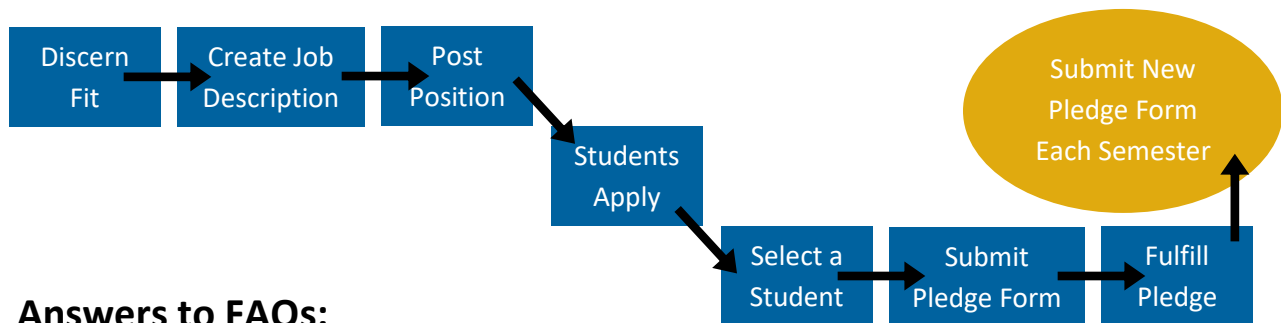


MINISTRY RESIDENCY PROGRAM: HOW-TO



Creating and Filling a Ministry Residency Position

1. Ministry contacts Advancement to **discern fit** for the program and consider Residency details (Advancement@denverseminary.edu or 303.357.5891).
2. Work together to **create the Ministry Residency job description**.
3. **Post the position** to the Ministry Residency page on the website.
4. **Students apply** directly to the ministry contact.
5. Ministry **selects a student**.
6. Students and ministries fill out and **submit pledge forms** (w/ Terms & Conditions) each semester.
7. **Ministry pays the pledged amount** to Denver Seminary by the payment deadline.



Answers to FAQs:

- **How much should we pledge?**
We have a set minimum pledge amount, but you are welcome to pledge more and/or include an optional, taxable living stipend. Please see the pledge form for more details.
- **How do students apply?**
Students apply directly to the church/organization as specified in the Residency job description.
- **What paperwork is required?**
One pledge form is required per semester of participation (spring, summer, fall) per Resident.
- **What if we miss the pledge form due date for the given semester?**
Positions may start 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.
- **Can international students participate in the Ministry Residency program?**
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.