



CEF
 CHILD EVANGELISM
 FELLOWSHIP®

Since 1937

Reaching children worldwideSM

Volunteer Application Packet

1. Application Instructions (page 1)
2. Statement of Faith/Doctrinal Protection Policy (page 2)
3. Confidential Screening Form (pages 3-4)
4. Child Protection Policy (pages 5-6)
5. Background Check Authorization (page 7)

New volunteer applicant instructions (or if more than a year has lapsed since volunteering)

- d Please read, complete, & sign pages 1-4 & 7 and return to the local CEF office.
- d Read the Child Protection Policy (pages 5-6) and listen to the Protecting Today's Child presentation by calling the toll-free number 866-878-4182.

Type of Ministry applying for:

Returning volunteer instructions

- d If you have already completed the Application Packet (within the last 5 years), Please review, sign and return pages 1 & 2 before your ministry begins each year.
- d Review and update any changes to the information on the Confidential Screening Form and/or Background Check Authorization Form.
- d Review the Protecting Today's Child presentation by calling the toll-free number 866-878-4182.

Type of Ministry applying for: _____

Location _____

Child Evangelism Fellowship® Statement of Faith*

We Believe:

1. *That "All Scripture is given by inspiration of God,"*
2. *The godhead eternally exists in three persons, the Father, the Son and the Holy Spirit.*
3. *In the personality and Deity of the Lord Jesus Christ.*
4. *In the personality and Deity of the Holy Spirit.*
5. *That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam.*
6. *That Jesus Christ became the sinner's substitute before God, and died as a propitiatory sacrifice for the sins of the whole world.*
7. *In the resurrection of the crucified body of Jesus Christ.*
8. *That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone.*
9. *That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior.*
10. *That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices.*
11. *In the evangelization of the world.*
12. *In the personal return of our Lord and Savior Jesus Christ.*
13. *That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His Presence.*
14. *That the souls of the lost remain after death in misery until the final judgment of the great white throne.*
15. *In the reality and personality of Satan.*

Doctrinal Protection Policy

Child Evangelism Fellowship continues in its commitment to its "Statement of Faith," which embodies the non-negotiable and historic beliefs of evangelical Christians.

Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as child evangelists.

We therefore resolve that CEF workers are qualified by their unreserved commitment to CEF's "Statement of Faith" and their further commitment in all CEF activities to refrain from teaching or otherwise advocating doctrinal distinctive either contrary to or in addition to the "Statement of Faith."

Child Evangelism Fellowship Worker's Compliance Agreement

Recognizing the spiritual need of boys and girls in our community and around the world, I would like to assist in the work of Child Evangelism Fellowship (CEF).

I understand that CEF is without specific denominational affiliation, and have read the "Statement of Faith" and CEF Doctrinal Protection Policy. In becoming a co-worker with CEF, and in order to protect the ministry, I agree not to propagate or practice in CEF ministries any distinctive or controversial doctrines, methods, and practices that would go beyond the CEF "Statement of Faith" and the approved CEF curriculum. These would include but not be limited to such things as modes of baptism, alteration of the Gospel message, speaking in tongues, interpretation of Scripture by experience, healing on demand, etc. I understand that anyone who does not adhere to this agreement cannot work with CEF as paid staff or volunteer.

In teaching Bible lessons in core CEF programs I will use exclusively materials approved by CEF.

In offering my services I trust the Lord to make me a faithful servant, and should problems arise between CEF and me that cannot be fully reconciled, I will quietly withdraw to preserve the harmony essential to having an effective Christian witness.

By signing below, I indicate:

- a) My agreement with the "Statement of Faith" and that
- b) I will abide by the above *Worker's Compliance Agreement*, and that
- c) I have read the *Child Protection Policy* and have called and listened to the *Protecting Today's Child* presentation (866-878-4182), and that
- d) I will abide by the policies of CEF as long as I am actively involved.

Signed: _____ Date: _____

Address: _____ Church Affiliation: _____

* This is a summary of the Statement of Faith, the complete text may be found at www.cefonline.com (under About Us { Statement of Faith)

Confidential Screening Form

Child Evangelism Fellowship of Oregon, Inc.®

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF® ministries and will be used to help CEF provide a safe and secure environment for children. This is not an employment application. Anyone interested in employment by CEF will also need to complete an employment application form (obtained through the State Office).

Realizing the spiritual need of boys and girls in our own community and throughout the world, I would like to assist in the work of the *Child Evangelism Fellowship® (CEF)*.

Date _____

I. Name: _____ Telephone: (____) _____

Present Address: _____

City/State/Zip: _____

Email: _____

Identity confirmed with a state driver's license or other photographic identification.

II. Name & Address of Church now attending: _____

Pastor's name & phone no. _____

List Names and addresses of other churches you have attended regularly during the past five years:

<u>Mark Type of Position:</u>	
[]	Camp Staff
[]	Children's Worker
[]	CYIA Staff
[]	CYIA Student
[]	Summer Missionary
[]	Office/Secretarial
[]	Other: describe

Circle Appropriate Description:	
Paid / Volunteer	

III. Name, Address & Phone of two references (pastor/church leader/personal, non-family or employer/former employer).

1) _____

2) _____

IV. The following policies reflect our commitment to provide protective care of all children, youth and volunteers who participate in any CEF activities.

1. Individuals who have committed child sexual or physical abuse may not volunteer service in any CEF sponsored activity or program for children or youth.
2. CEF workers should observe the "two worker" rule in what is considered to be high isolation settings. This requires that workers are never alone with children or youth without a CEF approved partner in those settings.
3. CEF workers must comply with CEF reporting procedures regarding any behavior which seems abusive or inappropriate.

I agree to sign the Doctrinal Protection Policy annually without reservation and adhere to the policies of CEF if I teach or counsel the children, or serve on the Local Committee or State Board.

In offering my services I trust the Lord will make me a faithful servant, and should problems arise between CEF and me which cannot be fully reconciled, I will quietly withdraw to preserve the harmony essential to an effective Christian witness.

If teaching the Bible lessons I will exclusively use materials approved by the *Child Evangelism Fellowship Inc.* I realize that CEF is without specific denominational affiliation. In becoming a co-worker with CEF, I accept the responsibility to conduct my participation in the work in such a manner as to avoid any distinctive denominational interpretation in my teaching.

V. How and when did you become a Christian?

What Christian service involving children have you previously been involved in? (Include organization name & address, type of work performed, & dates)

Bible teaching experience, especially with children:

VI. Have you ever been dismissed from rendering service to children or youth for reasons other than the expiration of the normal term of such service? Yes ___ No ___ If yes, state the name of the institution involved, it's location, the name of the director, and the time and nature of the circumstances under which you were dismissed on separate paper.

The information contained in the screening form is correct to the best of my knowledge. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

1. I have read and fully understand all questions requested in this form.
2. I certify that all answers given by me are true, accurate and complete.
3. I understand that the completion and/or execution of this screening form does not insure me a volunteer position, nor does it obligate me or the organization in any way.
4. I fully understand that the omission and/or misrepresentation of facts requested may be cause for immediate dismissal without prior notice.
5. I authorize the organization to contact the personal references listed herein, and authorize such references to give any information (including opinions) they may have regarding my character and fitness for children's work.
6. I have read the CEF "Child Protection Policy" Fact sheet and agree to follow all policies and procedures in handling any child abuse situation that may arise.
7. I will complete and present a Background Check Authorization form to *Child Evangelism Fellowship*.
8. If accepted for service, I agree to abide by the policies of *Child Evangelism Fellowship, Inc.*
9. I acknowledge my responsibility to be careful and conscientious in reporting any suspicions of child abuse to my CEF representative.
10. If applying for a teacher's position, I will also read & sign the "Teachers Agreement."

This is a legally binding agreement which I have read and understood.

Applicant's Signature _____ Date _____

Parent's Signature If applicant is a minor) _____ Date _____

Witness Signature _____ Date _____

CHILD PROTECTION POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 18, 2006, January 29, 2007, May 11, 2007.

Child abuse is defined as any verbal or sexual abuse, sexual exploitation or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps must be taken:

1. Volunteers (who come in contact with minors), paid staff and board/committee members must be screened by interview prior to serving with Child Evangelism Fellowship®.
2. All workers (paid and volunteer) must be trained in the Child Protection Policy by hearing or viewing a USA Ministries *Protecting Today's Child* presentation.
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by USA Ministries.
4. Children should not be left unsupervised while in our care.
5. Two CEF® workers (paid or volunteer) must be present at any CEF activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.
7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility a window in the door or the door left wide open).
8. Supervisory personnel must make random visits of CEF sponsored activities.

9. Overnight activities sponsored by CEF involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a CEF worker (paid and volunteer) and a minor must be reported to supervisory staff and investigated immediately.

Unless specified the following must be completed for volunteers who come in contact with minors, for paid staff and board/committee members:

- a. Confidential Screening Form.
- b. Request for Background Check Authorization.
- c. Conduct criminal background check.
- d. Conduct personal interview.
- e. Review *Protecting Today's Child* presentation.
- f. Read Child Protection Policy.
- g. Check personal and church references from Confidential Screening Form (for all paid staff, camp and overnight activities staff).

Criminal Background Check Requirements

- Volunteers (15 years old and older)
 - Minimum requirement
 - e National Criminal Data base Search
 - e National Sex Offender Registry Search
 - e Social Security Number Address History Trace
 - If your legal jurisdiction requires more, you must also comply with their requirements.
 - Volunteers must show a government issued ID (e.g., driver's license).
- Staff (15 years old and older)
 - Minimum requirement
 - e National Criminal Data base Search
 - e National Sex Offender Registry Search
 - e Social Security Number Address History Trace

- State check for all addresses in past five years

Criminal Background Check Screening Rules

Check reference in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify them from participation in CEF Ministries.

The following would prevent a person from working with *CEF*:

- Any crime against children. No exemptions will be granted.
- Any sex crime of any type. No exemptions will be granted.
- Any felony convictions. Exemptions require the approval of the district director or associate director.
- Exemption reports must be filed with the vice president of USA Ministries.

Rescreening Requirements

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun and at least one reference must be contacted.
- It is recommended that the *Protecting Today's Child* presentation be viewed once per year.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from his former location. If the background screening was conducted more than five years prior, the transferred worker should be processed as you would a new worker.

Ensuring Compliance

- The local committee chairman is responsible for ensuring compliance with the Child Protection Policy within his local chapter. Each year the local

committee chairman will validate compliance by signing the Child Protection Policy Compliance Verification Form and sending it to the state board chairman.

- The state board chairman is responsible for ensuring compliance with the Child Protection Policy yearly, within his state. Yearly, the state board chairman will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state and sending it to USA Ministries.
- USA Ministries will monitor to ensure 100% compliance with this policy.

Reporting Obligations

When anyone who is employed by Child Evangelism Fellowship® has reasonable suspicion that a minor is being abused by a *CEF* employee or volunteer, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

- **Call USA Ministries as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.
- USA Ministries will give counsel regarding the future ministry of the accused staff member or volunteer.

WARNING: Failure to follow reporting procedures of USA Ministries may result in termination of all *CEF* workers responsible in this reporting process.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements.

Background Check Authorization

Child Evangelism Fellowship of Oregon, Inc.®

Release Authorization:

1. In connection with my future involvement as a staff member or volunteer working with children, I understand that CEF will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described below.
4. I understand that if any of those records contains information which is used to deny my employment with, or involvement in ministry with the *Child Evangelism Fellowship*, I will be notified of my rights and where I can obtain a copy of the information.

Identifying Data: (Please print and use black or dark blue only)

Full Name: _____ **Date of Birth:** _____ **Gender:** _____

Address: _____ **Social Security #:** _____

City _____ **State** ____ **Zip Code** _____ **Phone (____)** _____

Driver's License#: _____ **County** _____ **State** ____ **Expiration Date** _____

Background Information:

Maiden name/other names: _____

Previous Addresses for the past 5 years: _____

- A. Have you ever been convicted of a sex-related crime? Yes No
 If yes, was the conviction in Oregon or another state? (Please specify if in another state) _____
 If yes, did the crime involve force or minors? Yes No
- B. Have you ever been convicted of a crime involving violence or the threat of violence? Yes No
 If yes, was the conviction in Oregon or another state? (Please specify if in another state) _____
- C. Have you ever been convicted of a crime involving criminal activity in drugs or alcohol? Yes No
 If yes, was the conviction in Oregon or another state? (Please specify if in another state) _____
- D. Have you ever been convicted of any other crime except a minor traffic violation? Yes No
- E. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal?
 Yes No

By signing below, you hereby release Child Evangelism Fellowship and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated above. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provided you request it in writing.

Applicant's Signature _____ **Date** _____

CEF of Oregon Chapter: _____

All information acquired will be used within the Child Evangelism Fellowship organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.

NOTE: Your SSN **will not** appear on any documentation other than this form. Any report as delivered to your local CEF® chapter **will not** delineate your history. It will simply designate that you are, or are not able to participate in activities with children or youth.