



# Residency Contract

2500 E. Nutwood Ave.  
Fullerton, CA 92831 USA  
888-352-HOPE  
879-3901 x1284

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_

Residency Site: \_\_\_\_\_ Residency Dates: \_\_\_\_\_

Ministry Mentor/Coach: \_\_\_\_\_ Coach Email: \_\_\_\_\_  
*(will be the student's primary residency supervisor)*

### PURPOSE & GOAL

The purpose of this agreement is to outline expectations regarding the residency requirements for a Hope International University undergraduate student.

**The goal of the residency is to develop the resident in any and all ministry skills including practical ministry skills, people skills, communications skills, etc. (see Residency Details and Development Plan, page 2ff).**

### HOPE INTERNATIONAL UNIVERSITY AGREES

1. That the Residency Director shall act as a liaison between the college and the residency site, and shall be available for contact in the event of any problem or change in relation to student or site. Contact info: Phil Towne (714) 879-3901 x1284, [pbtowne@hiu.edu](mailto:pbtowne@hiu.edu).
2. The student shall be instructed to adhere to the administrative policies, rules, schedules, standards, and practices of the residency site.
3. The Residency Director will be responsible for assigning a residency grade.

### RESIDENCY SITE AGREES

1. To provide 300 hours per semester of Ministry Residency experience. This must include practical ministry opportunities such as leading, teaching, and organizing, as well as intentional personal and spiritual growth.
2. To provide ministry mentoring/coaching and developmental feedback a minimum of 1 hour per week.

**That meeting will be held weekly on \_\_\_\_\_ at \_\_\_\_\_**  
*(day of the week) (time of day)*

3. Fill out the required evaluations (*2x per semester*) initiated by the student.
4. To give the resident at least one and preferably two days off per week.
5.  (*optional, but preferred*) Provide room and board for the resident if away from campus.
6.  (*optional, but preferred*) Provide compensation package (*please explain*). \_\_\_\_\_
7. To submit mentor's **resume and summary of ministry philosophy** to HIU with this contract.
8. To contact the University's Title IX Coordinator, Dr. Mark Comeaux (*phone: (714)879-3901 x1211, email: [mcomeaux@hiu.edu](mailto:mcomeaux@hiu.edu)*) should the residency site learn of any student issue related to sexual harassment, discrimination, and sexual assault. Additional information on the University's anti-harassment policies can be found at this link: [https://www.hiu.edu/pdf/Title\\_IX\\_Compliance\\_121114.pdf](https://www.hiu.edu/pdf/Title_IX_Compliance_121114.pdf).

### RESIDENT AGREES

1. Meet with residency supervisor once a week for evaluation and development
2. Complete all assignments through Canvas
3. Abide by all ministry site policies and procedures
4. Communicate well with ministry coach about schedule, academics, and general progress

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Ministry Mentor/Coach: \_\_\_\_\_ Date: \_\_\_\_\_

**RESIDENCY DETAILS**

**Outline Further Detail About the Residency**

**Ministry Focus Area:** \_\_\_\_\_

Ministry Responsibilities: *(List all responsibilities related to the Residency)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Weekly Time Expectations:** *(Approximately 300 hours are required for each 3-credits of residency.)*

- |             |                     |
|-------------|---------------------|
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |
| Task: _____ | Weekly Hours: _____ |

**Books to be read:** *(Each 3-credit residency should include about 300 pages of reading in your focus area. Student should work with mentor to choose appropriate reading.)*

- Book: \_\_\_\_\_
- Book: \_\_\_\_\_

**Pay or Benefits:** *(Optional, at the discretion of ministry site)*

\_\_\_\_\_

**Other Expectations:** *(these may be added by the church or organization)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Development Plan

Please list below **two ministry skills or competencies** you will intentionally work on this semester. Students should work with mentors to identify and strategize on how these areas will be developed over the course of the semester. Use the following SMART Worksheet to detail each skill or competency.

**Skill/Competency #1:** \_\_\_\_\_

**Use the following guidelines to help you plan out each goal:**

**Specific:** What exactly will you accomplish? What is the desired result? (*who, what, when, why, how?*)

**Measurable:** How will you know when you have reached this goal? Can you quantify (*numerically or descriptively*) completion? How do you measure your progress?

**Achievable:** Is this goal achievable with realistic effort and commitment? What skills are needed? What resources are necessary? How does the environment impact your goal?

**Relevant:** Why is this goal significant to your life? Is this goal in alignment with the overall mission of your residency ministry site?

**Timely:** When will this goal be achieved? (*Can you realistically complete this goal within one semester of residency, or should this be spread out over the year?*)

**Skill/Competency #2:** \_\_\_\_\_

**Use the following guidelines to help you plan out each goal:**

**Specific:** What exactly will you accomplish? What is the desired result? (*who, what, when, why, how?*)

**Measurable:** How will you know when you have reached this goal? Can you quantify (*numerically or descriptively*) completion? How do you measure your progress?

**Achievable:** Is this goal achievable with realistic effort and commitment? What skills are needed? What resources are necessary? How does the environment impact your goal?

**Relevant:** Why is this goal significant to your life? Is this goal in alignment with the overall mission of your residency ministry site?

**Timely:** When will this goal be achieved? (*Can you realistically complete this goal within one semester of residency, or should this be spread out over the year?*)

Please list below one or two ways in which you hope to grow **spiritually and/or personally** this semester. Students should work with mentors to identify and strategize on how these areas will be developed over the course of the semester.

**Spiritual/Personal Growth:** \_\_\_\_\_

**Use the following guidelines to help you plan out each goal:**

**Specific:** What one or two areas of spiritual/personal growth will you strive to accomplish?

**Measurable:** How will you know when you have reached this goal? How do you measure your progress?

**Achievable:** Is this goal achievable with realistic effort and commitment? What skills are needed? What resources are necessary? How does the environment impact your goal?

**Relevant:** Why is this goal significant to your life? Is this goal in alignment with the overall mission of your residency ministry site?

**Timely:** When will this goal be achieved? (Can you realistically complete this goal within one semester of residency, or should this be spread out over the year?)

#### **Examples of Skills/Competencies:**

- Self-Care – Knows the importance of taking care of self, physically, spiritually, emotionally
- Learn from Mistakes
- Time Management
- Communication – timely and effective communication (verbal/email/calls/texts/etc.)
- Initiative – ability to see what needs doing and taking action
- Teachable
- Work Ethic
- Influence – able to influence those around or above you (even those who may oppose you)
- Passion for growth – desire to see lost people saved, grow deeper in faith, and be disciplined.
- Strategic thinking – able to assess the current situation, the desire for the future, and how to get there.
- Decision making – able to list pros/cons, evaluate cost/benefit, and make the best decision.
- Detail orientation – ability to process many small details while keeping big picture in mind.
- Visionary communication – able to communicate the big picture to staff and congregation.
- Team Leadership – able to assemble and lead a team of staff or volunteers, leveraging their strengths to accomplish goals.
- Conflict management – ability to mitigate issues, identify causes of conflict, and find common ground.
- Networking – able to connect well with others.
- Delegation – able to give tasks to others, while helping empower them to complete the tasks.
- Cultural proficiency – culturally relevant and sensitive. Aware of cultural trends, and references in both life and ministry.
- Contextualization of scripture – making the Bible understandable and applicable to various cultural contexts.
- Leading meetings – ability to facilitate a meeting or small group discussion.

#### **Examples of Spiritual/Personal Development:**

- Personal scripture study
- Prayer
- Fasting
- Solitude
- Simplicity
- Service
- Confession
- Bearing witness to others
- Celebration/Rejoicing
- Lament/Mourning
- Worship