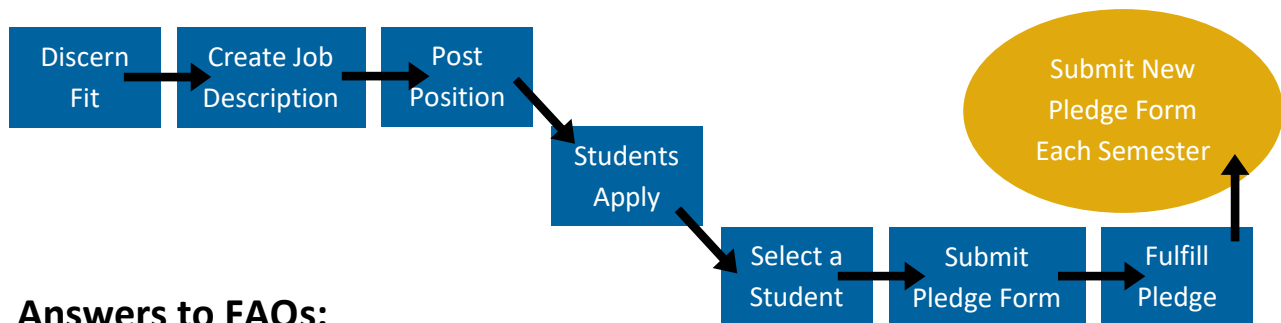


# MINISTRY RESIDENCY PROGRAM: HOW-TO



## Creating and Filling a Ministry Residency Position

1. Ministry contacts Jessica Schroeder to **discern fit** for the program and consider Residency details ([jessica.schroeder@denverseminary.edu](mailto:jessica.schroeder@denverseminary.edu) or 303.357.5883)
2. Work together to **create Residency job description**
3. **Post position** to Ministry Residency page on website
4. **Students apply** directly to the ministry contact
5. Ministry **selects a student**
6. Student and ministry fill out and **submit pledge form** each semester
7. **Ministry pays pledged amount** to Denver Seminary before the end of the semester



## Answers to FAQs:

- **How much should we pledge?**  
We recommend \$4,000 per semester for 8–12 hours of work. Positions requiring more hours may increase their pledge amount and/or offer a taxable living stipend paid directly to the student.
- **How do students apply?**  
Students apply directly to the church/organization as specified on Residency job description.
- **What paperwork is required?**  
One pledge form is required per semester per Resident.
- **What if we miss the pledge form due date for the given semester?**  
Positions may begin at any time during the year. However, it is preferable for new Residencies to begin before the start of a new semester so that students may factor the Residency into their tuition payment. While most forms of payment are refundable, students should verify with the Business Office whether any previous tuition payments are refundable if starting a Residency after the payment deadline.
- **Can international students participate in the Ministry Residency program?**  
Unfortunately, F-1 students are not eligible for ministry residencies due to the visa limits on off-campus work.
- **How long do Residency positions last?**  
The pledge forms are completed on a semester-by-semester basis (fall, spring, summer), and the length may be as long as the ministry and student mutually agree upon, up to the length of the student's time of enrollment at the Seminary.