

SCREENING PROCEDURES CHECKLIST

Child Evangelism Fellowship® Child Protection Policy

All Paid Staff and Volunteers

This completed checklist ensures that the procedures of the Child Protection Policy have been completed and will be used to transfer screening clearance information between various offices of CEF® without duplicating the process. It will also allow the confidentiality of the screening information to be maintained.

Name _____

COMPLETION

DATE INITIAL (Initials of authorized personnel certifying that this part of the screening procedure is complete.)
month/day/year

- | | |
|--------------------------|--|
| _____/_____/_____ / / | 1. Confidential Screening Form completed. |
| _____/_____/_____ / / | 2. Request for Background Check Authorization completed. |
| _____/_____/_____ / / | 3. Criminal Record Check conducted. (Faxed ____/____/____) |
| _____/_____/_____ / / | 4. Interview completed. |
| _____/_____/_____ / / | 5. "Protecting Today's Child" presentation viewed or listened to. |
| _____/_____/_____ / / | 6. Child Protection Policy read. |
| _____/_____/_____ / / | 7. Jessica Lunsford Act Completed (Volusia County Only) |
| _____/_____/_____ / / | 8. Photo ID Badge Issued |
| _____/_____/_____ / / | 9. Personal and church references investigated (paid staff, camp and overnight volunteers only). |

Following original screening, has individual been inactive for more than one year? _____

| | | | |
|---------------------------------|---------------------|-------------------|-------------------------|
| _____ Supervisor's Signature | _____ Print name | _____ Position | _____ Date Completed |
|---------------------------------|---------------------|-------------------|-------------------------|

FIVE-YEAR RESCREENING

Repeat steps 1-3 above.

_____/_____/_____
Date Initial Five-year rescreening has been completed.

Following five-year rescreening, has individual been inactive for more than one year? _____

| | | | |
|---------------------------------|---------------------|-------------------|-------------------------|
| _____ Supervisor's Signature | _____ Print name | _____ Position | _____ Date Completed |
|---------------------------------|---------------------|-------------------|-------------------------|

Original documents held by CEF of _____ State _____
Chapter name

For Transfer of Information Only

To the best of my knowledge the above screening information is correct.

Signature _____ Date _____



Child Evangelism Fellowship® of East Central Florida

Volunteer Information Questionnaire

Please type or print in black ink

Areas of Interest:

_____ GNC Club Coordinator

_____ Teacher

_____ Assistant Teacher

_____ Grade Helper

_____ Counselor

_____ Refreshment Coordinator

Personal Information: (Please Print)

Name: _____ Home Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Occupation: _____ Marital Status: _____ Spouses Name: _____

In case of emergency, contact: _____ Day Phone: _____ Night Phone: _____

Christian Background:

Do you believe children need to be saved from sin? _____ And that they can be saved from sin? _____

Are you willing to work as a CEF team member laying aside denominational distinctives? _____

On the back of this sheet or on a separate sheet, print or type a brief account of your salvation and why you want to work with CEF.

As Related to Child Evangelism Fellowship:

When/how were you first introduced to the CEF ministry? (Date) _____

What part have you had in CEF ministries? _____

What CEF training have you had? _____

Do you understand that you will be trained in your area of service? _____

Are you willing to attend each training session unless hindered by reasons beyond your control? _____

Do you believe God has called you as a part of the CEF Ministry Team? _____

What experience have you had in speaking or teaching before a group? _____

Do you belong to any secret societies or organizations? _____

Are you willing to submit to a criminal records check? _____

Do you agree to follow **ALL** CEF guidelines and/or procedures and to use **ONLY** CEF materials in your Good News Club activities? _____

Are you willing to faithfully pray for CEF? _____

Child Evangelism Fellowship® in the United States

Child Protection

In today's society child abuse and child accusations are occurring daily. Therefore it is important that *Child Evangelism Fellowship* take steps to protect the children to whom we minister and protect our workers from false accusations.

All volunteers and paid workers are required to undergo a national criminal background check and complete a volunteer application process in accordance with *Child Evangelism Fellowship's* **Child Protection Policy**.

Volunteer Application Process

The following items are required from volunteers in *Child Evangelism Fellowship*. (Paid staff have additional requirements.)

- Volunteer Application Packet (includes background screening and our doctrinal protection policy). Complete the packet and mail to the *CEF* office where you plan to volunteer. For *CEF* locations see www.cefonline.com/locations or call 800-300-4033.
- Listen to "Protecting Today's Child" (12 minutes) online at www.cefonline.com/childprotection or by calling 1-866-878-4182.
- Read the "Child Protection Policy" included in the Volunteer Application Packet.
- Meet with your local *CEF* representative for an interview and to present an approved identification source.
- Some states may have additional requirements.

If you have any questions, your local *CEF* representative will be glad to help you. Thank you for helping us provide a safe environment for the children entrusted to our care.



POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 2006, January 2007, May 2007, May 2009, September 2009, September 2010).

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 must 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
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - 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
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN 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.
- The *Protecting Today's Child* presentation should be reviewed annually.
- 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.

Child Evangelism Fellowship® Statement of Faith

WE BELIEVE -

That “All Scripture is given by inspiration of God,” by which we understand the whole book called THE BIBLE; that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16; Deuteronomy 4:2; 2 Peter 1:21

The Godhead eternally exists in three persons, the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes and perfection. Romans 1:20; Matthew 28:19; Deuteronomy 4:35; John 17:5

In the personality and Deity of the Lord Jesus Christ, begotten of the Holy Spirit, born of the virgin Mary, truly God and truly man. John 1:1, 14; 10:30; Matthew 1:20; Luke 1:30,31; Philippians 2:5-7; 1 Timothy 3:16; Colossians 1:19

In the personality and Deity of the Holy Spirit, the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26; Acts 5:3-4; 1:8; Romans 8:26-27; 1 Corinthians 2:12,14; Romans 8:9; 1 Corinthians 3:16; 12:13; John 16:13-14

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. Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God” (Romans 8:7,8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered, can help the sinner to take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation. Genesis 1:26-27; Romans 5:12; Ephesians 2:1-3; John 3:3,6,7; Titus 3:5

That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world. That He was made a curse for the sinner, dying for his sins according to the Scriptures; that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. 1 John 2:2; Hebrews 2:9; Galatians 3:13; Romans 3:25; 4:4-5; 5:8; Colossians 1:13-14,20-21

In the resurrection of the crucified body of Jesus Christ; that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer’s high priest and advocate. Luke 24:39; Acts 1:10-11; Ephesians 4:10; Hebrews 1:3; 1 John 2:1

That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone and that the moment we trust in Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15; John 5:24; Romans 3:28; 4:3,23-25; Ephesians 1:3; John 17:23; Galatians 2:20; 4:6-7; 5:16; Acts 1:8

That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior. It is the body and bride of Christ. That every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 1:22-23; 2:19-22; 1 Corinthians 12:22-27; 1:10-13; Romans 12:4-5; Ephesians 4:3-6; 5:32; Philippians 2:1-5; Galatians 5:13-15

That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices, and should abstain from such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works. “As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith” (Galatians 6:10). 1 John 2:15-16; Romans 13:14; 14:13; 1 Corinthians 10:31; Ephesians 2:10

In the evangelization of the world, that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. Mark 16:15; 2 Corinthians 5:18-19; Matthew 18:14

In the personal return of our Lord and Savior Jesus Christ, that the coming again of Jesus Christ is the “blessed hope” set before us, for which we should be constantly looking. “Our citizenship is in Heaven from whence we look for the Savior, the Lord Jesus Christ” (Philippians 3:20). Acts 1:11; 1 Thessalonians 4:16-17; John 14:1-3; Titus 2:13; Philippians 3:20-21

That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall be with Him forever in glory. Luke 23:43; 2 Corinthians 5:8; Luke 16:22,25; Philippians 1:23; 1 Thessalonians 4:15-18

That the souls of the lost remain after death in misery until the final judgment of the great white throne, when soul and body reunited at the resurrection shall be cast “into the lake of fire” which is “the second death,” to be “punished with everlasting destruction from the presence of the Lord, and from the glory of His power” (2 Thessalonians 1:8-9). Luke 16:22-23,27-28; Hebrews 9:27; Revelation 20:5,11-15; 2 Thessalonians 1:7-9

In the reality and personality of Satan, “that old serpent, called the devil, and Satan, which deceiveth the whole world” (Revelation 12:9). Ephesians 6:11-12; 1 Peter 5:8; Revelation 20:10

Doctrinal Protection Policy

Adopted by CEF[®] International Board of Trustees
May 6, 2002

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 distinctives 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 coworker 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 serve 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 will abide by the policies of *CEF* as long as I am actively involved.

Signed _____ Date _____

Print name _____ Church Affiliation _____

Address _____

CONFIDENTIAL SCREENING FORM

Child Evangelism Fellowship® Child Protection Policy

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.

Date _____

(Please Print) If explanatory notes are needed, please attach separate sheet.

| | | | | |
|--|--------------------|----------------------------------|----------------------|---------------|
| Applicant's Name (last, first, middle) | | Sex | Date of Birth | |
| | | | Mo. | Day |
| | | | Year | |
| Social Security Number | Maiden Name | All Nicknames and Aliases | | |
| | | | | |
| Telephone () | | E-mail | | |
| | | | | |
| Present address (Street, Apt #, City, State, Zip) | | | | County |
| | | | | |
| Previous Addresses (for past five years) | | | | |
| | | | | |
| Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain & give county & state of conviction.) | | | | |
| | | | | |
| Have you ever been accused of child abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain.) | | | | |
| | | | | |
| Please explain briefly your salvation experience. (If completing form for 5-year rescreening, skip this question.) | | | | |
| | | | | |
| List any experience that has prepared you for children's ministries. (If completing form for 5-year rescreening, skip this.) | | | | |
| | | | | |
| References (pastor or church leader and personal, not a relative or previous employer) (Skip for 5-year rescreening.) | | | | |
| NAME | | NAME | | |
| CHURCH | | RELATIONSHIP | | |
| ADDRESS | | ADDRESS | | |
| TELEPHONE () | | TELEPHONE () | | |
| E-MAIL | | E-MAIL | | |
| NAME | | NAME | | |
| RELATIONSHIP | | RELATIONSHIP | | |
| ADDRESS | | ADDRESS | | |
| TELEPHONE () | | TELEPHONE () | | |
| E-MAIL | | E-MAIL | | |

Background Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a 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 above.
4. I understand that if any of those records contains information which is used to deny my employment in *Child Evangelism Fellowship*[®], I will be notified of my rights and where I can obtain a copy of the information.

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 below. 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.

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children's work. 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.

As a volunteer or paid worker for Child Evangelism Fellowship Inc. I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy and viewed (www.cefonline.com/childprotection) or heard (866-878-4182) the "Protecting Today's Child" 11- minute presentation and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

| | | |
|--|--------------|------|
| Applicant's signature | (Print name) | Date |
| Parent's signature (if applicant is a minor) | (Print name) | Date |
| FOR OFFICE USE ONLY | | |
| <input type="checkbox"/> Identity confirmed with government issued photographic identification. | | |
| Signature of witness to photographic identification | (Print name) | Date |
| 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. | | |
| Please return all paperwork to the following address: | | |
| | | |
| Please note: A different form may be required by the reporting agency or state government agency you are using. | | |