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## Licensing with The Alliance Canada – An Overview

1. The district is the licensing authority for licensed workers in the BC and Yukon in accordance with the *Licensing Policy* of The Alliance Canada. A church, parachurch ministry, or other entity is the employer of a licensed worker.
2. All employees that will be serving in a ministry role (teaching, preaching, etc.) for 15 or more hours per week must be licensed prior to hiring. Should an existing employee's role change to include 15 or more hours of ministry work per week or their hours increase to 15 or more hours per week, they must become licensed.
3. As soon as a church initiates a conversation with a potential candidate, the District Office should be contacted. Our office will send the candidate the licensing package that includes the necessary paperwork that must be completed.
4. Individuals who are not employed by a church may become licensed for special ministries in the district upon completing the licensing process and with the approval by the District Superintendent or their designate in alignment with the *Special Ministries License Policy*.
5. At a minimum, and in alignment with the *Licensing Policy*, the licensing package includes the following documents that must be completed:
  - Application Form
  - Biographical Inventory
  - Doctrinal Questionnaire
  - Reference Form
  - Church Interview Form
  - A Call to Excellence
  - Policy on Process for Mediation & Arbitration
  - Statement of Faith
  - Use of Personal Information
  - Guiding Principles for Licensing with Respect to Cessationism
  - Lines of Authority and Accountability in The Alliance Canada

Additionally, a criminal record check that includes a vulnerable sector check must be completed through the RCMP or local police.

6. The completed paperwork will be reviewed by Dwayne Toews, Assistant District Superintendent – Leader Development, and the licensing interview will be scheduled should the church desire to move forward with the candidate. Please note that interviews for special ministries candidates are subject to district approval for the candidate.



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7. Should the licensing interview be successful, the candidate will be given approval for either a non-portable or a portable license in accordance with the *Licensing Policy*. All licensed workers are required to complete the following:
    - Grip-Birkman Assessment
    - Clergy Sexual Abuse Prevention Training
    - Alliance History and Thought course for credit within the first year of employment (this requirement is waived if the course has been previously taken)
    - Attend a New Worker Orientation Retreat
  8. A candidate granted a non-portable license must also complete five Foundation for Ministry courses within three years of beginning employment.
  9. A candidate granted a portable license must enter the ordination track after their first year of employment.
  10. Should the licensing interview be unsuccessful, approval for licensing may be deferred or denied. Deferred candidates may be required to take educational courses, submit a theological paper, and/or re-interview. Denied candidates are not eligible to work in a ministry role in an Alliance church in Canada.

