



Since 1937

CEF<sup>®</sup>  
CHILD EVANGELISM  
FELLOWSHIP<sup>®</sup>

Reaching children worldwide<sup>™</sup>

# Board and Committee Overview and Questionnaire



Using your skills, gifts and abilities  
in a board/committee leadership role  
through *Child Evangelism Fellowship*  
that the Gospel may be proclaimed to every  
child in your area and around the world.

[cefonline.com/leadership](http://cefonline.com/leadership)



TO ENLIST, EQUIP AND ENCOURAGE A TEAM OF QUALIFIED LEADERS WHO WILL EFFECTIVELY FULFILL  
THE PURPOSE OF CHILD EVANGELISM FELLOWSHIP, EXPANDING THE WORK THROUGHOUT THE USA.

## **The Purpose Statement of Child Evangelism Fellowship**

*Child Evangelism Fellowship* is a Bible-centered organization composed of born-again believers whose purpose is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living.

### **Vision**

Guiding a new generation that seeks to honor God.

### **Mission**

To enlist, equip and encourage a team of qualified leaders to enable fulfillment of the purpose of *CEF* and to establish chapters throughout the USA.

### **Method**

Our primary ministries are *Good News Club*® and *5-Day Club*®. Some of the other *CEF* ministries include *Christian Youth In Action*®, *Camp Good News*®, *JYouConnection*™, *Truth Chasers Club*®, fairs, open-air evangelism and Party Clubs.

In addition to these programs are two very important activities: literature distribution and production (*CEF Press*®) and training. Our literature stresses salvation by grace and the victorious life, with special emphasis on child evangelism. *CEF* promotes and conducts a training ministry for teachers and every effort is made to train all our workers.

### **Culture ([cefonline.com/culture](http://cefonline.com/culture))**

To achieve our vision it is important that we develop a culture that above all else, encourages godliness and spiritual maturity in our leaders and staff. The *Child Evangelism Fellowship* culture should convey to the church community that we are willing and specialized partners in reaching the children in their communities. By improving our professional image, more churches and children's workers will be attracted to *CEF*. The following points describe the culture of *CEF*.

Six Focus Points for the Culture of *Child Evangelism Fellowship*:

- *The Importance of Godly Leadership at Every Level*  
Spiritual leadership is the highest form of authority. The men and women who lead must have a personal heart for God in order to be able to discern the will of God and lead the ministry effectively. Regardless of the skill of a leader, if he or she lacks a heart for God, the work will be eroded at its very foundation.
- *The Importance of the Spiritual Welfare of our Workers*  
It is vital that we are never satisfied to simply teach our staff the methods of how to reach children and how to train others to do so, but we must purposefully invest in the spiritual lives of our staff. When *CEF* staff members are men and women who are primarily driven by passion for God and His glory and have a clear call from the Lord, the work will prosper. If we keep our focus on God and on His calling, then we will be sustained in times of challenge.

- *The Importance of Prayer as our Foundation*  
It is not the work we do, the meetings we hold or the decisions we make that bring the greatest advances in the work; it is the time spent before the throne of God in prayer, in the name of our Lord Jesus Christ, that brings power, laborers and resources into the ministry.
- *The Importance of Evangelizing Children*  
There is no limit to the number of organizations that do many good things that are important to boys and girls in need. We are thankful for them and believe that God uses them to help hurting children. CEF, however, has been called by God to make it our highest priority to present the Gospel so children may be saved and discipled in God's Word. We must stay on point.
- *The Importance of a Clear and Biblical Presentation of the Gospel*  
The fact that a young child can comprehend the simple message of salvation and become a child of God is the foundational principle of CEF. Everything else that we do is based upon this fact. The good news of Jesus Christ is the power of God unto salvation. We must present it clearly and accurately.
- *The Importance of a Commitment to Excellence, for the Glory of God* Every aspect of the work, no matter how big or small, has significance. This includes the training we conduct, the materials we produce, the facilities we use and the way we present ourselves. In every area we must strive for excellence to the glory of God!

### **Basic Information about Child Evangelism Fellowship**

J. Irvin Overholtzer, founder of *Child Evangelism Fellowship*, came to trust in Jesus Christ later in life because he was overlooked as a child. Many thought that young children couldn't savingly believe and be regenerated. Mr. Overholtzer saw children's lives being changed and knew that even his own life could have been different had he been given the opportunity to trust in Christ as a child. He began a "fellowship" of Christians working together with a vision and burden to share the message of Jesus Christ with boys and girls. This fellowship became *Child Evangelism Fellowship*.

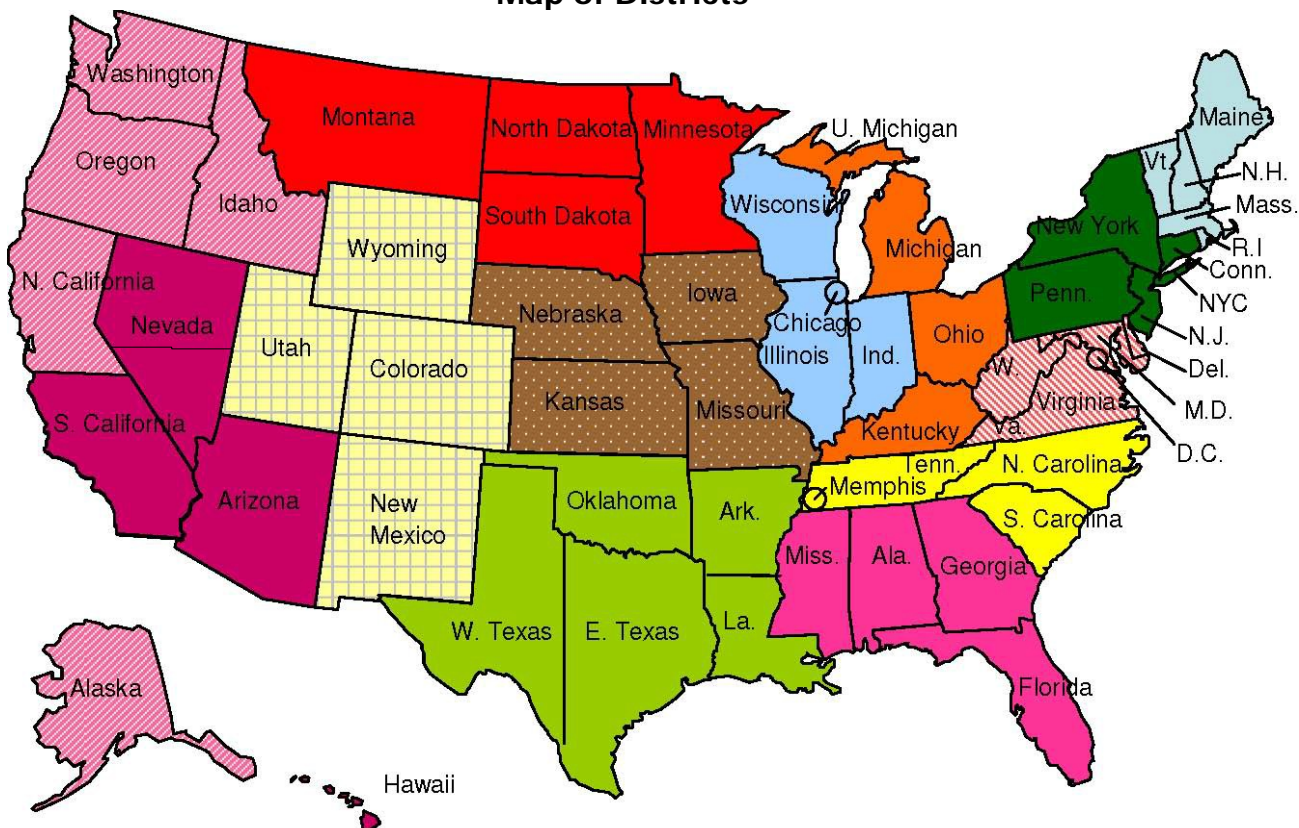
CEF is a mission which operates as a service organization, working in close cooperation with other missions, churches and volunteer workers representing a large cross section of the conservative, evangelical churches in America, in agreement with our Worker's Compliance Agreement.

Volunteers in CEF serve under the leadership of trained CEF staff and boards/committees who provide them with leadership, training and materials. All CEF staff, volunteers and board/committee members are screened according to our Child Protection Policy.

State CEF organizations are affiliated with and chartered by Child Evangelism Fellowship Inc., giving them certain legal rights, including the privileges of being exempt from corporate income tax and being able to issue tax-deductible receipts for contributions to the work of the organization. Local chapter committees are established by the state.

States are grouped into 13 districts. One state director in the district will serve as the district director (see map of districts).

## Map of Districts



### Three Types of Boards and Local Committees

- The **INTERNATIONAL BOARD OF TRUSTEES** is responsible for the ministry of CEF to the children of the world. As the work is organized in a country, a national board is set up to assume this responsibility in that country.
- The International Board of Trustees serves as the **NATIONAL BOARD** for the CEF work in the USA. It does this by organizing state boards, to which it delegates certain responsibilities on a geographic basis.
- **STATE/METRO BOARDS** are established to reach the children within each state and several metro areas in the United States. There are four metropolitan areas to which the Board of Trustees has granted the right to become affiliate CEF corporations (Chicago, Memphis, New York City and Washington D.C.). No other metro areas will be allowed to incorporate.

Each state/metro board is responsible for the ministry of CEF to the children in its own area. This responsibility is carried out by delegating certain responsibilities on a geographic basis to organized local committees.

The state/metro boards are accountable to the International Board of Trustees for carrying out the policies, procedures and programs of CEF as stated in the USA Organizational Manual and other directives of the International Board of Trustees or its representative staff. The board hires a director to manage the state/metro program, with the approval of the USA Ministries vice president and the International Board of Trustees. Where there is no state/metro director, the USA leadership team and/or district director works with the board until a director is approved and appointed.

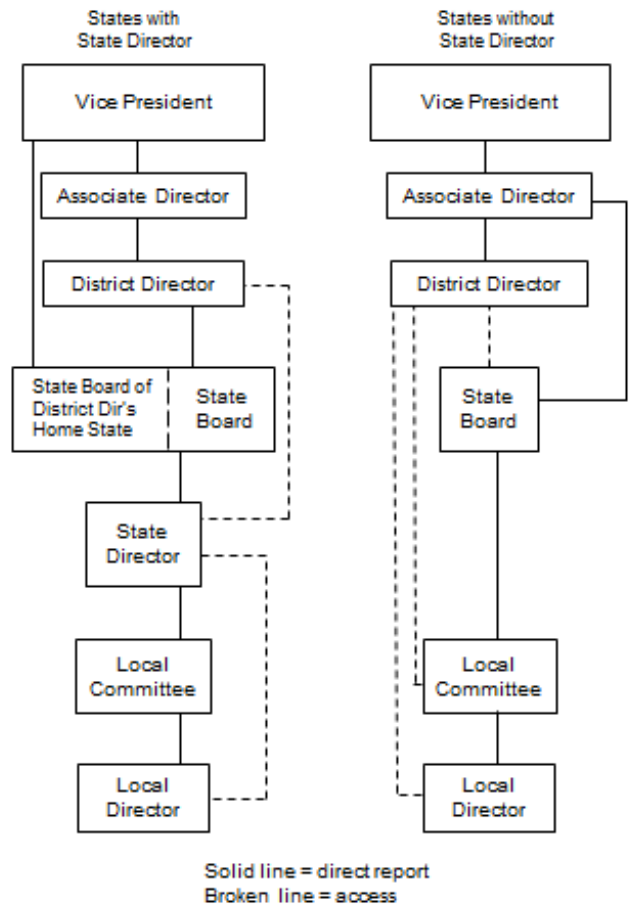
The state/metro board has the responsibility of enacting policies which may be necessary to deal with unique situations within their area. In no case is a state/metro policy to conflict with a USA Ministries policy.

CEF has been incorporated within each state/metro with each board serving as the corporate board for the respective corporation. This gives each board legal rights and responsibility for the organization's activities. Each state/metro has corporate bylaws which are in harmony with both the bylaws of Child Evangelism Fellowship Inc. and laws of the state/metro.

The **LOCAL COMMITTEE** is a fellowship of Christians who have the responsibility and privilege of reaching the children in its geographic area, whether that is a city, county or group of counties. It is a committee of the state board, having been organized and authorized by the state board to carry on the vision and programs of CEF within the framework of the USA Organizational Manual. Nearly 1,000,000 children are reached each year in the U.S. The local committee's planning and organizing is at the heart of this outreach. It hires a local director, with the approval of the state board, to carry out these responsibilities under the direct supervision of the state director. Where there is no local director, the state director works with the local committee in the capacity of director until a new director is approved and appointed.

Special committees may be established on local, state and national/international levels to meet unique needs which the organization experiences.

## CEF USA Organizational Chart



### Basic Information about becoming a Board Member with *Child Evangelism Fellowship*

#### Membership

- It is advisable to have diversity on the board/committee (age, race, gender, geography and denomination) to ensure that many gifts, experiences, interests and abilities are present.
- Immediate family members of the staff are not allowed to serve as members of the board/committee.
- An official board/committee must have a minimum of five members unless state law requires more. Action may be taken by the state board or USA Ministries to revoke the charter of a board/committee which experiences a chronic lack of members.
- Since the individual board/committee member plays such a vital leadership role in the CEF ministry, every effort must be made to enlist qualified leadership.



### **Purpose of a Board/Committee**

Board and committee members provide vision and leadership to the ministry in the areas of finance, ministry programs, staffing and governance. They ensure that our ministry is spiritually strong before God and legally strong before men.

### **Board/Committee Membership Qualifications**

- Must be born again and have the assurance of salvation
- Is spiritually mature. Shows evidence of growing in grace and the knowledge of our Lord Jesus Christ
- Must believe both in the possibility and necessity of children being saved from sin by coming to a saving knowledge of Jesus Christ
- Must have a good testimony at home, on the job, in his neighborhood and local church as reflected by both speech and conduct
- Should be actively involved in a local church
- Agrees with and signs without reservation the Worker's Compliance Agreement
- Must be in agreement with the purpose of CEF and willing to follow the policies and procedures as outlined in the USA Organizational Manual
- Must be willing to submit to a criminal background check as required by the Child Protection Policy
- Is interdenominational in spirit, i.e., willing to work with other believers in accordance with the Workers Compliance Agreement
- Is willing to support the ministry of *Child Evangelism Fellowship* with time, talent, prayer, finances and possessions
- Is assured that God is calling him to this responsibility and considers it a privilege to serve
- Is willing to come regularly to board/committee meetings and become actively involved in the ministry
- Must be a team player and function well in a group
- Agrees with the Chapter Charter Resolution (potential local committee members only) p.19

### **Training**

Our leadership training series, Core6, is required training to be complete within the first year of membership. These six sessions provide an overview of God's purpose for the *CEF* ministry, its heritage, programs and organization. It continues with members' responsibilities and goals, providing practical helps to become accomplished with their duties. The course is available through your state director or through an online course. Contact your state office for details.

### **Role of the Board/Committee**

Members take on special assignments and duties for the promotion and carrying out of the work.

## **LEADERSHIP**

The board/committee, along with the director, sets the pace and direction for all that happens in its area including:

- Proper governance and accountability
- Promotion of vision
- Organization
- Encouragement
- Planning
- Spiritual commitment to Christ and the children

## **PLANNING**

The board/committee establishes a strategic plan that is rooted in the goal and purpose of the ministry, works in conjunction with the USA strategic plan and includes both known and anticipated needs.

## **PROMOTING AND RECRUITING**

Each board/committee member needs to be well informed at all times so that enthusiastic and accurate reports of the ministry can be shared. Members should seek opportunities to tell others of the work every day.

The board/committee members should look for people who can assist in the worldwide ministry of *CEF*. The board/committee hires staff under the supervision of the next higher office and recruits volunteers to form a team of workers to accomplish the goals of the ministry.

The board/committee develops a job description (for local or state directors use the job description in the USA Organizational Manual) and provides a compensation statement for all paid staff.

## **BUDGETING AND FUNDING**

It is the responsibility of the board/committee to provide its workers with adequate salary, benefits, tools and equipment to accomplish the task set before them.

Following are the responsibilities of the board/committee members regarding the budget:

- The board/committee prepares and approves an annual budget, which is then approved by the state board.
- The budget is subject to review during the year as needed.
- The board/committee is responsible, along with the staff, to raise the budget.
- Each member should do his part in meeting the budget.
- Each member should pray about those to whom he can present the ministry of *CEF* and encourage them to become ministry partners.

As part of being chartered under the IRS exemption granted to *CEF*, each area is required to give administrative support of ten percent of all actual income to the next higher office. Special projects which the board/committee desires to be exempt from administrative support must have approval in writing from the next higher office and the vice president, USA Ministries.

## **EVALUATING**

Evaluating the staff and the ministry is the process of determining if *CEF* is doing what is necessary to reach children with the Gospel.

Performance reviews are given to staff annually by supervisors with input from the board/committee. This ensures that adequate appreciation is expressed and/or corrective counseling provided. From this review an Individual Development Plan is established for each staff member.

## MEETINGS

The board/committee must exercise its authority as a group and not singularly as individual members of the organization. No board/committee member is allowed to act apart from the approval of the full board/committee. Authority is delegated to the director to act on behalf of the board/committee.

The following should be noted regarding meetings of the board/committee:

- Meetings are to be held on a regular basis.
  - Local committees should meet at least once each month (minimum of nine meetings per year).
  - State boards should meet at least once each quarter.
- The purpose of regular meetings is:
  - To establish the ministry goals and the budget.
  - To plan and oversee the effectiveness of the entire program.
  - To hold workers accountable.
  - To provide spiritual leadership for the ministry.
  - To uphold the biblical standards and guidelines of CEF.
  - To hire staff and approve all local committee members.
  - To give proper governance and accountability.

## Organizational Manual

The USA Organizational Manual directs the ministry of CEF at all levels in the USA and is updated annually. Every board/committee member should have a copy and it should be available at all meetings to provide policies and procedures for the ministry. ([cefonline.com/usaorgmanual](http://cefonline.com/usaorgmanual))

## POLICIES OF CHILD EVANGELISM FELLOWSHIP

*For a complete list of all policies, contact the director.*

### Doctrinal Policies

The *Child Evangelism Fellowship* Statement of Faith is the basis on which all of our workers and works can remain doctrinally sound and united. All involved in teaching, leadership or other staff responsibilities must sign the Worker's Compliance Agreement annually.

### Doctrinal Protection

*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 children's evangelists. We therefore resolve that CEF workers are qualified by their unreserved commitment to the 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.

### Interdenominational Position

The founder of *Child Evangelism Fellowship*, Mr. J. Irvin Overholtzer, wrote the Statement of Faith in such a way as to keep the work and teaching of CEF interdenominational. Mr. Overholtzer wrote on one occasion with regard to the teaching ministry of CEF: "The great fundamentals of the faith are taught without fear or favor, but doctrines. . . about which the leading evangelistic denominations and independent churches differ, should not be taught in an interdenominational movement like *Child Evangelism Fellowship*."



**The Statement of Faith** of CEF remains the same to this day, as does our interdenominational position. ([cefonline.com/statementoffaith](http://cefonline.com/statementoffaith))

CEF is made up of individual born-again believers and is not an association of organizations. We stand upon our Statement of Faith. All who desire teaching or leadership responsibilities must adhere to it unequivocally. CEF will not sponsor or endorse any group which rejects the Bible, in part or in whole, as the divinely inspired Word of God.

### **Groups of Churches Cooperating**

If individuals who are unbelievers are involved in the leadership of an evangelistic endeavor, *Child Evangelism Fellowship* must not be involved in that endeavor.

### **Individual Churches**

If a church openly and aggressively backs an ungodly alliance, *Child Evangelism Fellowship* cannot seek the cooperation of that church. If a church is a member of such an alliance but does not support the alliance overtly, CEF can seek the cooperation of that church.

### **Individuals**

A person may participate in leadership, teaching or other staff responsibilities in *Child Evangelism Fellowship* only if he can sign the Worker's Compliance Agreement of CEF without reservation. If a volunteer attends a church that does not teach the Word of God as outlined in the Statement of Faith, he cannot ask the children reached through CEF ministries to attend that church. A proper attitude is of utmost importance, lest in maintaining a proper stand we become proud and self-righteous as did the Pharisees of Christ's day. They allowed the keeping of the laws to become the end rather than a means to know God. CEF must be separated unto Jesus Christ, not merely unto separation.

### **Assurance of Salvation**

All *Child Evangelism Fellowship* staff and teachers are to teach assurance of salvation on a child's level.

This position is based on the following point in the Statement of Faith: "*We believe 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.*"

We believe and teach that a child can know he is saved:

1. Because of the promises of God's Word (John 1:12-13; 3:16; 6:37; Acts 16:31; Romans 6:23; 10:13; 1 John 5:12-13)
2. Because of his changed life (1 John 2:3, 5, 29; 3:14)

The child who truly believes on Christ can know:

- |  |   |
|--|---|
| -He has everlasting life (John 3:16).    | -He is going to Heaven one day (John 14:1-3). |
| -All his sin is forgiven (Acts 13:39).   | -The Holy Spirit lives within him (Gal. 4:6). |
| -God is his Heavenly Father (John 1:12). | -He can live a holy life (1 Peter 1:15-16).   |

### **Scripture Versions**

Child Evangelism Fellowship Inc. will use the King James Version of the Scriptures when producing Bible lesson texts. Other translations may be used as inserted materials but will always be so indicated. Bible memory aids will be produced by Child Evangelism Fellowship Inc. in the King James Version. Other conservative translations may be used in CEF ministries.

## **ORGANIZATIONAL POLICIES**

### **Board/Committee Membership**

A board/committee may solicit membership only from individuals who live within the area of ministry. With written permission from the next higher office the board/committee may also solicit membership from individuals who work or attend church (on a regular basis) outside the area of ministry.

Employees of the local committee or state board may not serve on a local committee or the state board.

Immediate family members (e.g., spouse, children, parents, in-laws, brothers, sisters, etc.) of *Child Evangelism Fellowship* employees may not be members of the local committee or state board which is responsible for the employment and supervision of their relative.

A minimum of five (5) members comprises a CEF committee or board.

### **Divorce and Remarriage**

Discretion needs to be exercised in the appointment to leadership of anyone with more than one living mate or whose spouse has more than one living mate. All cases must be dealt with individually in love and the course of action predicated upon:

1. When the divorce occurred (the spiritual state of the individual involved).
2. The cause of the dissolution.
3. The position of responsibility placed upon the individual.

A blanket acceptance or rejection by a board/committee of divorced and/or remarried individuals is not allowed.

### **Finances**

The financial policy of *Child Evangelism Fellowship* is “Ask God and tell His people.” We trust God wholly for the finances to carry on the work, but God is a God of order. This must be done in a manner that honors God and challenges fellow Christians to give.

### **Administrative Support**

All state and local chapters will participate in the program of spreading and building the work of *Child Evangelism Fellowship*. Each month they will contribute no less than ten percent of all actual income to the next higher office.

### **Child Protection Policy**

Volunteers (who come in contact with minors), paid staff and board/committee members must be screened with a background check and by interview prior to serving with *Child Evangelism Fellowship*. ([cefonline.com/childprotection](http://cefonline.com/childprotection))

Becoming a board/committee member is a great privilege and opportunity to become involved in God's process of fulfilling the Great Commission to the boys and girls in each area, state, across the USA and the globe. Please pray and seriously seek God's guidance as to your part in His plan.  
*"Even so it is not the will of your Father who is in heaven that one of these little ones should perish"*  
(Matthew 18:14).

## PROSPECTIVE COMMITTEE/STATE BOARD MEMBER QUESTIONNAIRE

You have been recommended to serve as a board/committee member with *Child Evangelism Fellowship (CEF)* of \_\_\_\_\_

In order to become better acquainted with you and to give a vote of confidence concerning your service on this board/committee, it would be helpful for us, if you would complete this questionnaire.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

### AS RELATED TO THE CHURCH

What church do you attend? \_\_\_\_\_

What services do you attend? \_\_\_\_\_

What are your church responsibilities? \_\_\_\_\_

To what other organizations do you belong? \_\_\_\_\_

### AS RELATED TO YOU PERSONALLY

What is your birth date? \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of children? \_\_\_\_\_

Is your spouse in agreement with your decision to consider serving on this board/committee? \_\_\_\_\_

What boards do you currently serve on and in what capacity? \_\_\_\_\_

What boards have you served on in the past, for how long and in what capacity? \_\_\_\_\_

Because of the importance of this responsibility and the testimony we must maintain for the Lord before the children, our desire is to have committee members who maintain a consistent Christian life and testimony. Do you feel you are so doing? \_\_\_\_\_

Please provide a short written testimony of your conversion and walk with Christ: (Submit on a separate page.)

Do you belong to any secret societies or organizations? \_\_\_\_\_

**AS RELATED TO CHILD EVANGELISM FELLOWSHIP**

Do you believe little children need to be saved from sin? ☐ Yes ☐ No

That they can be saved from sin? ☐ Yes ☐ No

Are you willing to work as a team member laying aside denominational distinctives? ☐ Yes ☐ No

Do you feel burdened to see lost children saved from sin? ☐ Yes ☐ No

Are you willing to faithfully pray for CEF? ☐ Yes ☐ No

Are you willing to support the ministry with your finances? ☐ Yes ☐ No

Are you willing to attend each board meeting unless hindered beyond your control? ☐ Yes ☐ No

(For potential local committee members only) Are you in agreement with the Chapter Charter Resolution? ☐ Yes ☐ No

Please study the attached Worker's Compliance Agreement; sign if you are in agreement and return with this questionnaire. Please read the Child Protection Policy and submit the forms so screening can be done.

Please give three references, including your pastor.

Name	Address	Occupation	E-mail

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send completed form to:

# 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*



# 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 [www.cefonline.com/childprotection](http://www.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.

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

Print name \_\_\_\_\_ Church Affiliation \_\_\_\_\_

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

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

# POLICY

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The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996.

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. Background/Reference 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).

## **Requirements for minors (under 18) paid or volunteer:**

- Check two references, one of which is the pastor.
- Complete a., b., d., e. and f. above

## **Criminal Background Check Requirements**

- Volunteers (18 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 (18 years old and older)
  - Minimum requirement
    - National Criminal Database Search
    - National Sex Offender Registry Search
    - SSN Address History Trace
    - Criminal record check for **all** states where worker lived in the 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 exceptions will be made.
- Any sex crime of any type. No exceptions will be made.
- Any felony convictions. Exceptions require the approval of the district director or associate director.

Exception reports must be filed with the vice president, USA Ministries.

### **Rescreening Requirements**

- Minors (paid or volunteer) must be rescreened when they reach their 18<sup>th</sup> birthday.
- 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.



# 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.)**

Date \_\_\_\_\_

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

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.				
(If completing form for five-year rescreening, skip this.) 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.) <b>References</b> (pastor or church leader, previous employer and personal [not a relative])				
NAME CHURCH ADDRESS TELEPHONE (       ) E-MAIL		NAME RELATIONSHIP ADDRESS TELEPHONE (       ) E-MAIL		
NAME RELATIONSHIP ADDRESS TELEPHONE (       ) E-MAIL		NAME RELATIONSHIP ADDRESS TELEPHONE (       ) 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)  
Date

(Print name)

### 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:**

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

## Regarding the Local Chapter Charter Resolution

In the Chapter Charter Resolution, local committee members agree as part of the committee:

1. To annually obtain a Worker's Compliance Agreement, signed without reservation, from all workers.
2. To abide by all policies and procedures of Child Evangelism Fellowship Inc., as outlined in the USA Organizational Manual.
3. To abide by the bylaws of CEF for their state.
4. To maintain a bank account in the name of CEF of (State), local chapter committee, which is associated with the Employer Identification Number (EIN) of CEF of the State. At least two members of the local chapter committee will be signatories on the bank account, along with the state board treasurer.
5. To receive and deposit donations under the Employer Identification Number (EIN) of CEF of (State) to further the ministry within the local chapter committee's geographical boundaries.
6. To spend ministry funds within the confines of the local chapter budget approved by the state board. Any expenditure exceeding the total annual budget, and any individual expenditure exceeding \$\_\_\_\_\_, (determined by each state board) requires advance written approval by the state board.
7. To approve and fund, contingent upon the approval of the state board, the purchase of property, both real estate or other titled property, by CEF of (State) for use and management by the local committee.
8. To submit to the state board all contracts for approval and execution by CEF of (State) which the local chapter committee might deem necessary and/or appropriate in order to further the work of CEF of (State) within the local chapter.
9. To keep and provide accurate records of all contributions, deposits and disbursements and to provide accurate and timely financial reports to the state board.
10. To ensure that funds are available for employee payroll, including employment taxes, in a timely manner. All employment taxes (both employee and employer) and information must be submitted in a timely manner to the state board treasurer (or designee) for deposit and reporting on IRS Form 941.
11. To ensure that funds are available for sales tax. All sales tax and information must be submitted in a timely manner to the state board treasurer (or designee) for deposit and state reporting.
12. To provide any and all information requested by the state board treasurer in a timely manner, for the state to submit its annual Form 990 or Form 990EZ to the Internal Revenue Service.
13. To recruit and approve, contingent upon the approval of the state board, candidates for the state *Child Evangelism Fellowship* corporation staff (employees) who will serve in the local chapter and to maintain responsibility for funding such staff.

14. To recruit, contingent upon the approval of the state board, candidates to serve as members on the local chapter committee.
15. To oversee the state *CEF* corporation employees who serve in the local chapter.
16. To promote, fund and manage the ministry of CEF of (State) within the local chapter, and to actively advance the purpose of *Child Evangelism Fellowship* accordingly.
17. To forward administrative support, statistical reports, minutes of meetings, financial statements and director's reports in a timely manner each month to the appropriate *CEF* office as outlined in the USA Organizational Manual.
18. To recognize that all property held by the chapter is actually property of the state *CEF* corporation and managed by the local chapter committee.
19. To ensure that mailing and donor lists are used for the sole purpose of advancing the ministry of *CEF*.
20. To promptly surrender the charter and all *CEF* properties and mailing and donor lists upon termination of the charter and upon demand of the state board, USA Ministries or the International Board of Trustees of Child Evangelism Fellowship Inc.

The local director is vested with the authority needed to carry out the purposes and actions set forth herein.