

Core Training in the Western District

Expectations and Directions

Introduction

Core Training (CT) is a theological and leadership development program for all new Western District Portable Licensees. It is designed to further equip the new worker with an intentionally structured pathway for theological reflection and integration, as well as some skills essential for effective leadership and ministry within the context of a mentoring/peer learning environment.

Core Training also provides the path towards our high value and practice of ordination and incorporates both the national ordination requirements as well as some further developmental components designed to help equip you in areas of ministry that may be uniquely relevant to you. Ordination is a theological pathway that is designed to affirm one's calling over time and assumes that a newly licensed worker will do much theological growing as they begin their vocational ministry.

We are providing this summary document to help give clarity and direction to your participation in this process to make it as beneficial as possible and avoid misunderstandings in the months ahead. If you have any questions, do not hesitate to contact the District Office or your Core Training mentor.

Expectations and Directions

- 1. Complete the Process within a Three-Year Timeframe (or five years for those who are bi-vocational and/or part-time employees)**
 - In the Western District, workers usually enter Core Training (CT) within the first 6-18 months of their placement in ministry, which allows for time to adjust to their new ministry context, complete any outstanding licensing requirements, and comply with the timeframe outlined in The Alliance Canada Ordination Policy.
 - Failure to complete the process within the three-year timeframe may result in being put on administrative leave to complete your assignments or to have one's license move to non-portable status. These arrangements would be made in consultation with your Lead Pastor and Board of Elders. Additionally, as Core Training is a condition of employment for licensed workers, failure to complete your assignments may result in having your credentials revoked.
 - Extensions and deferrals may be considered when warranted but must be approved by the Western District Leader Development Associate – New Leaders.

2. Totara (Learning Management System – LMS)

- Core Training utilizes an online Learning Management System (called Totara).
- This is an ordinand's 'one-stop shop' for everything they need to know regarding CT.
- All assignment instructions and submissions are administered through Totara.

3. Participate in a Core Training Peer Circle

- You will be assigned to a peer circle (group of 4-6) for the duration of the process.
- Peer Circles will self-identify a facilitator from within the group who will help to coordinate meeting times. Peer Circles will find instructions for each meeting on Totara (LMS) and will meet (usually online) three times per Course.

4. Recruit a Core Training Mentor

- While the *Western District Leader Development Associate – New Leaders* will assist you in recruiting a CT Mentor as needed, we know that great mentoring experiences often are built on existing relationships. As such, we invite you to prayerfully consider who could serve you in this capacity.
- The person should be someone you feel comfortable interacting with, who is ordained with The Alliance Canada, and who will assist and keep you accountable to your timeline of studies and preparation.
- You, as the Ordinand, are responsible for initiating meetings with your mentor and utilizing the [Mentor/Ordinand Meeting Preparation Form](#) at least 24 hours in advance of your scheduled meeting.
- You are to meet with your mentor two times per Course (online or in-person).
- For a more detailed look at the mentoring expectations, see the [CT Mentor Field Guide](#)

5. Complete and submit all required assignments

- The Core Training pathway is divided into six, 6-month Courses
 - Feb-July (Y1) – The Scriptures
 - Aug-Jan (Y1) – Christ-Centred Life & Ministry
 - Feb-July (Y2) – Spirit-Empowered Life & Ministry
 - Aug-Jan (Y2) – Mission-Focused Life & Ministry
 - Feb-July (Y3) – Divine Healing
 - Aug-Nov (Y3) – Oral interview prep

- Each Course will include the following schedule:
 - Month 1 – Written Assignment Question #1 (2-3 pgs)
 - Month 2 – Written Assignment Question #2 (2-3 pgs)
 - Month 3 – Book Report #1 (2-3 pgs)
 - Month 4 – Written Assignment Question #3 (2-3 pgs)
 - Month 5 – Written Assignment Question #4 (2-3 pgs)
 - Month 6 – Book Report #2 (2-3 pgs)
- Submit FOUR Written Assignments per Course.
 - [Instructions](#)
- Read TWO books per Course (10 total through Core Training)
 - [Book List](#)
 - [Book Report Rubric](#)
 - [Missions Experience Rubric](#) (Note: this is an optional alternative to reading a book from the 'Mission' category)
- Submit THREE Sermons/Oral Teachings
 - [Instructions](#)
- Participate and reflect on ONE Renewal experience
 - [Renewal Experience Rubric](#)
- Submit an annual Wellness Plan each year for TWO years (due Aug.31st each year)
 - [Wellness Plan Template](#) (to be reviewed with CT Mentor prior to submission)
- Complete other assignments before the interview
 - Read the Bible in a translation you haven't read before
 - Read the [C&MA Manual](#)
 - Submit [Elders Board Reference form](#)
 - Submit [CT Mentor Reference form](#)
 - [Additional District Requirements Completion Form](#)
- All assignments are uploaded to Totara.

6. Attend all CT-Specific Digital Gatherings and In-Person Retreats

- Digital gatherings and in-person retreats will provide equipping and development focused on the following:

- Spiritual Formation
 - Leader development
 - Disciple-making & Mission
 - LGBTQ+
- In-Person
 - Year One
 - New Workers Onboarding (April)
 - ¹Spiritual Formation retreat (Lake Louise in advance of District Prayer Retreat; Nov)
 - Year Two
 - ²Two-day Regional retreat (can attend either Calgary or Edmonton; March)
 - Year Three
 - Two-day Regional retreat (Calgary/Edmonton; March)
- Digital
 - Year One
 - Enrollment session (Jan/Feb)
 - 2hr digital gathering (Oct)
 - Year Two
 - 2hr digital gathering (Oct)
 - Year Three
 - 2hr digital gathering (Oct)

7. Be Available for your Ordination Interview

- Interviews are facilitated in both May and November
- This is an in-person meeting and will last for approximately 2 hours.

¹ This offering is Western District funded (excluding travel). Spouses welcome!

² The Regional retreats (Western District funded – excluding travel) are considered part of the CT program and participation is expected within reason.

- If your first language is not English, we will request your assistance in arranging for a capable interpreter to accompany you during your interview. Please advise Nathalia Xavier if this applies to you.
- In the unusual circumstance that you are serving overseas or in a situation which restricts your ability to be with the Council in person, District staff will work with you to arrange an acceptable alternative (i.e. Zoom).
- [Oral Interview Questions](#)

8. Ordination Ceremony

- Ordination is a public affirmation through the laying on of hands of someone clearly called by God to serve and equip the church, and who has shown themselves before God and others as “one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.” (2 Tim.2:15)
- As such, you are not considered officially ordained until a public service takes place. To facilitate an ordination ceremony, your church will be requested to work with District Staff to arrange a suitable date. NOTE: Due to volume, some ordination ceremonies will not be facilitated by a District staff member.

9. Supplemental Documents

- [Meaning of Ordination](#)
- [Ordination Policy](#)