

# Chapter 5

## Lighthouse Leadership Team Job Descriptions

### President

Long before Deborah became a leader in a time of war, she was a homemaker. Her home was located on the road between Ramah and Bethel and she sat beneath a palm tree. People came from afar to receive from her wisdom.

Little is known about her husband, Lapidoth; however, it is said that Deborah was a keeper of the tabernacle lamps. As she grew in faith, she watched over the spiritual vision for Israel. In all of her roles, first as counselor to her people, then as a judge in times of dispute, her greatest role emerged as a deliverer in time of war. (This is a terrific point- and so timely for now!) She rose to great leadership because she trusted God in such a way that others were inspired to trust Him, too.

In Judges 5:7 it is recorded of Deborah that she went about her tasks until village life 'ceased to exist' as it had been known. At that point, Deborah arose and began to chart a course that brought God's will forth in her sphere of influence as she empowered others to come alongside the plans of God for their village and the nation of Israel.

As President, you fill a place of great influence, empowerment, and apostolic leadership. While village life as it was known when Aglow began in 1967 has ceased to exist, you realize that you are living in the clash between two kingdoms and it is a time of war.

Just as God prepared you to be a modern-day Deborah, you empower others and set the course of the team. Relationship is key. Just as Deborah spent time with God, He will give you words of life to speak into the identity of those around you. He will open your eyes to see passion, talents, giftings of those who walk alongside you. Look for places where they can shine while bringing Heaven to earth. Just as you can personally set the tone in your home, you will set the tone on the team and with all those you lead.

### **Open your hands and pray this prayer over yourself:**

*Father, when You look at me, all You see is the power-packed identity You planned for me. Before the foundations of the world were set in place, You called me to be the leader of this Lighthouse. While I may not feel qualified, I make the choice to step into and fully embrace that calling. Like Deborah before me, I walk in the same dependency upon You as she did. I walk in the same anointing that was upon her to see Your Kingdom come and Your will be*

*done in my community as You decree in Heaven. I trust with each step I take that You open doors of favor that bring all that is needed for us to be a Light in our community. I am so grateful to walk with You at this crucial time in history. Thank You, Father! I receive!*

### **As the Leadership Team President, you:**

- Meet the Qualifications for Lighthouse Leadership ([see Chapter 4](#))
- Work in a submitted relationship with those in authority over you, and with those you lead
- Are sensitive to the leading of Holy Spirit and make time for Him as you have team gatherings
- Carry the vision and lead the team in seeking Holy Spirit for assignments in the town
- Are creative in planning and implementing ways to reach people in your community
- Keep Aglow's mission central in all that the Lighthouse does
- Develop leader potential in others by giving them responsibilities and allowing them to complete them
- Oversee team meetings
  - Prepare the agenda for team meetings, checking with team for agenda items
  - Keep the meeting moving
  - Always yield to Holy Spirit
  - Encourage everyone's involvement in discussions
- Guide the team in all decisions, especially in selection of the speakers, or using a Fireside Chat, showing a conference video, a Jane video and setting the outreach agenda
- When having a speaker, extend the initial invitation via phone to speakers or designate another team member to extend the invitation
- Share ALL communications from Headquarters, Regional Directors, or State leaders received with your team
- Preside at the monthly outreach gathering, allowing and encouraging others to be involved
  - Set the tone of the meeting by coming prepared
  - Give simple explanations about the gifts of the Holy Spirit as they occur during the meeting
  - Preside during praise and worship by being visible in front
  - Greet the speaker, if you are having one
    - Give them a copy of the agenda
    - Confirm their speaking time
    - Confirm who will give an invitation
    - Confirm who will close the gathering

- Confirm that they will be part of the ministry team, if appropriate
- Serve as part of the ministry team at the close of each gathering or community outreach
- If the speaker ministers at the close of the meeting, you team with them
- With the team's agreement, invite a new woman to fill a vacant position on the team (if no one currently serving on the team desires to fill the vacant position) by following the Appointment Process ([see Chapter 7](#))

**Give all materials to the next person who fills your position or to the Area Team when your service is finished.**

## Vice-president of Ministry Development

Dorcas was known as a woman who was full of good works. Benevolent, compassionate, and devout, she gave generously of herself to others. She was known for stretching out her hands to the needy both physically and monetarily. With her sewing needle in hand, she established a service that reached to the far corners of the earth. Scripture tells us that Dorcas was the only woman to be referred to in the Bible as a disciple, and the fruit of compassion and kindness poured out of her just like Jesus. She lived out of the spotlight and operated behind the scenes to help the people who were in need the most.

Dorcas lived a short distance from Jerusalem at the port of Joppa, an important Christian center during the years when the new faith was spreading from Jerusalem to the Mediterranean. The beautiful harbor was halfway between Mount Carmel and Gaza.

Perhaps Dorcas' home had a large roof guest house that was reached by a stairway. From this vantage point, she could see the needy as they walked the streets of Joppa, going down to the sea in search of rags that washed up to use for clothing. As she watched, a desire began to stir within her to help.

Dorcas had great compassion for widows and orphans who often were clothed in ill-fitting rags. Each one who worked with Dorcas, worked with great care to see that all they helped left feeling renewed in spirit and lifted to great worth simply because someone saw, cared, and dared to make a difference.

As the Vice-president of Ministry Development, you recognize opportunities to step in and make a difference in your community. From the high advantage point of seeing like God sees, you will see gifts and talents in others and link them with ministry opportunities within the community. Not stopping there, you help take the ministry of Aglow out of the four walls of the gathering place as the group becomes known in the community because of the compassion and care shown toward the needs of others.

Like Dorcas, your role opens the door for unnoticed people groups to find that Someone truly cares for them, hears their cries, and comes on the scene with help. Those in the Lighthouse are His hands and feet to the lost and hurting community in your town. You are the help that God has sent and like Dorcas, you are like glue that holds the group together by the amazing gift of practical service that can change an entire community.

### **Open your hands and pray this prayer over yourself:**

*Father, what a joy to step out in faith, trusting that You have called me, anointed me, and given me all that I require to see my community as You see it. My dependency is upon You as I sense Holy Spirit nudging me to open my eyes to see the vast needs. You have positioned me perfectly having formed me in my mother's womb. My Heavenly identity goes before me and*

*prepares the way. I willingly step into this position for such a time as this realizing that You are the Provider. You go before us and have made a way for everything we have need of. I am grateful to be trusted by You. In Jesus' Name, I receive all the anointing and the sure mantel that goes along with this position.*

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

- Meet the Qualifications for Lighthouse Leadership ([see Chapter 4](#))
- Assume the duties of the President upon their request or in their absence (with the understanding that you may or may not become President when the President actually leaves the team)
- Work in close relationship with the President, being supportive of their position
- Assess the needs of the community and oversee those who are heading up the varied opportunities for ministry and serve as a liaison between them and the Leadership Team
- Give oversight to the publications ministry by making books and teaching materials available from Headquarters
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next leader who fills your position or to the President when your service is finished.

## Vice-president of Public Relations

The apostle Paul spoke words of high praise over Phoebe. He even chose Phoebe as an Ambassador to represent him before he traveled to Rome because he needed someone to prepare the way of his coming to share the Gospel of Jesus Christ. Phoebe was a wealthy woman of influence and a woman of good standing. When she set out for Rome, Paul sent letters that were a record of all he and others owed her for her great service to them.

As she traveled to Rome, she had many opportunities to stop along the way where Christian churches had been established. While there, she brought greetings and messages directly from Paul.

Paul called Phoebe both ‘a sister’, a term of affection, and ‘a servant of the church’. In the early church, much was made of service and very little of office, position, or title although Phoebe was a deacon in the church at Corinth and the only female deacon mentioned in the Bible. She was known as one who came to the aid of converts in need and she championed the oppressed. She exemplified the spiritual gift of helps, and pointed people in the right direction.

Phoebe had the knack of making people feel at ease in her presence and people were drawn in. She gave herself freely to the ministry of the church. Her goodness and sympathy, her loyalty and kindness, and her trustworthiness marked her as a woman whose ministry inspired all who came near her.

Like Phoebe, as Vice-president of Public Relations, you have the privilege of portraying the vision and activities of Aglow to both friends and strangers. To the community you have great influence to open doors that portray a compelling and enticing invitation to “Come, see a Man!” To the Aglow family, you keep them informed of opportunities to not only receive for themselves, but to minister to those in need through different avenues of outreach. You are a type of bridge builder within the Lighthouse, and also between the Lighthouse and the community, to point people in the right direction as Phoebe did.

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

*Father, my life is in Your hands. Where You go, I will follow. What You say, I will speak. I receive the exact skill set that I need to carry out the duties of this place on the Team. I call for every creative gift needed to complete with joy the tasks before me, knowing full well that those You call, You qualify. My trust is in You alone. I step into and receive the anointing and mantle to walk in the Grace and strength, wisdom and trust that Phoebe walked in for her day. I will do this for my generation. I was born for this!*

### **As the Vice-president of Public Relations, you:**

- Meet the Qualifications for Lighthouse Leadership ([see Chapter 4](#))

- Send a change of information form to notify the Global Headquarters of **any** change in officers, addresses, e-mails, phone numbers, or changes with outreach times, days, or places
- Become the chief personal correspondent for the Lighthouse Leadership Team, insuring that a standard of excellence is maintained in all written communications
  - **Use Aglow International, NOT Women's Aglow or Women's Aglow Fellowship!**
  - Use the current Aglow logo (see [www.aglow.org](http://www.aglow.org))
  - Include Aglow ID and chartered Lighthouse name on all communications with the Global Headquarters
- When the team invites a speaker and the President has spoken to her, send a letter to the speaker containing information needed to arrive at the appointed meeting on time
- Oversee the publicity for all meetings unless someone is appointed to do this
- Seek ways with the Leadership Team to raise visibility of Aglow in your community
- Provide the Leadership Questionnaire to all new leaders
- Send a Character Reference Form for candidates for Bible study leaders and Prayer ministry leaders
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next officer who fills your position or to the President.

## Vice-president of Administration

Priscilla, of Jewish descent, was one of the most influential women in the New Testament Church. She came from Italy with her husband, Aquila, and lived first in Corinth before moving to Ephesus. They left Rome when Claudius expelled all the Jews. She and Aquila worked alongside Paul who called them co-laborers. To be a co-laborer in that time meant they could not be easily worn out and they were fully committed to the service of the Lord Jesus Christ.

As a prominent woman, Priscilla became both the teacher and mentor of Apollos, who was a very learned man of his day. She had many practical abilities, and she and her husband were tent-makers. Their home was a meeting place for those who wanted to grow in faith. In fact, the church at Corinth and Ephesus met in their home. In order to be this successful in building the church, imagine Priscilla as an outstanding keeper of notes and records of all that was taking place.

A multi-tasker, Priscilla managed her household, made tents, mentored many in the way of Christian living, expounded on the Gospel to all who would listen, and was willing to make sacrifices to see the Gospel spread. She lived fearlessly in a time of great persecution. She was honored by those who knew her because she served the Lord with reverence and godly fear. As well as being a great leader and teacher of Christianity, Priscilla excelled in hospitality. She was also flexible. Every time her name is mentioned in scripture she is in a different place mobilizing the Gospel to go forth into all the world. She was powerful, loved and well-respected by all who knew her.

As Vice-president of Administration, you have the unique opportunity of providing a path to the future as well as a window to the past. The records you keep are as essential as a road map or global positioning satellite on a family vacation.

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

*Father, my life is in Your capable hands. When I feel weak, Your strength enables me to go beyond my natural abilities. I receive the mantle and anointing that comes with accepting this position. Holy Spirit, my dependency is upon You to take me where I need to go. With You as my Guide, I cannot fail! I declare I have the unique ability to be a multi-tasker with great excellence, for You will cause me to do all things well. You will order my steps so that I carry out the tasks of team administrator so that I never feel frustrated, rather, I am always found in Your Grace. I declare that I have been brought into the Kingdom for such a time as this.*

### **As the Vice-president of Administration, you:**

- Meet the Qualifications for Lighthouse Leadership ([see Chapter 4](#)).
- Draw an ongoing road map for the Leadership Team by recording the minutes on the Lighthouse Team Minutes Form



- Bring the minutes for approval at the next Leadership Team meeting
- Be diplomatic about what is recorded
- Include in the minutes:
  - Number in attendance at last outreach meeting
  - Number of salvations, baptisms in the Holy Spirit, healings or miracles
  - Income, expenses and ending balance given by the Vice-president of Financial Development
  - All agreed upon expenditures
  - All decisions
  - Highlights of upcoming events
  - Other items of interest
- As soon as possible, send a copy of the minutes to:
  - The Area President, the Regional Director and State Leader, if requested
  - Keep minutes on file for three years
- Promote Global Partnership frequently, unless delegated to someone else
  - Make sure Global Partner forms or brochures are available
  - Collect and mail completed applications to the Global Headquarters
  - Maintain a Global Partner list for the Lighthouse for your information
- Assist the Vice-president of Financial Development in counting the offering
- Serve as part of the ministry team at the close of each meeting
- Give all materials to the next leader who fills your position or to the President.

## 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.