Lighthouse Leadership Team Job Descriptions

Vice-President of Administration

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.

**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:
		1. Number in attendance at last outreach meeting
		2. Number of salvations, baptisms in the Holy Spirit, healings or miracles
		3. Income, expenses and ending balance given by the Vice-president of Financial Development
		4. All agreed upon expenditures
		5. All decisions
		6. Highlights of upcoming events
		7. Other items of interest

As soon as possible, send a copy of the minutes to:

* + The Area President
	+ Each Lighthouse advisor
	+ The Regional Director if requested
	+ Keep minutes on file for three years
* Promote Global Partnership frequently, unless delegated to a Global Partner chairperson
	+ 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

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 officer who fills your position or to the President.