

Lighthouse Leadership Team Job Description

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.