

# 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.