

CENTRAL VA AREA

www.centralvacef.com

Subject: CEF Child Protection Program processing using Protect My Ministry

Dear CEF Volunteer Worker,

Thank you for your commitment to volunteer in CEF ministry as a worker with a Good News Club® or other CEF ministry events.

For the CEF Child Protection processing, please complete the items below as follows:

1. Read the Child Protection Policy with the CEF Statement of Faith, pages 2-4 below.
2. Read the CEF Workers Compliance Agreement, page 5 below.
3. View the "Protecting Today's Child" video online at www.cefonline.com/childprotection or listen to the 11 minute audio message at 1.866.878.4182 (toll-free).
4. The next step is to complete the online application form and questions. For high security reasons there is a 40-minute limit, after which the entered data is lost, and you have to start again. To prepare to complete the online form, use the form items and questions on pages 6-7 below as a worksheet to gather the required information beforehand; so you will be ready to complete the online form.
5. To complete the form and submit it, go to the following Web Link: <https://www.ministryopportunities.org/cefcentralva> Complete all the items understanding the following: When completing the online form observe the following technicalities, on the first page when it has been completed and you click the NEXT button; if a required item has not been completed, they will be highlighted with red text. They must be completed before the NEXT button will allow you to go to page 2. Then on page 2 if a required item is not completed, the NEXT button will not work again, but instead of the required fields being highlighted in red text, a "required" tag appears beside the item. When the item is completed the NEXT button works bringing up the last page where you sign it and submit.
6. Upon submission, the Application Form is checked by the Central Virginia Chapter Child Protection Coordinator, who initiates the order for the background check which includes the following: a SSN Verification & Address History, National Criminal Database Search and National Sex Offender Registry Search.
7. The background check takes a few days after which you and your team leader will be notified of the report.
8. After processing, Protect My Ministry will send you an email regarding their child protection online training. It is optional for you complete; but is free and very good additional training.
9. An interview needs to be completed in-person by your team leader and submitted to CEF of Central VA (centralvacef@gmail.com).
10. Once you receive your name badge, you are ready to serve.

There is no cost to you. **When you complete number 5, email me and let me know. I won't know to check the Protect My Ministry site and complete the process unless you do! Thanks!**

We are looking forward to working alongside you in reaching the boys and girls of Central VA with the Gospel. Thank you for your participation.

Daniel Uttley
Director

Child Evangelism Fellowship of VA – Central VA Chapter
centralvacef@gmail.com

Child Protection Policy Fact Sheet

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
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- 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

Worker's Compliance Agreement Version 1.4

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, 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:

- 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 www.cefonline.com/childprotection) in the last 12 months.
To read an overview of all policies, see www.cefonline.com/usaorgmanual
To see a complete copy of all policies, contact your director.

Signed

Date _____

Print name

Church Affiliation _____

Street Address _____ City/State/Zip _____

Email _____ Telephone # _____

