



# CYIA™ APPLICATION for CEF® of PA

Date \_\_\_\_\_ (PLEASE PRINT PLAINLY) Social Security No. \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Area/Number

Name \_\_\_\_\_ Mr.  Miss  Mrs.   
Last First Middle

Present Address \_\_\_\_\_  
No. Street City State Zip

Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Year

Will you be 13 years of age or above by June 1st of this year? Yes  No

If you are under 18 years of age by June 1st and employed by CEF® for the summer, can you provide a work permit? Yes  No

How did you become interested in Child Evangelism Fellowship? \_\_\_\_\_  
\_\_\_\_\_

Present Occupation \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Parent/Guardian

Address \_\_\_\_\_  
\_\_\_\_\_

Emergency Telephone Number \_\_\_\_\_  
Area Code/Number

## PERSONAL TESTIMONY

Write out your testimony on a separate paper and attach it to this application. Explain the **scriptural basis** for your salvation, **when and where** you were saved, other Christian experiences and **why** you are interested in working as a summer missionary with CEF.

Tee shirts will be worn at training school. Indicate size by circling a size option that is listed below.  
S M L XL XXL XXXL *Shirt must not be tight. T-Shirts may shrink.*

## RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary		X					<input type="checkbox"/> Yes <input type="checkbox"/> No	X
			5	6	7	8		
High							<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		
College							<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		
Other (Specify)							<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		
Other (Specify)							<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		



## EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT.

Name and Address of Employer	Phone	Dates Worked	Position	Reason for Leaving



## PERSONAL REFERENCES

Adult Name and Occupation	Address	Phone Number
Pastor/ Ch. Leader		
CEF Worker/ Adult Friend		
Christian/ Adult		

## CHRISTIAN RECOMMENDATIONS

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

Can you conscientiously sign the enclosed *Doctrinal Protection Policy*? \_\_\_\_\_

Do you believe that one can have the assurance of his salvation? \_\_\_\_\_

## EMPLOYMENT POLICY

I understand and acknowledge that, unless otherwise defined by applicable law, Child Evangelism Fellowship of Pennsylvania, Inc. follows an "employment at will" policy, in that any employment is for an indefinite period and may be terminated by either the employee or the employer at any time, with or without notice and with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless such change is approved by the State Board of Child Evangelism Fellowship of Pennsylvania, Inc., and acknowledged in writing by the chairman of this organization.

I understand that Child Evangelism Fellowship will investigate my work and personal history and verify data given on this application. I authorize all individuals, schools and firms named therein to provide information about me and I release them from all liability for damage in providing this information.

I certify that to the best of my knowledge all answers and information given on this application are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PERMISSION FORM FOR PICTURES

I, \_\_\_\_\_, give permission for my voice and/or image to be used for promotional and publicity purposes.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

## CEF IS AN EQUAL OPPORTUNITY EMPLOYER.

We consider applicants for all positions without regard to color, national origin, disability or veteran status.

## **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.

# CHILD EVANGELISM FELLOWSHIP OF PA, INC.

## PROTECTING TODAY'S CHILD MANUAL

### ADDENDUM

#### PROCEDURE:

1. All suspicious behavior or inappropriate behavior between a CEF worker (paid or volunteer) and a child must be reported to ChildLine at 1-800-932-0313.
  - A. You will then notify your immediate supervisor and or the local director.
  - B. Notify the state director as soon as possible who will then notify USA ministries
  - C. USA ministries will then make further recommendations concerning the situation
2. Failure to report as directed could result in the termination of the worker.
3. Criminal Background Check requirements:

#### **Volunteers (18 years of age and older)**

##### Minimum requirements

- ✓ State Police Background Check (Free)
- ✓ Child Abuse Clearance( Free)
- ✓ Signed affidavit in lieu of FBI fingerprinting (If individual has not lived in PA for 10 years, he/she must do FBI fingerprinting.)
- ✓ If your local jurisdiction requires more, you must also comply with their requirements
- ✓ Volunteers must show government issued ID

#### **Staff (14 years of age and older)**

##### Minimum requirements:

- ✓ State Police Background Check (There is a fee)
- ✓ Child Abuse Clearance (There is a fee)
- ✓ FBI Fingerprinting (There is a fee) Log onto( ITENTIGO)
- ✓ Must provide three copies of each check; one to employee, one to state office, and one to local chapter office.

#### **All Club and Ministry Leaders**

- ✓ Must participate in a three hour online or in person (Act 31 training)

4. All staff in Pennsylvania needs to use the following forms:
  - CEF Screening Procedures Checklist
  - CEF Confidential Screening Form
  - CEF Permission to Transfer Screening Information
  - CEF Background Check Authorization
  - Child Protection Policy Compliance Verification Form (local chapter)



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.  <p style="text-align: center;">Testimony Attached.</p>				
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)



# 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 \_\_\_\_\_



# 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; Philipians 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; Philipians 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” (Philipians 3:20). Acts 1:11; 1 Thessalonians 4:16-17; John 14:1-3; Titus 2:13; Philipians 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; Philipians 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

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## CYIA™ Checklist

(check off each item as it is completed)

### Application Packet

- CYIA Application returned
  - Photo
  - Written Testimony
- Confidential Screen Form returned and references called  
(Use "CYIA Telephone Reference Check Form")
  - Reference #1 returned  called
  - Reference #2 returned  called
  - Reference #3 returned  called
  - Reference #4 called
- "Protecting Today's Child" heard/seen
- Background Check Authorization Form returned
- Background Check completed
- Doctrinal Protection Policy/Worker's Compliance Agreement signed & returned
- Personal interview with the applicant
- Approval by the CEF committee

### Acceptance Packet

- Christian Leadership Standards signed
- Prayer Warriors Commitment List returned
- Medical Report returned
- A  B Waiver for Minors (if needed)
- Summer Missionary Policy/Service Agreement signed and returned
- \* Work permit/vacation certificate obtained
  - letter sent by CEF to school re: permit
- \*Employment Eligibility Verification form
  - Photo ID shown
- \*W-4 (Income Withholding Tax Form)

\*if paid

### Miscellaneous

- Attended local CEF committee meeting  
Date: \_\_\_\_\_
- \*Leadership Development Recommendation submitted by May 1 (\*if eligible)
- Registration for CYIA Training School submitted by June 1 online to state office
- Prayer Cards or bookmark created/given
- Support letter written & approved # \_\_\_\_\_  
Date mailed: \_\_\_\_\_
- Attended Pre-Training
- Received 5-Day Club® Kit
- Requirements for Training School completed
  - WB verses memorized
  - WB evaluation passed
  - Verses for Bible lessons memorized
  - Bible lesson questions answered
  - Missionary story questions answered
- End of summer "thank you" letters mailed
- Exit interview conducted
- All reports, offerings, supplies returned to office
- Final paycheck (gift) and thank you letter from CEF sent to missionary
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