



South Carolina

ADMINISTRATIVE OPERATIONS MANUAL



Columbia Midlands

Orangeburg Lower Savannah

Palmetto

Lowcountry

Greater Pee Dee

Catawba River

Catawba Spartanburg

Greenville Piedmont

Lakelands

Greater Florence



Since 1937

CEF
CHILD EVANGELISM
FELLOWSHIP®

Reaching children worldwide®



November 2011

Staff, Board, and Committee Members,

What an honor and privilege God has given us to work in the ministry of Child Evangelism Fellowship in South Carolina!

Everyone who serves in this ministry is vital to the vision and operation of accomplishing our mission:

“To evangelize children with the Gospel of Jesus Christ, disciple them in the Word of God, and establish them in the local Church for Christian living.”

For us to operate effectively with one another we must have some ideals (policies) and procedures that we all agree to follow. This enables us to function as a unit rather than several different pieces and strengthens our work and mission while keeping us legal and protected.

We hope this operations manual proves to be an invaluable resource for you as we seek to serve together for the salvation of South Carolina’s children and the glory of our Lord Jesus Christ.

If there is anything the State Office can do to further help your Local Office, please, let me know.

Richard Summerford

State Director of South Carolina



South Carolina

ADMINISTRATIVE OPERATIONS MANUAL

For Staff & Committees of CEF Chapters across South Carolina

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○ **Section 1: Policies & Procedures**

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100 Local to State Affiliation

Each Local Office of Child Evangelism Fellowship in South Carolina is affiliated under the State Chapter's legal name of Child Evangelism Fellowship of South Carolina, Incorporated and is subject to the governance of the State Board and Staff in accordance with its affiliation and subjection to Child Evangelism Fellowship Inc./USA Ministries. Under the Articles of Affiliation (R-1) as stated in the CEF/USA Organizational Manual each Local Chapter is:

100.1. To recognize that our local chapter is a committee of the state CEF® organization and shall not be separately incorporated.

100.2. To obtain a Statement of Faith/Doctrinal Protection Policy/Worker's Compliance Agreement, signed without reservation, from all workers.

100.3. To abide by all policies and procedures of Child Evangelism Fellowship Inc., as outlined in the USA Organizational Manual.

100.4. To keep on file copies of all receipts for contributions and records of disbursements and allow the Internal Revenue Service and other taxing authorities to see proof of contributions by donors.

100.5. To forward financial records monthly to the next higher authority.

100.6. To comply with the IRS regarding Social Security payments, end-of-the-year report (Form 990) and to submit any other appropriate report on proper schedule.

100.7. To comply with state regulations on proper schedule.

100.8. To obtain endorsement of candidates for staff from the next higher authority.

100.9. To forward each month to the appropriate authority administrative support, statistical reports, minutes of meetings, financial statements and director's reports using proper forms.

100.10. To promptly surrender this charter and all CEF properties and mailing lists upon termination of affiliation and upon demand of state board or CEF Inc./USA Ministries or the Board of Trustees of Child Evangelism Fellowship Inc.

100.11. To hereby authorize Child Evangelism Fellowship Inc. to include this chapter in their yearly report and application for a group exemption letter from the Internal Revenue Service, determining that Child Evangelism Fellowship Inc. and all its subordinate organizations (including the above) are exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 and that contributions, gifts and bequests are deductible under the provisions of Section 170, 2055 and 2522 of Internal Revenue Code of 1954.

100.12. To recognize that all property possessed and/or titled in the name of the local chapter is actually property of the state corporation and held in its behalf. Therefore, in the event the proposed chapter affiliation is terminated, all property of the local chapter shall be surrendered to the state corporation or to Child Evangelism Fellowship Inc.



200 State Policies

Each Local Office is subject to the following policies which have been approved by the State Board of Child Evangelism Fellowship of South Carolina Inc.

200.1 Materials

200.1.1 Required Use of CEF Press Materials

Local offices are to purchase and use materials as provided from CEF Press for ministries to children as outlined in the Organizational Manual section 500.2 without additions or deletions according to Operational Manual section 200.2.2 (revision).

200.1.2 Rewriting CEF Press Material

Local offices shall not rewrite (adding to or taking away from) CEF Press materials or distributing the material in any way without acknowledgment to the State Office and authorized written permission held on file from CEF USA as outlined in the Organizational Manual section 200.2.2 (revision)

200.1.3 Supplemental Materials

Any supplemental materials, whether produced by a Local office or from other ministries, must be examined and approved by the State Office before utilized or distributed in anyway whether Locally, within the State, or otherwise in accordance with CEF USA as outlined in the Organizational Manual section 200.2.3 (revision). Local offices that produce any supplemental material understand it may be requested and utilized across the State, Nationally, or Internationally as is profitable for the vision and benefit of CEF ministry programs. No Local office has exclusive rights to materials produced. Supplemental materials produced in any Local office for the purposes of CEF's vision and programs may become property of the State and utilized by the State Board and/or State Director as is useful to the Local offices of the State.

200.2 Local Websites

Local offices are to provide prominent links to the State and USA websites on the first page of their local websites. They should be professional and current. Third party advertisements are not permitted.

200.3 Christian Youth In Action

200.3.1 Student Applicant Requirements

All participants must be a least fourteen (14) years of age, on or before the beginning of the CYIA Training School. Students must complete an official State CYIA Application including the Statement of Faith, the Doctrinal Protection Policy, and Child Protection Policy requirements. Students may apply for the Advance Training Track (TCE), Leadership Training, or Internships but must be placed by their Local Director according to individual proficiency. All participants must be saved at least one year, are mature and experienced sufficiently to perform without problems. They must be willing to submit to the Training Director, Local Director and all staff.



200.3.2 Training School Dress

The dress code is not intended to be a legalistic set of laws. It is for the purpose of protecting you, your ministry for the Lord and CEF from “any appearance of evil” (1Thes. 5:22). We must avoid things that may offend others who have different convictions than our own, especially while serving in ministry.

- All clothing must be neat and in good condition.
- Clothing that is tight or suggestive should not be worn.
- TOPS: Tank tops, bare midriffs, half shirts, short cut shirts (no skin exposed with hands raised), net shirts, low-cut necklines, spaghetti straps, clothing with objectionable or questionable words or pictures should not be brought or worn at the training school or for your term of ministry in CEF.
- BOTTOMS: Short or split gym shorts, short-shorts, nor baggy pants hanging off the hips and/or hip-huggers or low-riders **should not** be brought or worn at the training school or for your term of ministry in CEF. Undergarments should not be allowed to rise above pants or shorts. Any bottoms that fit loosely around the waist should use a belt, suspenders, or other accessory to insure proper fitting.
- Dresses, skirts (ladies) and shorts (ladies and men) should be worn properly and at a modest length (end of finger tips).
- Males should be clean-shaven and restrain from pierced jewelry. Females should be modest in make-up and jewelry adornment.

200.3.3 Training School Students Personal Responsibility

Students may bring cell phones to be used by the discretion of the Local Director. However, no cell phones may be used during activities nor in any classroom setting. Students should not bring computers or MP3 (Ipod) players, radios, TV’s, any gaming systems (handheld or otherwise), expensive jewelry, water guns, shaving cream, or any practical joke items, nor any other items restricted by the Local Director. Anything brought, including clothing or other items, that does not comply will be held by the Local or State Director until the end of camp. Any breakage or disturbances will be the responsibility of the student and his/her parents and will be handled immediately.

200.3.4 Training School Instructors & Staff

Only individuals approved as official Staff by the State Board are eligible as CYIA Training School Instructors or Staff. Costs associated with attending and supporting the School may be provided for needed Instructors and Staff with the State Director’s approval. Staff who have never attended CYIA Training School are required to attend their first year to observe before serving as a School Staff or Instructor in any capacity. Staff may be utilized as dorm “moms or dads” if an insufficient number of Instructors are not available to assist. Special exceptions may be obtained by the State Office.

200.3.5 Training School Instructor Credentials

All Instructors should be required to teach a minimum of three (3) classes during the Training School. Instructors must have CMI certification as follows: TCE1 to teach the basic CYIA evangelism classes; IOT1 to teach TCE1; IOT1 and at least 3 years CEF leadership experience to teach the Leadership Track.



200.3.6 CYIA Summer Missionary Commitment and Compensation

CYIA Summer Missionaries are expected to serve five (5) weeks after successful completion of their training. Local Directors/Coordinators may make exceptions in consideration of other ministry opportunities. Every Summer Missionary serving full time should be allowed to raise support or gain funds of no less than \$1200 and no more than \$2000, excluding Summer Interns.

200.4 State Board and Local Committees

The strength of the State work of CEF is dependent upon the effective operation of Local Committees in coordination with the Local Staff. This enables the ministry to grow and accomplish CEF of SC's objectives and goals.

200.4.1 Board/Committee Membership

Candidates for Board or Committee membership shall complete an application, testimony, Statement of Faith, Doctrinal Policy Statement, and a Child Protection background screening form. After references are completed the Candidates may be voted upon for consideration to the State Board for approval. Candidates do not have any voting privileges during this process. After a letter of acceptance is granted from the State Board the new Member will have one (1) year to complete their required training. Every Member should read and be well familiar with a copy of the CEF/USA Organizational Manual, a copy of the CEF of SC Administrative Operations Manual, and a copy of the Local Chapter Bylaws.

200.4.2 Board/Committee Training

State Board & Local Committee members should understand the responsibilities of their vital office. Therefore all newly appointed State Board and Local Committee members must receive proper State provided training. New appointees* have one (1) year to complete the State provided board training. Lack of compliance will revoke Board/Committee rights to vote. State provided board training will be provided at least twice per year at the State Office. We also strongly encourage present local board members to attend a refresher of the State provided board training at least once every three (3) years. Trainings at the State Office shall be provided in the months of March and September annually.

*New appointees are defined as new members gained within the past year. Remember, copies of all new appointee applications are required to be submitted before the State Board for official documented approval as outlined in the CEF of SC Operational Manual.

200.4.3 Board/Committee Summit

In an effort to create a better communication of the holistic vision between the State Board and Local affiliates, a Local Committee representative (not staff) shall provide, in person, a short report annually to the State Board during an Annual CEF of SC Board Summit. This report shall consist of the health of the local board and ministry development. State provided forms will assist your local area in preparation of these reports.

200.5 Staff

200.5.1 Hiring

The hiring of all Staff is authorized by the State Board. Local Committees may make a recommendation to the State Board after proper protocol has been followed when considering a new Staff position. Candidates must not begin work until protocol has been fulfilled and the State Board has granted approval. See and follow "Hiring Procedure" as prescribed.



200.5.2 Employment Descriptions

1. Paid Employee (Staff):

- Holds a specific position as outlined in the CEF/USA Organizational Manual section 400.4.1
- Has a “Job Description” based on CEF/USA Organizational Manual section 400.4.1
- “Policies/Procedures” of Local Committee and SC State Board have been met
- Paid by the hour or salaried in accordance with the State’s recommended salary guidelines

2. Non-Paid Employee (Staff):

- Has a specific job description with specific hours (just as a Paid Employee)
- Must meet all requirements of Policies/Procedures as set by Local Committee and SC State Board just as a Paid Employee
- Does NOT receive pay

3. Contract Employee (Staff):

- Anyone who is hired for a specific duty that sets their own schedule without CEF supervision of skill.
- Does not need State Board approval however the State Office should be informed.

4. Volunteer:

- Anyone giving of their time and services to CEF who will have direct contact with children while working in a CEF sponsored or coordinated event: (Examples: Board or Committee Members, CYIA’ers, GNC Teachers, GNC Coordinators, Teachers-Host-Hostesses or any person associated in a CEF capacity with Home Clubs, After-School Clubs, Fairs, VBS, Rallies, etc.)

200.5.3 Performance Reviews

To better facilitate expectations of performance and enhance communication Local Committees are expected to conduct annual reviews on the Director/Coordinator. These reviews should be compiled, reported, and discussed with the State Director by the end of each calendar year. Similarly, Directors/Coordinators are expected to conduct reviews of all paid and non-paid Staff who have been approved by the State Board. These reviews should be discussed with the Local Committee’s Personnel Sub-Committee while preparing the Annual Service Agreement due to the State Office by January 15th each year.

200.5.4 Discipline/Dismissing

Any disciplinary action required for a Local employee should be prayerfully considered and discussed with the State Director before action is taken. Proper protocol should be administered as outlined in the CEF/USA Organizational Manual. Local employees of CEF of SC may not be released from their position under any circumstances without documented discussion with the State Director and proper protocol as outlined in the CEF/USA Organizational Manual.

200.6 Volunteers

While volunteers are not Staff members, they do work in coordination with and under the auspices of CEF of SC. Their involvement has a direct impact and legal bearing on the image and work of CEF of SC. Therefore, Volunteers must:

1. Complete a Volunteer Application, Statement of Faith, Doctrinal Policy, and Child Protection Background Release form. Volunteers must not under any circumstances



work or even attend any CEF ministry function without documented approval from the State Office.

2. Have attended CEF training specific to their ministry responsibility including but not limited to Wordless Book and counseling.
3. Not act to represent the Local, State, or National regarding any decisions, contracts, legal matters, or public relations written or spoken.
4. Immediately advise and report to CEF Staff of any infraction with personnel from ministry locations, parents, strangers, children or CEF approved Volunteers within a ministry location.
5. Not take pictures, video, or audio of any children without written consent from their parents under the approval of a CEF Staff person.
6. Seek advice and report to CEF Staff concerning media requests.

200.7 CEF of SC Child Protection Policy

It is the legal responsibility of each Local office to have documented proof of State authorization and release for service all paid and non-paid Staff, Volunteers, and Board/Committee members. The Board/Committee chairperson is personally responsible to attest to compliance of this policy by signing the Child Protection Policy Compliance form provided in the CEF/USA Child Protection Policy Manual. This signed form by the sitting Committee Chairperson should be turned into the State office by May 15th each year.

Screenings are required by CEF of SC before any paid and non-paid Staff, Volunteers, and Board/Committee members may serve. Screenings including, rechecking 2 references, must be re-conducted every 5 years on Volunteers and Board/Committee Members and every year on Staff.

Each Local office is responsible to pay the State office for every Child Protection Background Screening. This includes the initial screening and all subsequent screenings.

Any specifically requested background checks such as SLED required by a ministry location which are above and beyond what the State normally provides should be discussed with the State Director. Any associated costs is the responsibility of the Local chapter.

200.8 Workers Compensation and Liability Insurance

Each Local office is required to purchase Workers Compensation and Liability Insurance through the State office's policy. Proper preparation should be anticipated through the Local chapter's annual budget submitted annually January 15th.

200.9 Fundraising

200.9.1 Responsibility

Each Local Committee bears the responsibility to prayerful seek God's provision and willfully work to obtain the funds needed to provide for care of the Staff and the Local Chapter's budget. The Local Director/Coordinator should share in the responsibility in support of the Committee. Staff may participate only under the direction of the Local Director/Coordinator.

200.9.2 Types

Various means of obtaining funds may be used by Local Chapters however no advertising or sponsorship may be obtained or granted to any business or institution that stands in opposition to principles of God's Word or CEF policies (ie: alcohol; tobacco; abortion; etc)



200.10 Inter-Office Support

All Local Chapters are expected to be supportive of other Chapters throughout the State by providing experience, materials, resources, prayer, and encouragement to enrich the full ministry of CEF throughout South Carolina.

200.10.1 Adoptions

Established Chapters are encouraged to mentor New or Developing Chapters to assist in building a fruitful ministry. To provide proper communication and understanding of mutual expectations a Local Office To Office Adoption Agreement should be discussed and completed by the participating Chapters. Once completed and signed a copy should be submitted to the State Office for approval.

200.10.2 Training Personnel

Chapters in need of instructors for scheduled training may contact a Director/Coordinator to request support and inquire about availability. Individual Staff should not be contacted without the approval of their Local Director/Coordinator. Requesting Chapters should be prepared to financially provide expenses and personal support for available instructors without expectation to the providing Chapter.

200.10.3 CYIA Personnel

Chapters which have an abundance of CYIA summer missionaries may send teams to other Chapters to assist and support areas with little to no summer ministry activity. To provide proper communication and understanding of mutual expectations an Inter-Office CYIA Student Transfer Agreement must be discussed and completed. A copy should be sent to the State Office. Requesting Chapters should be prepared to financially provide expenses and possibly personal support for available summer missionaries without expectation to the student nor the providing Chapter.

200.11 New Staff Internships

New Staff Applicants are required to go through all channels of proper protocol by CEF of SC. Furthermore CEF/USA requires new Staff Candidates to obtain the 12 week instruction of the Children's Ministry Institute (CMI) and intern for 6 to 12 months in a Local Chapter before becoming obtaining an official Staff position.

Local Chapters are encouraged to adequately plan in their budgets to financially support individuals coming out of their area to attend CMI and support during new Staff Candidates internships. Supporting Local Chapters have first opportunity to secure the Candidate for a position before other Chapters.

200.12 State Intervention

In the event of: the loss of a Local Director/Coordinator; a Local Committee without legal and adequate representation; refusal to abide by National or State policies; or any situation that may effect the image or ministry of CEF of SC or CEF/USA, the State will seek to serve and intervene until the affected Local Chapter can adequately sustain operations and affiliated governance.



300 State Procedures

To provide the highest measure of support in the organization and service to the Local Chapter Offices a system of procedures has been established to facilitate the policies of Child Evangelism Fellowship of South Carolina Inc.

300.1 Dateline

300.1.1 Monthly Reporting

Each Local Office is required to submit the following reports by the 15th of each month to the State Office (except Ministry Statistical Report online). Reports must be submitted even if there is no Local Committee meeting held.

From the Local Director:

- Ministry Statistical Report (online USA site) Use R-11 in CEF/USA Org Manual for instructions
- Staff Report (R-11 in USA Org Manual)
- A copy of the Director's Report to the Local Committee
- Any Committee or Staff personal info changes, additions, or deletions (R-12)
- Any Unit changes (R-13)

From the Local Committee:

- Committee Minutes including any Executive Sessions or unscheduled meetings
- Committee Meeting Agenda
- Financial Report
- Administrative Support (10% as prescribed in CEF/USA Org Manual section 600.12)

300.1.2 Annual Reporting

Each Local Office is required to submit the following reports each year to the State Office.

By January 15th:

- End of the Year Financial Statements
- New Annual Budget
- New Year's Goals and Objectives
- Annual Performance Review on Local Director/Coordinator
- Annual Service Agreements (R-35), Statement of Faith, Doctrinal Policy (R-7), and Background Authorization on each Staff person

By May 15th:

- A copy of Annual IRS 990 form (income over \$200,000) or IRS 990ez form (income under \$200,000) **FILING NOTE:** When filing, a copy is NOT sent to the SC Secretary of State's Public Charity's Office. CEF is NOT a charitable organization. CEF is a 501c3 non-profit religious organization (mission organization).
- A copy of IRS Schedule A & B (if required)
- Financial Accountability Form (R-17)
- CPP Compliance Verification Form
- Legal Information Form (R-15)



300.2 Hiring Employees

300.2.1 Director/Coordinator Inquiry

This is a partnership search between the State Office and Local Board. The State Office will lend guidance and support. The Local Board will be actively and prayerfully looking for potential candidates.

- 1) Call the State Office to share your local area's need for a Local Director.
- 2) Begin personal daily and corporate weekly diligent prayer and fasting. Corporate prayer should be with the board, local pastors, and others who desire to see child evangelism in their community.
- 3) Use the 'Director Profile' (below) to ask questions in the community of churches and ministry organizations looking for candidates.
- 4) Begin speaking and fundraising events to gain 'seed' money for a Local Director's initial salary and CEF educational requirements.
- 5) Local Board Chair and State Office representative should approach each potential candidate to inform of the ministry of CEF and pray with. Set a date to talk further about the job description and requirements.
- 6) Plan a meeting date for potential candidates to be interviewed (See CEF-USA Organizational Manual R-37) by the Local Board and State Office representative.
- 7) Prayerfully narrow your candidate pool down to 2 or 3 and conduct another interview to discuss candidate needs (ie: salary, benefits, CEF education, etc.) This would be a good opportunity to speak with the candidate's spouse and pastor as well to determine the level of personal support.
- 8) Local Board should vote to offer position to one candidate.
- 9) Follow State Hiring Procedures as outlined in section 300.3.2

300.2.2 CEF/USA Organizational Manual Hiring Guideline References

Your Local Committee understands your area and the type of personality needed to work with your area's population, therefore the significance of the Local Committee's part in hiring a new worker is invaluable. Gaining an employee for your local office is one of the legal functions of the State Office. While all employees of CEF are hired through the Incorporation of the State, the Local Committee should first make a recommendation before the State considers an employee. All considerations for employment must be discussed with the State Office before approaching any candidate.

The USA Organizational Manual provides help for your Committee to consider hiring employees. Here is a quick reference for you to find information in your USA Organizational Manual:

200.3 Personnel Policies

- | | |
|--|--------------------------------|
| 200.3.1 Soliciting Workers for New Positions | 200.3.5 Former Director |
| 200.3.2 Training Requirements | 200.3.6 Divorce and Remarriage |
| 200.3.3 Leadership Development | 200.3.7 Child Protection |
| 200.3.4 Sexual Preference | 200.3.8 Retirement |
| | 200.3.9 Ethnic Diversity |



400.2 Staff	Coordinator/Director
400.2.1 Qualification	400.5.3 Hiring a Local Director
400.2.2 Staff Ministry Preparation	
400.3 Hiring New Workers	Job Description
400.3.2 Position Titles Defined	See CEF-USA Organizational Manual R-43,43
400.3.3 Recruiting and Hiring Processes	Interview Questions
400.3.4 Job Descriptions	See CEF-USA Organizational Manual R-37
400.4 Job Titles	Local Director Candidate Internship Checklist
400.5 Local Leadership	See CEF-USA Organizational Manual R-40
400.5.1 Definition	
400.5.2 Qualifications of a Local	

300.2.2 CEF/USA Organizational Manual Benefits Guideline References

Your local committee should provide for each staff person according to their needs. Consideration should be given for health care, retirement, mileage and cell phone reimbursement or other provisions. Confer with the State Office as you consider any employee candidate. Again, the USA Organizational Manual provides some guidelines and forms for your use. Here is a quick reference for you:

600.14 Remuneration of Staff Workers	<i>FORMS</i>
600.15 Travel Expenses	R24 IRS Employment Eligibility Verification
600.16 Employee Tax Exemptions and Deductions	R25 IRS Withholding Requirements
	R28 Retirement Guidelines
	R35 Annual Service Agreement
	R37 Interview Questions for Hiring
	R40 Local Director Candidate Internship Checklist
	R42 Local Director Job Description



300.2.3 CEF of South Carolina Salary Guidelines

State Salary Guidelines are provided to assure adequate Staff financial support and care. Each Local Office should keep salaries within these boundaries in accordance with the rest of the Local Chapters throughout the State to avoid unnecessary conflict and strife. Exceptions may be considered by the State Office/Board. Re-evaluation of the Guidelines will be conducted every three (3) years and updated as appropriate.

These figures reflect base salaries and do not reflect benefits such as health insurance, retirement, mileage, professional expenses or otherwise.

LOCATION	INTERN-2YR	3YR-6YR	7YR-12YR	13YR-18YR	19YR-UP
Beaufort	Director \$23-33,791 Ministry Asst \$13-23,791	Director \$26-36,392 Ministry Asst \$16-26,392	Director \$30-40,110 Ministry Asst \$20-30,110	Director \$35-45,685 Ministry Asst \$25-35,685	Director \$41-51,170 Ministry Asst \$31-41,170
Charleston	Director \$24-34,040 Ministry Asst \$14-24,040	Director \$25-35,970 Ministry Asst \$15-25,970	Director \$28-38,711 Ministry Asst \$18-28,711	Director \$33-43,167 Ministry Asst \$23-33,167	Director \$38-48,008 Ministry Asst \$28-38,008
Columbia	Director \$24-34,152 Ministry Asst \$14-24,152	Director \$25-35,031 Ministry Asst \$15-25,031	Director \$28-38,609 Ministry Asst \$18-28,609	Director \$33-43,980 Ministry Asst \$23-33,980	Director \$38-48,483 Ministry Asst \$28-38,483
Florence	Director \$21-31,654 Ministry Asst \$11-21,654	Director \$24-34,058 Ministry Asst \$14-24,058	Director \$27-37,550 Ministry Asst \$17-27,550	Director \$32-42,688 Ministry Asst \$22-32,688	Director \$37-47,158 Ministry Asst \$27-37,158
Greenville	Director \$22-32,595 Ministry Asst \$12-22,595	Director \$25-35,102 Ministry Asst \$15-25,102	Director \$28-38,688 Ministry Asst \$18-28,688	Director \$34-44,069 Ministry Asst \$24-34,069	Director \$38-48,592 Ministry Asst \$28-38,592
Greenwood	Director \$21-31,654 Ministry Asst \$11-21,654	Director \$23-33,882 Ministry Asst \$13-23,882	Director \$27-37,066 Ministry Asst \$17-27,066	Director \$31-41,842 Ministry Asst \$21-31,842	Director \$35-45,876 Ministry Asst \$25-35,876
Lancaster	Director \$21-31,999 Ministry Asst \$11-21,999	Director \$24-34,423 Ministry Asst \$14-24,423	Director \$27-37,889 Ministry Asst \$17-27,889	Director \$33-43,086 Ministry Asst \$23-33,086	Director \$37-47,476 Ministry Asst \$27-37,476
Myrtle Beach	Director \$24-34,270 Ministry Asst \$14-24,270	Director \$26-36,368 Ministry Asst \$16-26,368	Director \$29-39,366 Ministry Asst \$19-29,366	Director \$33-43,333 Ministry Asst \$23-33,333	Director \$39-49,927 Ministry Asst \$29-39,927
Orangeburg	Director \$21-31,730 Ministry Asst \$11-21,730	Director \$24-34,172 Ministry Asst \$14-24,172	Director \$27-37,663 Ministry Asst \$17-27,663	Director \$32-42,889 Ministry Asst \$22-32,889	Director \$37-47,321 Ministry Asst \$27-37,321
Spartanburg	Director \$22-32,706 Ministry Asst \$12-22,706	Director \$25-35,223 Ministry Asst \$15-25,223	Director \$28-38,821 Ministry Asst \$18-28,821	Director \$34-44,218 Ministry Asst \$24-34,218	Director \$38-48,776 Ministry Asst \$28-38,776
Sumter	Director \$20-30,390 Ministry Asst \$10-20,390	Director \$22-32,730 Ministry Asst \$12-22,730	Director \$26-36,073 Ministry Asst \$16-26,073	Director \$31-41,088 Ministry Asst \$21-31,088	Director \$35-45,323 Ministry Asst \$25-35,323



300.3 Applications and Child Protection Policy

300.3.1 Volunteers

No volunteer may work in a Child Evangelism Fellowship ministry setting with or without children at anytime, for any reason, without dated written documentation of their background check approval from the State Office. Re-check is required every five (5) years.

- 1) Have all forms for CEF Volunteer filled out and signed by volunteer
 - a) CEF Volunteer Application (including Statement of Faith & Doctrine Policy)
 - b) Confidential Screening Form
 - c) Background Check Authorization Form
- 2) Volunteer read Child Protection Policy and listen to Presentation of Protecting Today's Child Presentation (available online at the State and National websites)
- 3) Complete Volunteer Interview
- 4) Personal and church references investigated
- 5) After Local approval of Volunteer to work with CEF:
 - a) Local Director completes and signs Screening Procedures Checklist
 - b) TYPE each volunteer's information on CPP Fax Cover – Type name birth date and Social Security number of each volunteer directly onto the CPP Fax Cover.
 - c) Fax the CPP Fax cover and forms to the CEF State Office (803) 451-8660
Forms to attach to CPP Fax Cover:
 - i) Screening Procedures Checklist
 - ii) Confidential Screening Form
 - iii) Background Check Authorization
 - d) The CPP Fax cover will be faxed back to your office to inform you of the Approval or Disapproval of each Volunteer listed.

NOTE: If you do not have a fax machine mail to:

CEF of South Carolina
P.O. Box 211084
Columbia, SC 29221-1084

- 6) Make a file folder on each volunteer and store all information regarding the volunteer in his/her file. File all folders in locked file located in a secure area.

If a background check comes back with criminal charges the Volunteer may not be approved.

The appeal process is as follows:

- a) Discussion with Local Director
- b) Documentation from ChoicePoint (screening service) sent to the Volunteer in regards to the finding with opportunity to clear name.
- c) State Office request for exception made to the CEF/USA District Director.



300.3.2 Staff

No Staff Candidate may work at Child Evangelism Fellowship without dated written documentation of the State Board's approval and background check approval from the State Office. Child Protection background check is required annually.

Step 1

- 1) Request Resumes' from prospective applicants.
- 2) Complete interviews using above Resumes'
- 3) Personal and Church References investigated
- 4) Local Director and/or Local Board will consider the preferred prospective applicant for possible hire with Child Evangelism Fellowship.
- 5) If approved Locally proceed to step 2.

Step 2

- 1) Direct Applicant to cefonline.com (applicant will fill out CEF online application)
 - a) CEF USA Homepage
 - b) Click on "Serve"
 - c) Click on "Online Employment Application"
 - d) Fill out Application (NOTE: On the online Employment Application under "Position Preferred" please type "Had interview with Local Director". This is to let CEF USA know that Applicant is "SC field generated applicant" **NOT** "WEB Site" generated.
 - e) CEF USA will forward Online Application to CEF of SC, Inc.
 - f) Copy of Applicants Online Application will be sent to Director of Local Chapter.

Step 3

- 1) CEF State Office will e-mail applicant the below forms with instructions for each form:
 - a) Child Protection Packet
 - b) Blank Reference Forms

After CEF of SC has received all Forms back from Applicant State office will proceed to next step:

Step 4

- 1) State Office will conduct Background Screening on Applicant
- 2) State Office will notify Local Director of anything found in applicants Background Check that would prohibit applicant from working with CEF.
- 3) Local Director and/or Local Committee will consider the applicant for hire with CEF Local Office. If the applicant is still to be considered for hire the Local Director will mail or Fax "Recommendation For Hire Form" with hire date. (*This date will be the date applicant will start work in district office – NOT date of first pay check*)
- 4) Local Director will mail applicants "Job Description" to CEF State Office.
- 5) Local Director will mail applicants "Service Agreement" to CEF State Office.



Step 5

- 1) After applicant has received a “Clear Background Screening” and State Office has received ALL References Forms , the State Director will set a date and time for applicant to go before South Carolina State Board for an interview and approval/disapproval. (Local Director and applicant will be notified of date and time.)
- 2) After decision of SC State Board, the state office will mail a “Letter of CEF Employment” noting Approval/Disapproval to Local Director.
- 3) Local Director will mail a “CEF Personnel – USA Change Notice Form (R-14) to the State Office.
- 4) State Office will mail the “CEF Personnel - USA Change Notice Form (R-14) to CEF USA.
- 5) Local Director will make a “Staff Employment File” on the new employee and file in a locked file cabinet in a secure area.

Step 6

- 1) Have new Employee complete all State and Federal required forms including IRS W-4 Withholding Allowance and IRS I-9 Citizenship Verification.
- 2) Make preparations to fulfill the Children’s Ministry Institute training requirement and internship placement.

300.3.3 Christian Youth In Action

No volunteer may work in a Child Evangelism Fellowship ministry setting with or without children at anytime, for any reason, without dated written documentation of their background check approval from the State Office. Re-check is required every five (5) years.

- 1) Have all forms for CEF Volunteer filled out and signed by volunteer
 - a) CEF of SC Christian Youth In Action Application
 - b) CYIA Medical Questionnaire
 - c) Confidential Screening Form
 - d) Background Check Authorization Form
 - e) Financial Agreement
- 2) Volunteer read Child Protection Policy and listen to Presentation of Protecting Today’s Child Presentation (available online at the State and National websites)
- 3) Personal and church references investigated
- 4) Complete CYIA Applicant Interview and decide on educational placement (Evangelistic Track; TCE Track; Leadership Track; Intern)
- 5) After Local approval of CYIA Applicant to work with CEF, follow Volunteer CPP procedures
 - a) CPP Fax Cover Sheet with all information completed
 - b) Screening Procedures Checklist
 - c) Confidential Screening Form
 - d) Background Check Authorization Form



- 6) Make a file folder on each volunteer and store all information regarding the volunteer in his/her file. File all folders in locked file located in a secure area.
- 7) Compile CYIA approved Summer Missionary listing to complete the following forms along with Students tuition for the Training School:
 - a) Student Education Form
 - b) CYIA-Name-Address Form
 - c) Signed CYIA Medical Questionnaire Form for every student under age 18
 - d) List of Students that have had CPP screening completed within past 5 years and is State cleared
 - e) CPP Packets on all students who are age 15 or older who have not been screened in the past 5 years.

300.3.4 Board/Committee Member

No Board/Committee Applicant may serve on a Board or Committee of Child Evangelism Fellowship of South Carolina without dated written documentation of the State Board's approval and background check approval from the State Office. Child Protection background check is required every five (5) years.

- 1) Scout prospects and turn in names to the Board/Committee's Personnel Sub-Committee.
- 2) Personnel Sub-Committee will review prospects attributes to match and meet the needs of the Board/Committee in coordination with the Director/Coordinator.
- 3) Contact prospect to discuss opportunity. Do immediate and consistent follow up. Discuss all qualifications and requirements for service.
- 4) Prospect completes application. Personnel Sub-Committee makes recommendation for Local Committee acceptance. Once approved prospect is NOT approved until submitted to the State Board.
- 5) After State Office receives perspective Committee Members Application and CPP Packet.
 - a) State Office will do a background screening on each applicant with LexisNexis.
 - b) If background is cleared copies of the applicants application will be given to the CEF State Board at their next board meeting for review and Approval/Disapproval.
 - c) The state office will notify the Local Director and/or Local Committee and the applicant of the decision of the CEF State Board
 - d) State Office will make a file on the applicant and lock in a secured file.



300.4 South Carolina Employment Discipline or Release

Should the need arise for discipline or release from employment the Local Office should follow proper protocol in coordination with the State Office to assure that each party is treated with dignity, respect, and within legal rights. As the State Board authorizes hiring, so the State Office/Board must be aware of any need for disciplinary action and involved in the process to release any employee even if the release is mutually consenting.

300.4.1 Employee Discipline

Should an Employee of Child Evangelism Fellowship of South Carolina, Inc. perform unsatisfactory to their job description; violate CEF policies; or fall into a ministry damaging sin practice that may affect the reputation of CEF; then the following steps should be taken with much prayer:

- 1) Begin a documentation process on every activity and action to keep on file.
- 2) Depending upon offense begin with a verbal warning and inform Committee Chairperson of concern, prayer, and action.
- 3) With no showing of improvement a written warning should be issued by both the Director/Coordinator and the Committee Chairperson with a copy kept on file.
- 2) Continued need of discipline will require the involvement of the State Director to discuss the manner at the earliest stage possible.
- 3) As advised by the State Director, contact the Local Committee Chairperson to provide awareness and prayer support. Preparation of a Counseling Statement should also be prepared (R-39).
- 4) As advised by the State Director, schedule a meeting between Employee, Local & State Directors, and Committee Chairperson to try to find resolve to the issue.

300.4.2 Employee Release Employment

Employees may be released due to employee request, ministry changes, or discipline infractions. Regardless of the reason, the State Director along with the Local Committee Chairperson, should be involved throughout the process.

- 1) Begin a documentation process on every activity and action to keep on file.
- 2) Immediately contact the State Director
- 3) State Director will conduct exiting interviews
- 4) CEF/USA will contact Released Employee for additional interviews

300.5 Intern / New Position Reporting

To assist an Intern or new Director/Coordinator the State Office may at their discretion require time assessments of weekly or monthly contacts and/or activities. The Intern or new Director/Coordinator should:

- 1) Keep accurate records of their contacts and activities as indicated on the assessment forms
- 2) Provide a copy to the State Office or next higher office
- 3) Use to create monthly Staff reports
- 4) Use to create a follow up guide for future contact, activity, and plan of action



300.6 Annual Local Committee Evaluation and Ministry Planning Retreat

Every Local Committee should plan in coordination with the Local Director/Coordinator to conduct a Committee Evaluation and Ministry Planning Retreat sometime after September of each year. The Retreat offers the opportunity for the Committee to examine their functionality and governance. It also provides the Director/Coordinator to express and discuss the future of the ministry. It is a vital annual meeting to assure the health of the ministry and the cohesiveness of the leadership from both Staff and Committee.

300.6.1 Retreat Planning

The annual Retreat should be planned by the Ministry Sub-Committee of the Local Committee in coordination with the Local Director/Coordinator. A date, location, and duration of the Retreat should be planned and discussed with the full Committee for approval and commitment at least 4 to 6 months in advance so Members have no problems attending.

300.6.2 Committee & Director/Coordinator Preparation

The Committee should request a full evaluation to be conducted by the State Office at least every three (3) years. Years between should use self-evaluations. In both cases, each Committee Member will be expected to participate in completing assessments to compile a generalized report on the health of the Committee which should be discussed during the opening hours of the Retreat.

The Director/Coordinator also has preparation to prayerfully consider the future of the ministry over the next year and three (3) years. Along with the plans to be presented there should be estimates for finances, materials, and personnel to accomplish the goals described.

300.6.3 Annual Local Committee Evaluation

During the first few hours of the Retreat careful and prayerful consideration should be made concerning the compiled Evaluation Report present by either a Member of the State Office or by a Ministry Sub-Committee Member assigned to the task of composing a collective report. During the special Evaluation time discussion should revolve around the Evaluation Report, understanding the makeup of the board, Members required training status, and plans to improve the Committees ability to govern properly and further develop over the next year.

300.6.4 One and Three Year Ministry Planning and Budget Review

The Director/Coordinator should reflect upon the mission work to determine the possibility of growth based upon current and probable leads within the Chapter area. Consideration should be made concern the number of Employees need to fulfill the demands of growth (ie: One Employee is needed for every 8-10 Clubs). Also, thought needs to be given to promotion, materials , and other factors before compiling and submitting a Plan and suggested Budget to the Committee for review and consideration of adoption. It is the exclusive responsibility of the Director/Coordinator to create the proposed Ministry Plans and Budget. The Committee should be respectful and responsive, considering in faith and responsibility, the Plans and Budget presented by the Director/Coordinator.

300.6.5 Suggested Retreat Schedule

There are many ways an annual Retreat may be conducted however most things done quickly and with little time invested typically bear little to no fruit. It is therefore suggested that ample time of preparation, prayer, and discussion be determined to have the best results of time well spent.



It is suggested that all Committee Members and at least the Director/Coordinator, if not all Staff, should attend in a retreat type setting away from any regular board meeting areas.

Friday

4PM Check in / Turn in Board Evaluations for tallying

5PM Prayer

6:30 Supper

7:30 Board Evaluation Discussions

8:15 Break

8:30 Board Evaluation Discussions con't

10PM Bed

Saturday

8AM Breakfast

9AM State Vision / Local Vision (Director)

10AM Subcommittee discussion planning (personnel, finances / ministry, finances)
[5 short term goals / 3 long range goals]

10:45 Break

11:00 Subcommittee discussion planning con't

12PM Lunch

12:45 Open forum discussion / Budget Building Development Plans

1:30 Break

1:45 Finalize Budget Building Development Plans

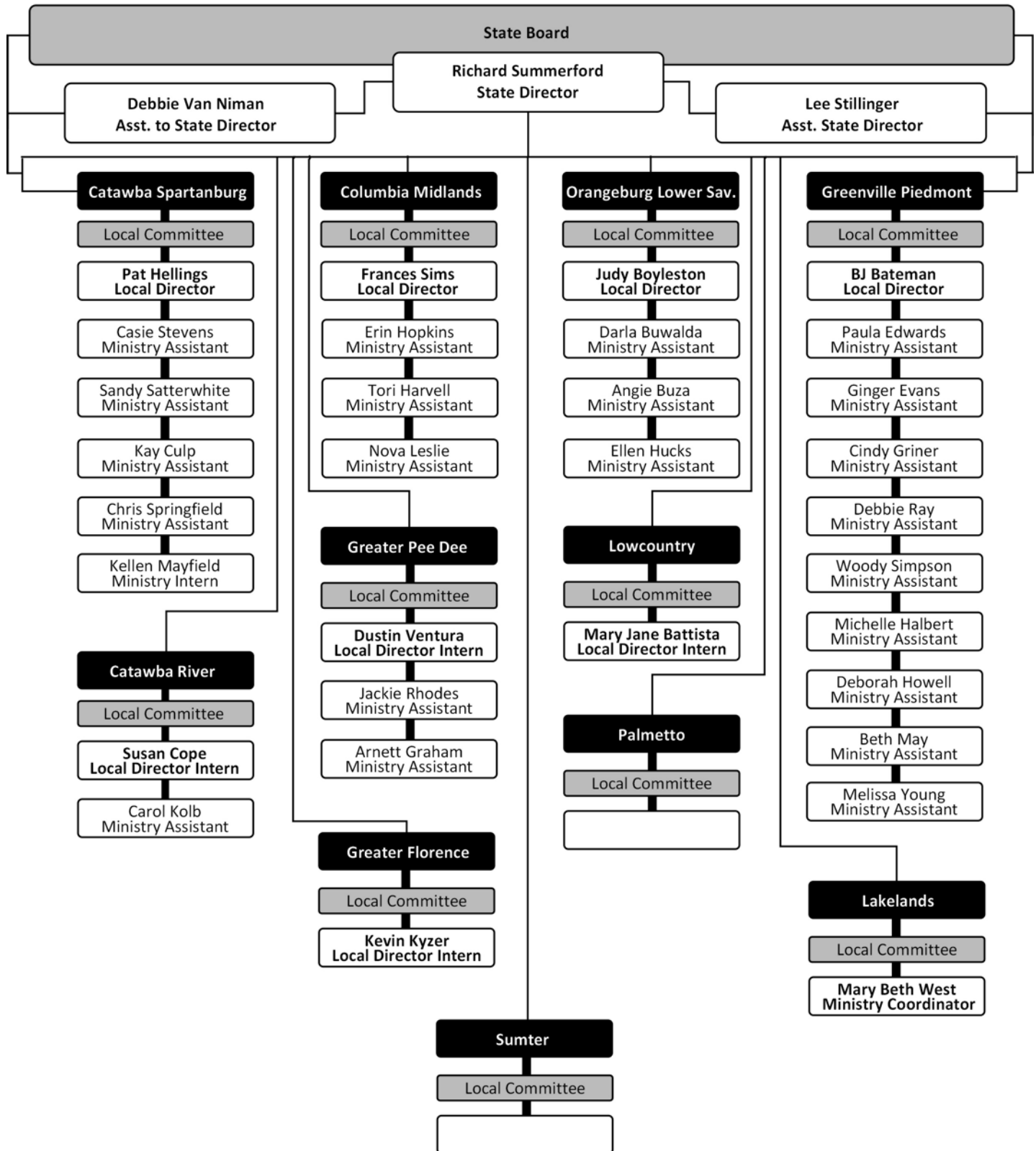
2:30 End of year Paperwork Requirements discussion

3PM Closing Season of Prayer

Remember, all Ministry Plans and proposed Budget must be submitted to the State Office by January 15th of each year.



Child Evangelism Fellowship of SC, Inc. State Organizational Chart



Section 2: Forms

SCREENING PROCEDURES CHECKLIST

Child Evangelism Fellowship® Child Protection Policy

All Paid Staff and Volunteers

This completed checklist ensures that the procedures of the Child Protection Policy have been completed and will be used to transfer screening clearance information between various offices of CEF® without duplicating the process. It will also allow the confidentiality of the screening information to be maintained.

Name _____

COMPLETION

DATE INITIAL (Initials of authorized personnel certifying that this part of the screening procedure is complete.)
month/day/year

- | | | |
|-----|--|--|
| / / | | 1. Confidential Screening Form completed. |
| / / | | 2. Request for Background Check Authorization completed. |
| / / | | 3. Criminal Record Check conducted. |
| / / | | 4. Interview completed. |
| / / | | 5. "Protecting Today's Child" presentation viewed or listened to. |
| / / | | 6. Child Protection Policy read. |
| / / | | 7. Personal and church references investigated (paid staff, camp and overnight volunteers only). |

Following original screening, has individual been inactive for more than one year? _____

Supervisor's Signature	Print name	Position	Date Completed
------------------------	------------	----------	----------------

FIVE-YEAR RESCREENING

Repeat steps 1-3 above.

/ /

Date Initial

Five-year rescreening has been completed.

Following five-year rescreening, has individual been inactive for more than one year? _____

Supervisor's Signature	Print name	Position	Date Completed
------------------------	------------	----------	----------------

Original documents held by CEF of _____ State _____
Chapter name

For Transfer of Information Only _____

To the best of my knowledge the above screening information is correct.

Signature _____ Date _____



CPP Fax Cover

10/1/2008

District: _____

Date: _____

#	First Name	Middle Name	Maiden Name	Last Name	Address	City	State	Zip	Social Security #	Birthday	Checklist
											Back. Auth. Form Attached
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Local Staff: I _____ verify that the above Names - Addresses - Social Security Numbers - and Birthdates are correct.
 Local Staff Signature _____

State Staff: I _____ verify that the above _____ volunteers were approved on _____
 State Staff Signature _____ through "Choice Points" National Background Screening.

Child Evangelism Fellowship® in the United States

Child Protection

In today's society child abuse and child accusations are occurring daily. Therefore it is important that *Child Evangelism Fellowship* take steps to protect the children to whom we minister and protect our workers from false accusations.

All volunteers and paid workers are required to undergo a national criminal background check and complete a volunteer application process in accordance with *Child Evangelism Fellowship's* **Child Protection Policy**.

Volunteer Application Process

The following items are required from volunteers in *Child Evangelism Fellowship*. (Paid staff have additional requirements.)

- Volunteer Application Packet (includes background screening and our doctrinal protection policy). Complete the packet and mail to the *CEF* office where you plan to volunteer. For *CEF* locations see www.cefonline.com/locations or call 800-300-4033.
- Listen to "Protecting Today's Child" (12 minutes) online at www.cefonline.com/childprotection or by calling 1-866-878-4182.
- Read the "Child Protection Policy" included in the Volunteer Application Packet.
- Meet with your local *CEF* representative for an interview and to present an approved identification source.
- Some states may have additional requirements.

If you have any questions, your local *CEF* representative will be glad to help you. Thank you for helping us provide a safe environment for the children entrusted to our care.



POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 2006, January 2007, May 2007, May 2009, September 2009, September 2010).

Child abuse is defined as any verbal or 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 or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps must be taken:

1. Volunteers (who come in contact with minors), paid staff and board/committee members must be screened by interview prior to serving with Child Evangelism Fellowship®.
2. All workers (paid and volunteer) must be trained in the Child Protection Policy by hearing or viewing a USA Ministries *Protecting Today's Child* presentation.
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by USA Ministries.
4. Children must not be left unsupervised while in our care.
5. Two CEF® workers (paid or volunteer) must be present at any CEF activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.
7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).
8. Supervisory personnel must make random visits of CEF sponsored activities.

9. Overnight activities sponsored by CEF involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a CEF worker (paid and volunteer) and a minor must be reported to supervisory staff and investigated immediately.

Unless specified the following must be completed for volunteers who come in contact with minors, for paid staff and board/committee members:

- a. Confidential Screening Form.
- b. Request for Background Check Authorization.
- c. Conduct criminal background check.
- d. Conduct personal interview.
- e. Review *Protecting Today's Child* presentation.
- f. Read Child Protection Policy.
- g. Check personal and church references from Confidential Screening Form (for all paid staff, camp and overnight activities staff).

Criminal Background Check Requirements

- Volunteers (15 years old and older)
 - Minimum requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
 - If your legal jurisdiction requires more, you must also comply with their requirements.
 - Volunteers must show a government issued ID (e.g., driver's license).
- Staff (15 years old and older)
 - Minimum requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace

- State check for all addresses in past five years

Criminal Background Check Screening Rules

Check reference in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify them from participation in CEF Ministries.

The following would prevent a person from working with *CEF*:

- Any crime against children. No exemptions will be granted.
- Any sex crime of any type. No exemptions will be granted.
- Any felony convictions. Exemptions require the approval of the district director or associate director.
- Exemption reports must be filed with the vice president of USA Ministries.

Rescreening Requirements

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun.
- The *Protecting Today's Child* presentation should be reviewed annually.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from his former location. If the background screening was conducted more than five years prior, the transferred worker should be processed as you would a new worker.

Ensuring Compliance

- The local committee chairman is responsible for ensuring compliance with the Child Protection Policy within his local chapter. Each year the local committee chairman will validate compliance by signing the Child Protection Policy Compliance Verification Form and sending it to the state board chairman.

- The state board chairman is responsible for ensuring compliance with the Child Protection Policy yearly, within his state. Yearly, the state board chairman will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state and sending it to USA Ministries.
- USA Ministries will monitor to ensure 100% compliance with this policy.

Reporting Obligations

When anyone who is employed by Child Evangelism Fellowship® has reasonable suspicion that a minor is being abused by a *CEF* employee or volunteer, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

- **Call USA Ministries as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.
- USA Ministries will give counsel regarding 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.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements.

Child Evangelism Fellowship® Statement of Faith

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

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.

Child Evangelism Fellowship Worker's Compliance Agreement

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, alteration of the Gospel message, 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:

- a) My agreement with the Statement of Faith and that
- b) I will abide by the above Worker's Compliance Agreement, and that
- c) I will abide by the policies of *CEF* as long as I am actively involved.

Signed _____ Date _____

Print name _____ Church Affiliation _____

Address _____

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 by CEF will also need to complete an employment application form.

Date _____

(Please Print) If explanatory notes are needed, please attach separate sheet.

Applicant's Name (last, first, middle)		Sex	Date of Birth	
			Mo.	Day
			Year	
Social Security Number	Maiden Name	All Nicknames and Aliases		
Telephone ()		E-mail		
Present address (Street, Apt #, City, State, Zip)				County
Previous 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 & give county & state of conviction.)				
Have you ever been accused of child abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain.)				
Please explain briefly your salvation experience. (If completing form for 5-year rescreening, skip this question.)				
List any experience that has prepared you for children's ministries. (If completing form for 5-year rescreening, skip this.)				
References (pastor or church leader and personal, not a relative or previous employer) (Skip for 5-year rescreening.)				
NAME		NAME		
CHURCH		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE ()		TELEPHONE ()		
E-MAIL		E-MAIL		
NAME		NAME		
RELATIONSHIP		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE ()		TELEPHONE ()		
E-MAIL		E-MAIL		

Background Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contains information which is used to deny my employment in *Child Evangelism Fellowship*®, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, you hereby release *Child Evangelism Fellowship* and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provided you request it in writing.

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children’s work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

As a volunteer or paid worker for Child Evangelism Fellowship Inc. I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy and viewed (www.cefonline.com/childprotection) or heard (866-878-4182) the “Protecting Today’s Child” 11- minute presentation and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant’s signature	(Print name)	Date
Parent’s signature (if applicant is a minor)	(Print name)	Date
FOR OFFICE USE ONLY		
<input type="checkbox"/> Identity confirmed with government issued photographic identification.		
Signature of witness to photographic identification	(Print name)	Date
All information acquired will be used within the Child Evangelism Fellowship organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.		
Please return all paperwork to the following address:		
Please note: A different form may be required by the reporting agency or state government agency you are using.		

Forms to bring to CYIA Directors Meeting:

- Student Education Form (Attached)
- CYIA – Name – Address Form (Attached)
- Signed – “CYIA Medical Questioner” For Every Student under 18 years of age (Attached)
- List Of Students that **have had a Child Protection Screening completed within last 5 years and cleared.** (Attached)
- Child Protection Packet on All students who are 15 years of age or older who **have NOT been checked** in past 5 years.

CPP PACKET TO INCLUDE:

- CPP Fax Cover Sheet with all information completed
- Screening Procedures Checklist
- Background Check Authorization Form
- Confidential Screening Form

Summer Missionaries & Staff List

CYIA Year _____

District: _____

Staff:

	Name	Title	Basic/TCE/Camp	Sex
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

TCE 1

	Name:	Sex-Age	Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note: If you have more staff or students than can be listed in any section please use two (2) forms.

Basic

	Name	Sex - Age	Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Leadership

	Name	Sex - Age	Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Interns

	Name	Sex - Age	Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

District _____

CYIA Students Child Protection Checked within past 5 years.

	First & Last Name	Month & Year CPP checked
EX:	Sue Smith	May 2008
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

CEF of SC INTER-OFFICE CYIA STUDENT TRANSFER AGREEMENT

Sponsor Office _____ Director _____

Host Office _____ Director _____

As the Sponsor Office we agree to provide the Host office _____ number of students for the week(s) of _____ through _____. We agree that the students will have no more than one (1) freshman within the team and that all team members are well equipped to perform the ministry. We agree to entrust these students to the care and authority of the Host Office. We agree to allow the Host office the right to adjust students operations in 5-Day Club to meet the particular needs of the Host area or club location needs and/or requirements. Should concerns arise, Directors from the Host and Sponsor offices will confer to address any needs and adjust accordingly. Sponsor team members shall be redirected to the Host Director should any member misdirect a call to the Sponsor Director or Office. All training and materials shall be administered by the Sponsor Office. All financial activity, including, but not limited to, salaries, involving the students shall be administered by the Sponsor Office. Travel arrangements to and from Host location may be arranged as agreed upon with Sponsor & Host splitting the cost and time or as otherwise mutually agreed. We joyfully agree that we are providing this service, in gratitude to the Lord for His provision of student servants, without any cost or recompense required or expected from the Host Office.

As the Host Office we agree to provide housing, food, and travel accommodations to and from 5-Day Club activities daily without cost or obligation to the Sponsor Office or students. We agree to treat the Sponsor students with respect and acknowledge possible differences in 5-Day Club approaches as long as the core elements of the club are performed in accordance with CEF of SC standards. Should concerns arise, Directors from the Host and Sponsor offices will confer to address any needs and adjust accordingly. We agree to have at least three (3) 5-Day Clubs scheduled for each Sponsoring team for each week assigned. We agree to provide adult supervision for the entire duration of the Sponsoring teams stay. We agree to accept the Sponsor students on the Sunday before the first day of the Sponsor supported 5-Day Clubs and return students; following clubs on Friday, or as otherwise agreed. We understand there is no cost or obligation, other than that which is outlined in this agreement or otherwise agreed upon, to the Sponsor office.

Having read this agreement and understanding its conditions, we the undersigned, agree to the inter-office transfer of CYIA students as outlined. Furthermore, we agree that this agreement may be superseded by the authority of the State Office of Child Evangelism Fellowship of South Carolina and shall comply completely as otherwise directed.

Sponsor Director _____ Date _____

Host Director _____ Date _____

State Approval _____ Date _____

Sponsor shall sign first, then Host shall sign and submit to the State Office for approval to Richard@cef-sc.org. Maintain a copy for your own records. Verbal or email approval shall be given.



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SOUTH CAROLINA LOCAL OFFICE TO OFFICE ADOPTION AGREEMENT

LOA-001 5/11

The Local Office Adoption is instituted to assist and strengthen new or developing local offices. Established offices throughout the State have hands-on field knowledge and experience that can be beneficial in both operations and ministry. The State Office will provide oversight for all adoptions including, but not limited to: the arrangement and agreement process; the assessment of local to local relationships; the assessment of resources and personnel used and/or required; and the effectiveness of the adoption. The Local Office Adoption has the potential for strengthening the ministry of CEF across the State of SC, reaching more of the State's children, and becoming a model of Biblical ministry for other CEF chapters, para-church ministries, and churches to emulate.

INSTRUCTIONS: Once verbal agreement between the Established Local Office (known as the Adopter) and the New or Developing Local Office (known as the Adoptee) has been established through the State Office, the Local Directors/Coordinators and their Local Board/Committee Chairs should review the agreement. Once agreed upon by local leadership in coordination with the State the agreement should be brought before the full Local Board/Committee for discussion and ratification before final approval is given by the State Board of SC. Signed copies by all parties should be filed with the Adopter, Adoptee, and the State Office.

A BASIC INFORMATION

ADOPTER (Established Office)

Chapter Name _____ Date Chartered _____

Director/Coordinator _____ Position Held Since _____

Board/Committee Chair _____ Position Held Since _____

ADOPTEE (New or Developing Office)

Chapter Name _____ Date Chartered _____

Director/Coordinator _____ Position Held Since _____

Board/Committee Chair _____ Position Held Since _____

STATE

Coordinating Representative _____ Title _____

Board Chair _____ Position Held Since _____

B CONTRIBUTIONS

Please check all the areas that has been agreed for support:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Board Meeting Organization | <input type="checkbox"/> Board Recruitment | <input type="checkbox"/> Board Involvement | <input type="checkbox"/> Board Sub-Committees |
| <input type="checkbox"/> Fundgathering Events | <input type="checkbox"/> Staffing | <input type="checkbox"/> Planning | <input type="checkbox"/> Budget Development |
| <input type="checkbox"/> CPP Operations | <input type="checkbox"/> Time Management | <input type="checkbox"/> Office Operations | <input type="checkbox"/> Trainings |
| <input type="checkbox"/> Good News Club Development | <input type="checkbox"/> Volunteer Recruitment | <input type="checkbox"/> Church Presentations | <input type="checkbox"/> School Presentations |
| <input type="checkbox"/> GNC Operations | <input type="checkbox"/> CYIA Program | <input type="checkbox"/> 5-Day Club Development | |

C OTHER CONTRIBUTIONS

Please list any additional support agreed upon:

D EFFECTIVE DATES

The Adoptee will agree to support and services for _____ (length of period) with the targeted start date of _____, 20__ until _____, 20__ unless each party, in coordination with the State Office agrees otherwise in writing with copies provided for the files of the Adopter Office, the Adoptee Office, and the State Office.

E LIMITS AND RESTRICTIONS

- The Adoptee has its own Local Board/Committee and shall make judgments and decisions as such powers given under the authority of the State Board incorporation and policy operations of CEF and therefore shall not be discounted by the Adopter for decisions made contrary to any advice given. It is understood that the Adopter may provide the role of advisor only.
- The Adopter shall not request or require compensation of any type from the Adoptee. The purpose of the adoption is to strengthen, encourage, and enable the Adoptee without added considerations or pressure.
- Only the State Office may provide Board/Committee Training. Any board-to-board advice should be limited and must be presented in keeping with the State and National policies.
- Both the Adopter and the Adoptee shall attend State called evaluation meetings to understand relationship dynamics between the two Local Offices and the effectiveness of the adoption.
- The Adopter Office shall not invest more than 20% of its own resources, time, or personnel in assistance to the Adoptee Office. The Local Board/Committee shall provide oversight to assure operations of its own ministry are maintained.
- Although Offices shall work together each Local Office is accountable to the State Office and its policies in accordance with CEF National. The Adopter Office shall not suggest or mandate the Adoptee Office to go against any advisement or direction of the State Office.
- The Adoptee Office shall not reveal sensitive information such as CPPs and financial records except in limited cases for advisement from the Adopter.

F AUTHORIZATION

Adopter Director _____ Adopter Chair _____

Adoptee Director _____ Adoptee Chair _____

State Rep _____ Title _____ Date _____

South Carolina Annual Board Summit Guidance Questions for Local Committee Address



These questions are provided to assist the Local Committee in creating a report for the Annual Board Summit. The questions should be viewed as suggestions rather than mandatory requirements for reporting however the report should include some details from these 3 main objectives; Ministry, Finances, & Board

State of the Ministry

- 1) What were the ministry goals of your last planning session and what progress has been made in accomplishing those goals?
- 2) How do your ministry goals accomplish the three-fold ministry objective of Child Evangelism Fellowship?
- 3) What short term and long term needs must be met to expand your ministry?
- 4) Describe your relationship with churches, denominations, and people groups.
- 5) Denote positive attributes of your Staff and how your Committee is providing for their personal and ministry needs.
- 6) Besides what has been accomplished in your own area how has your local office contributed to the work of other areas or the State?

State of Finances

- 1) How have you met your financial goals and objectives?
- 2) Would you describe your Committee as pro-actionary or reactionary in fundraising? Why?
- 3) Describe your most successful fundraising event or stragedy.
- 4) How do you account for your financial record keeping within CEF and legally with the IRS?
- 5) How do you determine the financial needs of your staff (salary, insurance, retirement, expenses, etc) and provide for them?

State of the Committee

- 1) When has your Committee performed an assessment of their performance, activity, and accountability? What were your findings? How do you seek to strengthen your weak areas?
- 2) Describe the diversity of your Committee and how the various parts work to form a network reaching into the community.
- 3) Share your on-going plan to replace Committee members once they have served their term.
- 4) Does your Committee operate as a single unit in all decisions or do you have Sub-Committees? Describe how your board functions and operates.
- 5) Share the greatest challenges of your Committee.



1. Be A Whole Functioning Board/Committee

- Survey the board/committee's present profile.
- Remember the calling as an individual member and the purpose of the collective board/committee.
- Assess each member's gifts, abilities, and experience to determine if the board/committee has an adequate mix of individual suited to serve on Personnel, Ministry, and Finance sub-committees.
- Assure that each member understands their role and is willing to fulfill their privilege.
- Gain additional board/committee members as needed to form a well rounded team which can function as a whole keeping the ministry on course with it's purpose and provide the resources for the staff to fulfill their calling to ministry.
- Assure all board/committee members are trained, know how they fit into the whole function of the board/committee, and have opportunity to serve using their gifts and abilities.

2. Gain Adequate Funding

All board/committee members participate in planning and providing relationship building ways to communicate the mission and gather funding for ministry and staff. (If staff is currently spending their called ministry time to gather funds, relieve them of this distraction by making proper provisions.)

3. Find Staff & Give Governing Guidance

- Find and work with a director to accomplish goals and objectives of the State and/or National.
- Assure that all ministry and legal requirements are being attended to in a timely fashion.
- Keep the relationship with the director in proper perspective. The director serves as the visionary whereas the board/committee serves as the counsel and safety net. The director works with staff and community to accomplish the ministry whereas the board/committee works with the ministry organization, legal entities, and donors to provide the opportunity of ministry.
- Review Annually and Repeat Cycle
- Plan annual evaluations in coordination with the next higher office. Plan to correct weak areas.
- Annually work with the director to determine goals and objectives that fall into place with State and National plans. Determine financial needs and make plans to provide for the growth of the ministry.

Child Protection Policy Compliance Verification Form (Local Chapter Form)

This form must be submitted annually to the State Board by May 15.

The following areas have been fully instituted for all paid-staff, committee/board members, and volunteers who have contact with minors according to the Child Protection Policy of CEF® - USA Ministries Department.

- Received a completed employment application form (Paid-Staff Only).
- Received a completed Confidential Screening Form.
- Received a completed request for Background Check Authorization.
- Received notification from SC State CEF office that a background check has been conducted through appropriate agency.
- Conducted a personal interview.
- "Protecting Today's Child" presentation viewed.
- "Protecting Today's Child" Fact Sheet read.
- Checked personal and church references on Confidential Screening Form.
- Checked references on employee application (Paid and Non-Staff).

Local Chairperson Signature _____ Date _____

Chapter _____



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Local Committee Candidate QUICK REVIEW

Characteristics

- 1) **Potential committee members should possess the ability to :**
 - Listen & analyze
 - Think clearly and creatively
 - Work well with people individually and in a group
- 2) **Potential committee members should have a willingness to prepare for and attend board and committee meetings**
 - Ask questions
 - Take responsibility and follow through on a given assignment
 - Contribute personal and financial resources in a generous way according to circumstances
 - Open doors in the community
- 3) **Potential committee members should have a willingness to develop certain abilities if they do not already possess them**
 - To cultivate and solicit funds
 - Cultivate and recruit board members and other volunteers
 - Read and understand financial statements
 - Learn more about the substantive program areas of your ministry.
- 4) **Potential committee members shall possess honesty but sensitivity to and tolerance of differing views, including:**
 - Have a friendly, responsive, and patient approach
 - Community-building skills
 - Personal integrity and a developed sense of values
 - A concern for your nonprofit's development
 - A sense of humor

Personal Commitment

- Minimum of 3 years service;
- Serve because they have specific skills and business expertise;
- Come to all meetings and functions;
- Give of their valuable time; (10-15 hours a month/more if retired)
- Share their talents;
- Set the example by giving financially;
- People who will be a strategist; visionary, or idea person;
- Not involve themselves in ministry details;
- They are to evaluate and help solve problems;
- They should be an ambassador for the ministry;
- They must recruit their replacement when their term is up.

Faithful service on one of three Sub-Committees

Financial Sub-Committee

Fund raising planning, budget development, cash flow analysis, purchasing, financial accountability; Legal financial accountability

Personnel Sub-Committee

Staff hiring; paid & volunteer development & support; Salary & benefit review; Conflict resolution; Recruiting development

Ministry Sub-Committee

Ministry planning & development; Public speaking; Prayer support and development; Mission accountability.

Major Responsibilities

Management: Help select and appoint staff, support and assess their performance. Take legal responsibility for the ministry.

Mission: Keep the ministry focused on its mission; establish goals; and approve long-ranged plans for reaching goals.

Relationship: Take the lead in establishing positive relations both inside (staff) and the general public. This is done through fully understanding the organization and promoting it with a passion.

Finance: Assume responsibility for financial well-being by assuring the integrity of the financial management and by taking the lead in raising funds necessary to fulfill the goals of the ministry.

Staff's Time Report

Employee _____

Week of _____

Day	Time	Activity
Monday	8am-12pm	
Monday	12pm-5pm	
Tuesday	8am-12pm	
Tuesday	12pm-5pm	
Wednesday	8am-12pm	
Wednesday	12pm-5pm	
Thursday	8am-12pm	
Thursday	12pm-5pm	
Friday	8am-12pm	
Friday	12pm-5pm	
Saturday		
Sunday		

STATE OFFICE

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Office: 803.798.8647 | Fax: 803.451.8660

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GREENVILLE PIEDMONT

Local Director, Ms. B.J. Bateman

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Min. Coord., Mr. Kevin Kyzer

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Phone: (843) 250-1854

ORANGEBURG LOWER SAVANNAH

Local Director, Ms. Judy Boyleston

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