

## Lighthouse Leadership Team Job Description

# Vice-president of Financial Development

A prophetic word spoken over Aglow said that the ministry will become a storehouse of storehouses. Sarah and Abraham walked out a similar prophetic word – the promise of a son who would make them known as the father and mother of nations.

As the VP of Financial Development we encourage you not to look at the money coming in or the money as it goes out. We encourage you to look at what God has said and believe that your Lighthouse is on the road to becoming a storehouse in a system of storehouses.

Sarah passed through her child bearing years as a barren woman, yet the miracle of her life is that she became known as the mother of Isaac, the son of promise. Sarah stayed close to Abraham. No matter when their journey went, she did not allow adversity to separate her or discourage her from being a wife to Abraham. In her obedience to her husband, Peter declared in 1 Peter 3:7 that she was an heir with Abraham of the Grace of life. Sarah was an heir to every promise given to Abraham. Not one word God spoke over them, not one blessing, was unfulfilled.

As you watch over duties of the VP of Financial Development, you will participate in seeing your group's finances as they are transformed into a storehouse that has more than enough to fund the assignments God gives to the community where you are. You will stand in faith believing that finances will no longer be a chain that holds God's work back, rather, the finances will become a weapon to breakthrough every hinderance.

While there might be days you are tempted to take things into your own hands to bring funds in, wait on the Lord. Like Sarah, you will discover that God keeps all His promises!

### **Lift your hands and declare this over yourself:**

*Father, as I receive the mantle that accompanies this job, I receive all the wisdom and faith that I will require to see every financial prophetic word spoke to Aglow come to pass. I need not look further than what You have already spoken, and I prepare myself now to receive everything that is coming into the storehouse in my Lighthouse. I receive the ability to stand in the gap and to receive provision from Heaven that You have already stored up for us. Like Sarah before me, the faith You have given me will help achieve the fulfillment of our financial prophetic promises. I believe and I receive!*

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

- Meet the Qualifications for Lighthouse Leadership ([see Chapter 4](#))
- Believe God will more than supply the financial needs of the Lighthouse
- Become familiar with the Financial Digest
- Have a willing heart to work with numbers
- Understand the Biblical principles of being a generous and cheerful giver
- If yearly income is over \$50,000, call the Global Field Office – U.S.A. at Headquarters.

- Distribute your 1099-MISC forms to those who received over \$600 from the Lighthouse in one year before January 31<sup>st</sup> (if applicable)
- 1096 Form before February 28<sup>th</sup>.
- Oversee all the financial transactions of the Lighthouse by:
  - Collecting, counting, and depositing the offering
  - Keeping accurate records of all financial transactions in a ledger
  - Having the approval of the Leadership Team before making any expenditures or paying bills when using the Aglow funds
- Present a brief written financial report each month at the Leadership Team meeting that contains:
  - Monthly income and expenses
  - Beginning and ending balance
  - The balance of any restricted funds
  - Bank balance
- Bank statements are required to go to the President. This is required by the auditors of the Global Headquarters. After the President opens the bank statement and makes an initial check, the statement can be given to the VP of Financial Development.
- Complete the Annual Financial Report and mail to the Area Team by January 15 of each year
- Keep financial records for seven years
- Make certain any guest speaker/teacher receives a card by the end of the meeting containing:
  - Reimbursement for travel expense (see [www.irs.gov](http://www.irs.gov) for current mileage rate)
  - An honorarium (All Lighthouse teams give a minimum of \$100 for each honorarium. If your Lighthouse is currently NOT able to give \$100, begin to increase the amount you are giving until you reach \$100.)
  - Meals as are appropriate
- Provide written receipts for donations of \$250 and over and for any donation where the donor requests a written receipt.
- Tithe monthly:
  - 10% to the Global Headquarters of the undesignated income
  - 2% to the Global Headquarters for the support of your Regional Director
- Send love gifts as the Leadership Team decides to:
  - Area Team
  - State Leader, if you have one
  - Regional Director
  - Global Headquarters
  - Each May receive and send a special offering to the State Prayer Coordinator
- Have the financial records reviewed at year-end by the **Area** Vice-president of Financial Development
- Encourage the Leadership Team to believe God for all the funds needed to carry out the work of Aglow in your community, including funds to send leaders to retreats and conferences

- **ASK** the Area Vice-president of Financial Development if you have questions regarding what can and cannot be done with Aglow funds
- Give all materials to the next officer who fills your position or to the President.