

Christian Youth In Action[®]

Parent's Guide



A Ministry of *Child Evangelism Fellowship of Indiana, Inc.*

Evansville Area Chapter



Since 1937

CEF
CHILD EVANGELISM
FELLOWSHIP[®]

Reaching children worldwide[™]

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Dear parent(s),

It is certainly no secret to you that we live in a world that is constantly and aggressively vying for your young person's energy, time, and will.

While there are a staggering number of options for the young person/people in your household to spend their summer, one must wonder which one(s) will truly change your teen for the better? What will help your teen grow in their **relationship with God** without sacrificing practical skills development that will help them beyond this summer? Which time investments will bring about a return with **eternal value**?

I invite you personally to prayerfully consider the exciting missions opportunity available for your teen through Child Evangelism Fellowship's *Christian Youth In Action*[®] (CYLA[™]) program. This resource is designed to be your help to develop Godly traits in the teens and young adults that God has entrusted to your care.

Through the disciplines of the training, the rewarding challenge of basic support-raising, the excitement of the hands-on ministry experience, and the beautiful dependence upon prayer without ceasing, young people learn through this unique missions experience to embrace and discover God's incredible design for *their* lives, *their* ministry, and *their* personal relationship with Him.

I am praying that God will make His will for you and your teen this summer beautifully evident as you seek to serve and honor Him!

Amelia Armstrong
Local Coordinator
CEF of Indiana, Evansville Area Chapter

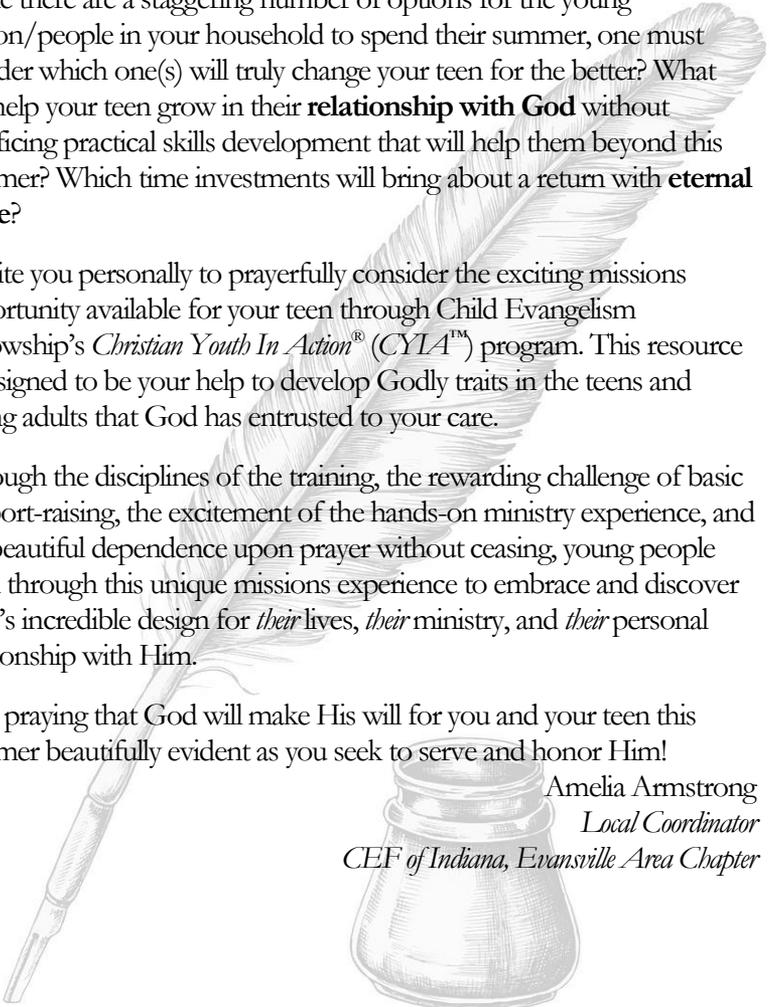


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Let's talk about...

Child Evangelism Fellowship® (CEF)



What: *Child Evangelism Fellowship®* an international, Bible-centered organization comprised of born-again believers whose purpose is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in the local Church.

When: *CEF* began in Chicago, IL, USA in 1937 and has since served in nearly every country on earth reaching children with the gospel.

Why: *CEF* serves to fulfill the Great Commission as the Church's tool and the believer's best resource bringing the good news of the gospel to **every child**, in **every nation**, **every day**.

Local Ministry

CEF serves on a local regional level by chapters (areas determined by county and/or city limits) grouped by state in the US. ***CEF of Indiana, Evansville Area Chapter*** serves the greater Evansville area in Dubois, Gibson, Knox, Pike, Posey, Spencer, Vanderburgh, and Warrick Counties.

Learn more about CEF of Evansville at cefevansville.online.

CEF Ministries

CEF serves to equip the Church through stellar curriculum, practical training, and timeless children's ministry programs all designed to develop new child evangelism and growth opportunities, sharpen and expand existing children's ministry, and otherwise equip believers to share the gospel with *anyone* with effectiveness, efficiency, and excellence.



CEF Press, the curriculum printing and publishing ministry of *Child Evangelism Fellowship* has served since 1945. With humble beginnings in simple flannelgraph lessons, **CEF Press** consistently provides practical teacher-friendly resources for Biblical children's teaching and evangelism with beautifully illustrated lesson materials, visuals, children's tracts, missionary stories, and more!

Good News Club[®] is an exciting ministry that takes place over the school year. Children gather weekly to hear engaging Bible Lessons and missionary stories, enjoy meaningful songs and games, and learn life-changing memory verses. Clubs are taught by CEF trained volunteers and are often held on public school grounds or at local churches.



CEF's **Summer Ministries** include a host of thrilling outreach opportunities through local **5-Day Club**[®], **Christian Youth In Action**[®], and **Camp Good News**[®] ministries.



Let's talk about...

***Christian Youth In Action*[®] (*CYIA*[™])**



What: *CYLA* is a unique short-term summer missions program specifically designed for junior high and high school-aged students and young adults.

When: *CYLA* has been held every summer all over the United States and beyond since 1971. In the Evansville Area Chapter, the program lasts for 6 consecutive weeks.

Why: *CYLA* participants learn to share the gospel boldly and effectively with children by conducting 5-Day Clubs and other children's outreaches in the greater Evansville area of southern Indiana.

Through this ministry, Christian youth are equipped to jumpstart their personal ministry and service to Christ in a life-long outreach that starts in their own community.



Who can participate in CYIA?

Christians age 14 and older may apply for full training responsibilities as Summer Missionaries (SMs) who may choose to either raise support to earn wages over the summer or volunteer. SMs are trained in all *5-Day Club* components.

Christians ages 12-13 may apply as Missionary Assistants (MAs) who receive most of the regular training responsibilities and serve as volunteers. MAs are trained to assist in most club components except in teaching the Bible Lesson and Counselling the children for salvation and other needs.

What do *CYIA* students do all summer?

CYIA begins with several weeks of intensive group and individual training. From how to hold and handle flashcard visuals to the finer points of preparing an evangelistic Bible Lesson or Missionary Story, *CYLA*ers are fully equipped for ministry!



After training, *CYLA* participants work in teams of 4-5 to hold 5-Day Clubs each week (Monday-Friday) within the chapter ministry area as scheduled by the local *CEF* chapter. Participants may also help with other *CEF*-coordinated outreaches (such as VBS, Fair Ministry, and/or *Camp Good News*) throughout the 6-week summer ministry period as available.

How does support raising for *CYIA* work?

Just like real missionaries headed for the mission field, each *CYLA* participant is responsible for raising support to help cover

part of their training costs, materials, and salary (if not volunteering). Local *CEF* staff coaches and assists participants throughout the process of sending support letters to family and friends, thanking their supporters, and following up with a brief written ministry report at the end of summer.

Do all CYIA participants raise support?

It is requested that all *CYIA* participants raise a minimum of \$500 each. This is to ensure that the program costs incurred by the local chapter (which apply to all program participants) including training, travel expenses, teaching materials, and other provided resources are covered.

Participants age 14 and older (Summer Missionaries) may choose to earn a small salary on a per-club service basis and will therefore be asked to raise an additional \$650 of support (for a total fundraising goal of \$1,150) to help cover payroll costs.

**Wage rate information is given for acceptance in post-application interview.*

What about volunteer CYIA participants?

CYIA participation may be done on a volunteer basis, wherein eligible participants receive no salary/wages for the summer.

Any participant under the legal hiring age of 14 at the time of the 6-week program will participate on a strictly volunteer basis.

All Missionary Assistants (MAs) are considered volunteers regardless of age.

Summer Missionaries (SMs) being at least 14 years old at the time of the ministry program may choose **either** to volunteer or to participate for a modest salary/wage over the summer.

Where is *CYIA* training held?

Pre-training and Post-training weeks are held locally either at the local *CEF* office building or, if there are many participants, a relatively central church or other such available space.

The Main *CYLA* training is generally held on the campus of Indiana Wesleyan University in Marion, Indiana.

What is taught at *CYIA* training?

The main purpose of *CYLA* training is to prepare Christian young people for evangelistic ministry. For this reason, the following topics are covered in the training:

Pre-training (Week 1)

- The Wordless Book (how to use the colors and symbols with corresponding Bible passages to share the gospel)

***CYIA* Main training (Week 2)**

- The importance of evangelizing children
- Using the Bible for an evangelistic children's lesson
- Teaching children: using a lesson text
- Teaching children: using/handling visual aids
- Preparing a fun and engaging Missions Story
- Memorably teaching a Memory Verse
- Holding meaningful song time
- Maintaining order and control in a children's class setting
- Conducting fun and appropriate game times for children
- Counseling children for salvation/other needs with the Bible



- Teamwork: How to hold a *5-Day Club*

Post-training (Week 3)

- Putting it all together: practicing each club element (individually and as a team)
- On-the-field missions: Conducting the first instructor-supervised 5-Day Clubs

Where do *CYIA* students teach over the summer?

The 5-Day Clubs and other outreaches conducted by *CYLA* student teams may be held potentially anywhere in the local *CEF* chapter area of service at churches, individual homes, parks, and other common/community spaces.



For further details on specific club spaces, see 5-Day Club info on page 10.

How is student transportation handled over the summer?

CYLA participants are responsible for arranging their own transportation (parents, carpooling, driving themselves, etc.) to local meetings such as pre- and post-training.

For the Main *CYLA* Training (held out-of-chapter), the local *CEF* office provides group transportation to and from campus.

During the summer ministry, arrangements may vary slightly based upon club location, *CYLAer's* address location, and whether participants yet have valid driver's licenses. *CEF* local staff (sometimes with the help of parents or other adult volunteers) will help coordinate participant transportation needs.

What is the *CYIA* summer schedule?

While the specific dates and times will change slightly from year to year, the general 6-week schedule for *CYLA* (which usually begins within the first two weeks of June) is as follows:

Week 1: Pre-Training (begins on a Monday)

Week 2: *CYLA* Main Training (generally begins on the Friday or Saturday immediately following Pre-training)

Week 3: Post-training

Week 4-6: Summer Ministry (5-Day Clubs, etc.)

End-of Summer Wrap-Up and Testimony Party: held for the local ministry team as a final wrap-up/farewell time for celebration and testimonies from the summer (parents, families, and friends are also invited)

(Optional) Annual *CYIA* Praise Gathering: held by and hosted by the *CEF* State Office (Indianapolis) in early-mid August for all the current summer's *CYLA* students and staff

**Some specific dates, times, and other details may vary with each year. Check with your local CEF Chapter coordinator of summer ministries for all current details and changes.*

Can a participant miss any part of the 6-week program and still participate?

While it is preferred that participants be available to serve for as much of the 6-week program period as possible, in the event of family commitments or other important responsibilities, some flexibility may be allowed.

CYLA participants may miss up to two weeks (10 club days) of the 6-week program period. And, only one (1) of the weeks missed may fall over a pre- or post-training week.

All *CYIA* participants must be available to satisfactorily complete the *CYIA* training requirements before beginning the summer ministry.

*Program applicants are asked to indicate any known summer commitments on the *CYIA* application. Any major schedule or time issues requiring special adjustment or exception may be discussed with local CEF chapter staff coordinating summer ministries. All local *CYIA* program acceptance, decisions, and exceptions are ultimately determined by the Local Chapter Director/Local Coordinator.*

What responsibilities does a parent of a *CYIA* participant have?

As the parent(s) of a *CYLA* participant, your responsibilities are relatively minimal. Undoubtedly, the most important support you could give is to join us in prayer for your *CYLA* student and the summer ministry program.

While it is certainly not required, you are also more than welcome to participate in the summer ministry program by:

- hosting a *5-Day Club*,
- helping to transport/chauffer the summer ministry team or team members to training and/or club(s) as needed,
- hosting and/or helping provide food, games, etc. for the End-of Summer Wrap-Up and Testimony Party.

Contact your local chapter coordinator of summer ministry to get involved or for more participation suggestions, ideas, or needs that you can help with for the current summer.

Let's talk about...

5-Day Club[®]

What: A *5-Day Club* (traditionally called Backyard Bible Club) is an exciting outreach opportunity to bring the gospel to the children in your neighborhood! Clubs approximately 90 minutes in length are held daily five weekdays in a row and include fun games, songs, daily memory verses, an evangelistic Bible lesson, and an engaging missions time.



When: The *5-Day Club* program has been held by local *CEF* chapters worldwide each summer since 1960.

Why: Each year, thousands of children come to know Christ through *5-Day Club* neighborhood outreaches. The *5-Day Club* summer ministry is designed to equip the Body of Christ to take part in changing their community with the Gospel – one child at a time.

Who teaches *5-Day Club*?

CYLA participants conduct clubs sometimes with or in addition to local *CEF* staff and/or other trained and screened volunteers.

Who attends 5-Day Clubs?

The target age group for club attendees is 4-12. Parents of children attending are always welcome to also attend.

Where are 5-Day Clubs held?

Clubs can be held in a variety of places and contexts. Traditionally, club hosts will open their homes, garages,

backyards, patios, etc. for the club week. Church facilities, daycares, local YMCAs, apartment complexes, and public community spaces like parks and community centers can also be used as club locations as God provides opportunity.

What times of day are 5-Day Clubs held?

Hosts for 5-Day Clubs are given the option of 4-5 daily time slots in which to hold their club(s) for the week. These time slots are 90 minutes each day and are generally held from mid-morning to early evening.

How many 5-Day Clubs are held in a given week?

This varies weekly and can sometimes change or adjust mid-week. Given the available timeslots, the maximum number of regular clubs held per week is generally five. In the event of unique time needs, clubs needing extra setup or lesson time (such as when adapted for VBS), or other special outreaches, more or fewer clubs could be held in a given week.

Who can host a 5-Day Club?

A 5-Day Club may be hosted by any believer with a burden for reaching children with the gospel who is also willing to provide a space to hold club and invite nearby children to attend.

Each host/hostess must have given their written compliance of the CEF Statement of Faith and also have consented to a criminal background check prior to being approved to host per the CEF Child Protection Policy*.

* See *Appendix*



Let's talk about...

Camp Good News[®] South (CGN)

What: *Camp Good News* of Southern Indiana is a ministry of *Child Evangelism Fellowship* and has provided a Christian summer camping program for children ages 8-12 since 1965.



When: *Camp Good News* (South) is held on two separate weeks of summer – generally the last week of June and July, respectively.

Why: Children who attend *Camp Good News* receive the life-changing opportunity to hear the gospel and participate in a fun, safe, loving atmosphere through engaging Bible lessons, exciting missions stories, devotions with cabin mates, crafts, sports, and many more fun and meaningful activities that will make memories to last a lifetime and influence their future for an eternity.



Where is *Camp Good News* held?

Camp Good News South is held at Camp Olivet at 12967 E St Rd 54 Springville, Indiana.

Under what conditions do *CYIA* students serve at camp?

The need for *CYLA* participants to serve as *CGN* staff/helpers varies by need and is determined on a summer-by-summer basis.

Generally, *CYLA* students will not serve at camp except in the event of the following conditions: there are no *5-Day Club* ministry opportunities available during camp week(s); special invitation or request of a particular student or team to be involved in camp; *Camp Good News* is in a staff/counsellor deficit.

Can any/all *CYIA* students help with camp?

Teens 13-15 are eligible to assist as kitchen staff, game/activity helpers, and teaching/lesson assistants during camp. Teens 16 and older are additionally eligible to assist as counsellors.

Just like *CYLA*, minor participants must have written parental permission before helping with *Camp Good News*.

*Parents/Guardians of *CYIA* participants will always be notified prior to the 6-week summer ministry period whether their teen is needed/requested to help at Camp Good News at any point during the summer.*

Learn more about Camp Good News (South) online at cefevansville.online/camp-good-news or by emailing Camp Director Lisa Cosby at campgoodnewssouth@gmail.com.

Appendix

CEF Statement of Faith

WE BELIEVE

1. 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.
2. 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.
3. 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; John 10:30; Matthew 1:20; Luke 1:30-31; Philippians 2:5-7; 1 Timothy 3:16; Colossians 1:19.
4. 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; Acts 1:8; Romans 8:26-27; 1 Corinthians 2:12, 14; Romans 8:9; 1 Corinthians 3:16; 1 Corinthians 12:13; John 16:13-14.
5. 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. Genesis 1:26-27; Romans 5:12; Ephesians 2:1-3; John 3:3, 6-7; Titus 3:5.

6. 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; Romans 4:4-5; Romans 5:8; Colossians 1:13, 14, 20, 21.

7. 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 sits at 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.

8. 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. Hebrews 9:15; John 5:24; Romans 3:28; Romans 4:3, 23-25; Ephesians 1:3; John 17:23; Galatians 2:20; Galatians 4:6-7; Galatians 5:16; Acts 1:8.

9. 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. Ephesians 1:22-23; Ephesians 2:19-22; 1 Corinthians 12:22-27; 1 Corinthians 1:10-13; Romans 12:4-5; Ephesians 4:3-6; Ephesians 5:32; Philippians 2:1-5; Galatians 5:13-15.

10. 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" (Galatians 6:10). 1 John 2:15, 16; Romans 13:14; Romans 14:13; 1 Corinthians 10:31; Ephesians 2:10.

11. 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.

12. 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.

13. That the souls of those who have trusted 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 Corinthians 5:8; Luke 16:22, 25; Philippians 1:23; 1 Thessalonians 4:15-18.

14. 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.

15. 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.

Find more information on CEF's Statement of Faith by contacting your local chapter or online at cefonline.com/about/statementoffaith.

CEF Child Protection Policy (Version 4.2)

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/children 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.

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
5. Read and sign the Worker's 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
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
- Note: 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 camp or overnight volunteers, in addition to 1-8, CEF must:

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

Children (under the age of 14) serving as volunteers must:

- Always be under the direct supervision of an adult.
- 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. All CEF staff and volunteers must fully abide by this policy and all state child abuse reporting requirements.

Find more information on CEF's Child Protection Policy by contacting your local chapter or online at cefonline.com/childprotection.

CEF of Evansville

Chapter & Contact Information

Area of Service

Greater Evansville, Indiana Area: Dubois, Gibson, Knox, Pike,
Posey, Spencer, Vanderburgh, and Warrick Counties

Staff

Amelia Armstrong, *Local Coordinator*

Allan Houchins, *Ministry Coordinator*

Kaebra Wilkerson, *Office Manager*

Steve Holzmeyer, *Bookkeeper*

Lisa Cosby, *Volunteer Camp Good News Director*

Local Committee

Lisa Cosby

Bill Hammack

Bill Gillis

Jamie Frederick

Fred Denton

CONTACT

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CEF International (Corporate) Headquarters: cefonline.com