



Christian Youth in Action

# Handbook 2022

CEF Colorado

[www.coloradocef.org](http://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

<b>Title</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
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Website: [www.coloradocef.org](http://www.coloradocef.org)

Facebook: [www.facebook.com/coloradocyia](http://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 checked and emailed your three references
- 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 acceptance:**

- Received the *CYIA* Handbook
- Provided our *CYIA* team a list of names and addresses 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:**

\*These forms will be filled out electronically this year. You will be receiving an email to fill them out from a *CYIA* team member.

- 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

# 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 1<sup>st</sup> year students.
- Go through a personal interview with a *CEF* staff member for 1<sup>st</sup> year students

# Fundraising

The cost for *CYIA* is \$600.00, 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](http://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 5-11** at the beautiful YMCA of the Rockies Snow Mountain Ranch near Winter Park, CO!

Training is hard work and we will stretch and challenge each *CYIA* 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 *CYIA* 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 *CYIA* 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, 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 night.
- 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. If you have any doubts about a clothing item, don't bring it!

Items that are not acceptable are:

- "Short" Shorts. Shorts should be at least mid-thigh length. Please avoid shorts that "ride" up when bending over.
- Pants with big holes or that reveal your underwear
- Shirts that reveal midriff or bra straps.
- Any kind of shirts or tank tops (no spaghetti straps) that show your chest or bra.
- 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. Students will not have access to wifi while at training camp.

## **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. This name tag must be worn on the first day of training camp. It also **must** be worn by all of our volunteers at every Adventure Club.

## **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 10:30pm. Your *CYIA* 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 10:30pm. 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 6 nights/days.
- Shoes
  - Water shoes, flip flops or sandals
  - Tennis shoes for recreations
- Pillow (YMCA of the Rockies does provide a pillow but you may bring your own)
- Towel/washcloth (YMCA of the Rockies 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 medical adult for distribution during CYIA
- Refillable water bottle with a lid.
- Sunscreen and bug spray

## **Optional:**

- Camera
- 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 (We will provide 2 snacks each day.)

\*\*YMCA of the Rockies has “hotel-style” rooms. All linens and towels will be provided.

## **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:

**June 21-23**

**June 28-30**

**July 12-14**

**July 19-21**



We are excited to introduce to you Adventure Clubs! These two 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 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 *CYIA* 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 are willing and able to be a volunteer driver during any of our ministry weeks, 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.