

## Ministry Registration and Screening Instructions for New *CEF* Volunteers.

*CEF takes seriously our responsibility to protect the children we serve, the volunteers who serve the children, our partnering churches and the good name of Jesus Christ.*



**CEF**<sup>®</sup>  
CHILD EVANGELISM  
FELLOWSHIP<sup>®</sup>  
*Reaching children worldwide™*

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Thank you for your decision to volunteer with *Child Evangelism Fellowship*<sup>®</sup>. We are excited about all that God is going to do as churches all across the nation share the Gospel with unchurched children in their communities. Following are some important considerations for all who will volunteer and have direct contact with the children through *CEF* ministries.

- *CEF* does online background checks utilizing a secure server so that your information is safe.
- All volunteers (age 18 and older) and *CEF* missionaries are required to undergo a national criminal background check.
- All approved workers will receive a required nametag upon completion of steps 1-3.
- You will need to go online to complete the screening process.

### **There are three steps required for volunteer participation:**

#### **\_\_\_\_ STEP 1: PRIOR to COMPLETING THE ONLINE REGISTRATION**

Complete the following:

- A. Read the [Statement of Faith](http://www.cefonline.com/statementoffaith) [www.cefonline.com/statementoffaith](http://www.cefonline.com/statementoffaith)
- B. Read the [Worker's Compliance Agreement](http://www.cefonline.com/wca) [www.cefonline.com/wca](http://www.cefonline.com/wca).  
This is to be signed annually.
- C. Read the [Child Protection Policy](http://www.cefonline.com/policy) [www.cefonline.com/policy](http://www.cefonline.com/policy)
- D. Watch the 12-minute "[Protecting Today's Child](http://www.cefonline.com/childprotection)" presentation  
[www.cefonline.com/childprotection](http://www.cefonline.com/childprotection) or listen at 1-866-878-4182.  
This is to be viewed annually.
- E. **For New Volunteers** - Gather the information to enter online:
  - Your salvation testimony.
  - Reference contact information (name, phone, email). This should include: pastor or church leader, previous employer, and two personal references. No relatives please.
  - Previous addresses (last 5 years)
  - Driver's License (if applicable) and Social Security Number (adults only)

## \_\_\_\_\_ **STEP 2: REGISTER ONLINE - Ministry Registration and Background Check Authorization.**

If you have prepared the information requested in Step 1, it will take you approximately 15-20 minutes to complete the online forms.

- A. Complete the [Ministry Registration](#) or [www.cefwi.org](http://www.cefwi.org) - **Volunteer** tab.

**You will be asked to create an account** when you do the Ministry Registration. Record your user name and password, so that you can return to the Ministry Registration. As you become involved in other CEF ministries, you can register on the same form.

- B. New adult volunteers will be redirected to a secure website for authorization to run a background check.

Note: If you are not redirected to the background check site, a direct link can be found in the footer of the CEF Wisconsin website [www.cefwi.org](http://www.cefwi.org)

- C. For minors – Complete the [Ministry Registration](#) and contact information including email addresses for four references.

## \_\_\_\_\_ **STEP 3: ID CHECK AND INTERVIEW for the New Volunteer**

This final step will be completed by your *CEF* team leader prior to serving.

- You will be required to show a photo ID (driver's license, passport, or school ID) and answer a few interview questions.
- A CEF worker will meet with you to do a face to face interview.
- Once all steps are completed, you will receive your nametag, indicating that you are a screened volunteer.

Thank you for volunteering to reach boys and girls with the Good News of Jesus Christ!  
May God bless you as you faithfully serve Him!

Questions? Contact your local CEF chapter – [WI Chapter location](#)

## Ministry Registration and Screening Instructions for Returning Volunteers

Complete [Ministry Registration \(www.cefwi.org](http://www.cefwi.org) Volunteer tab) for current ministry year – Ministry year runs from September to August.

- Enter or update your profile – name, address, phone number, etc
- Check ministry and role for which you are registering
- Review the Protecting Today’s Child Presentation – Consider doing this before going to the Ministry Registration form (866-878-4182 or [www.cefonline.com/childprotection](http://www.cefonline.com/childprotection) )
- Sign the Worker Compliance Agreement

### Directions for using signing Worker Compliance Agreement

#### [Worker Compliance Agreement](#)

View the Child Protection Presentation – should be done annually

Fill in the textboxes

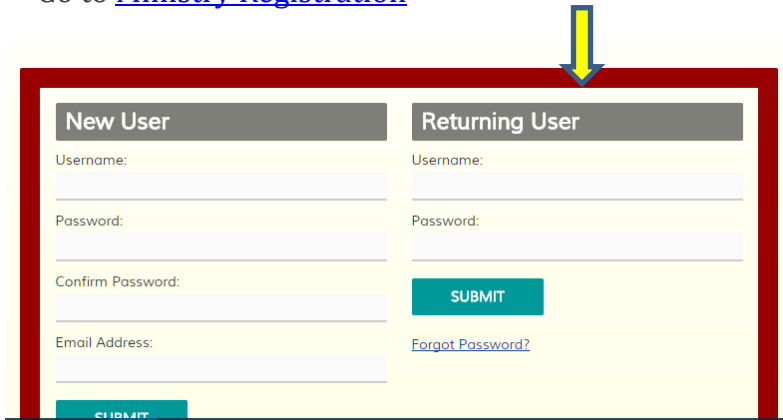
Sign (write in the signature box, then click somewhere outside the box)

Click on “submit”

Return to the Ministry Registration to review your answers, check off that you have completed all paperwork and submit the Ministry Registration

### Directions for returning to the Ministry Registration

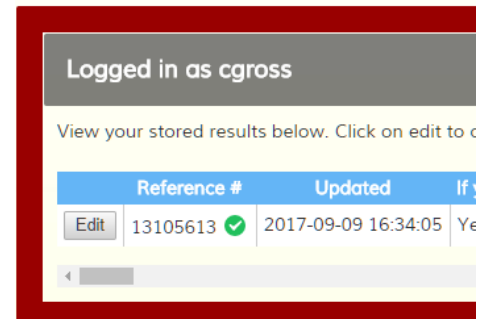
Go to [Ministry Registration](#)



The screenshot shows a registration form with two columns: 'New User' and 'Returning User'. The 'New User' column has fields for Username, Password, Confirm Password, and Email Address, with a 'SUBMIT' button at the bottom. The 'Returning User' column has fields for Username and Password, a 'SUBMIT' button, and a 'Forgot Password?' link. A yellow arrow points to the 'Returning User' section.

On the Return User section type in your user name and password and click the “submit” button. If you forgot your password, it will send you an email to reset it. If you have forgotten your user name, email [cgross@cefwi.org](mailto:cgross@cefwi.org), it will be emailed to you.

Once you are logged in, click the “edit” button to return to your registration.



The screenshot shows a user profile page with the text 'Logged in as cgross'. Below this is a table with columns 'Reference #', 'Updated', and 'If'. The table contains one row with the value '13105613' and a green checkmark. An 'Edit' button is visible next to the row.

Reference #	Updated	If
13105613	2017-09-09 16:34:05	Ye