



Cru Missionary Order Job Description

Job Title: Sightline-Ministry Service Administrator

Business Title: Sightline-Ministry Service Administrator

Job Code: ADMN-Administrator

Ministry & Team: Sightline/Operations

Reports to: Sightline-Operations Manager

Location: Onsite in Plano, TX or Orlando, FL (hybrid schedule available)

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Role Description:

The Sightline-Ministry Services Administrator provides essential administrative and operational support across Sightline. This role serves as the organizational backbone for the Operations Team and collaborates closely with all ministry teams to ensure that day-to-day functions run smoothly and ministry initiatives are well-supported.

With a heart for service and excellence, this role combines behind-the-scenes diligence with forward-facing coordination to help sustain a healthy, responsive, and mission-focused environment.

Our Mission:

Our mission is to win, build, and send Christ centered multiplying disciples who launch spiritual movements.

Cru Missionary Expectations:

As a Missionary Staff Member of the Cru religious order, the individual performing this role holds a position of spiritual leadership and is expected to seek to live a life that is holy and that follows Jesus' teachings and example of love and humility, considering the interests of others ahead of their own. They are expected to carry out this role in a manner that seeks, individually and with others, the guidance of the Holy Spirit through prayer. Practically this entails:

- Actively and intentionally growing in his or her Christian faith.



Sightline™
A CRU MINISTRY



- Exhibiting Christian character through attitude and conduct with others in the workplace and in daily life as outlined in the 'Missionary Staff Rights and Responsibilities' section of the employee handbook.
- Expressing a dependence on the Holy Spirit in the performance of his or her duties.
- Take, diligently keep, and annually affirm the Cru Religious Order Vows.
- Practicing, teaching, and equipping others to practice evangelism, discipleship, dependence on the Holy Spirit, confession of sin, and worship and praise, contributing to the fulfillment of the Great Commission.
- Engaging in Bible study, prayer, training and development, most frequently with your team, but as Cru requires as well.

Job Duties:

- Provide Administrative Support for the Operations team
- Travel Planning and Support for the ministry and Ops team
- Provide Ministry Event planning and operational Services for the ministry, including routine events such as staff prayer and meeting times, and special events as needed.
- Archives Management, preserve and manage Historical Content, both physical inventory and digital records such as images and files.
- Virtual Meeting Support for the ministry and team; including scheduling, operating tech, and recording of meetings.
- Customer Service (secondary support) as needed.
- Contract creation, routing, approval, and records management for the team and ministry.
- Offsite storage management (including historical archives), manage access to storage units, and records related to storage.
- Make payments, clear ministry card, make internal transfers with chartfields.
- Respond to shifting priorities to support most urgent needs.

Financial Stewardship:

- Cru Religious Missionary Order Staff are expected to maintain a positive balance in their staff account, properly administer financial resources, and communicate consistently with his/her ministry partnership team.

Other Functions:

- Demonstrate and model personal spiritual discipline and assist in development of an environment on the team where individual team members grow in their own Christian walks.
- Personal development - engage in the Staff Development process including creating and implementing a Personal Development Plan (PDP) targeting areas of growth.
- Perform related duties or special projects as assigned
- Attend the Ministry's bi-monthly staff meetings, weekly development team meetings, weekly prayer times, biennial retreat and Cru semi-annual days of prayer



Supervisory Responsibilities: None

Knowledge of:

- Microsoft Excel --Advanced
- Microsoft Word - Advanced
- Microsoft PowerPoint --Advanced
- Asana -- Intermediate (or willing to learn)
- Docusign
- Google Suite – Advanced including G-Mail, Google Docs, Google Sheets and Google Drive
- iDevices: iPhone, iPad, and related apps
- Modern office practices, procedures, and equipment (Advanced)
- Research techniques
- Project management skills and techniques- Advanced

Skills & Abilities Preferred:

- Manage multiple projects with clarity and excellence
- Build and execute plans and projects in a team context
- Be reliable, on time, and be first in, last out as required
- Communicate effectively with a variety of internal and external stakeholders
- Build and manage vendor and partner relationships with professionalism
- Evaluate and refine processes to increase efficiency and effectiveness
- Exhibit time management skills in multitasking and prioritizing in a fast-paced environment
- Accept and learn new tools or systems eagerly
- Pay close attention to details and follow through at an advanced level
- Demonstrate advanced organization skills
- Exhibit excellent skills with people
- Maintain an open, flexible attitude toward ministry and work effectively with other staff and team members
- Manage shifting priorities and urgent needs with calm, clear decision-making
- Be available - can put aside other responsibilities for crises
- Be trusted by team and supervisor
- Be decisive, capable of making hard decisions, remaining calm under pressure

Certifications, Licenses, and Registrations: None

Education & Work Experience Required:

minimum 2 year degree and 3-5 yr experience.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated 06/24/2025



PHYSICAL DEMANDS/ABILITIES:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.