

Ministerial Residency Program

Site Supervisor Application Process

Here are your steps for hiring a Ministerial Resident. Be sure to check out our website for more helpful resources

1 Post the Position

- Work with staff and pastoral leadership to think about what the position might look like
- Write the position description following the MRP template:
- Post the position on the MRP portal: <https://www.csbsju.edu/forms/ULS7ER980K.aspx>

2 Review Applications

- The Applicants will submit the following documentation to you: Application Form and Resume
- You can also add on additional pieces to receive from the applicants by putting it in your job description under “Application Instructions”

3 Interview

- Invite those whom you would like to interview for the position to meet with you and other staff and pastoral leadership
- Communicate to those whom you will not be inviting to interview that they have not been selected
- Be sure to check out our interview tips!

4 Hire

- Send an offer letter and/or call the applicant to let him or her know your decision. See “Starting the MRP” :
- Let those whom you did not accept know that you have filled the position.



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