

Lighthouse Leadership Team Job Description

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)
 - 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.