

# POLICY

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Child abuse is defined as any verbal abuse, online abuse, 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, inappropriate use of communication devices or touching.

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

1. Always provide adult supervision for children in our care.
2. Two-worker (minimum) rule: Two *CEF* workers, paid or volunteer, must be present at any *CEF* activity where children or minors are present including online or by phone.
  - a. Never be alone with a child/children in any setting.
  - b. Never be alone with a minor in any setting, unless the minor's parent has signed a waiver.
3. Ensure that all rooms where ministry is taking place are accessible (not locked) with a window in the door or the door left wide open. There should be no private conversations, texts or online chats.
4. Report to supervisory staff all suspicious or inappropriate behavior between any *CEF* worker and a child or minor.
  - a. Supervisory staff must complete R-9 (see USA Operations & Policy Manual) and investigate incident immediately.
5. Supervisory staff must make random visits of *CEF* sponsored activities.
6. Overnight activities sponsored by *CEF* involving children or minors must be approved by the local or state director and the local committee or state board.

## PRE-SERVICE SCREENING

All volunteers who have contact with minors (in person, online or by phone), all paid staff and all

committee/board members who represent and/or participate in *CEF*;

1. Be screened by a face-to-face interview
2. Show a government issued photo ID
3. Read the Child Protection Policy.
4. Listen to or view the *Protecting Today's Child* presentation.
5. Read and sign the Worker's Compliance Agreement.
6. Complete the Confidential Screening Form.
7. Complete the Background/Reference Check Authorization (parent must sign for a minor).

**For adults** (18 and older), in addition to 1-7, *CEF* must:

8. Conduct a criminal background check with these minimum requirements
  - National Criminal Database Search
    - If a state or county does not report to the National Criminal Database, then a state or county report is required.
  - National Sex Offender Registry Search
  - Social Security Number Address History Trace

Notes:

- These are minimum requirements. State boards determine if additional requirements are necessary for exercising due diligence.
- If your legal jurisdiction requires more, you must also comply with their requirements.

**For minors** (ages 14-17), in addition to 1-7, *CEF* must:

9. Check two references, one of which is the pastor.

**For all adult staff** (paid or volunteer), in addition to 1-8, *CEF* must:

10. Criminal record check for all states where the worker lived in the past five years.
11. Check at least two references, one of which is the pastor.

**For adult volunteers serving at camp or overnight events**, in addition to 1-8, CEF must:

12. Check at least two references, one of which is the pastor.

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**SPECIAL NOTE: Volunteers under age 14 must:**

- Always be under the direct supervision of a screened worker aged 16 or above.
- Never be supervised by a single individual (adult or minor).
- Never serve as one of the two individuals in the two-worker policy requirement.

### **Criminal Background Check Screening Rules**

Check references in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify him/her from participation in *CEF* ministries.

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

1. Any crime against children. No exceptions.
2. Any sex crime of any type. No exceptions.
3. All felony convictions. Exceptions require the approval of the vice president, USA Ministries.

### **Rescreening Requirements**

1. Every worker must review the *Protecting Today's Child* presentation annually.
2. Workers who have not been active within one year must have a Criminal Background Check rerun.
3. Every worker must have a Criminal Background Check rerun every five years.
4. A worker transferring to another area must obtain from his former location a signed and completed Screening Procedure Checklist. If the Criminal Background Check was conducted more than five years prior, the transferred worker must be processed as a new worker.
5. All minors (ages 14-17) must be processed as new adult workers when they reach their 18<sup>th</sup> birthday.

### **ENSURING COMPLIANCE**

1. The committee chairman is responsible for ensuring compliance within his local chapter by annually signing and submitting the CPP Compliance Verification Form (OPM, R-22) to the state board chairman.
2. The state board chairman is responsible for ensuring compliance with the Child Protection Policy within his state. Annually, the state board chairman confirms compliance by signing and submitting the CPP Compliance Verification Form (OPM, R-22a) to USA Ministries.
3. USA Ministries monitors to ensure 100% compliance with this policy.

### **REPORTING OBLIGATIONS**

When any worker has reasonable suspicion that a minor or child is being abused by **anyone representing CEF**, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

1. **Call USA Ministries 636-456-4321, ext. 5510 as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
2. Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors or children until the matter is completely resolved.
3. USA Ministries will determine 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.

All *CEF* staff and volunteers must fully abide by this policy and all state child abuse reporting requirements.



Since 1937

**CEF**  
 CHILD EVANGELISM  
 FELLOWSHIP®  
*Reaching children worldwide™*

# 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 with CEF will also need to complete an employment application form. **(Please print)**

**NOTE:** Please return this form in person, by mail or by fax. **Do Not Email.**

**DATE:** \_\_\_\_\_

Applicant's Name (last, first, middle)		Sex	Date of Birth Mo.                  Day                  Year	
Social Security Number	Maiden Name	All Nicknames and Aliases		
Telephone (    )		Email		
Present street address (Street, Apt #, City, State, Zip; PO Box not acceptable)			County	
Previous street 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 and give county and state of conviction.)				
Have you ever been accused of child abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain.)				
(If completing form for five-year rescreening, skip this question.) Please explain briefly your salvation experience.				
Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.				
(Skip for 5-year rescreening.) References (pastor or church leader, previous employer and personal [not a relative])				
NAME		NAME		
CHURCH		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE (    )		TELEPHONE (    )		
E-MAIL		E-MAIL		
NAME		NAME		
RELATIONSHIP		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE (    )		TELEPHONE (    )		
E-MAIL		E-MAIL		

[www.cefonline.com/locations](http://www.cefonline.com/locations)

## Background/Reference 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 of my signature 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 prevent my involvement in *Child Evangelism Fellowship*®, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, I 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 me, my heirs, family, or associates because of compliance with this authorization and request to release information. I 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 me, provided I 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.

I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on behalf of CEF.

I have read the Child Protection Policy and viewed ([cefonline.com/childprotection](http://cefonline.com/childprotection)) or heard (866-878-4182) the *Protecting Today’s Child* 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.

Signature of applicant (or parent of minor)

(Print name)

Date

**FOR OFFICE USE ONLY ↓**

**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 work with children unless signified otherwise in writing upon completion of this form.

**Please return all paperwork to the following address:**

CEF of North AL, P.O. Box 2034, Huntsville, AL 35804 OR [CEFofNAL.gnc@gmail.com](mailto:CEFofNAL.gnc@gmail.com)

Please note: A different form may be required by the reporting agency or state government agency you are using.

# **Interview Questions and ID Check for All Workers**

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- 1. Why are you interested in being involved in this capacity?
  
  
  
  
  
  
  
  
  
  
- 2. Share with me any previous experience you have had in working with children.
  
  
  
  
  
  
  
  
  
  
- 3. Describe any painful life experiences you had as a child/minor which may hinder you from a productive ministry with children.

(Please Print)  
Interviewee's Name \_\_\_\_\_

Interviewer's Name \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Position in CEF \_\_\_\_\_

<input type="checkbox"/> <b>Identity confirmed with government issued photographic identification.</b>	
Signature of <b>witness</b> to photographic identification (Print name)	Date

**Please provide a copy/photo of your government issued photographic ID.**

# Statement of Faith of Child Evangelism Fellowship®

## **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



# Worker's Compliance Agreement

Child Evangelism Fellowship

## 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.*

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, 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:

- My agreement with the Statement of Faith, and that
- I will abide by the above Worker's Compliance Agreement, and that
- I will abide by the policies of *CEF* as long as I am actively involved.

(Only applicable in the USA):

- I have reviewed the Protecting Today's Child presentation (866-878-4182 or [cefonline.com/childprotection](http://cefonline.com/childprotection)) in the last 12 months.

If you have a question about a specific policy or to see a complete copy of all policies, contact your director.

(NOTE: On digital forms, your typed signature carries the same weight as your written signature.)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone # \_\_\_\_\_

Church Affiliation \_\_\_\_\_



# Child Evangelism Fellowship

Reaching every child with the Gospel and Love of Jesus Christ

## Permission to Transfer Screening Information

I hereby authorize Child Evangelism Fellowship to transfer a copy of the following screening materials:

- Confidential Screening Form
- Criminal Background check
- Reference Information

TO: **CEF OF NORTH ALABAMA**  
P. O. BOX 2034  
HUNTSVILLE, AL 35804

ATTENTION: K. Burleson, J. Wade

I hereby release Child Evangelism Fellowship of all liability for the materials which I am authorizing to be transferred.

(Please print)

\_\_\_\_\_  
Name of Volunteer/Applicant/Employee

\_\_\_\_\_  
Date

Child Evangelism Fellowship® will make every effort to honor the contribution designation of the donor, yet contributions must be under the direction and control of CEF®. CEF has the discretion to determine how to best use contributions to carry out its functions and purposes. Such control of the funds by CEF is required to ensure the donor's contributions satisfy requirements for tax-deductibility.