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.