

**Child Evangelism Fellowship of Missouri Inc.**

**Volunteer Screening Instructions CEF Volunteers**

**www.cefmissouri.org**

*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.*

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 name tag upon completion of steps 1-3.
* You will need to go online to complete the screening process. ***CEF*will pay your screening fee.**

**There are three easy steps required for New Volunteer participation or Returning Volunteers Inactive for one year or more:**

**STEP 1:  PRIOR to COMPLETING THE ONLINE APPLICATION**
Complete the following: Go to [www.cefmissouri.org](http://www.cefmissouri.org) and click on “Volunteers”

1. Read the [Statement of Faith](http://www.cefonline.com/statementoffaith) (cefonline.com/statementoffaith)
2. Read the [Worker's Compliance Agreement](http://www.cefonline.com/wca) (cefonline.com/wca)
3. Read the [Child Protection Policy](http://www.cefonline.com/policy) (cefonline.com/policy)
4. Watch the 12-minute "[Protecting Today’s Child" presentation](http://www.cefonline.com/video-library/927-protecting-todays-child-video) (cefonline.com/childprotection) or listen at 1-866-878-4182
5. Gather the following information to enter online: (Have this information before you begin filling out the online application).
* 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**
If you have prepared the information requested in Step 1, it will take you approximately 15 minutes to complete the online application. Note:  The system will time out after approximately 10 minutes

of no activity, and you must complete the form within 40 minutes. Please go to cefofmissouri.org to complete your application.

\*\*Online parental consent for reference checks is required for applicants under the age of 18\*\*

IF YOU ARE A MINOR:

* After you enter your birthdate a pop-up notification will appear. Your parent/guardian must click OK and you can continue with the form.
* At the end of the form, your parent/guardian must be the one to check the "I Agree" box and enter their full name as a signature.

**STEP 3: ID CHECK AND INTERVIEW**
This final step will be completed by your *CEF*team leader at your church's orientation meeting, 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.
* Once this step is complete, you will receive yournametag, indicating that you are a screened volunteer.

**Please complete steps 1-2 as soon as possible.** You will receive confirmation once your screening has been submitted, and we will notify **your key contact** that you have completed steps 1-2.

* **Returning Volunteers (Active within the last calendar year)**
	+ Complete the Workers Compliance Agreement
* **Returning Volunteers 5-Year Rescreen**
	+ Watch our 12-minute Protecting Today’s Child presentation or listen at 1-866-878-4182 (www.cefonline.com/childprotection)
	+ Read our Child Protection Policy (www.cefonline.com/policy)
	+ Read our Workers Compliance Agreement (www.cefonline.com/wca)
	+ Read our Statement of Faith (www.cefonline.com/statementoffaith)
	+ Complete our Online Background Screening Form.\*

**\*Go to** [www.cefmissouri.org](http://www.cefmissouri.org) **and click on “Volunteers”**

It is essential that screening is completed before ministry takes place. Our school districts have been notified that name tags issued from our office, with the current school year, indicate the volunteer has undergone the necessary screening. 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 our office at:

CEF of Missouri 636-724-7992 or email cefofmo@gmail.com