

Volunteer Application 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[®]
CHILD EVANGELISM
FELLOWSHIP[®]
Reaching children worldwide™

Thank you for your decision to volunteer with *Child Evangelism Fellowship*[®]. 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 and volunteer applications 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 easy steps required for volunteer participation:

____ STEP 1: PRIOR to COMPLETING THE ONLINE APPLICATION

Complete the following:

- A. Read the [Statement of Faith](http://www.cefonline.com/statementoffaith) www.cefonline.com/statementoffaith
- B. Read the [Worker's Compliance Agreement](http://www.cefonline.com/wca) 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
- D. Watch the 12-minute "[Protecting Today's Child](http://www.cefonline.com/childprotection)" presentation
www.cefonline.com/childprotection or listen at 1-866-878-4182.
This is to be viewed annually.
- E. **For New Volunteers** - Gather the following 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

____ **STEP 2: APPLY ONLINE Ministry Application 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 application.

Note: For the Background Authorization portion, the system will time out after approximately 10 minutes of no activity, and you must complete the form within 40 minutes. When finishing this Background Authorization form it requires that you have the exact same entries on the signature as on the first page. Including upper and lower case and spaces and SSN.

If you **create an account on the ministry application** so you will be able to return to it. Some portions of the application require you to redirect to another site. Record your user name and password, so that you can return at another time.

- A. Complete the [Ministry Application](#) found at www.cefwi.org/resources. You'll find the link in the right-hand column under Application.
- B. During the Ministry Application, the new adult volunteers will be redirected to a secure website for authorization to run a background check and you'll need to return to the ministry application to submit it. This [Background Check](#) is found **on the CEF of Wisconsin website, www.cefwi.org BG Check tab**

____ **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.
- Hand in this completed form at the first training session.
- Once all steps are completed, you will receive your nametag, indicating that you are a screened volunteer.

If you are due for 5 year renewal, it can be completed by going to [CPP Screening Form](#) **is on the CEF of Wisconsin website, www.cefwi.org BG Check ta**

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](#)