

## Volunteer 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™*

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 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](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 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 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.

**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.

**An account is created** when you do the Volunteer Ministry Registration. You will be able to return to it. Some portions of the registration require you to redirect to another site. Record your user name and password, so that you can return to complete the registration. Once an account is created you can register for other volunteer opportunities on the same form.

- A. Complete the [Volunteer Ministry Registration](http://www.cefwi.org/Volunteer) found at [www.cefwi.org/Volunteer](http://www.cefwi.org/Volunteer). Use the Volunteer tab.
- B. During the Ministry Registration, 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 registration to submit it. This [Background Check](#) is found **on the CEF of Wisconsin website, [www.cefwi.org](http://www.cefwi.org) in the footer.**

## \_\_\_\_ **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 [Background Check](#) is found **on the CEF of Wisconsin website, [www.cefwi.org](http://www.cefwi.org) in the footer.**

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](#)

## Directions for Signing Worker Compliance Agreement using RightSignature

After submitting there is a link to signing the [Worker Compliance Agreement](#)

Type in your name and email address

Scroll down to the signature box (click on the pink arrow to scroll)

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

Type in the date

Click on “submit”

An email will be sent to you to verify – once verified your form is accepted.

## Directions for returning to the Ministry Application to register for another ministry.

Go to [Ministry Registraion](#)



New User	Returning User
Username:	Username:
Password:	Password:
Confirm Password:	
Email Address:	<a href="#">Forgot Password?</a>
<input type="submit" value="SUBMIT"/>	<input type="submit" value="SUBMIT"/>

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 application

Logged in as cgross

View your stored results below. Click on edit to c

	Reference #	Updated	If
<input type="button" value="Edit"/>	13105613	2017-09-09 16:34:05	Ye

## CEF of Wisconsin Volunteer Ministry Registration



Thank you for your interest in today's children learning about Jesus through Child Evangelism Fellowship ministries.

This form is used to register participation in programs sponsored by Child Evangelism Fellowship including Good News Club, 5-Day Club, JYC and CEF Special Events such as Good News Spectacular, Fairs, community events, etc.

You can update your registration as you participate in additional activities during the ministry year.

This ministry registration is for anyone volunteering for working with CEF that requires a background check. All volunteers 13 and over are required to comply with Child Evangelism Fellowship Child Protection Policy.

If this is your first time volunteering with CEF, you will be asked to agree with several policies and provide four references. reviewing those policies and collecting contact information for references now will allow you to quickly complete the application. If you haven't already done this, simply click on the links, and after reviewing, return to this tab, or if it is lost, log in as a return user in order to continue.

[Child Protection policy](#)  
[Child Protection presentation](#)  
[CEF Statement of Faith](#)  
[CEF Worker Compliance Agreement](#)

Scroll down and your information should appear.

