instead are referred to as "leaders".
- **As of 2025- Boards/Groups as well as all Officer/Leader positions are no longer required to have advisors. The Regional Committee will serve in the role of Advisor to the National Leadership in their Region, and the National Leadership will serve as Advisors to the Local Boards/Groups.**
- Officers serving on the same local board should not all attend the same church. If this is not a possibility please contact the International Field Director and the Regional Committee Liaison for your nation.
- All local Aglow officers/group leaders must meet the qualification for leadership as listed on page 18 in *The Aglow Local Leaders Handbook*.
- A Local Fellowship/Area Board should function no longer than one year before becoming affiliated.
- Leadership Questionnaire forms are required from ALL officers/leaders before a new group can be affiliated. When reviewing Local Leadership Questionnaire's National Board Officers should be sure potential leaders meet all qualifications.

### STEPS TO AFFILIATE A LOCAL FELLOWSHIP AND AREA BOARD

1. Give the newly forming Local/Area Board members a copy of the *Aglow Local Leaders Handbook* and use it to train the new officers in the vision and the function of Aglow.
2. Provide each potential new officer a copy of the Affiliation Application Form, and a Leadership Questionnaire Form (one questionnaire form for each officer).

- A copy of this form can be found at the back of the *Aglow Local Leaders Handbook* or on the Leaders Resource Center website: <https://leaders.aglow.org/>
  - You can also request a copy of the forms via email from the International Field Director.
- 3. Obtain the completed Application for Affiliation Form and Leadership Questionnaire Forms making certain all information is complete and follow up on any points in question.
- 4. The National Board President should sign the Application for Affiliation form and **each** of the completed leadership questionnaire forms indicating National Board approval.
  - (This is a requirement).
- 5. The National Board should send copies of each of the forms to Aglow Headquarters International Field Director in order for the group to be officially affiliated.
  - Any existing Area Boards may assist the National Board with the above procedures in relation to local fellowships under their care.
  - Area Board Officers should send all leadership forms to the National Board for approval and signatures.
  - The National Board will then forward the completed forms to the International Field Director.

**Upon receiving the completed forms, the International Field Director will:**

- Send the following to the National Board (or National Leadership) to present to the new Local/Area Board/Group Leadership:
  - A welcome letter from the Aglow International President/CEO
  - An Official Charter Certificate that includes the new group's Aglow ID number.

**A group is not considered affiliated with Aglow International until they have received their Official Charter Certificate.**

*Appropriate translation of these items will be sent whenever possible.*

## NATIONAL BOARD INFORMATION: REVIEW COMMITTEE

National Board Officer Reviews should be conducted during the month of September, by an appointed National Review Committee (instructions for appointing the committee below).

**The purpose for the National Board Officer Review is to:**

- buildup, encourage, and strengthen the individual officer
- evaluate and confirm the officer's effectiveness, anointing, and working relationships
- evaluate the officer's performance as a working team member
- evaluate the officer's job performance regarding her ministry position

**Each National Board Officer will be reviewed once every three years.**

### STEPS FOR APPOINTING THE NATIONAL REVIEW COMMITTEE

**Appointing the Review Committee Members:**

- The National Board President serves as Review Committee Chair
  - Exception: The Regional Committee Chair will serve as Review Committee Chair for the National President's review.)
- Two National Board Officers not being reviewed (one serves as Review Committee Secretary)
- One Regional Committee liaison (as applicable this should be the liaison currently serving the national board).

**Actions Required Prior to the National Review Committee Meeting:**

- National Review Committee Secretary should provide each member of the committee with a copy of these guidelines (section 3 of this National Leaders Handbook).
  - Each year, committee members should carefully review each page.
- Review Committee Secretary will give an "Officer Self-Evaluation Form" to each officer being reviewed.
  - The Self-Evaluation Form can be found on the Aglow Leaders Resource Center website <https://leaders.aglow.org/>, or the Review Committee Secretary may email the International Field Director for a copy by email).
  - Include a date by which the evaluation form should be returned.
- The committee secretary gives copies of completed form to each member of the review committee before reviews are conducted.
- Review Committee Secretary schedules review appointments with the Review Committee for all officers being reviewed.
  - When the National President is being reviewed, the secretary should contact the Regional Committee Chair to schedule the review appointment along with the other review committee members.

## STEPS FOR THE REVIEW

### 1. Conducting the Officer Review:

- The Review Committee should meet with the officer being reviewed during their scheduled review appointment.
- The Review Committee Chair should lead the discussion.
- Use the National Board Self-Evaluation form questions when national officers are reviewed.
- Keep to scheduled time.
- The Review Committee Secretary should take notes.
- Be alert for the possibility of needed adjustments.

### 2. Post-Review National Review Committee Discussion:

- After the Review with the Officer, the Review Committee should gather for a National Review Committee Discussion in order to complete the National Review Committee Form together.
  - The National Review Committee form should be completed for each officer being reviewed.
  - The National Board Officer being reviewed should not be in this meeting
  - The National Review Committee Form can be found on the Aglow Leaders Resource Center website, or the Committee Secretary may email the International Field Director for a copy by email).
- During this meeting the Review Committee Chair should:
  - lead the committee in open and honest evaluation of the Officer
  - go over each section of the form, receiving input *from each* Review Committee member.

### 3. The Review Committee Secretary should:

- Take notes during Officer Review meeting and during National Review Committee Discussion.
- Summarize the notes of the meetings
- Read the summary aloud to make certain the Review Committee members agree with what will be written on review form
- Attach any suggestions for the International Field Director
- Review committee secretary should send all completed review forms to the Aglow Headquarters International Field Director and the Regional Committee liaison - within one week after interview(s).

### 4. Following the Review Committee Meeting

- If the committee is not in agreement as to whether an officer should be recommended to continue in office, the Regional Committee liaison and the International Field Director should be contacted for input as soon as possible.
- If there are any relationship issues between National Board Officers, the Regional Committee Liaison should communicate with the Officer(s) having the issues. If issues continue, the Regional Committee Chair and Liaison should meet with the Board to help with reconciliation.

- If an officer needs to be removed from office, approval must be received by the Regional Committee Chair and the International Field Director before any action is taken.
- The Review Committee Chair should meet with each officer that was reviewed to give them the results. This should include affirming them in the position as well as offering kind and constructive suggestions for growth in their leadership.

## **DISSOLVING A NATIONAL BOARD**

Please contact the Regional Committee liaison immediately (who will discuss with Regional Committee and International Field Director) should a National Board need to be dissolved for any reason. If a National Board is dissolved (closed) all outstanding debts **must** be paid immediately from the Aglow National Board Treasury, with oversight by the Regional Committee and International Field Director.

The balance of funds should be forwarded to Aglow Headquarters.

# **NATIONAL BOARD INFORMATION: CONFERENCES AND RETREATS**

## **RETREATS**

As a National Board you get to plan unique times for your Aglow women and men to be refreshed, both in spirit and body. Together as a board think of ways to help women and men attending your convention/retreats experience the nearness of God and the hope of biblical truth, as well as the joy and fun of being with others who love Jesus.

## **NATIONAL BOARD RETREAT RESPONSIBILITIES & TIMELINE**

Because there are many Local Fellowship leaders who have never attended an Aglow International Global Conference, it is vital you bring the vision of the ministry to your women and men. As a National Board, it is one of your main responsibilities. Take time at each event where Local or Area leaders are gathered to expand their vision, not only for the ministry worldwide, but for their individual communities as well. Local Fellowships should be impacting their communities with tangible results that show transformation is occurring.

While the Local Fellowship is the face of Aglow to the community and the place of hands-on ministry, it takes the leadership of the National Board/Committee, Director or Coordinator, along with the leadership of a Convention and Retreat Coordinator (if you have one) to ensure that the vision of the ministry is being cast in every community. Build strong relationships with Local Fellowship leaders ensuring that your leadership is more about relationship than rules.

For a National Board that has a Conventions and Retreats Coordinator, their responsibilities are below. However, if your board does not have that coordinator position, then it is a shared responsibility of the National Board to:

### **At least two years prior to the National Aglow Conference**

- present your recommendations and suggestions for convention or retreat plans to your board.
  - Take into consideration such matters as:
    - Is there a strong local Aglow base of women and men who are able to serve in all the necessary ways to facilitate the conference plans?
    - Ease of transportation into the city of the convention venue?
    - Adequate and affordable housing accommodations?

- Adequate and affordable conference venue?
- Transportation in the city between hotels/housing and the conference venue?
- Safety issues in the city/state/nation?
- Other matters...

### **8 to 12 months before the date of the National Aglow Conference**

- The National Board will discuss and make decisions for the following:
  - Conference theme
  - Main conference speakers
    - The main speakers should be chosen from among the National Board members, Regional Committee Members, or the Aglow Headquarters leaders, so that the current word for Aglow can be brought forth.
  - Other speakers
    - The National Board may invite other speakers who can draw attendees, have a heart for Aglow, and who they know will bring a current word to this Aglow event.
  - Honorarium for each speaker
  - Paper or electronic conference brochure preparation

### **4 to 5 months before the conference**

- The National Board prepares and sends a detailed letter to the local leaders in the nation.
- In that letter give details regarding:
  - Date of the conference
  - Location of the conference
  - Theme of the conference
  - Registration fee and information
    - Registration for the conference is to be handled by the National Board
    - Registration forms from individual attendees are sent to the National Board Secretary – give name/email and post address
    - National Boards that have functional websites equipped to handle registrations, may do so. Please contact International Field Director for more information.
  - Housing information
    - (referred to below as “hotel” although the housing might be at places other than hotels)
    - Hotel information as supplied by the National Board
    - Names and addresses of hotel(s) being used
    - Prices per night for single/double/triple rooms (or per person)
      - Make sure your attendees are aware of any taxes and/or fees
    - Hotel reservations - coordinated between the National Board and the hotel(s).
    - Payment for hotel is made directly to the hotel(s)
    - Information regarding transport from airport to hotel(s)
  - Food costs?
    - Estimate how much money each person may need daily, so everyone can come prepared to cover their own expenses

## 1 to 2 months before the conference

- The National Board prepares a final letter to all those invited or registered to attend.
  - Any final, “last minute” information
  - Where and when registration and payment begins on site
  - Time and location of any additional meetings planned (leadership training, prayer coordinators meeting, etc.)

## Assignment of responsibilities during National Conference

- Host at conference sessions – National President and Board (decide how each will be involved.)
- Offerings –
  - National Board decides who will take each offering.
  - All monies from registration and offering will be the property of the National Board.
  - The National Board will pay all bills for the conference out of the conference profits, before leaving the host city after the conference.
  - The National Board will decide how any profits will be disbursed.
  - **NOTE:** After other conference bills are paid, part of the profits can also be used for such things as:
    - To reimburse travel expenses for the National Board members
    - To pay honorariums
    - To give a love gift to the hosting board
    - Any balance of profits will be put into the National Aglow fund

# SECTION 5

## GUIDELINES FOR NATIONAL COMMITTEES

When the Aglow ministry in a nation grows sufficiently in Local Fellowships/groups with the availability of mature local leadership it is time for National Leadership to form.

In some instances, the nation may not have enough leadership to create a National Board, but may have more leadership than just the need for a National Coordinator (or Director). When this occurs, **a National Committee can form with the primary goal to transition to becoming a National Board.**

The officers serving on a National Committee should be women (and/or men) who are willing to be responsible for overseeing the ministry of Aglow within their nation. They will continue to work closely with the National Leadership assisting them and will receive training from them. A person serving on a National Committee must meet the same qualifications as those for National Board members (see page 18).

### STEPS TO AFFILIATE A NATIONAL COMMITTEE

- When there is sufficient leadership for a National Committee to form, the National Director/Coordinator should inform the Regional Committee.
- The Regional Committee recommends the forming of a National Committee to the International Field Director for approval.
- The National Director/Coordinator should appoint three officers to serve on the National Committee.
  - Each officer must be qualified to serve on a National Committee.
  - The qualifications are the same as those for a National Board, found on page 18 of this *Aglow National Leaders Handbook*.
  - Approval of the officers comes from the International Field Director.
- **The new National Committee officers should designate who will serve in the three positions as: President, Treasurer, and Secretary.**
- The National Leader should provide the new Committee Officers with the following:
  - *One Application for Affiliation: National Committee Form*
  - *Leadership Questionnaire Form* (one questionnaire for each officer).
  - A copy of this *Aglow National Leaders Handbook* (one for each officer)
    - Or, a link to Aglow's Leader Resource Center <https://leaders.aglow.org/> can be sent (when possible) to each officer where they can access the Aglow National Leaders Handbook and either print or read online.

After the forms are complete, the National Leader should make certain all information is complete and follow up on any points in question, then they should send the forms to the International Field Director to approve and officially affiliate as a new National Committee.

## RESPONSIBILITIES OF THE NATIONAL LEADER ASSISTING THE COMMITTEE

### The National Leader

- helps the new officers divide the responsibilities of a National Committee
- writes to each existing local fellowship in the nation telling them of the National Committee and instructing them to begin sending a tithe of their offerings and a portion of the Global Partnership fees to the National Committee to begin building their treasury to cover ministry expenses within their nation.
  - A copy of this letter should be sent to the International Field Director and to the Regional Committee chair.
- Prepares them for national board leadership by
  - including them in Aglow travel within the nation to meet with interested groups of women or men and to help begin Aglow fellowships.
  - using them to help new fellowships complete their affiliation paperwork.
  - teaches them how to conduct the local leadership training and having them assist with training sessions.
  - helps them to plan and hold a national retreat or conference.
- remains in close communication with the members of the National Committee to offer helpful suggestions and to help solve problems as needed.
- helps to select at least two more people to become trained for national leadership so that the committee can transition into a National Board
- helps the committee to complete affiliation as national board.

When the National Committee has finished transitioning into a National Board, the National Leader who assisted them should write to each local fellowship in the nation, informing them of this and reminding them to be in close communication with their National Board. (A copy of this letter should be sent to the International Field Director and to the Regional Committee chair.)

At such time as the National Board is affiliated, they should begin relating to the Regional Committee and the International Field Director. The National Leader who assisted them may continue to mentor the national board as needed.

**NOTE:** A National Coordinator or National Assistant may become part of the National Committee (Board). In this case, it will be important to be able to work with the others on the board. Their former leadership position would **not** automatically place them in the position of National Board President.

## SECTION 6

### NATIONAL DIRECTOR OR COORDINATOR

- **A National Director** is an Aglow representative for a *group of nations* where there are no National Boards/Committees.
- **A National Coordinator** is an Aglow representative for *one nation* where there is no National Board or National Committee.

These positions are recommended by the Regional Committee and approved to serve by the International Field Director. The appointment is initially for one year with a review at the end of that time. They may be reappointed to serve as long as needed.

A National Director or Coordinator should release any previous board position within one year. Once a National Board (or Committee) is established, the National Director or Coordinator may continue to mentor as needed.

### RESPONSIBILITIES OF THE NATIONAL DIRECTOR OR COORDINATOR

#### The National Director or Coordinator:

- Is directly responsible to the International Field Director at Aglow Headquarters and must also stay in continual communication with their Regional Committee Liaison.
- Serves as a member of the Global Council
- Communicates with the Aglow Headquarters International Field Director on a regular basis
  - by means of reports and correspondence.
- Presents any projected travel plans to the International Field Director (copying the Regional Committee Liaison) for approval before finalizing

### RESPONSIBILITIES WITHOUT ESTABLISHED AGLOW ACTIVITY

#### The National Director or Coordinator

- Promotes Aglow and works to extend the ministry by telling women and men about it and explaining what Aglow can do for them wherever there is an opportunity.
- Actively pursues all interest in establishing new local Aglow fellowships.
- Works to bring understanding to pastors in the communities.
- Instructs newly appointed officers regarding the affiliation process.
- Teaches leadership training to newly formed Local Boards using the *Aglow Local Leaders Handbook* and other current Aglow materials.
- In nations where it seems likely that a National Board will develop, the National Director/Coordinator may recommend to the Regional Committee and International Field Director at Aglow Headquarters that a National Committee first be formed. (see page 45 for more information).

### RESPONSIBILITIES TO ESTABLISHED LOCAL AGLOW FELLOWSHIPS

#### The National Director or Coordinator

- is knowledgeable of all their activities by
  - receiving copies of the minutes of board meetings

- communicating with them regularly
- visiting local fellowship meetings periodically
- meeting with local officers, giving them opportunity to express themselves and to share what is on their hearts
- encourages them by
  - being available to them and communicating frequently
  - offering helpful suggestions
  - helping to solve problems as needed
  - sharing with them the vision and direction received from the Aglow Global Headquarters offices, through international conferences, correspondence, and other news from the Aglow Global Headquarters offices
  - seeing that local leaders have the appropriate leadership helps and available materials
- teaches leadership training
- plans retreats (Area Boards are responsible for retreats only in their area)
- explains and initiates appointment of officers when vacancies occur, seeing that the proper paperwork is completed (change of officer forms and leadership questionnaires)
- initiates and follows up local board evaluations
- initiates and oversees the translation of Aglow literature when needed

## **NATIONAL DIRECTOR/COORDINATOR RESPONSIBILITIES TO AREA BOARDS**

### **The National Director or Coordinator**

- assists newly appointed Area Boards in becoming affiliated
- trains area officers in their duties, as detailed in the *Area Handbook* located on the Aglow Leaders Resource Center: <https://leaders.aglow.org/>
- gives oversight to their activities
- keeps in close contact with them and meets with them occasionally to discuss the Aglow ministry in their area
- initiates and follows up with Aglow Area Board officer reviews.

### **RESPONSIBILITIES WHEN ABSENT FROM THEIR NATION**

The National Director/Coordinator should be available to the Local Boards (and groups) and Area Boards.

**Should they find that they need to be away from their nation for more than two consecutive months they should:**

- maintain their responsibilities through communication with the Aglow family in their nation by email, phone (when possible), WhatsApp, and/or Zoom.
- direct them to relate to the International Field Director at Aglow Headquarters.

**When maintaining their responsibilities through communication with their nation, the National Director or Coordinator should:**

- notify local fellowships and Area Boards of their upcoming absence and of their continuing availability to them
- establish contact information for where/how they can be reached during their planned absence
- have someone available to receive and sort their Aglow mail, forwarding to them anything of importance
- follow up on matters needing attention

**When directing the work to the National Director or the International Field Director, they should:**

- notify local fellowships and Area Boards of any upcoming absence and direct them to send their communication to the International Field Director during that period of time.

**NOTE:** It is important to notify the International Field Director of any upcoming absence as far in advance as possible, including the dates, an address where contact can be made and the method chosen for handling responsibilities during their absence.

### **OUTREACH WITHIN THE NATION(S)**

**The National Director or Coordinator is responsible for the Aglow outreach within their nation.** They may be assisted in these responsibilities by National Assistants and/or Area Boards.

The National Director or Coordinator should follow the same procedures for Aglow Outreach as a National Board Outreach Coordinator position. See the guidelines for these procedures on pages 28-29 of this *Aglow National Leaders Handbook*.

### **OVERSEEING LOCAL FELLOWSHIP AND AREA BOARD AFFILIATIONS**

The National Director or Coordinator is responsible to oversee the affiliation process of Local Fellowships and Area Boards in their designated area.

**Full details on the policies and procedures for Affiliating Local Fellowships/Area Boards will be the same as those explained in the National Board Affiliation Procedures.**

### **OVERSEEING OTHER GROUP AFFILIATIONS**

When affiliating other local groups, the following information will be helpful:

- These groups include: Candlelight groups, Men of Issachar groups (MOI), Couples groups, Aglow@Home groups, and Generations Groups
- A Candlelight Group does not replace a Local Fellowship group, but is an option when there is no local Aglow Fellowship but there are Aglow leaders who would like to start an Aglow group. These groups may affiliate as long as they have one main leader and 1-2 co-leaders.
- National Director/Coordinator should provide the officers with an Aglow affiliation application for the type of group they are looking to start as well as a leadership questionnaire (one for each officer).
  - **Please Note:** These forms are different than the forms used for Local Fellowships/Area Boards.
- Forms can be found on the Leaders Resource Center website or can be requested from International Field Director.
- Completed Group Affiliation Application and Leadership Questionnaire's must be signed by the National Director or Coordinator and sent by email to the Aglow Headquarters' International Field Director to become officially affiliated.

## **FINANCIAL GUIDELINES FOR THE NATIONAL DIRECTOR, COORDINATOR & ASSISTANT**

When a National Director or Coordinator or Assistant is appointed they are encouraged to do fundraising to help with their expenses. These funds will be used only to cover actual Aglow work expenses such as postage, telephone calls, copying costs, airfare, bus fare, lodging or mileage for travel by car, etc. generated by the National Director or Coordinator as related to their own Aglow work in their assigned territory.

If a *National Assistant* has been appointed to serve under a National Director or Coordinator, the assistant should send her requests for working funds to the National Director or Coordinator.

### **ACCOUNTING**

#### **Bank Account**

Depending on the laws of your nation, a bank account should be set up under the name of Aglow International – (of your nation). The account should list two or three signatures, but only one signature shall be required on the checks that are written.

### **REPORTING**

Keep a ledger of all expenses related to the Aglow ministry (transportation, food, lodging, telephone, postage, etc.). Indicate income (tithes, membership, global partnership fees, working funds, sales of publications, etc.).

Reconcile bank statement and expense records monthly.

Send a financial report to the International Field Director quarterly. Keep ledger, bank statements, cancelled checks and all receipts or vouchers in your own files for at least 3 years.

### **SUPPLIES**

Aglow International will supply the National Director or Coordinator with all necessary forms, informational literature, and leadership materials.

## SECTION 7

### NATIONAL ASSISTANT

A National Assistant is an Aglow representative who **works at the direction of a National Director or Coordinator to assist** in the oversight of the Aglow work.

They are approved to serve by the International President/CEO together with the International Field Director. The appointment is initially for one year, with a review at the end of that time. After their one-year review, they may be approved to serve as long as needed. After appointment they should release any previous board position within one year. When a National Board is established, the National Assistant is released from the Aglow responsibilities with that nation.

#### RESPONSIBILITIES OF THE NATIONAL ASSISTANT

**When relating to a National Director or Coordinator, the National Assistant**

- Works at the direction of the National Director or Coordinator in the promotion and oversight of the Aglow work.
  - Travel for Aglow should be made only at the direction of the National Director or Coordinator.
- Serves as a member of the Global Council.
- Assists in the formation of new fellowships.
- Helps new fellowships complete their affiliation forms.
- Assists in teaching leadership training to local fellowships and Area Boards where applicable.
- Communicates regularly with the National Director or Coordinator, keeping them informed of all activities.
- Is free to communicate with the International Field Director as desired or is necessary.

#### NATIONAL DIRECTOR/COORDINATOR OVERSEEING NATIONAL ASSISTANT

**The National Director or Coordinator will oversee the National Assistant by:**

- delegates the assistant's specific duties
- gives oversight to the National Assistant's activities
- keeps in close contact with the assistant and communicates with them regularly regarding their Aglow responsibilities
- is knowledgeable of all Aglow activity throughout the territory where each National Assistant is responsible.

## **DIVISION OF RESPONSIBILITIES (NATIONAL DIRECTOR WITH AN ASSISTANT)**

When a National Director has an assistant, the responsibilities can be shared in the following ways:

### **Outreach**

#### **National Assistant assists with Outreach by:**

- Follow up with all contacts and inquiries for Aglow in their nation(s), keeping National Director fully informed.
- Follow outreach procedures used by National Directors.
- Handle all outreach work personally. Local officers should not do this work.
- Accompany National Director whenever they travel (if possible).
  
- **National Director/National Coordinator:**
- Inform National Assistant of all contacts they have in that nation(s) and what follow up has been done.
- Contact all newly developing groups.
- Travel in the nation(s) to meet with Aglow people for any purpose. The National Assistant should be fully informed of this, should be included in plans, and should travel with the National Director whenever possible.

### **Affiliation Procedures**

#### **National Assistant:**

- Assist new groups with affiliation process.
- Collect affiliation papers, checking to be sure they are complete.
- Mail all affiliation papers promptly to National Director/Coordinator.

#### **National Director/National Coordinator:**

- Carefully check over all affiliation papers received from National Assistant.
- Sign all papers.
- Email (or mail) papers to Aglow Headquarters' International Field Director and send a copy to the Regional Committee liaison.

### **Leadership Development**

#### **National Assistant:**

- Help newly forming fellowships understand the basics of Aglow.
- Attend all leadership training sessions and support the National Director or Coordinator, assisting in any way the National Director requests.

#### **National Director/National Coordinator:**

- Teach Local Leadership Development and other leadership training provided by Aglow International to all groups at least once each year using the *Aglow Local Leaders Handbook* and other current materials from Aglow.

## Oversight of Established Fellowships

### National Assistant:

- Keeps in regular communication with all fellowships (and groups) under their responsibility by email, telephone and an occasional personal visit. This is for the purpose of discussing the Aglow work, learning of any problems, helping with problems, encouraging the leaders.
- Send regular and full reports to the National Director.

### National Director/National Coordinator:

- Visit, write or telephone Aglow leaders at any time.
- Be alert to and check on any signs of weakening or potential problems.
- Keep the National Assistant informed of all new information on the fellowships.

## National Conventions

### National Assistant:

- Assist the National Director as requested.

### National Director/National Coordinator:

- Initiate, plan and lead all conventions, with help from the National Assistant.

## Finances

### National Assistant:

- Notify National Director of need for funds (for postage, telephone and travel.)
- Set up a separate Aglow account for National Assistant funds (when applicable).
- Keep full financial records.
- Send financial report to the International Field Director quarterly and copy the National Director/Coordinator.

## SECTION 8

### AGLOW INTERNATIONAL CONTACT INFORMATION

➤ **Aglow Headquarters Street address:**

Aglow International  
123 2<sup>nd</sup> Avenue South  
Suite 100  
Edmonds, WA 98020 U.S.A.

➤ **Mailing address:**

Aglow International  
P.O. Box 1749  
Edmonds WA 98020-1749 USA

➤ **Aglow Headquarters' Telephone:**

Telephone number: 1-425-775-7282  
FAX number: 1-425-778-9615

➤ **Aglow Headquarters Email Addresses:**

- **If needing to email President/CEO please use General Email below**

General Email: [aglow@aglow.org](mailto:aglow@aglow.org)  
International Field Office - International: [intl.fieldoffice@aglow.org](mailto:intl.fieldoffice@aglow.org)

➤ **International Field Director Contacts:**

Telephone number: 1-425-275-0231  
WhatsApp: +1 206 962 0949  
Email: [JanaeLovern@aglow.org](mailto:JanaeLovern@aglow.org)

## SECTION 9

### NATIONAL BOARD INFORMATION: REPRINTING/COPYRIGHTS/LOGOS

Global Partnership in Aglow is presented at the Local Fellowship meetings. Information on how to present membership and what membership involves can also be found in the *Aglow Local Leaders Handbook*.

Becoming an Aglow partner means becoming a part of Aglow's ministry and is a sign of commitment, a helpful criterion for finding leadership, and a tangible way to link all Aglow family throughout the world. **Membership should be offered in every nation except where legally or culturally prohibited.**

#### MEMBERSHIP IN AGLOW – AGLOW GLOBAL PARTNERSHIP

On April 1, 2015 the Aglow Global Partnership program began. Membership throughout the affiliated nations of Aglow will be called **Global Partnership**. Paying the partnership fee in your nation makes the person a member of the global ministry of Aglow International as well as a member of Aglow within your nation and your local fellowship.

The Global Partnership fee collected will be an amount determined by the Aglow National Leadership for your nation. Your Aglow National Leaders will also determine the distribution of the fee, between your local group and the National Leadership, to be used to help fund the ministry in your nation. Your National Leadership will send 10% of the total partnership fees collected, to Aglow Headquarters in Edmonds Washington, U.S.A. to help support the apostolic vision-center of the ministry. Partnership is for a period of one year, and then renewed annually.

In order to encourage partnership in Aglow, the local board must understand its value and promote the opportunity. The secretary is usually responsible for keeping partnership records; (See *Aglow Local Leaders Handbook* for more information).

The leadership you relate to (Area, National, Regional and International) will explain how Aglow Global Partnership is to be handled in your local Aglow. For example: one third of the membership fee that is collected could be kept in the local Aglow's treasury and two thirds could be sent to leadership (to be used for Aglow expenses in your nation.)

#### FUND RAISING PROJECTS

Both National and Local boards have the option of sponsoring one or two fundraising projects or events each year, as a means of financial support in addition to offerings.

If items are produced for sale using the Aglow logo, please write to Aglow Headquarters for approval of each item before producing them.

#### FUNDING OUTREACH PROJECTS

If a fellowship begins an outreach in their community (such as feeding the hungry or ministering in an orphanage) they may take a designated offering at their outreach meeting or have a fundraising event for that purpose. It is important that each project uphold the purposes of Aglow and our ministry statement, and that the **funds raised must be used for the purpose designated.**

## AGLOW MATERIALS: REVISING, PRINTING, REPRODUCING

Requests to translate, print, revise, and/or reproduce an Aglow book or publication (to include conference messages, transcripts, etc.) should come from the highest level of Aglow leadership in a nation. These requests should be sent to Aglow Headquarters, Attention: International Field Director. Aglow staff will help you work through your translation project. The following guidelines apply to both translating, printing, and reproducing Aglow materials.

- **IMPORTANT: Approval must be received from Aglow Headquarters' International Field Director before proceeding with an Aglow materials project.** This will insure that the most current edition is being used.
  - Please include the estimated dates for beginning and completing each project and how the items will be used (for sale within Aglow, given away for evangelistic purposes, etc.)
- Copyrights to many of our publications belong to our authors, and Aglow must secure their permission and decide if royalties should be paid.
- **No changes in content of an Aglow publication** may be made for any reason without written permission from the Aglow Headquarters.
- **For Translations:** after receiving approval from the Aglow Headquarters, proceed with a qualified translator. The translator should be a mature Christian (familiar with our doctrines) who is fluent in English as well as the language of the translation, which should be his/her first language.
  - **NOTE:** Include on each manuscript the translator's name and date of the edition translated.
  - **The name AGLOW is a registered trade name and should not be translated.** It must appear on all Aglow publications unless special written permission is granted.
  - The translated manuscript should be proof read carefully and then given to another approved translator, or National Board member, for comparison checking for accuracy and completeness.
- Each translated or reprinted work **must** contain the following copyright information (in the language of the publication):

This publication was originally published under the title \_\_\_\_\_

(Give title in English), in the United States of America by Aglow International, P.O. Box 1749, Edmonds, WA 98020, Copyright \_\_\_\_\_ (date) in USA.

All rights to this book are reserved. No part of this book may be reproduced in any manner whatsoever without written permission of Aglow International.

## COPYRIGHT LAWS

Aglow International asks all fellowships to honor the U.S.A. Copyright Public Law and the copyright laws in your nation. This means music copyrighted in the United States should not be duplicated unless written permission is obtained from the copyright holder.

- Use of printed copyrighted music at Aglow meetings:
  - The use of a single copyrighted work during a worship service or a religious assembly is not an infringement of the copyright law. Therefore, any one of the following visual aids may be used to display a single copyrighted work; typed lyrics on a screen/projector, chalkboard/whiteboard, large sheet of paper. **Duplicating lyrics of copyrighted music onto song sheets or photocopying of copyrighted music is against the law unless permission has been obtained from the copyright holder.**
- Recording copyrighted music at Aglow meetings:
  - Recording and reproduction of all copyrighted music for sale or giveaway is against the law unless permission has been obtained from the copyright holder prior to release. Do not include copyrighted music on the speaker's recording unless you are prepared to obtain the required permission. It is, however, within the law to record the praise and worship music for personal use as long as the music is not duplicated.

## LITERATURE TRANSLATIONS

### Division of Responsibilities

#### Responsibilities of the International Field Director at Aglow Headquarters:

- Serves as main contact for literature translations, suggesting items that might be helpful to the ministry there and collecting information on how the projects are progressing.
- Receive inquiries regarding translations and connect these people with the leader overseeing translation projects when necessary.
- Give approval for each project together. Keep Regional leadership informed.
- Communicate with Aglow authors to receive permission for translation work to be done and, when appropriate, will prepare a legal agreement for translating a copyrighted book that is owned by the author.

#### Responsibilities of National Leaders:

- Assess the need within your nation for translated literature, i.e. which language is needed most, which publications, quantities, etc. This includes updating Aglow information /handbooks and correspondence that needs to be translated.
- Obtain permission to translate each item from the International Field Director, and secure updated information and/or current editions.
- Plan how the literature will be used, i.e. sold, given away, other organizations to distribute, etc.
- Get reasonable estimates for translating, typing, printing/photocopying, etc. keeping in mind what funds are available. Keep Regional Committee informed.
- Locate a qualified translator and discuss terms including time, payment, etc.
- Follow the guidelines for Aglow Materials on page 54.

- Submit sample copies upon completion to the regional committee and Aglow Headquarters International Field Office *as requested*; distribute literature as planned; keep aware of supplies remaining.
- See “Copyright Laws”
  - **National copyright procedure** should be investigated by the person overseeing the printing process. If a second copyright must be secured, it should be printed near the original copyright in the language of the publication.
  - When the item is completed, **a copy must be sent to Aglow Headquarters**. Sending the copy electronically is acceptable unless the International Director states otherwise.

### Responsibilities of Aglow Translators:

- Work in cooperation with the Aglow leadership in the nation, as they direct and according to the terms agreed upon.
- Translate the text as literally as possible, trying to stay true to the original meaning. Be careful nothing is omitted or changed, unless permission is received from Aglow Headquarters.
- Include your name and the date of the edition translated on the title page.
- Include copyright information and the current Aglow International address. See page 56 for details
- A name and address for ordering more literature may also appear (in the language of the publication).

## PRODUCTION OF AGLOW ACCESSORY ITEMS

Those wishing to produce any item for sale with the Aglow name or the Aglow logo must obtain permission by contacting the Global Field Office – International prior to production.

### AGLOW LOGOS

Name: **AGLOW INTERNATIONAL**



Aglow International logo with tag line:



The Aglow logo is a registered trademark. To protect the integrity of our trademark, it may be used only for Aglow purposes. Aglow’s logo cannot be used in conjunction with personal ministry or for the purpose of personal gain.

The Aglow logo may be used for publicity purposes (i.e., an Aglow outreach meeting flyer, an Aglow newsletter, etc.) ***If written permission is first obtained from Aglow Headquarters***, it can be used on Aglow accessory items you produce to sell, including books, clothing or accessories (i.e. key chains, coffee cups, etc.)

In the United States the logo stationery is printed in a terra cotta color on white paper. If you choose to print your own Aglow stationery, the logo design should be kept exactly the same and you may print it in terra cotta, black or white.

The Aglow logo was re-designed in 2005.

**Our suggestion for the design of logo stationery in your nation:**



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**Canada**

(your nation)

More Aglow logo types and colors may be found on Aglow International's website at <https://aglow.org/aglow-logos/>

## AGLOW TRAVELERS IN YOUR NATION

With today's ease and frequency of global travel, Aglow people from all corners of the world are traveling to nations outside their own. Often, they contact either the Aglow National Leader or the International Field Director for information about how they might attend Aglow meetings during their travels.

The following guidelines will help you as a National Leader respond to these visitors to your nation.

**When a traveler contacts the International Field Director at Aglow Headquarters requesting information regarding Aglow in specific nations:**

- They are asked the purpose of their trip.
- The International Field Director will ask them if they desire to visit an Aglow fellowship meeting as an attendee, or if they are seeking potential speaking engagements.
  - **If the person is wanting to attend an Aglow meeting anywhere in the nation** they are given information on how to contact the Aglow National Leader or office. Contact information for a particular city or local fellowship is not given.
  - **If the person is a potential speaker for local fellowships** the International Field Director will take the information and contact the National Leader directly. The National Leader then has the option of contacting this person for speaking engagements, if desired.
- As a general rule, the International Field Director does not recommend speakers. Occasionally, if a member of the Board of International Directors or other key leader in Aglow is traveling to your nation and willing to do some speaking, we will give that information to National Leaders so that arrangements can be made if desired.
  - There is no obligation to provide hospitality to the traveler.
  - Other than a cordial visit by telephone, you have no responsibility to help the traveler with such things as providing housing, food, sightseeing arrangements, meeting them at the airport or train, etc.
- As national leader you are free to give the directives to your local and area Aglow leadership regarding Aglow travelers in your nation.