

cyia 2021

Christian Youth
In Action

Handbook 2021

CEF Colorado

www.coloradocef.org



Since 1937

CEF
CHILD EVANGELISM
FELLOWSHIP®

Reaching children worldwide™



**CHANGING
ETERNITY
ONE CHILD
AT A TIME**

Dear *CYIA* Student and Parent,

We are thrilled that you have chosen to partner with *Child Evangelism Fellowship (CEF)* and join our *Christian Youth in Action (CYIA)* ministry. We want you to know that we have been praying for you and we are excited to see what God has planned.

Our team is ready to provide the tools you will need to reach boys and girls with the Gospel of Jesus Christ. Our goal is that you see the importance of the Great Commission: "to go and make disciples of all nations." We also want you to grow in your walk with the Lord as you create wonderful memories with new friends.

This packet is a resource for your family. We encourage you to read through it together and at any time you have questions, please contact our *CYIA* Team. We are here to help.

Let's GO and make a difference in our communities!



Contact Info

Title	Name	Email	Phone
CYIA Coordinator	Alicia Broseghini	alicia@coloradocef.org	303-550-4866
State Director	Bryan Bigger	bryan@coloradocef.org	720-443-2102
Southwest Chapter	Frank/Connie Porter	frank.connie@coloradocef.org	303-901-5290
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North Chapter		north@coloradocef.org	
South Chapter		south@coloradocef.org	
East Chapter		east@coloradocef.org	
Mountains Chapter		mountains@coloradocef.org	

State Mailing Address: 150 Wells Street #1230, Erie, CO 80516

State Phone Number: 720-443-2102

Website: www.coloradocef.org

Facebook: www.facebook.com/coloradocyia

Instagram: [cyia_co](https://www.instagram.com/cyia_co)

Our form of communication will be through phone calls, texting and email. Email will be our primary means of communication for the summer ministry. Please make a commitment to check your email regularly leading up to and during the summer.

Application Process

At this point, you should be either done or almost through with the application process. Please go through the check list below and make sure you have done everything on your end within two weeks of being accepted.

Pre-Acceptance:

- ☐ Complete online application
- ☐ *CYIA* Team member called your two references; a pastor and a non-family member
- ☐ Had a face-to-face interview with our *CYIA* Coordinator or one of our *CYIA* team members
- ☐ Received a call or email that welcomes you to our *CYIA* ministry

After accepted and MUST be completed by: _____

- ☐ Received the *CYIA* Handbook
- ☐ Filled out and returned *20 Questions to Get to Know our 2021 CYIA missionary* questionnaire
- ☐ Provided our *CYIA* team a word document or excel spreadsheet of a list of names and address of potential donors. (A good number to reach for is 35-50 names)
- ☐ Provided a clean, clear and professional picture of yourself
- ☐ Joined the *CYIA* Facebook page and follow us on Instagram

After accepted and within the next 2 weeks: _____

- ☐ Filled out and returned *CYIA* Parental Consent Form
- ☐ Filled out and returned *CYIA* Wavier for Minors Form
- ☐ Filled out and returned *CYIA* Photo and Video Release Form
- ☐ Filled out and returned *CYIA* Medical Questionnaire Form
- ☐ Provide a copy of your insurance card (front and back)
- ☐ Completed the Child Protection Policy with a *CYIA* adult team member
- ☐ Provided a commitment of ministry weeks you can serve
- ☐ Provide information about transportation capabilities during ministry weeks

CEF Child Protection Policy

In today's society, child abuse and child abuse accusations occur daily. Therefore, it is important that *CEF* takes steps to protect the children to whom we minister and to protect our workers from false accusations.

This has led to an organizational policy in *CEF* requiring *CYIA* students to:

- ☐ Read the Child Protection Policy fact sheet and agree to abide by its procedures
- ☐ Fill out the confidential screening forms
- ☐ Provide the *CYIA* Team with two references, a pastor and a non-family member, who we can call.

At our *CYIA* training, we will show a video providing the *CYIA* student with a detailed overview of our Child Protection Policy.



We take the Child Protection Policy very seriously. Every *CEF* staff member and *CEF* volunteer that will be with your student will go through the following procedure:

- ☐ Complete the volunteer application which includes: Confidential screening form, background/reference check authorization and a brief salvation testimony.
- ☐ Annually read and sign the *CEF* Statement of Faith and Worker's Compliance Agreement
- ☐ Annually read *CEF's* Child Protection Policy
- ☐ Watch or listen to *Protecting Today's Child* presentation.
- ☐ Show government-issued photo ID for 1st year students.
- ☐ Go through a personal interview with a *CEF* staff member for 1st year students

Fundraising

The cost for *CYIA* is \$500.00, which includes housing and meals during training, a full set of team T-shirts and all the teaching materials you will need for our Adventure Clubs.

Your goal should be to raise most or all of your funds by the first day of training, but we can continue to accept donations through the end of the summer. We will keep working with you until you are 100% supported.

We are here to help you as much as we can. We never want money to be the reason you choose not to do *CYIA*. God's resources are not limited! Be creative in your fund raising. Here is how we help you:

- ❑ **Prayer Cards**: We create a very nice, professional prayer card for you and print as many as you can use. They are great for family and friends to keep on their refrigerator at home, put in their Bible, etc. to remind them to pray.
- ❑ **Support Letters**: You will need to prepare a list of potential donors who would love to partner with you and your summer ministry by giving financially towards your support. Your job is to provide the *CEF* team with names and addresses and we will mail a support letter to your family, friends and church.
- ❑ **Your local church**: Share with your church family what you are doing this summer. We are happy to provide any resources that would be helpful if you would like to present what you will be doing with *CYIA* as a summer missionary in your church's worship service or to your church's mission committee.
- ❑ **Team Effort**: Working as a *CYIA* team, we are willing to do group fundraisers. If you have an idea, let us know.



Fundraising

When sending out support letters or talking with your church, we will provide a donation commitment form and a return envelope that will help allocate the donations to your account.

Have checks made out to *CEF* and they can be sent to the *CEF* State office or they can go online through the website: **coloradocef.org/donate**. We process donations and make a bank deposit once a week. After each bank deposit, we will email you a report listing your donors for that week. We also mail a donation receipt to every donor for tax purposes.



Please take time to thank each one personally with a “Thank You” note (which we can help you with) or a phone call. You want each donor to feel deeply appreciated and that you could not do the summer ministry without them!

Please note that if you receive a surplus of financial support beyond the required amount, the surplus funds are used toward the summer ministry in the following ways:

- ☐ To help with the support of your *CYIA* teammates
- ☐ To help cover *CEF* ministry expenses.

Our goal is that the entire summer ministry will be fully funded: all students plus all program expenses. Every dollar given will go toward helping you and your teammates reach children for Christ!

Fundraising can be an intimidating process, but it can also be an exciting and special experience. God has a plan, and that plan involves you! He wouldn’t place this ministry on your heart if He was not going to provide. Before anything, PRAY and ask God to do HIS will and show HIS power!

Training



Training will be **June 18 – 26** and we will be going to the beautiful Snow Wolf Lodge outside of Pagosa Springs, CO!

Training is hard work and we will stretch and challenge each *CYA* student. This is not a normal 'camp' experience. We will have fun, play games and enjoy free time. You will have a blast and make a lot of wonderful memories. This is also a week of learning, growing, practicing and preparing for Adventure clubs. The training week focuses on two different aspects that we feel are very important and a vital part of *CYA* ministry.

The first part focuses on ministry skills development. You will be trained and equipped on how to conduct an Adventure Club. We will teach you songs, memory verses, Bible and missionary stories, crafts and games. We will use the Wordless Book and show you how to share the Gospel of Jesus Christ with children. We provide you with the tools, practice time and opportunities to ask questions to build your confidence. At the end of training, you will be able to put all that you learned into practice.

The second part focuses on spiritual and personal development. We have a passion to build and strengthen your personal walk with Jesus. As a *CYA* team we will be encouraging and praying for you. We desire for you to grow and be sent out as missionaries into your own community. We will be looking at how you can be a strong Christian leader in a non-Christian world and how you can start intentional conversations in normal life. You will be spending time together and have personal time for worship and daily devotions. This training also creates friendships and team building. You will be surrounded by people your own age who have a desire to know God more and to reach boys and girls within your community.



Training

The biggest thing we ask of you is to remember that you are representing Jesus Christ. We want to glorify Him in all that we do. Our prayer is that you are showing the community, parents and children that Jesus loves them and wants them to be in His forever family. The rules we put into place are there for you to stay safe and to have an amazing experience. We will show you respect and in return we ask you to respect us!

Adult Supervision

You have an amazing support system during training. These leaders who will be joining us are *CEF* staff and volunteers who have a passion to see you grow in Christ and to see your gifts and talents being used. Each leader is to help you through this journey. Communication is the key to make this ministry a success. Come to us if you have questions, concerns, something you don't understand or just need to talk to a leader. Every leader has been through the extensive screening and background check. They are there for you 24/7.

For safety reasons, no one is to wander off alone. You will have allotted time and specific areas where you can go by yourself to spend time with Jesus and to practice all the ministry techniques you will learn. We ask everyone to stay in groups of two or more and you must inform an adult leader of where you are going. For those over the age of 18 years old, we will discuss how the buddy system will work for you and still be respectful of our rules.

Please refrain from boy/girl paring off. Starting a boyfriend/girlfriend relationship should not be a priority during your summer ministry. If any leader sees a relationship that is not appropriate it will be discussed right away.

Electronics

Our electronic policy requires students to silence their cell phones for most of the day during training. We want you to be present and not attached to your device. We will discuss when it is appropriate to use your phone and other devices and when it is not appropriate at the beginning of training.

- ☐ Devices will not be used during any group, classroom, meals or team building time.
- ☐ Devices can be used as an alarm clock, but we ask each student to not get on their devices once the lights go off at 10:45pm
- ☐ Devices can be used for worship music during their personal devotional time.
- ☐ Devices can be used during free time.

We realize that we are entrusting you with a lot of responsibility this summer and we want to work with you. If you are unable to follow the rules, we will collect the electronics and provide specific times for it to be used.

Training



Dress Code

Since we are working with a wide variety of people from different convictions, it is important that we not offend others in our dress and at the same time, that we honor God with our dress. This means we are expecting more conservative dress. If you have any doubts about a clothing item, don't bring it!

Items that are not acceptable are:

- ☐ "Short" Shorts. Shorts should be arms lengths or just above the knee
- ☐ Pants with big holes or that reveal your underwear
- ☐ Shirts that reveal midriff, bra straps or have cutoff sleeves
- ☐ Any kind of shirts or tank tops (no spaghetti straps) that show your chest or bra.
- ☐ Leggings unless wearing a skirt, dress or a longer shirt that covers everything appropriately
- ☐ No tight or form fitting clothing
- ☐ Anything bearing inappropriate advertisements and logos.

Social Media

During training we ask that you limit the use of social media. We want you to be engaged and present during this time.

Attendance

You are required to be at every class and activity and to be on time. We have a lot to go over and we need you to be where you are supposed to be. You will be provided with a schedule at the beginning of training.

Drugs and Alcohol

The use of drugs or alcohol is **strictly forbidden!** If we find that you have violated this policy, you will be asked to contact your parents and they will need to come pick you up from training immediately. No funds will be refunded and the expense of being picked up is your responsibility.

Training

Name Tags

At the beginning of training, we will provide you with a name tag that will have your picture on it. It is very important that you wear it every day during training and during every club you serve in during the summer. This is for security and safety purposes. If something happens to it, please let one of the *CYA* team leaders know immediately.

Dorm Life

During training, students will be sleeping in designated rooms with other teens of the same sex.

Please do NOT bring anything of high value because there is no secure storage space available. Whatever you bring, YOU are responsible to keep track of it.

Guys are not allowed in the girl's rooms and girls are not allowed in the guy's room. There are common spaces for you to all hang out together. We hope you spend more time in the common living area instead of by yourself in the dorm.

We will have periodic room checks. We want you to feel at home in your room, but we are asking you to keep your area clean, beds made, and trash picked up.

You will be physically and emotionally exhausted each night. We want you to get a full night's sleep, so lights are out at 10:45pm. Your *CYA* leaders and interns will come each night to check in on you, pray with you and turn out the lights.

A friendly reminder that our phone policy still stands once you are in the dorms. Phones need to be put away by 10:45pm. You can use your phone as an alarm clock, but there should be no texting, calling or social media. If there is a situation that you NEED to use your phone for any reason during the 'no phone time', please just let one of the leaders know. We would be more than happy to help you and make sure your needs are taken care of. Remember communication is the key. If we see you not following the policy, we will take your phone away.

Packing List

Be sure to pack:

- ☐ Bible (ESV for teaching clubs)
- ☐ Pencil, pens and paper for note taking
- ☐ Proper clothing
 - You will need clothing for 9 days/nights
- ☐ Shoes
 - Water shoes, flip flops or sandals
 - Tennis shoes for recreations
- ☐ Pillow (Snow Wolf Lodge does provide a pillow but you may bring your own)
- ☐ Towel/washcloth (Snow Wolf lodge does provide a towel but you may bring your own)
- ☐ Toiletries
 - Toothbrush
 - Toothpaste
 - Shampoo/Conditioner
 - Soap
 - Deodorant
- ☐ Regular medicines/prescriptions
 - All medicine should be in original containers and must be turned into the nurse for distribution during CYIA
- ☐ Refillable water bottle with a lid.
- ☐ Sunscreen and bug spray

Optional:

- ☐ Camera
- ☐ Alarm Clock
- ☐ Spending money for The Snow Wolf Lodge Store
- ☐ Money for missionary project. (more information coming soon)
- ☐ Extra tote bag/backpack for getting from class to class.
- ☐ Post-it notes or Sticky tabs for note taking.
- ☐ Small snacks for your room
- ☐ Sleeping bag or sheets/blankets. Snow Wolf Lodge does provide bedding, towels and pillows.

DO NOT BRING:

- ☐ Major electronics! Just leave them at home, it will be okay!
- ☐ Weapons of any kind (i.e. guns, knives, lighters)

Ministry Weeks

Ministry Weeks:
July 6-8
July 13-15
July 20-22
July 27-29



Ministry weeks are taking a whole new look for 2021! We are excited to introduce to you Adventure Clubs! These two and a half hour clubs will be full of Bible stories, mission stories, memory verses, songs, games, crafts and intentional conversations. No more just sitting on a blue tarp but instead moving around, creating fun ways to teach stories through dramas and using all our senses. We are excited to try something new and we pray we can reach even more boys and girls with the Gospel of Jesus Christ.

Our *CYIA* missionaries are divided up into teams and we ask that you commit to at least two ministry weeks. The goal is to have two Adventure Clubs per day during those weeks. Each club is scheduled for two and a half hours. You will know what clubs you are doing and what you need to bring before the week even begins. This is where communication is so important. All team assignments and transportation plans will be communicated via email.

When you have committed to teach for a ministry week, it is imperative that you be faithful to that commitment. We schedule Adventures Clubs based on how many students are available each week. If you cancel, it places a huge burden on your teammates, the *CYIA* Team and our ministry partners. We realize that some circumstances are exceptional. If you cannot follow through on a commitment, please provide us with the earliest possible notification.

You will be given three *CYIA* T-shirts that you and your team will wear during the Adventure Club. Your team will decide what shirt you will wear each day and you are required to wear them and your name tag. This helps our ministry partners, parents and children know that you are their *CYIA* missionary. At the end of the summer, they are for you to keep!

When you are out on the field, remember that you are representing Jesus Christ and *Child Evangelism Fellowship*. The same rules and respect we asked from you at training are expected of you every time you step out on the mission field. Your main focus is the children who come to every club, to show them the love of God and to share the Gospel with them.

The only electronic device that should be out is the one who has the music for the Adventure Club on their phone, iPod, etc. Otherwise, leave them in your pocket or backpacks.

Ministry Weeks

Pictures/Videos

CEF has a very specific policy on taking pictures or videos of the children at our Adventure Clubs. We cannot allow you to take pictures or videos of the kids at your club. They are going to be adorable and you will want to take pictures and videos with them. But we must remember that our job is to keep every boy and girl safe.

There will be *CYA* adult leader at your club to take appropriate pictures. We will be able to share those pictures with you through Facebook, Instagram and email. We want you to have those memories and we promise to take lots of different pictures.



Materials

Along with the materials we will give you at training, the *CEF* office will provide each team with everything you could possibly need for the Adventure Clubs. We will go over all the materials with you at training. Please try to keep the materials organized after each club. This will help you be prepared before your next club.



Ministry Weeks

Transportation

Having multiple Adventure Clubs each day, transportation is critical for our *CYIA* ministry. Our *CYIA staff* will work to make the transportation logistics as convenient as possible. We ask that you check emails and phone messages daily to help with communication.

With the large number of missionaries on the *CYIA* team and the distance between everyone, we ask that you arrange your own student's transportation to and from the team meeting and ending place. Once your student has met up with their team, *CEF* arranges for a volunteer driver to provide the team's transportation between clubs. If you have any questions or need help, please let us know!



All of our drivers must be over the age of 21 and have gone through the same screening process of any of our volunteers. The students can drive themselves to the team's meeting place, but they will have to park their car and join the team.

We ask that at the beginning of the summer, you would provide us with any transportation capabilities you have during our ministry weeks. We are seeking drivers who would be willing and able to drive a team to and from a club for a few days or more. We appreciate any help in this area.

If you are able to help with transportation during the ministry weeks, *CEF* is able to reimburse you at the rate of \$.26/mile. We will provide log sheets to drivers to record odometer reading, in compliance with IRS policy. Additionally, if we ask you to drive on any toll ways for *CYIA* ministry, please forward the bill to *CEF* office and we will pay it for you.

Information

Honorarium Program

There are not words to describe how proud we are of our *CYA* missionaries. Everyone works so hard, and strives to grow a deeper relationship with God. We want to make sure you know how much we appreciate all that you do.

We would like to introduce to you our honorarium program. At the end of the summer, if you meet all the requirements, we will be pleased to award you with a small gift.

Requirements:

- Must participate and complete all pretraining classes and training week
- Must participate in at least two ministry weeks
- Have raised all funds

The gifts will be allocated as followed:

- 1st years will receive \$100.00
- 2nd years will receive \$200.00
- 3rd + years will receive \$300.00

If you have any questions at all, please feel free to ask at any time.

******You will find many forms at the end of this packet. Each form is vital and necessary for our records. Please read through the forms carefully with your parents and fill out all the information that is asked. You may scan the forms and send them to cyia@coloradocef.org or mail to 150 Wells Street #1230, Erie, CO 80516.***



CYIA Parental & Student Consent Form



I/we, _____, the parent(s) of _____ have read, fully understand, and agree to abide by the financial, transportation, dress code, Child Protection Policy, teaching commitment, phone policy, social media and other policies for the *CYIA* program as stated in this *CYIA* Handbook. .

Parent/Guardian Signature: _____

Printed name of Parent/Guardian: _____

Date: _____

I _____, have read, fully understand, and agree to abide by the financial, transportation, dress code, Child Protection Policy, teaching commitment, phone policy, social media and other policies for the *CYIA* program as stated in this *CYIA* Handbook.

Student Signature: _____

Printed name of Student: _____

Date: _____

CYIA Waiver for Minors



The *Child Evangelism Fellowship* (CEF®) USA Child Protection Policy states, **“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 or guardian has signed a waiver.”**

I understand that there may be occasions when my child may be traveling from location to location and/or serving in the company of only one adult of legal age. Therefore, I, the parent or legal guardian of _____, a minor, ***hereby waive*** the above requirement for this minor and give my permission for him/her to travel and serve with his/her CYIA leader (staff or volunteer), participating in the ministries of *Child Evangelism Fellowship*, without the presence of an additional adult or minor.

Signature: _____

Printed name of Parent/Guardian: _____

Date: _____

CYIA Photo and Video Release



Child Evangelism Fellowship may, from time to time, document the activities of the ministry with photos or videos. I hereby assign and grant to Child Evangelism Fellowship Inc., its subsidiaries and successors and assign the unqualified right to the ownership, use and proceeds of all photographs or video of me or my minor child, without reservation or limitation, including use of photographs or video of me or my minor child for advertising, educational and promotional purposes.

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

CYIA Medical Questionnaire
To be filled out by parent

Students Name: _____

Birth Date: _____ Age: _____ Gender: _____

Does the applicant have health insurance? YES NO

Name of insurance company: _____

Insurance company phone number: _____

Family Physician Name: _____ Phone Number: _____

Policy Number: _____ Group Number: _____

Please provide a copy of the front and back of the applicant's health insurance card

Is the applicant subjected to?

Asthma - YES NO

Hay Fever - YES NO

Epilepsy - YES NO

Date of last Tetanus Shot:

____/____/____

Has the applicant had?

Chicken pox – YES NO

Rheumatic Fever – YES NO

Mumps – YES NO

Rubella (German measles) – YES NO

Measles – YES NO

Serious reaction to Bee Stings – YES NO

Serious reaction to Insect bites – YES NO If YES, please specify: _____

Does the applicant have:

Diabetes – YES NO

Hypoglycemia – YES NO

Other: _____

Please list any food allergies:

Please list any medication allergies:

Please list any other allergies (flowers, grass, etc):

Is the applicant on any special diet? YES NO If YES, what is that diet?

Has the applicant had any illness requiring a visit to the doctor or hospital in the last 3 months? YES NO
If yes, what was the health problem? _____

Any known tendency to (circle all that apply): **Earaches** **Insomnia** **Headaches** **Sleep-walking**
Homesickness **Stomach Aches** **Eating Disorders** **Epileptic Convulsions** **Hyperactivity**
Other: _____

Please list any prescription/over-the-counter drugs that will be brought to CYIA training by the applicant.
As well as filling out the Medication Log Form on the next page.

Name of Medications _____

My child has my permission to receive the following over-the-counter drugs provided by CYIA staff if
needed: **Tylenol** **Advil** **Antacid** **Benadryl®** **Neosporin®** **Sunscreen** **Hydrocortisone** **Insect**
Repellant **Aloe Vera**

Emergency Contacts:

Parent/Guardian #1 Name: _____

Phone Number: _____ Relationship: _____

Parent/Guardian #2 Name: _____

Phone Number: _____ Relationship: _____

Additional Emergency Contact: _____

Phone Number: _____ Relationship: _____

Additional Emergency Contact: _____

Phone Number: _____ Relationship: _____

*I give permission for _____ to participate in CEF's activities. I hereby
release CEF, its staff and sponsors from responsibility and liability for any illness or injury the above-
named person may sustain during activity. In the event of an emergency, I hereby authorize an adult
leader of the activity, as an agent for me, to consent to any X-ray, examination, medical, dental,
anesthetic or surgical diagnosis; treatment; and hospital care advised and supervised by a licensed
physician, surgeon or dentist (as appropriate) licensed to practice under the laws of the state where the
services are to be rendered, either at the physician's office or in a hospital. I understand the activity
director will endeavor to reach us should the nature of the injury or illness warrant it. However, we will
not hold any activity personnel responsible if efforts to contact me (us) are unsuccessful.*

Parent/Guardian Signature: _____

Printed name of Parent or Guardian: _____

Date: _____

CYIA Medical Log
To be filled out by parent

*Please list on this log **EVERY** medication that you plan to bring to training. Only **ONE** medication should be on each line. Medications must be in **original prescription containers**. Before we leave for training, we will verify all medications with the log.*

Name of Student:

Name of Medication:	Dosage to be given:	Time Prescribed	Purpose & Comments

*Medication can be added up until we leave for training.

20 Questions to get to know our CYIA Missionaries:

Name: _____

1. What is your favorite animal?
2. What is your favorite color?
3. What is your favorite candy?
4. What is your favorite movie?
5. What do you like to snack on?
6. What is your favorite Bible Story?
7. Are you an introvert or extrovert?
8. Use three words to best describe you?
9. What is your favorite and least favorite school subject?
10. Who is someone you look up to and why?

11. What is one thing that excites you about being a *CYA* missionary? What is one thing that makes you nervous about being a *CYA* missionary?

12. What do you like to do in your free time? Hobbies?

13. What is on the top of your bucket list?

14. Do you play any sports? Which ones?

15. Do you play any instruments? Which ones?

16. What do you want to be when you grow up?

17. What kind of outside games do you like to play?

18. What is your love language? (Words of affirmation, quality time, acts of service, gifts, physical touch)

19. What is your favorite worship song?

20. What is your favorite saying or motto?