



# INTERSHIP PROGRAM

## CYIA SUMMER MISSIONARY INTERSHIP PROGRAM TERMS AND CONDITIONS

### IMPORTANT NOTIFICATION FOR STUDENTS UNDER 18

*If you are under 18 years of age, your parent/guardian must carefully review this document along with you. By applying, you indicate that you have obtained their permission to participate, and that both you and they agree to the terms and conditions provided as well as consent to any other terms or conditions subsequent to this document while choosing to remain in the program.*

### PHASE



### APPLICATION PHASE

Completely read through these documents. Fill out the online application and submit references with the understanding that you must attend all required trainings and pass all practicums to be accepted into the CYIA Internship Program. Once completing the online application, you may wish to contact your local CEF office to make them aware you are applying. They will desire to schedule an interview with you after reviewing your application and contacting your references.

### PHASE



### INTERSHIP PHASE

Once accepted into the CYIA Summer Missionary Internship Program, training will be required before entering the mission field in your local area. More information and documents will be required for this process.

Christian Youth In Action™ (CYIA) student summer missions is a ministry of Child Evangelism Fellowship® (CEF), an international mission to children, sharing the Gospel of the Lord Jesus Christ, discipling them in the Word of God, and establishing them into the local Church.

- For more information about CYIA in South Carolina go to [www.cyiasc.com](http://www.cyiasc.com)
- For more information about CEF of South Carolina go to [www.cef-sc.org](http://www.cef-sc.org)
- For more information about the international ministry of CEF go to [www.cefonline.com](http://www.cefonline.com)



CHILD EVANGELISM FELLOWSHIP®  
OF SOUTH CAROLINA

# Welcome!

We are excited you sense God's direction to become a Summer Missionary Intern through Child Evangelism Fellowship of South Carolina. For us to have a good start to our ministry relationship, we need to understand each other's expectations. So, thoroughly read through each page. We look forward to an opportunity of working together for the mission of reaching children with the Gospel of the Lord Jesus Christ!

## APPLICANT REQUIREMENTS

### AGE

All participants must be at least twelve (12) years of age, on or before the beginning of the CYIA Everest Training School. All participants must be saved at least one year and sufficiently mature to adapt and to perform without concerns. (Local chapters may have different age requirements.)

### ATTITUDES

All participants must agree with the Statement of Faith, the Ministry Compliance Agreement, and agree to comply with all Child Protection Policy Forms. Applicants must be willing to sign a Background/Reference Check Authorization form to conduct a background check and/or contact references. They must be willing to allow access to their Social Media sites like Facebook, Twitter, Snapchat or Instagram. All participants must agree to follow and abide by all policies and leadership of Child Evangelism Fellowship (CEF).

Being a CYIA Summer Missionary Intern means hard work. You should be willing to come to the office for devotions (when scheduled), and work in a team with other missionaries, teaching Bible Clubs for children. You must be willing to learn and study your Bible Lessons and other materials as assigned, and to accept constructive criticism from your leaders. This summer will be rewarding, but you must also pray and consider the hard work and sacrifices you will face in accepting your task as a CYIA Summer Missionary Intern.

While attending the CYIA training, you must agree to abide by regulations set forth in the standards of conduct and the dress code and to conform to its fundamental standards of honor. Please be aware that CEF may request the withdrawal of any intern who, in the opinion of the staff, does not abide by the regulations set forth. All Child Evangelism Fellowship Interns must abstain from what we hold to be unbiblical sexual practices. (Eph. 5:3)

## DRESS CODE

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" (1 Thes. 5:22). We must avoid things that may offend others who have different convictions than our own, especially while serving in ministry. Check with your local chapter for any additional Dress Code requirements.

- All clothing must be neat and in good condition.
- Clothing that is tight or suggestive should not be worn.
- No body piercing (exception – girls ears)
- No extreme hair – color or style.
- TOPS: Tank tops, bare midriffs, half shirts, 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. (Sleeveless tops for girls is permitted if no bra is seen.)
- BOTTOMS: Gym shorts (except for athletic events), short-shorts, yoga pants, nor baggy pants hanging off the hips and/or hip huggers or low risers should not be brought to or worn at the training school or for your term of ministry in CEF.
- Dresses, skirts (ladies) and shorts (ladies & men) should be worn properly and at a modest length (2" above the knees standard).

SPECIAL DRESS AT TRAINING SCHOOL: It will be HOT!! So, dress accordingly.

## COMMUNICATION

It is a necessity in missions work to be flexible as circumstance and opportunities can quickly change. The ability to communicate easily and effectively is important. As a CYIA summer Missionary Intern, CEF staff must be allowed to communicate with all interns through phone, text, email, or any other platform.

## 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 Tim. 3:16; Deut. 4:2; 2 Pet. 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. Rom. 1:20; Matt. 28:19; Deut. 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; Matt. 1:20; Luke 1:30, 31; Phil. 2:5-7; 1 Tim. 3:16; Col. 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; Rom. 8:26, 27; 1 Cor. 2:12, 14; Rom. 8:9; 1 Cor. 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 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. Gen. 1:26, 27; Rom. 5:12; Eph. 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; Heb. 2:9; Gal. 3:13; Rom. 3:25; 4:4-5; 5:8; Col. 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; Eph. 4:10; Heb. 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 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. Heb. 9:15; John 5:24; Rom. 3:28; 4:3, 23-25; Eph. 1:3; John 17:23; Gal. 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 the 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. Eph. 1:22-23; 2:19-22; 1 Cor. 12:22-27; 1:10-13; Rom. 12:4, 5; Eph. 4:3-6; 5:32; Phil. 2:1-5; Gal. 5:13-15.
- That all believers in our Lord Jesus 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" (Gal. 6:10). 1 John 2:15, 16; Rom. 13:14; 14:13; 1 Cor. 10:31; Eph. 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 Cor. 5:18, 19; Matt. 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" (Phil. 3:20). Acts 1:11; 1 Thes. 4:16, 17; John 14:1-3; Titus 2:13; Phil. 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 re-united shall be with Him forever in glory. Luke 23:43; 2 Cor. 5:8; Luke 16:22, 25; Phil. 1:23; 1 Thes. 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 re-united 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 Thes. 1:8 & 9). Luke 16:22-23, 27-28; Heb. 9:27; Rev. 20:5, 11-15; 2 Thes. 1:7-9.
- In the reality and personality of Satan, "that old serpent, called the Devil, and Satan, which deceiveth the whole world" (Rev. 12:9). Eph. 6:11, 12; 1 Pet. 5:8; Rev. 20:10.

## MINISTRY COMPLIANCE AGREEMENT

### ***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. 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 co-worker with CEF, and 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, 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.

## FINANCIAL POLICY

Each Summer Missionary Intern may be asked to help raise funds needed to cover the training and materials costs of the CYIA Summer Missionary Internship Program. You must be willing to assist in this effort if asked. Your local chapter will notify you if your participation in raising needed funds is required. After completing the Application Phase, your Local Director will inform you of your acceptance into the CYIA Summer Missionary Internship Program and notify you of any possible compensation.

### **Paid Interns:**

Paid Interns will be given a Job Description and will be asked to sign a Compensation Statement. Paid Interns will have automatic deductions from their payroll following governmental guidelines. Interns must work specifically on behalf of the ministry of CEF to be considered for and receive compensation. Overtime hours are not permitted unless a written approved request has been granted. Absence without notice or a written agreement between parties may be grounds for immediate dismissal without any further compensation. If the Intern is unable to work during the agreed schedule for any reason, (as prescribed by your local office) payroll will not be given for missed time. No work, no pay.

### **All Interns:**

You must be willing to work the specific work hour schedule assigned. Work hours are limited to specific duties and activities as described by your Local Director. You may be asked to work various times throughout several days, or possibly every day. If an Intern performs unsatisfactorily to the standards of effective evangelism taught and expected, a probationary period may be established. Should the probationary period be established and/or prove ineffective, permanent dismissal may result. The counsel of God's Word, the staff, the State Director, and State Board of CEF will guide all decisions. The Intern and/or their parent/guardian, or any representative on their behalf, agrees not to contest any decisions made by CEF leadership, understanding that the Intern (and parent/guardians if Intern is under the age of 18) has voluntarily chosen to apply to serve with CEF, has read and agreed to the terms and conditions provided in advance, and is willing to humbly submit to any decisions made by CEF leadership in the future while a part of the Internship Program. If you, or your parent/guardian is not in agreement to these conditions, you should not apply. By applying you indicate that you and/or your parent/guardian will abide by these and any other stipulations provided.

**Financial Info:** Child Evangelism Fellowship® will make every effort to honor the contribution designation of the donor, yet contributions must be under the direction and control of CEF. CEF has the discretion to determine how to best use contributions to carry out its functions and purposes. Such control of the funds by CEF is required to ensure the donor's contributions satisfy requirements for tax-deductibility. CEF of South Carolina is a nonprofit organization exempt under Section 501(c)(3) of the Internal Revenue Code and contributions are deductible to the extent allowed by law.

## MEDIA RELEASE

You consent to your image, likeness, voice, or any representation of you to be used in the publication of photographs, video recordings or audio recordings made by Child Evangelism Fellowship for posters, magazines, books or other publications. You release Child Evangelism Fellowship as a publisher of such photographs, video recordings or audio recordings, of all claims to compensation for any such publications. It is understood that Child Evangelism Fellowship retains full and complete ownership of all rights to any such photographs, video recordings or audio recordings without any expectation of you or your parent/guardian for compensation of this consent.

# CHILD PROTECTION POLICY

Child abuse is defined as any verbal abuse, online abuse, 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, inappropriate use of communication devices or touching.

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

1. Always provide adult supervision for children in our care.
2. Two-worker (minimum) rule: Two CEF workers, paid or volunteer, must be present at any CEF activity where children or minors are present including online or by phone.
  - a. Never be alone with a child/child in any setting.
  - b. Never be alone with a minor in any setting, unless the minor's parent has signed a waiver.
3. Ensure that all rooms where ministry is taking place are accessible (not locked) with a window in the door or the door left wide open. There should be no private conversations, texts or online chats.
4. Report to supervisory staff all suspicious or inappropriate behavior between any CEF worker and a child or minor.
  - a. Supervisory staff must complete R 9 (see USA Operations & Policy Manual) and investigate incident immediately.
5. Supervisory staff must make random visits of CEF sponsored activities.
6. Overnight activities sponsored by CEF involving children or minors must be approved by the local or state director and the local committee or state board.
7. The R-32 must be signed by a legal guardian before any pictures or videos may be taken of any individual. If a legal guardian is not present to sign the R-32, no pictures may be taken at all.
  - a. Registration forms that include optional photo release with R-32 verbiage cover the requirements for R 32.
  - b. Pictures and videos may only be used on official CEF owned and operated social media forums and websites.
  - c. Pictures and videos may not be shared directly to a personal social media forum. However, you may re-share photos or videos that have been posted from an official CEF social media forum or website.

## PRE-SERVICE SCREENING

All volunteers who have contact with minors (in person, online or by phone), all paid staff and all committee/board members who represent and/or participate in CEF:

1. Be screened by a face-to-face interview
2. Show a government issued photo ID
3. Read the Child Protection Policy.
4. Listen to or view the Protecting Today's Child presentation.
5. Read and sign the Ministry Compliance Agreement.
6. Complete the Confidential Screening Form.
7. Complete the Background/Reference Check Authorization (parent must sign for a minor).

**For adults (18 and older)**, in addition to 1-7, CEF must:

8. Conduct a criminal background check with these minimum requirements
  - National Criminal Database Search
    - If a state or county does not report to the National Criminal Database, then a state or county report is required.
  - National Sex Offender Registry Search
  - Social Security Number Address History Trace Notes:
    - These are minimum requirements. State boards determine if additional requirements are necessary for exercising due diligence.
    - If your legal jurisdiction requires more, you must also comply with their requirements.

**For minors (ages 14-17)**, in addition to 1-7, CEF must:

9. Check two references, one of which is the pastor.

**For all adult staff (paid or volunteer)**, in addition to 1-8, CEF must:

10. Criminal record check for all states where the worker lived in the past five years.
11. Check at least two references, one of which is the pastor.

**For adult volunteers serving at camp or overnight events**, in addition to 1-8, CEF must:

12. Check at least two references, one of which is the pastor.

**SPECIAL NOTE: Volunteers under age 14 must:**

- Always be under the direct supervision of a screened worker aged 16 or above.
- Never be supervised by a single individual (adult or minor).
- Never serve as one of the two individuals in the two-worker policy requirement.

## **Criminal Background Check Screening Rules**

Check references in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify him/her from participation in CEF ministries.

The following would prevent a person from working with CEF:

1. Any crime against children. No exceptions.
2. Any sex crime of any type. No exceptions.
3. All felony convictions. Exceptions require the approval of the vice president, USA Ministries.

## **Rescreening Requirements**

1. Every worker must review the Protecting Today's Child presentation annually.
2. Workers who have not been active within one year must have a Criminal Background Check rerun.
3. Every worker must have a Criminal Background Check rerun every five years.
4. A worker transferring to another area must obtain from his former location a signed and completed Screening Procedure Checklist. If the Criminal Background Check was conducted more than five years prior, the transferred worker must be processed as a new worker.
5. All minors (ages 14-17) must be processed as new adult workers when they reach their 18th birthday.

## **ENSURING COMPLIANCE**

1. The committee chairman is responsible for ensuring compliance within his local chapter by annually signing and submitting the CPP Compliance Verification Form (OPM, R-22) to the state board chairman.
2. The state board chairman is responsible for ensuring compliance with the Child Protection Policy within his state. Annually, the state board chairman confirms compliance by signing and submitting the CPP Compliance Verification Form (OPM, R-22a) to USA Ministries.
3. USA Ministries monitors to ensure 100% compliance with this policy.

## **REPORTING OBLIGATIONS**

When any worker has reasonable suspicion that a minor or child is being abused by anyone representing CEF, or is himself accused, or someone whose action would reflect on CEF is accused, the following action must be taken:

1. Call USA Ministries 636-456-4321, ext. 5510 as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.
2. Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors or children until the matter is completely resolved.
3. USA Ministries will determine 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.

## **CODE OF CONDUCT:**

This code of conduct outlines what is considered appropriate interaction between a CEF worker and a minor child. This code should be followed by CEF staff and volunteers.

### **APPROPRIATE & ENCOURAGED INTERACTIONS**

- Praise, encouragement, & acknowledgement
- Rewards available to all who achieve
- Pats on the back or shoulder
- Side hugs
- Handshakes & high-fives
- Asking a child's permission to help with things like, shoe tying, putting on back packs or outerwear (jackets) & gathering personal effects to take home.
- Warmth & kindness
- Public social media alerts to groups of kids & parents through an official CEF operated forum.

### **INAPPROPRIATE & PROHIBITED INTERACTIONS**

- Isolated one-on-one interactions
- Risqué jokes
- Profanity
- Favoritism
- Gift giving to individual children
- Frontal hugging
- Photographing or video recording individual children without R-32 permission
- Contact outside of program activities
- Exchanging of personal email or phone numbers
- Private interactions through social media, computer, or handheld devices

### **HARMFUL & PROHIBITED INTERACTIONS**

- Patting buttocks
- Lap sitting
- Actions or speech that humiliates, threatens, ridicules, degrades or frightens.
- Corporal Punishment of any kind
- Touching of personal areas; face, mouth, legs, breasts, stomach, genitals.
- Intimate, romantic or sexual conduct
- Showing pornography or involving youth in pornography

## FURTHER INSTRUCTIONS

Now that you have thoroughly read about who we are and the expectations of those applying to the CYIA Summer Missionary Internship Program, we want to learn about you!

(Also, if you are under 18 years of age, don't forget to ask your parents or guardians to carefully read through this document as required.)

Go back to the website at [www.cyiasc.com/start.html](http://www.cyiasc.com/start.html) to continue on to Number 2 so you can review the Child Protection Policy video as required.

Lastly, after watching the video, proceed to Number 3 on the website to complete your online application that you may be considered as a Summer Missionary Intern in Christian Youth In Action!

We look forward to hearing from you!