

# **IRON HORSE MINISTRIES™**

**The  
Service Manual  
For The  
Board Of Directors**

**BUILDING BRIDGES TO CHRIST™**



# TABLE OF CONTENTS

<b>THE INTRODUCTION</b>	6
Some Things To Remember	8

## **SECTION-1** The Fundamentals

<b>THE FOUNDATION</b>	11
First Things First	11
Definitions	11
Finding God's Will	12
Leadership Rolls	13

<b>WHAT WE BELIEVE</b>	14
Our Statement Of Faith	14

<b>INTEGRITY AND ACCOUNTABILITY</b>	15
Heart Check	16
Suggested Accountability Questions	16

<b>GENERAL DISCIPLINE</b>	18
Dealing With Discipline	18
Our Struggles	19
Leaving This Ministry	20

**SECTION-2**  
The Membership

<b>THE GENERAL MEMBERSHIP</b>	23
What's Required	23
Heart Check	24
The Basic Application Process	24
Levels Of Service	26
Growing The Membership	27
A Member In Good Standing	28
<b>THE CHAPTER FIELD REPRESENTATIVE</b>	29
Requirements And Duties	29
The Regional Map	30
<b>THE BOARD OF DIRECTORS</b>	31
Requirements And Terms	31
Overall Basic Duties Of The Board	32
Updating The Manuals	33
Legalism	34
Board Meetings	34
Officers Of The Board	35
Losing An Officer	38

**SECTION-3**  
The Chapter/Ministry Team

<b>THE LOCAL CHAPTER</b>	41
Starting A Chapter	41
Appointing Chapter Officers	42
Chapter Meetings	42
Conducting Meetings	42

Local Officers	43
Officer Pins	45
Leaving Office	45
Heart Check	46

<b>THE FINANCES</b>	47
Tithing And Benevolence	47
Donations	47
A Non-profit Bank Account	48
Opening A Chapter Bank Account	50
The National Bank Account	51
Keeping It Tight	52

## **SECTION-4**

### The Ministry Tools

<b>THE TOOLS</b>	54
Our Ministry Tools	54
The Toolbox	55
T-Shirts	55
Belt Buckles	56
Ministry Pins	56
Ordering Ministry Tools	57
Supplies	57
Patches And Officer Pins	58

<b>THE PATCH</b>	59
The Meaning Of The Patch	59
The Back Patch	60
The Front Or Supporter Patch	61
The Junior Supporter Patch	61

Special Supporters	62
Wearing The Patches	62
Mounting The Patches	63
Leaving Active Membership	63
The Logo	63

<b>CHAPTER / MINISTRY TEAM WEBSITES, ETC.</b>	65
The Local Websites	65
Other Things To Know	66
E-Mails	67
Calendars	68
Links	68
Username And Passwords	68
The Local Webmaster	69
The Cost	69
F.Y.I.	70
Questions	70

## **SECTION-5**

### Outreach Ministry Tools

<b>THE BIKER FRIENDLY CHURCH NETWORK</b>	72
How The Network Works	72
<b>BIBLES-4-BIKERS</b>	74

## **SECTION-6**

### Other Duties

<b>FAITHFUL FEW</b>	76
It's Not Earned, It's Lived	76

<b>LICENSING AND ORDINATION</b>	79
The Legalities	79
The Basics	80
The Call	81
The Discipline	85
The Restoration	86
Financial Compensation	86

**SECTION-7**  
The Last Things

<b>FINALLY</b>	89
Our Final Authority	89
From The Ground Up	89
The Disclaimer	90

<b>UPDATING</b>	91
How To Update The “General” Service Manual	91
How To Update The “B.O.D.” Service Manual	92
How To Print A Whole New Service Manual	93



<b>APPENDIX</b>	94
The Leadership Flow Chart	96
The Business Meeting Outline	97
The Basic Budget Sheet	98
The Event Sign-in Sheet	99
The Application Form	100
The Notes Page	106
The Cover Page	107

# THE INTRODUCTION

Greetings everyone,

**I** want to start off by saying that our God is an awesome God! There are many examples throughout the Bible of how God used the least likely people (by the world's standards), to do some of the most incredible things. However, from *my* standpoint of view, I think I am the most unlikely person that God could have *ever* used to write a manual. That's because, I'm the kind of guy that needs 'Spell-Check' in his pencil. But thankfully, we have a gracious and patient God, that works out His wondrous will through His people, despite their shortcomings (so to speak).

With that having been said, what you are about to read, is what I feel that our sovereign God had whispered to my heart regarding the operation of this ministry. In addition, He wanted both manuals to be written as stand-alone textbooks, that wouldn't suck all of the moisture out of the room when they were opened. To that end, I have tried my very best to faithfully write down what He has given me. Therefore, it's my sincerest hope and prayer, that you'll find this manual both understandable and useful, in your service to the King through this ministry.

Now, as you read through this manual, you may notice that there are a number of places where the text appears to be the same as in the 'General' manual. Well, it's intended that way. That's because God has set it up, so that both the 'General' and 'B.O.D.' manuals interlock to one another. How this works is, even though the 'General' manual is a stand-alone manual (covering most everything in fairly general terms), the 'B.O.D.' manual is not. It (though somewhat a stand-alone manual in its own right), builds on what is written in the 'General' manual, covering *certain key subjects* more specifically, thereby giving the board members a greater insight. This is precisely why it is SO IMPERATIVE to read through and understand the 'General' manual *first*.

You also need to know, that even though this manual focuses on, and clarifies the duties and responsibilities of the Board of Directors, anyone can read it - again, there are *no* secrets here. So with that, this manual is not only to help guide the board members in making decisions with regards to the operations of this ministry, it's also to help in guiding the rest of the leadership - encouraging them to accomplish what God wants them to accomplish.

With that, it is strongly recommended that a 'hard copy' of both manuals be kept within easy reach, just in case a quick reference check is needed. (To learn how to make a 'hard copy' of the manuals, please go to the "Updating" chapter.)

Now, being a member of the Board of Directors for Iron Horse Ministries can be a big job at times. But I want to encourage you by saying, “Remember, *God* is the one that actually *chose you* for this work - therefore, *He* must think you can do it”. And besides, you know that He always gives you everything you need, to do the job He has for you to do - right?

So with that, be all He wants you to be; do all He wants you to do; running the race with all you’ve got; keeping your eyes on the prize - and you’ll do great things for the King; the Kingdom; and for the Saints of God. That’s yet another reason why prayer for the Board of Directors as well as the leadership in general, is so essential.

Finally, I would like to thank you for your willingness to read through all of this material. I know it’s a lot to go through, but I believe it’s worth it. That’s because it should help you to be the best you can be for this ministry, and for the work that God has for you to do, through it.

On that note, I would also like to thank you for your service to our loving Lord and Savior as a member of the Board of Directors of Iron Horse Ministries. May our wonderful and gracious God, continue to richly bless you and yours beyond your ability to contain it, and may all that overflows be a blessing to countless others. In the name above all names, Jesus the Christ - our soon returning King.

**- To God be the glory, for *all* He has done -**

Serving at the pleasure of the King,

*Rev. Steve Diaz*  
(‘Pastor Steve’)

Bond Servant and  
Co-Founder through Christ  
Iron Horse Ministries

## SOME THINGS TO REMEMBER

Many times, when God reveals His plan for a ministry, it's kind of like standing on a mountain top looking down at a lush green valley below. At first, all you can see is a thick canopy of trees. But as you make your way down the mountain and through the canopy, you begin to discover more and more things - things that couldn't be seen from the top. As time has passed, and as this ministry has grown, that's exactly what God has done. He has graciously and patiently (lest we become overwhelmed) revealed more and more details of His wonderful vision for this ministry (which is why the manuals are updated). With that, it is the hope and prayer, that God's vision will be fully realized as *He* intends it to be, and that we (in our enthusiasm), won't get in His way.

Whit that, you may have heard it said, "The only thing wrong with ministry, is that there are people in it." Well, I'm afraid in part, it's true. What this means, is that a sinful condition still exists - yes, even in ministry. Which is why there's no such thing as a "perfect" ministry here on earth. Therefore as humans, we must realize that we need guidelines to help keep us from drifting. And that's precisely why lines are painted on the road.

In other words, even though there is a great freedom in Christ (Galatians 5:7-9 (TLB)), we still need lines. So with that, what God has written in these manuals, are 'guidelines'. These guidelines are to always and only reflect *God's biblical precepts and principles*.

As such, you will notice that in these manuals, there are many places, where the word "must" is used. Please know that this is NOT to be misconstrued as legalism. Instead, remembering that as we follow God's precepts and principles as laid out in His Word (the Bible), our final authority, there are many times when He wants things done in a certain way. Well, the same thing applies here. When He says that we *must* do a particular thing in a particular way, He's making it very clear, that whatever "*it*" is, that's exactly what He needs, and the way He needs it done.

Conversely, in these manuals you'll also notice that in many cases, we are given 'what' to do, but not so much 'how' to do it. That's because He has given us the precious gift of a freewill. What this means, is that we have the freedom to do "*it*" the way we think is best - and how cool is that? However, He's also made it quite clear, that if we expect to ultimately follow His will, we *must* take the time, and seek *His* wisdom in the matter first (James 1:5).

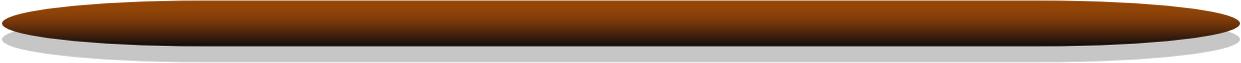
Now, as God grows this ministry, there may come a time when some adjustments may need to be made to the manuals. If that happens, it's the hope and prayer, that these guidelines will NOT EVER become encumbered with legalism.

Speaking of legalism, do you know what it does to ministries? It slowly but surely, destroys them from the inside out. It always starts with good intentions. When ‘stuff happens’ (which it does), instead of working through the problem by following God’s precepts and principles alone and moving on; a little change is also made to the by-laws (“ . . . so that kind of thing won’t happen again.”).

However, when something else happens (which it will), another little change is made to the by-laws again - and so on. Then before they know it, they’re drowning in legalism, and now they can’t get out. Thinking it would never happen to them, they didn’t see it coming. And now, because there’s no more room for God, it’s more like a motorcycle club (M/C), rather than a motorcycle ministry (M/M). That’s why *all of us* have to be extremely careful. We can’t be about our Heavenly Father’s business, if we’re bogged down with a lot of ‘Do’s and Don’ts’.

So with that, just remember, there’s nothing new under the sun. Therefore, if something does come up, and there’s nothing mentioned specifically about it in these guidelines; then pray and diligently search the scriptures *first*, keeping everything in context. By doing that, you should be able to find God’s answer to the problem, in one of His precepts or principles. (Remember, any scripture taken out of context, becomes pretext, and that leads to all kinds of other problems.)

All that to say, no matter how well justified; no matter how small; we need to always remember, that *any* change to any one of these manuals will affect the operations of the *entire* ministry. That’s precisely why, if any change is to be made at all, it must be made only after much prayer and meditation, and only in God’s perfect will and time - no exceptions. That way, God (the Creator and Sustainer of this ministry) will have the room He needs, to continue to work in and through us, as we minister behind-the-scenes (‘Building Bridges To Christ’), with all kinds of people, in all kinds of ways. So if you would, please be vigilant and pray that we will always stay true to God’s precepts and principles alone - no matter what.



Now, before you get started with *this* manual, you’ll need to use the same powerful tool you used before you started reading the ‘General’ manual - and that’s PRAYER. So if you would, please take a moment here, and ask God to give you *His* wisdom and discernment, to help you understand what is written here, so that you may fully capture *His* heartfelt intent for both you and this ministry.

**- To God be the glory, for *all* He will do through you -**

# **SECTION-1**

## **THE FUNDAMENTALS**

# THE FOUNDATION

## FIRST THINGS FIRST

Before you get started, let's look at God's Owner's Manual - the Bible. It is our hope that these scriptures will give you a deeper understanding of this ministry. In addition, it is our desire that you would study these scriptures, burn them into your heart, and live them, to the best of your ability.

- **Ephesians** 5:1-21 - Standards for Godly living . . .
- **Philippians** 4:8 - The key to daily living . . .
- **Ephesians** 6:10-18 - Preparing for daily battle . . .
- **Matthew** 6:1-4 - Working behind the scenes . . .
- **Matthew** 25:34-40 - Building bridges to Christ . . .
- **Matthew** 28:19-20 - Going and growing . . .



## DEFINITIONS

(Webster's Dictionary)

**PRECEPT:** 1) A (Biblical) doctrine that is taught; commandment; the Golden Rule. 2) Rule of personal conduct.

**PRINCIPLE:** 1) A basic generalization that is accepted as true, which can be used as a basis for reasoning and conduct. 2) A general rule or standard, especially of good behavior. 3) Rule of personal conduct.

**LEGALISM:** 1) A strict and literal adherence to the law. 2) Focusing so much on the letter of the law, that its intent is completely lost.



## FINDING GOD'S WILL

As the ministry grows, more and more decisions will be needed on the national, as well as the local levels. Seeking and knowing God's will and direction is of the utmost importance at *all* times.

How are we going to know what God wants? The only way is to make sure that everyone is on the same page; and the only way to do that, is to make sure everyone knows how to find God's will for themselves personally, as well as for this ministry.

So to help with that; here are five basic steps to help in determining God's will and direction for your life, as well as for this ministry:

- 1) **Prayer** - Prayer is two-way conversation with God. However, we need to remember to stop talking long enough to listen. It has been said that nothing of eternal significance happens apart from prayer. (Colossians 1:9; James 1:5-7)
- 2) **The Bible** - Many times God reveals His intent through His Word. Sometimes, the words will seem to jump off of the page. We need to be alert to those times, when His Word reveals His will. (Psalm 119:105; Romans 12:1-2)
- 3) **God's people** - God will put His people in our path. He uses their words and/or actions to help us to confirm His will. (Acts 13:1-3)
- 4) **Circumstances** - God also uses the events and circumstances in our lives, in order to reveal His will and direction. So stay alert. (Genesis 50:20; Acts 16:6-10)
- 5) **Peace** - God will put a peace in your heart - a peace that transcends *all* understanding. You will know, that you know, that you know what He wants you to do - without *any* check or hesitation in your heart, mind or spirit. (Proverbs 3:5-6; Philippians 4:6-7)

## **LEADERSHIP ROLES**

We must take a moment now, and touch on a somewhat sensitive social subject regarding certain leadership positions within Iron Horse Ministries. First, it must be said that we are all created equal in God's sight, and the roles He has laid out for us as men and women, are NOT because He values one over the other, or considers one better than the other. *He* has set these roles in place for *His* purposes, and therefore they should not be changed, nor compromised.

With that having been said, the positions of Chairman of the Board and Senior Chaplain at the national level, as well as the positions of President and Chaplain at the local level, are all to be held by men only. That's because, according to God's Word, they are called to be the 'overseers', and therefore ultimately responsible for the practical and spiritual leadership of the ministry.

While it is important, that we be careful *not* to allow legalism to take hold of this ministry, it is more important, that we be careful to obey God's precepts and principles. We recognize that there are some clubs, groups, organizations and ministries that allow women to be Presidents, Chaplains, etc.; however with all due respect, God has ordained that women are not to lead men. 1 Timothy 3:1-5 says clearly, that overseers are to be men by using words like, "husband", "he", "his", etc. So, if God has gone to all that trouble to make His will perfectly clear, then it is, what it is. Therefore, we are compelled to follow what He has laid out for His people, in His inerrant Word.

Not only is it a Biblical principle, but interestingly enough (though for different reasons), it is also a time-honored tradition within the true biker culture, to have men in the top leadership positions.

So, with all of that having been said, we would like to thank you for your understanding on this somewhat sensitive social subject. We know that with the influence of today's society, it may not be easy for some folks to wrap their mind and heart around this, and come to an understanding of God's intention. So if you run into that, then please, just prayerfully, gently and with great respect, guide them through it - one word and verse at a time. If you have any questions with regards to this, then please, don't hesitate to contact the Chairman of the Board.

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**

# WHAT WE BELIEVE

## OUR STATEMENT OF FAITH

The members of Iron Horse Ministries believe in one God, who is the creator and sustainer of all things (none least of which, is this ministry); that our God is infinitely perfect and that He eternally co-exists in three persons - Father, Son (Jesus), and Holy Spirit. We believe that Jesus is not only the Son of God, but God incarnate; who, born of a virgin, came to live among men; that He suffered and was crucified on a cross, taking the penalty of our sins onto Himself; that on the third day, He rose from the dead, taking back the power of death and Hell; He ascended into heaven alive and in bodily form, and is now seated at the right hand of the Father; and that He will return just as He promised.

We also believe that He sent His Holy Spirit to (among other things), inspire the creation of the Holy Bible; and as such, we believe it to be the inerrant and totally trustworthy Word of God. It is useful to teach us what is true, correct us when we are wrong and equip us to do what is right. Therefore, the Bible is our absolute and final authority.

In addition, we believe that by praying a simple and sincere prayer of repentance (asking Jesus to forgive us of our sins and to come into our heart to be our Lord and Savior), we will be born again, and our soul will be saved forever from the eternal torments of Hell. We also know that it's by God's gift of grace alone that we are saved, not by our own works or deeds. Otherwise, we would boast and brag about how we saved ourselves - when in fact, we are totally incapable of doing so (Ephesians 2:8-9).

Simply put: The only way for *any* of us to have peace with God; to finally have fulfillment in our lives; and to get into God's perfect heaven; is to not only ask Jesus to forgive us of our sins; and of course, to rescue us from the penalty of those sins (which is total separation from God forever, and endless torment in Hell); but to also ask *Him* to be in total control of our life from the inside out (so that we can become just what He created us to be). It's just that simple - really. All we have to do is ask, and really mean it - and it's done.

With that, the old life is gone, and a new life will begin through Christ (2 Corinthians 5:17). In other words, it's as though we've been given a fresh new start - kind of like - being 'born again'. And *that's* exactly what a true Christian is.

Finally, as members of Iron Horse Ministries, we not only believe that the Holy Bible is the inspired, inerrant, and totally trustworthy Word of God; ***it is our by-laws - our final authority***, on which this ministry operates.

# INTEGRITY AND ACCOUNTABILITY

Because of the nature of this kind of ministry with all of its distractions and temptations, as patch holders, we are to submit ourselves to the leading of the Holy Spirit. In addition, we must allow ourselves to be held accountable in *all* that we say and do (whether out on the highways and byways, in a local house of worship, or in our own homes), in order that we may bring honor and glory to our Lord and Savior, Jesus the Christ, at all times.

As members of Iron Horse Ministries, we also strongly believe that in ministry, integrity is paramount. We know that because of the behind-the-scenes nature of this kind of ministry, there *must* be an open accountability. We also know that without it; on our own, we *will not* be able to maintain the highest level of integrity for very long.

So to help better understand all of this, here are some definitions:

Webster defines INTEGRITY as:

The quality or state of being of sound moral principle; uprightness, honesty, and sincerity. Doing what is right, even when no one is looking.

Webster defines ACCOUNTABILITY as:

The state of being accountable; responsible. Liable to be called to account; answerable. Every man is accountable to God for his conduct through his thoughts, words, and deeds.

*Individually* as Christians, we are accountable:

“ . . . each of us will have to give a personal account to God” (Rom. 14:12).

*Corporately* as Christians, we are accountable:

“ . . . because we belong to each other” (Eph. 4:25b).

It is the desire of Iron Horse Ministries through God’s mercy and grace (without the entanglement of legalism), to maintain the highest level of integrity at *all* times, and in *all* situations whether we are wearing a patch or not.



## HEART CHECK

As humans, we would rather do our own thing, in our own way, in our own time and for our own reasons. It is *not* our nature to want to be held accountable. However, we *must* be - especially in ministry. If we don't, we'll eventually crash and burn.

With that, here's something you can do to help keep yourself from going down.



## SUGGESTED ACCOUNTABILITY QUESTIONS

The following list is a tool to use for your edification, and to help you stay accountable. This tool only works, if you're absolutely honest. For the best results, you should do this with an accountability partner (AP). An accountability partner is a person that you know will be absolutely honest with you; as you are with them. You both must also be willing to honor the possible sensitivity of some of the things discussed, and *not* share them with anyone else.

So, if you're ready, take a few moments and prayerfully allow yourself some time to consider these questions:

- 1) What problem has consumed you this past week?
- 2) Which direction is your personal relationship with Christ going?
- 3) How have you been tempted this past week?
- 4) Do you feel drawn or vulnerable to someone other than your spouse?
- 5) Have you lacked integrity in any of your financial dealings?
- 6) How has your time in the Word (the Bible) and prayer been?
- 7) Have you abused your position of ministry or leadership in anyway?
- 8) Have you given adequate priority time to your family? How?
- 9) Have you been diligent in areas of agreed-upon personal disciplines?
- 10) What progress have you been making toward your life's goals?
- 11) Have you observed anything in *my* life that *I* need to hear about?
- 12) Have you lied to me in *any* way?

## BE ENCOURAGED

(Romans 8:38-39)

It is our hope that you've learned a little about how difficult accountability can be, but also, how important it is to have, and to maintain. So with that, we would like to encourage you to allow yourself to be as accountable as possible. The more you do it, the easier it gets. So, if you don't already have one, find yourself an accountability partner (AP). This will help you to build and maintain integrity - an absolute necessity in ministry.

If this, or something else, is a struggle for you (everybody struggles with something in this world), and you need someone to talk to, then contact your Chaplain. He'll be glad to talk with you - *confidentially, of course.*

- May God richly bless you, for your willingness to be held accountable -

# GENERAL DISCIPLINE

## DEALING WITH DISCIPLINE

At this point, we must deal with a most difficult but fundamental subject - discipline. Without discipline, a ministry is set-up for failure. We must trust the Holy Spirit to keep the membership on the straight and narrow. If He can't do it, then neither can we.

However, when stuff happens (which it does), we hope that everyone involved is mature enough to prayerfully deal with it on a local level. But if for some reason, a problem develops where ALL possible means of reconciliation have been exhausted, and still there's no change, then the local chapter President/ministry Team Leader should contact the Board member overseeing their region. Then the local officer(s), together with the board member, should prayerfully consider how to handle the situation.

We all know that our humanity gets in the way sometimes, and people get offended. You know how it is, "Whenever two or more are gathered together ... stuff happens." In such cases, we ask that the members involved, follow God's directions (as laid out in Matthew 18:15-17) for solving such problems.

However, if a member continues in the same direction, and demonstrates an unrepentant heart in the matter, that member will be asked by either their chapter President or their ministry Team Leader (and only if necessary, the board member overseeing their region), to turn in their I.H.M. patch(s) to the local Chaplain. Now, if this happens within a Ministry Team, the same patch(s) should then be handed over to, and held by, the Team Leader. In either case, the patches will be held until there is sufficient evidence that the situation is fully resolved. Only then might the patch(s) be returned to that member.

By the same token, if a member is caught in a moral sin and/or is arrested for a crime, the same thing will happen. The chapter President/ministry Team Leader (and only if necessary, the board member overseeing their region), will ask that member to turn in their I.H.M. patch(s) to the Chaplain of their local chapter, who will then hold them. Again, if this happens within a Ministry Team, the same patch(s) will need to be handed over to, and held by, the Team Leader.

Now, if the charges are dropped, or the person has served their time, and if there is sufficient evidence of a repentant heart, and restoration of the people involved, then the patch(s) might be returned to the disciplined member.

So, remembering that we are human, and knowing that this kind of thing could happen to any one of us, at any time, we need to be mindful to pray for, and not judge our brother or sister that may be going through a time of struggles.

In fact, the membership should follow Galatians 6:1, and help restore that fallen member back to spiritual health - maybe even back into active service. So then, after some time, if it has been proven that the member in question has demonstrated a repentant heart, and is mending damaged relationships, their patch(s) may be joyfully returned to them. Just think, how cool *that* would be?



With all that, you need to know that the Board of Directors are not immune. They are subject to the same disciplinary actions as the rest of the membership. The somewhat obvious exception, is that the patches are to be surrendered to the Senior Chaplain of the Board. However, if it's the Chaplain that has an issue, then his patches should be surrendered to the Chairman of the Board. The return of the patches is contingent on the same criteria as with everyone else. That's because, the ground is level at the cross.

**Please note:**

As you know, only fully patched members of this ministry, are eligible to hold an office. Therefore, it must be understood, that if a member has to turn in their patches for any reason, they *must* also step down from any office they may be holding. They may eventually be restored to that office, but *only* if God leads.

## OUR STRUGGLES

We all struggle with sinful thoughts and behaviors in our lives. If God used only those who are without sin, we would all be useless. Thankfully, by His grace and mercy, He accepts us, and works with us, right where we are.

With that, we know that Scripture tells us that our bodies are the temple of God (1 Corinthians 6:19). It also tells us that we shouldn't even give the appearance of sin (1 Corinthians 8:9). We are also instructed to strive for purity (2 Corinthians 7:1). With all this in mind, we ask that while anyone is wearing the Iron Horse Ministries patch, that they *do not* participate in those things that can make them and this ministry ineffective. Remember, it's not about *us*, or whether *we* have the right to do what *we* want to do; it's about *how we are all perceived*. Even the non-believers know how a Christian should behave. As such, don't ever forget, *we are always being watched*. In other words, whatever any one of us says and does, or doesn't say and do, reflects on ALL of us - whether we want it to, or not.

With that, it is assumed and expected, that as adults, we all *truly do know* the difference between right and wrong. It is also assumed and expected, that as adults, we *do not need* anyone to hold our hand, nor do we *need a list* of do's and don'ts. Therefore, we assume and expect that everyone fully understands every aspect of what is being said here. If anyone is not absolutely sure about what it is that we are talking about, then by all means, please ask.

Now, if you are currently struggling with something, we do not want you to feel discouraged or condemned. We understand how hard it can be. You may even be wondering, “What about my past?” Well, everyone has one, some a little more colorful than others. It doesn’t matter what your past or your struggle is, God can use you - right here - right now. Our God is a God of redemption and restoration. As a result, we believe that those who truly become “born again” Christians, become a new person, and that there is *always* evidence of that kind of change in a persons life. That’s because they’re not the same anymore, for the old life is gone, and through Christ, a new life has begun (2 Corinthians 5:17).

We are not going to conduct probing inquisitions into people’s lives, and we will *not* judge or condemn them. However, we do strongly request that as members, each patch holder (and those looking to be a patch holder) have an accountability partner (“AP”) to help keep themselves spiritually and morally sharp (Proverbs 27:17). That’s because integrity (doing what’s right when no one is looking) is paramount. But, without accountability, we *will not* be able to maintain integrity. Like so many others in the past have found out, without it, we will eventually fall. Here again, are more reasons of the importance of prayer for this ministry; its people; and its leaders.

**- BE ENCOURAGED -**  
(Jeremiah 29: 11-13)



## LEAVING THIS MINISTRY (Other Than Honorably)

One of the hardest things we’ll ever have to deal with, is when one of our own must be expelled from this ministry. It’s much like “church discipline”. Even though it is very hard to consider such things, *we must deal with them head-on*. If we do not, it will eventually destroy God’s ministry. And how would we explain that one to Him?

You see, we already know our nature is to be sinful, which means that our hearts can be desperately wicked above all things (Jeremiah 17:9). So we shouldn’t be surprised when one of us steps in it, and tracks it all over the place. And of course, the last thing *we* want is to be disciplined for it - right? So with all that in mind, if it happens, we need to have an idea of how to handle it, so as to minimize the damage and restore the ministry back to health as soon as possible.



A worst-case scenario, is when a member(s) must be asked to leave this ministry as a result of a disciplinary action. This would be brought about as a result of a complete lack of remorse regarding a reprehensible deed or behavior, which has brought disgrace and/or dishonor to Christ, His ministry, and its members.

In other words, they have betrayed the love and trust given to them - not to unlike Judas Iscariot. As a result, such situations require that the Board of Directors not only ask the unrepentant individual(s) to leave, but that they also permanently surrender *ALL* Iron Horse Ministries patches and pins, as well as any other I.H.M. items they may have - no exceptions. There can be *no* 'loose cannons' out there.

You need to know that the Board of Directors will take this kind of action only as a last resort. It will happen only after much prayer and many attempts to reason with the individual(s) involved, following God's precepts and principles as laid out in Matthew 18:15-17, etc.

The only other time when this kind of discipline is needed, is if someone else other than the authorized patch holder wears the patch. That's because this shows a total lack of discipline and respect, for both the patch and the ministry it represents. In this situation, the I.H.M. patch(s) including *all* other items representing this ministry, are to be turned over to the Board of Directors, and are *not* to be returned to that individual - EVER. Again, there can be, no exceptions.

**Please note:**

We will *not* threaten people or forcibly remove their I.H.M. patch(s) and things from them. However, if the disciplined individual absolutely refuses to forfeit the items mentioned, then we will turn that person over to God and let Him deal with them accordingly - and we are most certain, that He will.

# **SECTION-2**

## **THE MEMBERSHIP**

# THE GENERAL MEMBERSHIP

## WHAT'S REQUIRED

If someone asks, "What does it take to become a member of Iron Horse Ministries?" It is suggested that the following list of the basic requirements be used to answer them. It can serve as both an answer to them, as well as a reminder to us.

These basic requirements are *not an option* if they want to be a patched member. There can be *no* compromise, *no* selling out. Without them in place and being carefully followed, this ministry could be open to allowing 'wolves in sheep's clothing' to come in. Remember, this is *not* a secular social club - it's an M/M. So with that, we must be vigilant to adhere to these basic ministry protocols:

- 1) *They must be a born again believer in our Lord and Savior, Jesus the Christ.* They must be ready and willing to share with anyone what Christ has done for them, and about the hope that they now have.
- 2) *They must be a disciplined active member of a local Christ centered, Bible believing church body.* They must not forsake their fellowship - it will strengthen them.
- 3) *They must be spending time in prayer and in God's word daily.* How will they have a clue as to what He wants them to do, if they are not in two-way communications with Him?
- 4) *They must be a self-starter.* This ministry requires a certain level of maturity; therefore nobody will be holding their hand. With that, they must also be willing to work quietly behind the scenes (by following the leading of God's Spirit alone), without drawing *any* attention to themselves.
- 5) *They must be willing to be held accountable to everyone, in all circumstances, and at all times.* Remember, we are always being watched.
- 6) *They must have a heart for people, especially for those that ride motorcycles.* If the riders see *our* unconditional love for them, then hopefully, they'll see *His*.

- 7) They must be a legal adult to be “fully patched”. Because of the nature of this kind of ministry, there are times when God will have His people go to where the “leprosy” is . . . to bring to the captives His love, His hope, and His healing, so that they may want to be saved.
- 8) Finally, before any adult can become a patch holder of this ministry, they must go to the I.H.M. website and complete the Application Form. We use it in part, so that we may better get to know each person and to see if they have truly captured God's vision for this ministry.



## HEART CHECK

Obviously, this ministry is not for everyone. It is however, for those who are called of God, and enjoy the challenges and rewards of working behind-the-scenes, building bridges to Christ, and doing so with integrity and open accountability. As such, we ask that everyone be in serious prayer about their part in this ministry. That's because nobody but God will be holding their hand - and that's just the way He wants it.



## THE BASIC APPLICATION PROCESS

The application process is not difficult; it's just a bit lengthy. God has set up this process so that we can get to know the applicant a little better as a brother or sister in Christ, and to see if they have truly captured His vision for this ministry. In addition, as stewards, we must be sure that everyone is on the same page. With that, we must also be sure to thank the applicant for their time and effort.

Now, if we find out that someone feels that God wants them to be a part of this ministry as a “Level One” supporter through their finances and prayers, then we must remember to pray for them, and contact them from time-to-time to thank them from the bottom of our hearts for their support.

However, if we find out that someone else believes that God is calling them to actually be a patch holder of this ministry (at either “Level Two” or “Level Three”), then it is asked that they would please be sure to do the following things:

- 1) Prayerfully go through the entire I.H.M. website (if they haven't done so already); clicking every button; watching every video; and reading every word - all, while capturing God's heart for this ministry.
- 2) Then, as God leads them, they are to go back the bottom of page three of the I.H.M. website (Nuts and Bolts), and prayerfully begin following the simple instructions, of the membership application process.

**Please note:**

In order to make things more convenient for the applicant, the website has two different formats of the Application Form. All they need to do is to choose whichever one works best for them. The complete details on that are on the Nuts and Bolts page of the Iron Horse Ministries website.

Now, as just mentioned, the website has all of the pertinent detailed instructions with regards to what is needed and how to submit the Application Form. Therefore, from time-to-time, it might be prudent and beneficial to check out the I.H.M. website, and refresh your recollection on how the process works.

Also, we need to remember, that for their convenience, it's been set up so that when they put their name and date (by any means) on *any* I.H.M. related forms, it is considered as their signature, which then constitutes as their agreement with the precepts and principles of this ministry.



Now, when the Senior Chaplain receives the applicants' Application, he is to prayerfully look it over. Then he must contact the applicant and their pastor to verify the information. This interaction should help promote accountability between the new member and their pastor.

If everything is in order, and the applicant passes muster, then the National Chaplain needs to contact the board member overseeing that region to inform them of the new member. Then, that regional board member will need to notify the local chapter President/ministry Team Leader in that applicants' area, to let them know that they have a new member to patch into this ministry.

Now, if a new member is the only one in their area, then the board member overseeing that region, and the State Field Rep (if applicable), needs to work with that person directly, seeing to their needs (e.g., patches, business cards, prayer pins, etc.).

However, if an applicant is declined, it is the National Chaplains' responsibility to contact the candidate as soon as possible to inform them of the decision. With that in mind, it must be said, that Iron Horse Ministries respectfully reserves the right to refuse membership to anyone. So, if God makes it clear that it needs to be done - then it needs to be done.

**Please Note:**

As you know, as servants of the Most High God, we are called in part, to be good stewards of His ministry. Therefore, we *must be very careful* with regards to membership. With that in mind, we need to let you know that the primary reasons for a Pastoral Letter of Recommendation, is not only to verify the applicant's spiritual and moral character, but to also encourage a local accountability, between the applicant and their Pastor.

However, if a member of the Board of Directors can personally vouch for an applicants' spiritual and moral character, then the letter of recommendation 'may be waived', with a note to that effect (for accountability), made on the application. Now, even with all that, the applicant *must still* fill out the Application Form - *no exceptions*.

Finally, we must be sure to keep all of the correspondence with the candidates in the strictest confidence. The intent is *not* to keep secrets, but to protect the personal information that has been entrusted to this ministry. In fact, because of the behind-the-scenes nature of this ministry, it is expected that *all* members follow the same principle. It can go a long way in helping to build bridges to Christ.

## LEVELS OF SERVICE

There are three basic levels by which anyone can serve in this ministry:

### LEVEL ONE -

The first level is as a prayer and/or financial "partner". This is ground zero. Without the faithful prayers and loving gifts from our partners, this ministry would constantly be on the brink of collapse. They are our first line of defense, and a great encouragement to us all. By praying for, and building up this ministry, they are enabling us to continue to go out into the fields where God would have us go - building bridges to Christ.

And what's really great, is that they don't even need to have a motorcycle to be a part of this ministry, all they need is a heart for those that do, and for those who minister to them.

### LEVEL TWO -

The second level is as a "supporter patch" holder. This person not only supports the ministry as mentioned above, but is also actively involved. As such, they are allowed to wear the small supporter patch on the front of their vest or jacket. Therefore, as a patch holder, they are considered as active members of this ministry. The only things they can't do, is hold an office and purchase certain ministry tools.

### LEVEL THREE -

The third level is as a "fully patched" member of this ministry. This person can wear both the small supporter patch on the front of their vest or jacket, as well as the larger ministry patch on the back. In addition, being a fully patched member affords them the right to hold an office, either on a local or national level.

### **Please Note:**

A "Junior Supporter" patch is also available for minor children. For more information on this, please see "The Patch" chapter.

## GROWING THE MEMBERSHIP

(John 12:32)

We all want this ministry to grow. However, in our enthusiasm, we are NOT to persuade, prospect, or proselytize anyone into this ministry - EVER.

We do not PERSUADE. We are not to try to sell, persuade or recruit anyone into becoming a part of this ministry. We are to let God bring those whom *He* wants (Psalm 127:1a). Because of the behind-the-scenes nature of this ministry, God himself is to plant the vision of it into the hearts of His people - not us.

We do not PROSPECT. All we ask is that the prospective members understand the seriousness and the commitment level involved in this ministry. To this end, we suggest that after they have checked out the website, they then attend a few meetings and/or events with us (if they can), and ask a lot of questions. That way, they can capture the heart of this ministry, and what we do in it, for themselves. If for some reason they're not able to attend any meetings, encourage them by making yourself available to chat with them. Who knows, that may be just what they need.

We do not PROSELYTIZE. That would be like stealing. Iron Horse Ministries *will not* try to take anyone from any club, group, organization, or ministry that God may already have them involved in. If someone is a fully patched member of another organization, they can still be a part of this ministry either as a level one, or a level two participant. All they need to do is meet the appropriate criteria. Remember that people can only be a part of this ministry, if *God* has led them to be. That way, He has just the people He wants; where He wants; doing what He wants; so that He alone gets all the glory.

As we run into people out in the field that may be interested in Iron Horse Ministries, we are to answer their questions the best we can; give them a business card; and refer them to the I.H.M. website found on that card (just like you may have been). Also please don't forget to let them know that you're available for them if they have any questions. Then, get out of the way, and let God work in their heart. That way, as they check out the site at home, they can quietly and prayerfully let *God* speak to them. Also, they'll be able to learn at their own pace about this ministry, and what it takes to be a part of it. As a result, it will help to put everyone on the same page.

So, if He is speaking to their heart about this ministry, and they're listening, then rest assured, they will most likely be contacting you - so be ready. And while all of this is going on, please remember to keep them covered in prayer - just like *you* were, when you were checking things out.



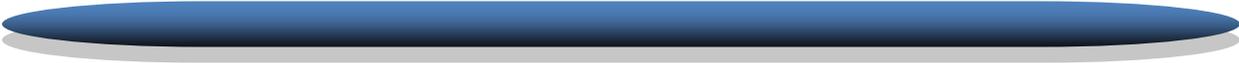
## A MEMBER IN GOOD STANDING

From time-to-time, there may be a discussion as to what a member in good standing might be. So, in an effort to clarify things, this is what God wants a member in good standing of Iron Horse Ministries to look like:

A member in good standing is a person who is actively involved in Iron Horse Ministries at the level God has called them into (which also includes Junior Supporters). In addition, there should be evidence of them doing their best to live a Philippians 4:8 life style, in both their personal, and public ministry life.



God knows that none of us are perfect, but there is a foundation that He has built this “behind-the-scenes” ministry on. As a result, there needs to be evidence of that foundation, in the lives of those He has chosen to be part of this ministry. That means that we are to be at least trying to live up to the precepts and principles that are set forth in God’s Word, and in this manual.



### **Bottom line:**

As a tree is recognized by its fruit, so it is with us. We are recognized by the fruit of the Spirit (Galatians 5:22-23). And as such, He blesses those, that bless Him.

# THE CHAPTER FIELD REPRESENTATIVE

## REQUIREMENTS AND DUTIES

The country has been divided up into seven basic regions (please see the map). Each region is overseen by a member of the Board of Directors, who may or may not reside in that region, and therefore may not fully understand some of the subtle nuances' that each region, and each state within that region have. Therefore, a fully patched member in good standing of the general membership of a state within a region, may be appointed by the board as a Chapter Field Representative (AKA - the Field Rep). This appointment will only need to take place, if there are two or more chartered Chapters, Ministry Teams, or a combination of both in one state.

The Field Rep must live in the state they are representing, and will be evaluated by the board on an annual basis. The evaluations will take place in October/November. That way, the position will be filled by the start of the new year.

The Field Rep's basic job is to attend as many chapter/ministry team meetings as possible in their state, in order to keep a finger on the pulse; to help encourage the leadership in those local chapters/ministry teams; and if needed, they are to assist the overseeing board member within their own state (only).

In other words, in addition to communicating with, and visiting the local chapters/ministry teams in his own state, the Field Rep is to be as a liaison between them and the overseeing board member. This may be done in part, by prayerfully helping to assist and/or advise the board member, in making pertinent decisions, pertaining to what might work best for the local chapters/ministry teams within that Field Rep's state alone.

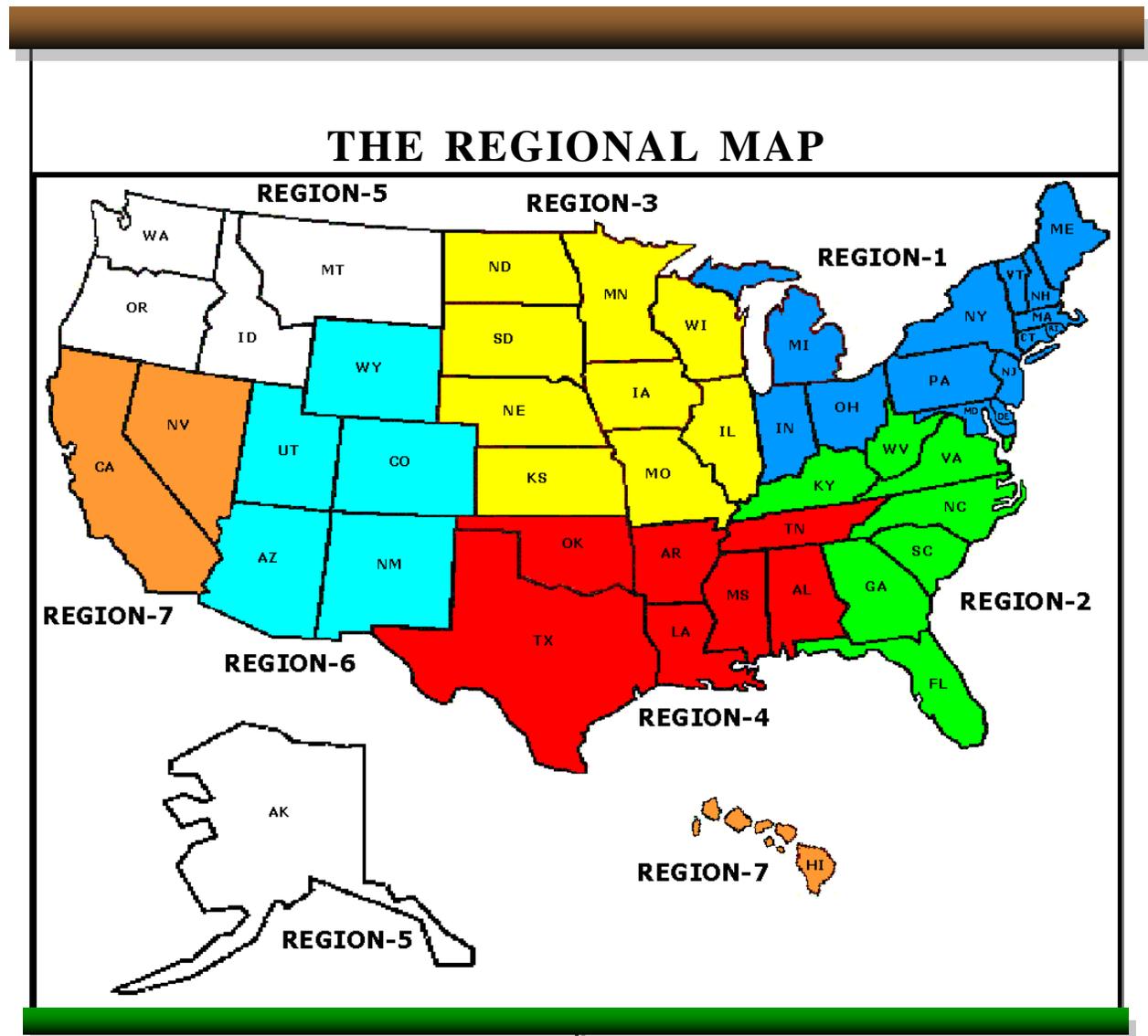
If there is a Chapter Field Representative available in their state, then the chapter Presidents/ministry Team Leaders in that state, are to go to them with their questions and concerns. But if there is no Chapter Field Rep available, then the chapter President/ministry Team Leader will need to go directly to the board member overseeing their state and region. Following these protocols, will help to keep things from becoming chaotic - especially as the ministry grows. So with that, we want to thank everyone for their understanding and compliance with this.

### **Please note:**

While the Field Rep is to be active in their own home chapter, they are *not* to hold an office in *any* local chartered chapter - as this could present a conflict of interest.

Now, if a Chapter Field Representative believes that God is moving them on, and it's time for them to vacate their post, then they must submit a letter of resignation to the Board of Directors (via e-mail or snail-mail) stating their intent; a basic reason why they feel they need to leave; who they feel might replace them; and where they feel God is leading them next. The board will then begin to pray about it, and following God's lead, will appoint another person to fill that position.

The map below is divided into seven regions, one for each member of the board to oversee. According to the M.S.F., the regions are based on the general ridership in those areas. With that, please be sure you know which region is yours.



# THE BOARD OF DIRECTORS

## REQUIREMENTS AND TERMS

As you know, when it comes to serving on the Board of Directors of Iron Horse Ministries, it's a great honor and privilege, not to mention, a HUGE responsibility. Which one of us ever thought that we would be serving the King of all Kings in such a capacity? So with that, we want to encourage you, by reminding you that it was God that called and appointed you to this position - He must have felt that you could do it. So keep up the good work - you're making a difference.

So with that, let's take a look at the B.O.D. and see what it's all about. To start with, there are to be no more than seven active board members serving at any one time. The Board of Directors (with the Lord's leading) selects the board members. Each board member must be a true born again believer in our Lord and Savior, Jesus the Christ, and each must be a member in good standing in both this ministry, as well as in their own local Bible believing, Christ exalting church. In other words, all who are to be considered for appointment to the Board of Directors of Iron Horse Ministries, are to be selected by both God's leading through prayer and meditation, as well as by God's Word, based on 1Timothy 3:2-7.

Members of the board are to serve for a term of two years. The terms start on January 1<sup>st</sup> of their first year of service and go through December 31<sup>st</sup> of their second year. At the end of each two year term, their time served will be evaluated by the other members of the board. After prayerful consideration, the board may or may not re-appoint a member to continue serving for another two year term. The evaluations will take place beginning in October/November, so that all of the new board members will be in place by the start of the new year. The same procedure should be followed to fill any vacancies that may occur. Hopefully, this process will help prevent any one person from becoming entrenched and creating power struggles.

Now, if a member believes that God is moving them on, and it's time for them to vacate their post on the board, then they must submit a letter of resignation to the Board of Directors (via e-mail or snail-mail) stating their intent and a basic reason why; who they feel might replace them; and where they feel God is leading them.

By the same token, if a member of the board feels that it's time to leave this ministry altogether, then they must also turn in their patches to either the Chairman or the Senior Chaplain of the board. Because we are stewards of God's ministry, we must be sure there are no loose cannons out there. Therefore, all I.H.M. patches as well as any officer pins, must be considered as the property of this ministry. As such, they must be turned in when no longer in service.

## OVERALL BASIC DUTIES OF THE BOARD

The primary job of the Board of Directors of Iron Horse Ministries, is to be as a great encouragement to the membership at large. Encouraging them to step outside of their comfort zone, and to follow God's leading in their lives - no matter what. In addition, they are to prayerfully conduct the overall business of this ministry, which also includes setting policies.

Also, the board is to make all decisions, which may include, but are not limited to, all financial matters on both the national and local levels, and to make sure that the ministry follows all of the rules and regulations set forth by each state and the federal government for this 501c3 organization. In addition, the board is also to consider and approve all applications for patched membership; the presenting or revoking of Charters for I.H.M. chapters; the appointment of all local chapter officers; helping those chapter officers with decisions, and accountability; etc. With the board appointing the officers, this should help keep the local chapters free of disruptive politics and such, so that they may continue to be effective at the work that God has called them to do.

Sometimes a decision needs to be made in a relatively quick hurry. In such a case, the board member involved needs to have the freedom to go ahead and make that decision. There needs to be a certain amount of trust that each member of the Board of Directors is in prayer about *every* decision they make. As long as the precepts and principles of God's Word and this manual are followed, there shouldn't be a problem. However, *there must always be accountability*. So with that in mind, each board member needs to then make sure that their decision is made known to the rest of the board as soon as possible. The only decisions that should *not* be handled in this manner, are those decisions that can affect the entire ministry (e.g.; policies and the like). In those cases, the whole board needs to be involved in making those decisions.

Speaking of policies, one of the most rare and important things for the board to consider, is setting policies. This is *not ever* to be taken lightly. If it is felt that a change in a policy is needed, then it must be done in such a way, as to insure that biblical precepts and principles are closely followed and not compromised. Only after much prayer and meditation should there be *any* change made to the policies of this ministry. And if there are any changes made, they should be added to the service manuals by the first of the year, on an annual basis *only*.

Finally, because there is such a delicate balance at times between man's definition of things and God's, one of the most important things that the Board of Directors must do, is to ensure that legalism *does not* slowly creep in over the years, and over run the ministry. That's because legalism destroys ministries. So with that, please be aware that as the ministry grows, this will become more and more difficult. That's why it is imperative for the members of the Board of Directors, not to forget to pray for each other - without ceasing.

## UPDATING THE MANUALS

As mentioned before, many times when God reveals His plan for a ministry, it's kind of like standing on a mountain top looking down at a lush green valley below. At first, all you can see is a thick canopy of trees. But as you make your way down the mountain and through the canopy, you begin to discover more and more things - things that couldn't be seen from the top. As time has passed, and as this ministry has grown, that's exactly what God has done. He has graciously and patiently (lest we become overwhelmed) revealed more and more details of His wonderful vision for this ministry (which is precisely why the manuals are updated). So with that, let's take a look, and see *how* God wants the updates to be handled:

When God makes it known that a change needs to be made to the manuals, it's *not ever* to be taken lightly. Therefore, it must be handled extremely carefully. That's because as you know, we as human beings have inadvertently misinterpreted what God has truly said, many times. So, with that having been said, when the Chairman of the Board feels that God might want something changed in the manuals, the first thing he needs to do, is to confirm it by following the principles as laid out in the "Finding God's Will" section of this manual. Once God has made it clear that a change is needed, then he is to prayerfully do his best to write down what he feels God has instructed him to.

Then, what has been written must be sent to the Senior Chaplain to be proofread, to make sure that God's precepts and principles were not accidentally compromised. After which, it is to be returned to the Chairman for a final proofing. When he is satisfied that what is written matches what he feels God has whispered to his heart, then he is to insert the updated text into its proper place in the appropriate 'master' version of the I.H.M. Service Manuals.

Now, before the updated manuals are to be published, they must be sent (as a .PDF document) to the rest of the Board of Directors, for them to prayerfully look over, making sure nothing was missed, and *most importantly*, to be sure that legalism has *not* crept in.

If however, a member of the board feels that something needs to be tweaked a bit, then that person needs to prayerfully send an e-mail to the Chairman, describing exactly where, what and why they feel a change needs to be made. Then, once the suggested change has been dealt with, and the board has given their final approval on the updated manuals; a finalized copy of the manuals must be sent (again, as a .PDF document) to the National Webmaster to be published in their appropriate places on the I.H.M. website.

Then, the Chairmen will need to inform the general membership of the changes that have been made (indicating the updated page(s) by number), so that they can update their own hard copy of the manual. For more details on how to print updates of the manuals, please see the "Updating" chapter.



Now speaking of making changes, please *don't succumb to 'impending issues'*. In other words, if something happens that's not covered in the manuals, then prayerfully deal with it, the best you can. Once the crisis has passed, then *watch out*. Do not get into the mindset of, 'we've got to fix this, so that it won't happen again' - that's fatal for a ministry. Although many may want to, don't try to adjust the manuals every time there's a problem. Otherwise, the manuals will eventually become this thick overwhelming document, full of insidious legalism.

## LEGALISM

Do you know what legalism does to ministries? It slowly destroys them, from the inside out. It always starts with good intentions. When 'stuff happens', instead of working through the problem by following God's precepts and principles alone, a little change is made to the by-laws (" . . . so it won't happen again"). But, when something else does happen, another change is made, and so on. Then before they know it, they're drowning in legalism, and now they can't get out. Thinking it wouldn't happen to them, they never saw it coming. And now, because there's no more room for God, it's more like a club (M/C) than a motorcycle ministry (M/M) - it happens quite often.

So remember, no matter how well justified; no matter how small; *any* change will affect the operations of the *entire* ministry. That's why, if any change is to be made at all, it must be made only after much prayer and meditation, and only in God's perfect will and time - no exceptions.

## BOARD MEETINGS

As a 501c3, non-profit, religious organization, the Board of Directors is obligated by law to meet at least once a year. The meetings can be casual, as long as God's work is getting done. However in order to help keep things organized and in order, we suggest using the basic Robert's Rules of Order, primarily for the purpose of accepting the minutes of the previous meeting, the treasurer's report and confirming any ministry expenditures. We also suggest using the really handy B.O.D. Business Meeting Outline. It can be found in the Appendix of this manual.

Although meetings can be held at any time of the year, the official "Annual B.O.D. Meeting" is to be held in December with the exact date, time, place and means (face to face or electronic), to be determined by the board as they see fit.

Finally, in order to stay open and accountable at all times, a copy of the minutes must be made available, to any patched member of Iron Horse Ministries upon written request.

## **OFFICERS OF THE BOARD**

The following are the basic descriptions and duties of the officers of the Board of Directors of Iron Horse Ministries. Please understand that these are just the basics. As things are always changing, we all must be flexible to God's leading. Even though something may come up that is not specifically described as a duty here, it will still need to be taken care of. Again, that's why it's so important to remember to always keep the leadership of this ministry in prayer, so that they will follow *God's* will alone - and not their own (Luke 12:48b).

So, let's take a brief look at the Board of Directors of Iron Horse Ministries:

**CHAIRMAN** - The Chairman (also known as the C.E.O.), is (because of some his duties) to be Ordained, and is to oversee and lead the board by prayerful example, by living a 1Timothy 3:2-13 lifestyle. In addition, there should be evidence that he has fully captured the depth of God's vision for this ministry.

Along with other duties, he is to coordinate the annual board meeting, making sure all of the board members are informed as to when, where, and how the meeting will take place. He is also the moderator over the meetings of the board. The only exception, is when the board is acting as an Ordination Council (please see the "Licensing and Ordination" chapter for more details).

**SECRETARY** - The Secretary (also known as the National Secretary), is one of the busiest members of the board. To start with, they are to record accurate minutes of the board meetings. The minutes of the previous meeting must be read at each meeting, and a copy must be made available to the moderator for reference.

The Secretary is to also confidentially handle and file all board related correspondence, which includes (but is not limited to) all applications, questionnaires, Pastoral letters, etc. And along that same line, the Secretary is to also handle the I.H.M. Roster, keeping it accurate and up to date. With that, for the sake of the membership, the Secretary is to maintain a neatly organized filing system of all paperwork and all correspondence entrusted to them.

Among other duties, the National Secretary is the one that disseminates the pertinent information needed for a new chapter to register in their state (if needed), to attain a P.O. Box and to open up a credit union bank account. The Secretary also issues and keeps record of all passwords and usernames for the local chapters' and ministry teams' websites and E-Mail accounts.

In addition, they keep the ministry supplied with the tools needed. So that if a chapter/ministry team starts running low, all that's needed, is the local chapter President/ministry Team Leader must fill out the order form (found in the back of the Toolbox) for those items needed, and then they send it in to the National Secretary. Once the order is received and filled, the Secretary sends it out. By the same token, if the supplies at a national level start getting low, then the National Secretary is the one that reorders from the vendors, and restocks the supplies.

Now, with this kind of ministry, it is very important to keep up with all of the events we can. That way, we'll have an idea of where God might want to send us. However, if for some reason we are not able to go, at least we'll know what to pray over. So, in an effort to make that information available through out the entire ministry at one time, there is a calendar on both the national as well as the local websites. The local calendars are taken care of by the local Webmasters; while the National Calendar of Events is handled by the National Secretary.

Finally, it is the National Secretary's job to file an "E-Card" annually with the government. This E-Card is an effort by the government to help keep tabs on all non-profit organizations. So what this means is, not only is an E-Card to be filed with the federal government, but also with each state in which there is a chartered chapter of Iron Horse Ministries. The E-Card is quick and easy, and it can be done online through their respective websites.

**ASSISTANT SECRETARY** - The Assistant Secretary (also known as the Assistant National Secretary), is a board member that is appointed by the National Secretary and approved by the rest of the board. The basic job is to assist the National Secretary with their duties. Who knows, God may want to use this as a stepping-stone, to help groom that person to eventually take over the National Secretary's position, and then to appoint another Assistant Secretary - and so on.

**CHIEF FINANCIAL OFFICER** - The Chief Financial Officer (also known as the National Treasurer), is to see that this ministry handles its finances in an upright manner. Making sure that the ministry follows the stewardship principles as set forth in God's Word, as well as all of the rules and regulations as setup by the state and federal governments for a 501c3, non-profit, religious organization.

At each board meeting, the National Treasurer is to give a report of the income and expenses (on the national level) since the previous meeting, as well as the ministry's current account status. As an officer of the board, and for the sake of accountability, they have, and should exercise the right, to examine the financial records of each local chartered chapter, and report on them at the annual meeting.

Not only is it the basic job of the National Treasurer to count beans, but also it is to receive, log and report all donations made to this ministry. Which also includes the cutting of checks to the appropriate vendors, for ministry supplies. However, since more of the vendors are using electronic transactions, the National Secretary has the authority to use the ministry's check card to pay for the ordered supplies.

Now, when it comes to handling money, the most important thing to remember, is to make sure that there is a paper trail so evident, that anyone could find and follow it. To that end, the National Treasurer must keep itemized receipts of deposits and expenditures made on the national level. This can be made a bit easier by using the Ministry Budget Sheet (for the B.O.D.), which can be found in the Appendix of *this* manual.

**Please note:**

For the sake of accountability and integrity, the C.F.O. should work with an outside accountant on an annual basis (before the annual board meeting), to make sure that nothing is missing. Also, for the same reason, they should not be related in any way to any of the other members of the board.

**CHAPLAIN** - The Chaplain (also known as the Senior or National Chaplain), is (among other things) to help keep a spiritual balance in the day-to-day affairs of this growing nation-wide ministry. He is also the “C to C”, or the Chaplain to the Chaplains. In other words, the Senior Chaplain is to communicate with the chapter Chaplains on a regular basis, so as to be an encouragement and an accountability partner (AP) for them - *confidentially* of course.

Speaking of confidentiality, most of the answers on the Questionnaire portion of the I.H.M. Application Form, and the Pastoral Letter of Recommendation, are of a spiritual and somewhat confidential nature. As a result, the National Chaplain is the one who needs to receive them, and to begin going through and praying over them. If it seems that God has truly call the applicant to be part of this ministry, and that their theology is screwed on straight, then the Chaplain is to contact the applicant and their Pastor to confirm what has been written. Once everything is received and passes muster, then the applicant may receive their patch(s).

However, if things don't go well, then the Senior Chaplain is to prayerfully write a letter to the applicant, humbly and gently explaining why they can't be accepted.

Finally, we all know that prayer is essential. In fact, it's been said that nothing of any spiritual significance can be accomplished apart from prayer. So with that said, when the National Chaplain receives a prayer request, (if it is appropriate to do so) it needs to be generated into an E-mail (if it's not already), and sent out to all of the chapter Chaplains and ministry Team Leaders around the country. From there, it can be sent out to their local membership. That way, a nation-wide prayer chain can be started quickly, so that nothing or no one, will fall through the cracks.

**NON-RIDER** - In addition, there should be one non-rider member on the board. Although not an official 'office' per se' (like the ones above), the non-rider's job is to help keep a balance of things from a non-rider's standpoint of view. We don't want to become so ministry or biker minded, that we are no earthly good. We need to maintain a proper balance of all things, at all times.

**Please note:**

All members of the board (including the non-rider) must be fully patched; attaining and maintaining fully patched status in the same way as everyone else.

## LOSING AN OFFICER

We as human beings, generally don't do change well. We like the "Status Quo" - just like it is - thank you very much. So, when it comes time for someone in a leadership position to step down from their post, sometimes it can be a bit difficult for some folks to handle. So with that, let's see how God want us to best deal with this:

First of all, as with the general membership, if a member believes that God is moving them on, and it's time for them to vacate their post as an officer of the board, then they must submit a letter of resignation (via e-mail or snail-mail) to the rest of the board. It must state their intentions, a basic reason why, and where God is sending them off to next.

In addition, the outgoing officer must return the 'officer pin' to either the Chairman, or the Chaplain (as applicable).



But what if the unthinkable happens? What if a board member in a leadership position goes down and is seriously injured, or becomes grievously ill? What if an officer dies while still in office? These are very hard questions to have to deal with, but the One who started and sustains this ministry, has it all under control. Let's see just how *He* wants these things to be handled:

If while in office, the Chairman of the Board is incapacitated in some way, and is unable to continue serving in that capacity, then the Senior Chaplain is to prayerfully assume those responsibilities until either the Chairman can return to duty, or if necessary, God brings someone else to resume the Chairman's duties.

Conversely, the same procedure holds true for the Senior Chaplain. If he is incapacitated, then the Chairman is to assume the Chaplain's duties. The reason for this, is in part, because by the very nature of their jobs, both officers end up working together a lot. As a result, they both know pretty much the same things. Therefore, it should help to make the interim transition seamless.

However, if one of the other officers of the board becomes incapacitated and is unable to continue serving in their current position, then their job is to be prayerfully shared by the remaining members of the board, until either the original officer returns to duty, or until God brings a replacement for them.

### **Please note:**

Whether or not an officer under these circumstances is to return to duty, is to be prayerfully handled on a case-by-case basis.

So, in any case (whether on a local level, or on a national level), the procedures are to be the same.

So, there you are, and there you have it. Even though none of us wouldn't ever want to go through this, we know that if we needed to - God has got it handled.

**- TO GOD BE THE GLORY, FOR *ALL* HE HAS DONE -**

# **SECTION-3**

**THE CHAPTER/MINISTRY TEAM**

# THE LOCAL CHAPTER

## STARTING A CHAPTER

In order for a chapter to be officially formed, the positions of President, Secretary, Treasurer and Chaplain must be filled. However, until the officers are appointed, the forming group is to be considered as a Ministry Team. The first fully patched member in a new city, town or area, is usually (but not always) considered the Team Leader.

Whether a member of a Chapter, a growing Ministry Team, or by their self as a Team Leader, the task and goal is still the same; they are to attend as many local motorcycle related events and organizational meetings as they can, thus making themselves more available to minister to the riders in their area. The more the ministry is seen, the more quickly it can become established, and the sooner they will be known as people that can be trusted, and counted on.

As a Ministry Team grows, it may become a fully chartered chapter only when *God Himself* makes it clear to the Team Leader, and through that person to the Board of Directors, that the officer positions are able to be filled by the people that God wants. Also know that there are no time restrictions as to how long this may take, or how big the Ministry Team may get, until it becomes a fully chartered chapter. That's because once again, it's *totally* up to God, as to when He brings the right people for the right jobs.

All chapter officers must be fully patched, and are *not* to hold an office in more than one chapter at a time. The officers will be evaluated by the board on an annual basis. The annual evaluations will take place beginning in October/November, so that all of the new officers (if any) will be in place by the start of the new year.

### **Please note:**

It is generally considered a 'rule of thumb', that no Ministry Teams and/or Chapters should be any closer to one another, than a full hour's ride away (at highway speeds). This will place them approximately fifty to sixty miles away from each other. With that, they'll be far enough away to have their own community with its own distinctive subculture to minister to - and yet close enough to help support and encourage other chapters and Ministry Teams in their region.

Once a chapter is formed, it will take on (and retain) the name of the city, town or area in which it is started (e.g., Iron Horse Ministries, Hometown, State).

## **APPOINTING CHAPTER OFFICERS**

The process of the appointment of officers will be accomplished by first seeking God's will as to whom He wants in the particular positions (to help with this, please see the "Finding God's Will" section for more details). The board will then take into consideration the recommendations made by the ministry Team Leader, or (after a chapter is chartered) by the chapter President. Finally, the board must seek God's confirmation of those candidates.

By the same method, if a vacancy of any office occurs in mid-term, the board will appoint a new person to fill that position as soon as God makes it evident. Remember, this is God's ministry; He'll reveal who He wants, when He wants.

Once a chartered chapter is formed, its officers will be evaluated by the board on an annual basis. The annual evaluations will take place beginning in October/November, so that all of the new officers will be in place by the start of the new year.

### **Please note:**

No member of the board may be an officer of a chartered chapter, as this could present a conflict of interest down the road.

## **CHAPTER MEETINGS**

Chapter business meetings are open to everyone and are to be held at least once a month. It is strongly suggested that they have an officers meeting several days before the business meeting. It will help in all kinds of ways. Meetings can be held anywhere; a church building, a restaurant, a home, a park bench - it doesn't matter. All of this holds true for the Ministry Teams as well.

## **CONDUCTING MEETINGS**

Each chapter may conduct their meeting as God leads. At the meeting, we suggest using the basic Robert's Rules of Order, primarily for the purpose of accepting the minutes of the previous meeting, the treasurer's report and confirming any ministry expenditures. The rest of the meeting can be very casual. All we ask is that during a meeting, minutes are taken, there's encouraging fellowship, and that God's work is being done.

If possible, it would be great if there were some sort of fellowship at least one other time during the month. Whether it's a ride, getting together for a meal, a Bible study, etc. it doesn't matter. The purpose is for unity. The more often that folks get together, the tighter they'll become.

## LOCAL OFFICERS

The following are brief descriptions and duties of the officers of both the Ministry Teams and chartered Chapters of Iron Horse Ministries. But before we go any farther, we need to cover some ground here first.

If someone is considering a leadership position in this ministry, please understand that it is assumed and expected, that those who wear the Iron Horse Ministries patch are members in good standing; with all of its real and implied privileges and responsibilities; and that they are following the precepts and principles as laid out in God's Word, as well as in the Service Manuals to the best of their ability.

Finally, as you know, being in a leadership position is no small thing. So, please remember to always keep the leadership of this ministry in prayer, that they will follow *God's* will alone - and not their own (Luke 12:48b).

Now, let's take a look at the local officer positions, and their basic duties:

**TEAM LEADER** - This requires an extraordinary level of commitment. Like that of a Church Planter, many times they are the *only* representative of Iron Horse Ministries in their area for a while; until God begins bringing some other people to serve with them. Therefore, they need to have a strong belief in God's vision for His ministry there. This person also needs to have a good understanding, and a desire to serve by the precepts and principles as set forth by God for this ministry.

Among other things, the basic duties of a Team Leader are to attend as many motorcycle related events and organizational meetings as possible. That way the patch is seen, and there are more opportunities to minister to the riders. As a Ministry Team grows, the other duties may include those that are very similar to that of a chapter President. The exception is that there are no other 'officers' under them. Therefore, they may need to wear many hats, and thus need ALL of our encouragement and prayers that we can give them.

**PRESIDENT** - Although all members are representatives of I.H.M., the chapter President is the lead representative in their area. He is to lead the chapter by example (almost like a Pastor leading a congregation), by being a good follower of Christ. This will enable him to be a good and compassionate leader of the chapter. He needs to have captured the vision for God's ministry, and have an understanding of all of its precepts and principles.

Among other things, the basic duties of the President are: **1)** to moderate chapter meetings with a prepared agenda (we suggest using the "Business Meeting Outline" found in the Appendix of the 'general' service manual); **2)** to keep the chapter members informed about what is going on in the ministry; and **3)** his main job is to encourage the membership (as often, and by any means he feels necessary), to 'Go', and 'build bridges to Christ'.

**SECRETARY** - This is the note taker and record keeper for the chapter. They are to legibly record accurate minutes of the chapter meetings. The minutes of the previous meeting must be read and made available at chapter meetings for reference. They must also keep a record of the members' attendance at each chapter meeting, so that the President/Chaplain can follow up with encouragement to those who missed the fellowship.

Also, the Secretary is to handle all chapter related correspondence (e.g., chapter e-mails, etc.). They are to keep neat files of all minutes and all chapter related correspondence, making them available whenever asked upon to do so.

**TREASURER** - It is the Treasurer's responsibility to collect, count and deposit all donations made to the chapter. They must keep accurate records of all monies the chapter receives and disperses, and they must maintain neat files of all receipts of deposits and expenditures. *There must be a paper trail so clear, that an I.R.S. agent can see it.* To that end, we suggest using the Basic Ministry Budget Sheet found in the Appendix of the 'general' service manual.

The chapter President must approve all expenditures. The Treasurer must inform the other chapter officers of these expenditures as well. In addition, the Treasurer is to give a brief report of the previous months' income and expenses and the chapter's current account status at each chapter meeting.

Also, for the sake of integrity, the Treasurer is to be directly accountable to both their chapter President, and the National Treasurer. For the same reason, they should *not* be related in any way to any of the other officers of their chapter.

**CHAPLAIN** - This is the spiritual encourager for the chapter. He is to bring a short devotional at each chapter meeting, and lead the chapter (by prayerful example) into a place, where each and every member will be able to bring that same kind of encouragement to the secular world. In other words, he is to help teach, train, equip and encourage the saints, to minister to those that God gives them. Therefore, he must always be in constant prayer for guidance, and allow God to use this position for Christ's glory, as he ministers to both the members of the chapter, as well as to the secular world.

Now speaking of prayer, because it is so essential, when someone in a local chapter has a prayer request, it should be given directly to the Chaplain. When the Chaplain receives it (and if it is appropriate to do so), not only does it need to be generated as an e-mail and sent to the members of that chapter, but a copy of it needs to be sent to the National Chaplain as well. From there, the prayer request can then be sent out nationally.

The same holds true for a Ministry Team. If a member of a Ministry Team has a prayer request, it needs to be given to the Team Leader. It should then be handled in the same way the local chapter Chaplain would handle it.

**Please note:**

It is not necessary for the local Chaplain to be ordained to serve in this capacity. However, because of some of the things he may be called upon to do, it may be a prayerful consideration. But remember, Ordination is a separate call of God.

## **OFFICER PINS**

An ‘officer pin’ will be given to each officer to wear on their vest or jacket. There will be only one pin given per officer. By the traditions of the biker culture we are ministering within, the pin needs to be worn just below the I.H.M. front patch, which is worn on the upper most left side (over the heart) of the vest or jacket. (Please see “The Front Or Supporter Patch” section of this manual, for more details about the wearing of the front patch.)

## **LEAVING OFFICE**

Now, if a member believes that God is moving them on, and it’s time for them to vacate their post as a chapter officer, then they must submit a letter of resignation (via e-mail or snail-mail) to their local chapter officers, as well as to the board member overseeing their region. It must state their intentions, a basic reason why they feel they need to leave; who they feel might replace them; and where they feel God is leading them next. As a ministry Team Leader, the letter of resignation is to be sent just to the regional board member.

In addition, the outgoing officer must return the ‘officer pin’ to either the local chapter President, or the Chaplain before leaving office. However, if they are a ministry Team Leader, they must return the officer pin directly to their overseeing board member.



But what if the unthinkable happens? What if a member in a leadership position goes down and is seriously injured, or becomes grievously ill? What if an officer dies while still in office? These are very hard questions to have to deal with, but the One who started and sustains this ministry, has it all under control. Let’s see just how *He* wants these things to be handled:

If while in office, the local chapter President is incapacitated in some way, and is unable to continue serving in that capacity, then the chapter Chaplain is to prayerfully assume those responsibilities until either the President can return to duty, or if necessary, God brings someone else to resume the Presidential duties.

Conversely, the same procedure holds true for the local Chaplain. If he is incapacitated, then the chapter President is to assume the Chaplain’s duties. The reason for this, is because by the very nature of their jobs, both officers end up working together a lot. As a result, they both know pretty much the same things.

However, if one of the other chapter officers becomes incapacitated and is unable to continue serving in his/her current position, then the duties are to be prayerfully shared by the remaining officers, until either they return to duty, or until God brings a replacement.

Now, what if a ministry Team Leader becomes incapacitated? If that happens, then the Board of Directors is to prayerfully appoint another Team Leader from the remaining local membership (if applicable).

So, there you are, and there you have it. Even though none of us wouldn't ever want to go through this, we know that if we needed to - God has got it handled.

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**



### **HEART CHECK** **“IT’S NOT ABOUT YOU”**

We need to stop here for just a moment, for a “Heart Check”.

When it comes to leadership, no matter what the position may be, we as Iron Horse Ministries patch holders, must keep in mind that we are *all* at the same level - called to serve as bond servants of the Most High God, from whom this ministry began. Therefore, there should be no attitudes of *any* kind, other than that of a Christ like love.

You see, for those that come to know this ministry and its members, they should think of it and us, as a loving family - loving each other and everyone else, just as they are. Remember, they don't care who or what you know, until they know that you really do care. So “GO”, and build loving bridges to Christ - one heart at a time.



# THE FINANCES

Iron Horse Ministries charges no dues of any kind; we function solely by God's provision through 'freewill love offerings'. Any money received is considered as a donation, and every donation made to I.H.M., is gratefully and prayerfully handled with the greatest of care. We also consider every donation a gift of love, and an investment in this ministry. This also includes the non-refundable donation (which helps to offset the cost) for both the supporter patch and the back patch.

Now, before we go any farther, please don't be discouraged by all the protocols. They are here so that everyone can know what's required to operate a ministry.

## TITHING AND BENEVOLENCE

Whether it's on the national level, the local level, or on a personal level, this ministry follows the biblical principles of tithing. This means that every local chapter is encouraged to tithe at least 10% of any undesignated donations it receives to the 'storehouse' (i.e., I.H.M. national). In turn, National is also encouraged to tithe at least 10% of any undesignated donations it receives, to a national ministry which helps missionaries to spread the gospel around the world (e.g., the Cooperative Program, etc.). And of course, every member is encouraged to also honor God with the 'first fruits' of their labor, as He gives them to.

In addition to tithing, each chapter as well as National, is strongly encouraged to set aside at least an additional 1% of any undesignated donations for the "Benevolence Fund". This is an 'inner-ministry fund', used to assist members of this ministry family *only*, that are in great need. On a local level, any disbursement of this fund must be prayerfully confirmed by God, on a case-by-case basis before the local Chaplain and chapter President can distribute it.

By the same token, if a member of this ministry is in great need at the national level (i.e., Ministry Team or B.O.D.), the Senior Chaplain and/or Chairman must prayerfully determine what God wants done - again, on a case-by-case basis.

## DONATIONS

On the national level, any donation sent to I.H.M. national, may be designated to help a specific local Ministry Team. This can be done by simply attaching a note to the check (on a separate piece of paper) specifying which Ministry Team it is. It will help to keep that Ministry Team supplied with the tools they need. However, if a check is given directly to, and for a Ministry Team, it must be returned. Ministry Teams are not chartered, and therefore cannot have a bank account.

If someone makes out a check to I.H.M. designated for a specific individual, that check **must** be returned also. That's considered as money laundering, and the IRS frowns on that - BIG time. However, it *is* okay to make out a personal check directly to another individual. But remember, **it will not be tax-deductible**.

**Please note:**

Iron Horse Ministries is classified as a 501c3, non-profit, religious organization by the government. So, in keeping with IRS rules and regulations, if a check is used to make a tax-deductible donation to a specific local chartered chapter of this ministry, then the check **must** be made out to that chapter's official full name, (e.g., Iron Horse Ministries, The Town, The State). If it *is not* that specific, the check **must** be returned - **no exceptions**.

Also, when a check is received, whether it's for a tax-deduction or not, the local Treasurer needs to deposit it into the chapter's account by the end of the next business day. However, if a check is made out just to "Iron Horse Ministries" with *no* other designation on it, then the Treasurer needs to forward that donation, to the I.H.M. National Secretary, by the end of the next business day - **no exceptions**.

In any case, we **must** see to it that any money received is accounted for by a clear paper trail. Also, as stewards we must make sure that all monies will be used prayerfully and faithfully, to further the Kingdom of God here on earth.

**An Important Note:**

We just can't say this enough - this is **not** a game. As a ministry, we are expected to conduct all financial transactions honorably and with a high degree of integrity. Not only are we to do so to bring glory to God and as a testimony to who we are in Christ, but also, to adhere to all of the strict guidelines and protocols that are required by the Internal Revenue Service. If the preceding protocols are *not* closely followed, this ministry will be operating illegally. And as such, the I.R.S. can and will bring charges against us, and permanently shut down this ministry - in a heartbeat.

## **A NON-PROFIT BANK ACCOUNT**

All businesses and corporations need to deposit their money for safekeeping, to earn interest and to increase their money through investments, etc. This situation is not just faced by traditional for-profit corporations, but it is also one that non-profit organizations must face as well. However, unlike for-profit banking, there are very specific regulations that govern non-profit banking.

Now, because all banks (including credit unions) are not created equal, the list below can only be a close approximation of what actually may be required to open an account on a local level. Which is why nothing is to be done, until the local Treasurer inquires and reports back to the National Secretary as to what their local bank will need.

So, with that, lets take a brief look at what the government says (as of this writing), are the basic requirements for a non-profit organization to establish a bank account. That way, we will all be on the same page (so to speak), and we will all have at least a basic idea of what's expected.

### **Taxpayer Identification Number -**

To open a bank account, a non-profit organization must first obtain a Taxpayer Identification Number, or T.I.N. from the federal government (which this ministry already has). Not only is the issued T.I.N. used for the national bank account; the same number *must* be used for all other local I.H.M. related bank accounts as well.

### **Accounting Of The Funds -**

The bank account for a non-profit organization must be kept separate from any other accounts, and clear records must be kept of all funds deposited into that account. Accordingly, the Financial Accounting Standard No.116, and the Financial Accounting Standard No.117, mandates that all non-profits must maintain a balance statement; a statement of cash flow (if applicable); and a statement of functional (or daily) expenses. (There is a National (B.O.D.) and a Local (General) Basic Budget Sheet designed to help with this, located in the Appendix of the applicable service manual.)

To that end, all contributions to any account *must* be recorded before being deposited. In addition, all contributions *must* be divided into 'designated', and 'non-designated' funds, depending on the wishes of the donor. Lastly, all expenses *must* be reported according to the specific vender and the items purchased from them, etc.

Finally, this can't be said enough. There *must* be a paper trail so obvious, that an I.R.S. agent can find and follow it - without breaking a sweat.

### **Bank Records -**

All non-profit organizations must keep their banking records on file in case they are audited. The I.R.S. audits non-profit organizations, to ensure compliance with the rules for tax exemption. The bank may keep records automatically for an organization, but don't rely on just them alone. Every chapter *must* keep a 'hard copy' of all transactions for at least the previous five years as well - just in case.

### **By-laws -**

Before a non-profit can open up a new bank account, they must submit a copy of their by-laws to the financial institution of choice. Once submitted and accepted, the bank will keep that document on file.

The by-laws *must* provide a clear summary of the purpose of the non-profit organization, and it must name the President, Vice President (or Secretary in our case) and the Treasurer. In addition, the document must be signed by all three officers. Members of the Board of Directors (and the offices they hold), should also be named in the bylaws. The bylaws should stipulate not only the goal (or Mission Statement) of the non-profit organization, but also the board policies (or Statement of Faith). The National Secretary is the one that has all that information.

### **Signers -**

The bank generally requires the President, the Vice President and the Treasurer to be listed among the authorized signers on the account. However, this organization is set up so that the authorized signers listed on the bank account must be the Treasurer and Secretary nationally, and the Treasurer and President locally.

In any case, these signers must provide their names and social security numbers, and they must put their signatures on file with the bank. The bank may also require a written description of the non-profit's check-cashing procedures upon opening the account.

## **OPENING A CHAPTER BANK ACCOUNT**

Now that we've looked at how the government wants non-profits to basically set up their bank accounts, let's look at how God wants us to handle it on a local level:

Setting up a bank account for a local chapter, must first be cleared with the Board of Directors of Iron Horse Ministries. That's because there are some basic things that need to be in place before an account can be approved and opened:

- 1) In most cases, the first thing that is needed before a bank account can be opened, is a mailing address. A post office box will most likely be the best option. Be sure to pick one that is centrally located, and has the same city, town or area name as the chapter. It will be less confusing.

Now, even though the US Postal Service is essentially the same everywhere in the United States, each branch may operate a little differently, and therefore may have its own criteria for obtaining a small mailbox for a non-profit ministry.

Once the chapter Secretary finds out what those requirements are, they'll need to report them to the National Secretary. Then National will supply any information needed (e.g., ministry by-laws, T.I.N., etc.).

### **Please note:**

Usually two keys are issued with a P.O. Box. It is suggested that one key be held by the chapter Secretary, and the other one by the chapter President. Also note that National will cover only the initial expenses. Once the box is open, all subsequent mailbox related fees are to be handled and maintained solely by each local chapter.

2) Now, when it comes to the actual bank account, it's best if it can be set up through a credit union. Credit unions generally charge a lot less for operating an account (e.g., transaction fees, etc.), and usually, there is a lot less hassle, all the way around.

As with the P.O. Box, be sure the bank is somewhat centrally located to the chapter. Also like the post office, each credit union will be a little different, so they will have their own criteria for obtaining an account.

Once the chapter Treasure finds out what the requirements are, they'll need to report them to the National Secretary. Then National will supply any information needed (e.g., ministry by-laws, T.I.N., etc.).

**Please note:**

There must be at least two signers on the chapter's bank account itself, the Treasurer (as the main signer), and the President (as the backup signer). That way there's a built-in accountability. The Treasurer is accountable to the President, and the President is directly accountable to the Board of Directors.

## THE NATIONAL BANK ACCOUNT

The Iron Horse Ministries national bank account is through a credit union. It's divided up in two accounts. One is a checking account into which the 'designated' and 'non-designated' funds generally go. Also, the checking account is where the majority of the funds for the Ministry Tool supplies, etc. come from. The other account, is a savings account into which the monies for the Benevolence Fund go.

There are two signers on the account, the National Treasurer (as the main signer), and the National Secretary (as the backup signer). Although the Chief Financial Officer is the main bean counter, God has set it up so that everything that is needed for the ministry, is to be handled through the National Secretary. In addition, it is set up so that the C.F.O. is the one that makes out any checks that may be needed, and the National Secretary is the one that uses the debit card for ordering ministry supplies, etc. That way there's a built-in accountability so that no one person has absolute and total control of God's money.

So with that, if there are any questions about how things are set up, please, don't guess - ask. Presumption (or assuming something) can be a dangerous thing, especially when it comes to the federal and state governments, and a ministry.



## **KEEPING IT TIGHT**

Finally, as far as finances are concerned, many ministries have been busted in recent years by the I.R.S., because of not handling their money correctly. They presumed they were doing just fine - but they weren't. Misappropriation of funds (which is what they call it), is a very serious offense. It is punishable by high fines and long prison terms. Not to mention, the fact that the ministries themselves are shut down forever - never to exist again.

With that having been said, we need to make it absolutely clear, that the Board of Directors of Iron Horse Ministries will run a tight ship when it comes to the accountability of the finances. Every penny MUST be accounted for, and there MUST be a paper trail for everything - NO EXCEPTIONS - EVER.

To that end, God has provided a "Ministry Budget Sheet" to help keep things straight. As mentioned before, it can be found in the "Appendix" of this manual.

So with *allll* of this having been said, if everyone would, please pray that this ministry will be a shining example of good and appropriate financial stewardship - at all times.

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**

# **SECTION-4**

## **THE MINISTRY TOOLS**

# THE TOOLS

## OUR MINISTRY TOOLS

As you know, this ministry belongs to our God - not to us. He allows us the honor and the privilege of serving Him in and through it. We also know that throughout the years, when it comes to sharing the timeless love of Christ to a lost and dying world, the methods and tools have changed a lot (e.g., motorcycles, etc.). However, the eternal message of salvation has not.

As you also know, we humans can justify *anything* at the drop of a hat (or helmet in our case). Therefore, we must be careful to be good stewards of all that God has given us. This means that as time passes and the ministry grows, we all must be very vigilant to make sure that the tools that are made available to the members of this ministry, are God inspired tools - not people inspired.

With that having been said, below is a list of the most basic tools that God has made available to the members of this ministry. They are:

- \*1) I.H.M. Patches (as a Fully Patched set of both front and back patches).
- \*2) I.H.M. T-Shirts (with the logo printed on both the front and back).
- \*3) I.H.M. Officer Pins (Team Leader, President, Secretary, Treasurer and Chaplain).
- \*4) I.H.M. Belt Buckles (with the logo in 3D).
- \*5) I.H.M. Ministry Pins (worn as a Brooch/Lapel pin).
- \*6) I.H.M. Logo Decals (for the car/bike).
- 7) I.H.M. Supporter Patch (as the small front patch only).
- 8) I.H.M. Business Cards (both generic and personal).
- 9) I.H.M. Prayer Pins (for bike and rider blessings, etc.).
- 10) I.H.M. websites (both local and international).
- 11) I.H.M. Service Manuals (both General and B.O.D. editions).
- 12) Biker Bibles (with the I.H.M. ministry logos on the back).
- 13) Training Video (“Motorcycle Ministry And Its Basic Protocols”).
- 14) Jesus Forever Vest (for those that don’t want to be part of an organized ministry).
- 15) Bibles-4-Bikers website (international).
- 16) The Biker-Friendly Church Network website (international).

### **Please note:**

You need to be aware of the fact, that the ministry name, slogan and basic logo are trademarked. This means that they all belong to this ministry, which in turn means that, great care *must* be taken, as to who uses what.

So to that end, God has given several edicts for this ministry to follow. One of which is, that only fully patched members can hold an office. In line with that one, is that only fully patched members can purchase and use certain ministry tools.

With that, the items on the list marked with an asterisk (\*), are meant to be available ONLY to Fully Patched members of this ministry - NO EXCEPTIONS.

You see, when you do the math, doing this any other way, could make it appear as an apparent double patching conflict of interest to the people we are trying to minister to - and that's not good. So what this means, is that as stewards, we must seek God's wisdom first, with *any* 'new tool' that may be proposed.

## THE TOOLBOX

The purpose for the I.H.M. Toolbox (a copy of which is given only to the chapter Presidents/ministry Team Leaders for distribution to their members), is *not* to 'showoff our wares' (so to speak), but to help members to decide which tools that God may want for them to use. It just makes it so much easier to be able to at least see an image of the tool, rather than trying to imagine what it might look like. So, please be sure to encourage them, to prayerfully check out the Toolbox, so that *God* can show them, which tools will work best.

### **Please note:**

To help keep from having to reprint the catalog each time a price changes, the National Secretary will have the ministry tool price list. Also note, that we are *not* in it for the money. Thus, all the prices are a suggested donation. All we need is enough to help defray the cost, so as to help keep the ministry supplied. That's it.

## \*T-SHIRTS

Many people wear printed t-shirts for many different reasons. Some to express a sentiment or belief, some a political frustration, still others a product or team endorsement, etc. In any case, t-shirts are pretty much considered every day street wear now, and as such, there really isn't much value placed on them as a whole.

However, within the motorcycling genre, the traditional protocol is that a t-shirt with a club, group, or organizations' logo on it, is to be treated the same as their own back patch. Although most of the time, it is only a single color printed image of the logo, to them, it represents who they are and the organization they belong to. So, for the sake of the people God has us ministering to, we need to be respectful, and honor this tradition as well.

With that having been said, the Iron Horse Ministries t-shirts are printed with the small logo on the front and the large logo on the back. Which means, they carry the same weight and responsibility as the I.H.M. patches on a vest or jacket do, and so, they must be treated with the same respect. Therefore, they are made available only to Fully Patched members of this ministry - no exceptions.

In addition, they are NOT to be worn as a fashion statement, a nightshirt, or a grubby shirt to work on the bike with, and most certainly not as a cleaning rag. Nor are they to be left laying around for anyone else to pick up and put on. Also, we ask that the sleeves remain intact. Please don't cut them off. If they're in the way, just roll them up. Leaving the garment intact, shows respect.

Also, please remember that the Iron Horse Ministries t-shirts are to always be treated as a ministry tool, and as such, they are to be worn only when and where God tells us to (e.g., very hot and/or humid days, etc.).

Finally, following these protocols will bring honor to the patch and to God's ministry in the eyes of those He has given us to minister to. So with that, we want to thank everyone for their understanding, and for appropriately following these protocols.

### **\*BELT BUCKLES**

Here's an everyday scenario or two: Let's say a member is at work, and they are forbidden to wear their patch; or, let's say they're traveling and it's a really hot day; or maybe, they're just taking care of daily business. What tool could they use, that would help them to be able to open a door of conversation, and share the love of Christ? Oddly enough, it's a belt buckle. We may not be able to fly our patch, or speak the name of our Lord, "Jesus", openly everywhere we go, but we can still wear any belt buckle we want. So when it's worn, we need to be ready. It's a very powerful tool.

### **\*MINISTRY PINS**

So, what if a member needed to attend an event that they had to 'dress-up' for. An event where it would be inappropriate for them to wear any of the I.H.M. stuff they usually wear. What could they wear, that would open doors of conversation about the Lord? Well, they could wear the "I.H.M. Ministry Pin". This relatively small and elegant pin, can be worn on the lapel of a coat or jacket, on the collar of a dress or blouse, etc. As a matter of fact, it can be worn on most any article of clothing, at most any time and at most any place. As with the I.H.M. Belt Buckle, this is also a subtle, but very powerful tool. So wear it expectantly.

#### **Please note:**

With that, we need to take a moment, and make something perfectly clear. Like any of the other I.H.M. things that can be worn, the Belt Buckles and the Ministry Pins, etc., are NOT to be considered as pieces of jewelry or fashion statements. Out of respect, they are NOT to be worn in defiance of authority either. The only purpose for these tools, is to open doors of conversation. In fact, that's how ALL of the tools that God has given to this ministry, are to be used.



Someone may ask, “What about I.H.M. belts, hats, mugs, key fobs, etc.?” While those are all great ideas, God has made it absolutely clear, that this ministry is **NOT** to have all kinds of trinkets and doodads. Although some other ministries make those kinds of things available, again, God *does* **not** want *this ministry* to fall into the trap and distractions of ‘marketing’ - **EVER**.

Now, if a fully patched member of Iron Horse Ministries has some craft skills, and wants to make an item with the ministry’s name, slogan or logo on it for themselves, or to give as a gift to another fully patched member, that’s fine. However, the Board of Directors **must** approve it first - **before** it’s even made. Please know that we are not trying to squelch anyone’s creativity. It is for the sake of the integrity of this ministry that we ask that these protocols be adhered to. Once again, we appreciate everyone’s understanding and compliance with this.

## **ORDERING MINISTRY TOOLS**

Now, if anyone is in need of some ministry tools, they will need to order them through their local chapter President/ministry Team Leader. To place an order, all that needs to be done, is to follow the simple instructions that are provided for the “I.H.M. Order Form” (which is found in the back of the Toolbox).

Once everything is ready to go, then the Order Form together with the money, should be sent to the National Secretary of the Board of Directors. The only exception is the Ministry Team. They don’t need to send any money (unless God compels them to). That’s because, National is to take care of their ministry tool supply needs (e.g., Generic Business Cards, Prayer Pins, etc.).

### **Please note:**

All prices are a suggested donation to help defray the cost. Remember, we are a non-profit ministry, and as such, we are not out to make money. We just need enough to help the members of this ministry stay supplied with the tools they need to keep “*Building Bridges To Christ*”.

## **SUPPLIES**

Speaking of the ‘ministry tools’, it is suggested that each Ministry Team and chartered chapter keep a small inventory of 2-3 full sets of patches on hand, as well as a few hard copies of the Iron Horse Ministries Service Manual. They may also want to keep a supply of ‘generic’ I.H.M. business cards and Prayer Pins for the new members that our wonderful God may bring their way.

## **PATCHES AND OFFICER PINS**

Here's a relatively small 'post script' to the ministry tools, that can have huge consequences. It's something that can be easily overlooked.

We all know, that for the sake of integrity and accountability, not only are all of the Iron Horse Ministries patches considered as property of this ministry, but did you also know that the officer pins are as well. What this means is that the officer pins are not to be kept by the previous officers. Instead, they are to be handed off (or presented) to the new officer within that chapter.

Just think what could happen if one of the officer pins accidentally got out, and someone else outside of this ministry to put it on. Can you imagine what the enemy (Satan) could do with that? So with that, please be sure to stay on top of it, so there are no loose cannons out there. Thank you for your diligence.

# THE PATCH

When most of us see a patch we haven't seen before, we're curious; who are they; where are they from; and what are they about? Since a patch can be so important to the people that we minister to, we need to be aware of what the Iron Horse Ministries patch is to represent to them.

So, what is it they should see, when a member of I.H.M. is wearing the supporter patch or both front and back patch (fully patched), or no patch at all for that matter? They should see *in us* the fruit of the Spirit; which is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23). That's why we *must* be prayed up, as well as suited up (Ephesians 6:10-18).

## THE MEANING OF THE PATCH

The Iron Horse Ministries patch that God has designed is like most other patches, it's full of symbolism. The person who wears it, not only represents this ministry, but they also represent the One who started it, and sustains it as well.

So what if someone was to ask you about your bike or car, etc., would you be able to answer all their questions? Probably so. Well, what if someone was to ask you about the patch you're wearing? Would you still be able to answer all of their questions? Are you sure? Do you really know what all the elements of the patch stand for? With that, let's be sure, and refresh our recollections.

The large words "IRON HORSE MINISTRIES" speaks of three basic things. **1)** The old style font represents a time when the horse was the main form of transportation. The letters made to look like old metal, signify strength. **2)** The words "Iron Horse" can apply to many things in the history of this country. In this case, it speaks of a modern day mechanized horse, and those who ride them. Free spirited - and dedicated to that freedom. And **3)** the word "Ministries" separates this group from any secular club, group or organization. We are a motorcycle ministry (M/M) - not a club.

The motorcycle in the foreground, is the "Iron" - a modern day form of transportation that represents freedom to so many. The ghost horse behind it, is the "Horse" of bygone days. Just like those that ride the modern day version of the iron horse, it also represents the rugged and free spirited people that formed the bases of this, and so many other nations around the world. And the old rugged cross behind that, with its empty draped cloth, represents the sacrifice Jesus made for us all so long ago - which gives purpose, to the "Ministries" that we do today.

The black background represents the darkness of this world. Iron Horse Ministries is to lovingly, respectfully and quietly take the light of hope (which is the love of Christ Jesus), to those in spiritually dark places, so that those trapped there, may see the light and want to be rescued.

The words “Building Bridges To Christ” is not only a slogan, it’s what we do. Whether we’re ministering to the bikers privately or at various events; or whether we’re helping a church to set up an outreach to bikers, our goal is still the same - to be quietly bridging the gap, between people, and the love of Christ - that’s the whole focus of this ministry.

Finally, God wants to make sure, that in the fray of things, we don’t forget whose ministry this *really* is. So, each time we use the letters I.H.M., He wants us to remember that they also stand for:

**“It’s His Ministry”**

## **THE BACK PATCH**

Only a fully patched member (“Level Three” - wearing both the front patch as well as the back patch on a vest or jacket), is afforded the right of holding an office either on a national or local level. This requirement is made so as *not* to cause confusion. You see, if an officer of Iron Horse Ministries is wearing an officer pin (e.g., President, Secretary, Treasurer or Chaplain), but wears the back patch of another group, they are sending the message that they are an officer of the group who’s back patch they are wearing. If someone is currently wearing the back patch of another motorcycle club, group or organization, and they want to wear the I.H.M. back patch as well, then please convey to them, that most groups will *not* allow their members to wear more than one back patch. Having two different vests and/or jackets, each with a different groups’ back patch on them, is called “double patching”. To most motorcycle clubs, groups and organizations, Christian and secular alike, this shows a divided loyalty and it spreads confusion - that, is *not* acceptable.

Although supporter pins and patches of other organizations (except 1%er’s), as well as motorcycle events can be worn on the front of a vest or jacket, traditionally there should be *no other* pins or patches of *any* kind on the back of a vest or jacket (from side seam, to side seam) - just the organization’s back patch alone. In the biker culture, the back patch shows your allegiance - the one you are willing to die for. Therefore, it is asked that all fully patched members of Iron Horse Ministries honor that tradition. By wearing only the ministry’s back patch on your back, you are showing the people that you are trying to minister to, that you are fully committed to the call of Christ in your life, and to His work through this ministry. They are counting on that - believe it. That’s why it’s such a powerful thing - never to be taken lightly.

## **THE FRONT OR SUPPORTER PATCH**

If someone is already a fully patched member of another group of riders, and they feel that the supporter patch is for them (Level Two), that's great. Most groups will allow their members to wear a supporter (or front patch) to show an affiliation with another group. However, they must always honor the group whose back patch they're wearing. So with that, please be sure to have them check with the powers that be first, to make sure that it's OK for them to wear this ministry's supporter patch. If so, then it is to be worn only on the front of a vest or jacket.

As a supporter patch holder, they are a member of I.H.M. Therefore, because of the behind-the-scenes nature of this ministry (it doesn't matter which back patch they may be wearing), they are encouraged to attend as many I.H.M. meetings as possible. That's because we believe that the spiritual and physical encouragement of the fellowship, is extremely important for ALL who wear the Iron Horse Ministries patch. That's why the meetings are always 'open', so that anyone can attend.

Again please note; the *only* thing not open to supporter patch holders, is holding an office.

## **THE JUNIOR SUPPORTER PATCH**

We at I.H.M. believe that our relationship with Christ should be the single most important aspect of our lives. With that priority in place, all other areas of our life (our family, our job and our service to God) will fall into their rightful place. With that having been said, we want to encourage family participation. So, at the parents' discretion, a "junior supporter" patch may be issued to those kids who are over the age of accountability, and who have shown evidence of an understanding of the ministry. Since the maturity level at these ages can vary quite a bit from one person to another, the consideration of this patch should be handled by the chapter President/ministry Team Leader on a case-by-case basis. Because this is the same patch that is used as the "Supporter" or "Front" patch for adults, it is to be worn and treated the same way.

Now, because of the many changes that can take place in the life of a young person, the junior supporter patch may be 'pulled' if the child's behavior is becoming inappropriate for the patch and the ministry it represents. Once the junior supporter patch is pulled, it *will not* be reinstated. That's why it's important for both of the parents of any junior supporter patch holder, to be fully patched members in good standing; always doing their best to show by example, how to live for Christ.

When the child becomes an adult, and if they are interested in being a patched member of Iron Horse Ministries, they must go through the same process as any other adult to obtain a patch.

## SPECIAL SUPPORTERS

Special Supporters are people and/or organizations (usually non-riding), whose efforts on behalf of this ministry, go far above and beyond any expectations. If a member sees that a group or a non-member individual is consistently displaying a true heart for this ministry, then that member should contact the board member overseeing their region, and share with them what they know. The Board of Directors will then prayerfully determine if that person or organization is eligible to receive such a supporter patch.

The Special Supporter Patch award is an I.H.M. supporter patch, mounted on black velvet in a deep shadow box type frame. It *must* be permanently mounted behind the glass to insure that it will be used only for its intended purpose. It should also have a small engraved brass “Thank You” plaque, mounted behind the glass as well. It should be presented to the recipient by the local Chapter/Ministry Team on behalf of Iron Horse Ministries.

## WEARING THE PATCHES

On occasion it’s been asked, “Why is it that you wear a patch?” The reason is so that those who may have need of us, can more easily find us. So with that, all members are encouraged to wear their patch everywhere they go; whether to the grocery store; to motorcycle events, etc.; not to mention, **ALL** I.H.M. meetings and activities. Therefore, we as members should always be *ready* to share our faith in Jesus; be *willing* to pray on the spot for others needs; *and* be *able* to minister as the Holy Spirit leads.

The biker culture has many traditions and/or protocols. Some are not followed anymore, but most are. The one still most closely followed, is that the *only* thing on your back, is to be the patch ‘you are willing to die for’. Another tradition that is still closely followed, is where the front patch of the club, group or organization goes. If anyone is fully patched with a group (including this ministry), tradition has it that the front patch is to be worn on the upper left portion of the vest or jacket (please see next page). It symbolizes where your heart is. So, for their sakes, we need to follow this tradition as well.



The only exception, is if an American Flag patch is worn on the front of a vest or jacket. As such, flag etiquette requires it to be worn on the upper left (‘over the heart’), while the organizational patch is to be worn on the upper right (please see next page). In either case, proper protocol requires that *absolutely nothing* is to *ever* be worn above either patch. Not following this protocol, shows disrespect.



## **MOUNTING THE PATCHES**

Now, in order to help make things a bit easier, here are a couple of helpful hints that can be used, when mounting the patches. For the back patch, measure four finger's width down from the very top of the back panel (where a collar would be attached). That way, a shirt collar won't block it, and it will be seen better above the backrest on the bike.

As for the front patch, measure at least one finger's width between the bottom of the patch, and the top of the breast seam (if the patch is being sewn onto a leather vest); or the pocket seam (if the patch is being sewn onto a denim vest or jacket). This is to be sure there is enough room for a possible officer pin in the future. It is the hope, that this will help in the placement of the patches.

## **LEAVING ACTIVE MEMBERSHIP**

As stewards of God's ministry, we all must be careful to maintain the highest level of integrity of both the patch, and the ministry it represents - therefore, there can be *no* loose cannons out there. With that in mind, the patches as well as the officer pins must be considered as this ministry's property. So, if any patch holder decides to leave active membership, it is asked that the patches and officer pins (if any), be turned in to their local chapter or Ministry Team upon leaving. Thank you for your understanding.

## **THE LOGO**

Because the patch and logo are one and the same, only those that are members in good standing are eligible to possess and/or wear the logo. The Iron Horse Ministries logo (which also includes the name and the slogan), is trademarked and is not to be used for anything else, other than for ministry purposes. Any use of the logo (or any portion there of), for anything other than the patch, *must* be cleared through the Board of Directors first.

You may be thinking, “Hey, wouldn’t it look cool if we had ‘this’ or ‘that’ with the logo on it?” Although probably a great idea, we must always ask ourselves this, “Is this idea a righteous tool that God would want us to use, or is it just a trinket or novelty? What’s the message we would be giving? Will it help draw others to Christ through this ministry?” Remember, we can justify *anything*. So with that, we must be very, very careful *not* to give the wrong impression about this ministry, and God’s work through it. I.H.M. is not a social club; this is a real ministry, and as such, we must *always* represent God’s highest quality and standards.

# CHAPTER/MINISTRY TEAM WEBSITES, ETC.

## THE LOCAL WEBSITES

When God first revealed His vision for this ministry, He made it clear that He wanted at least one actively ministering chapter in each state. That means there would be a lot of Chapters, not to mention Ministry Teams across this nation. And that doesn't even include the ones that He may start in other places around the world. So with all of that, it would be easy to imagine how important it might be to have continuity and good communications.

Now as you know, technology is here to stay, and as we are able, we need to use it to our advantage as well - our enemy (Satan) does. With it, we can greatly expand the outreach of this ministry, by using Internet related resources, to touch countless lives. We can do this by increasing our "Internet Footprint" and our "Brand Recognition", which will enable us to 'build more bridges to Christ', by making this ministry one of the leading search results for "Motorcycle Ministries".

So to that end, we are offering to all of the Chapters and Ministry Teams, an opportunity to have their own local I.H.M. website. And because of the new and improved technology that is now available to us, the local sites are able to have the same basic appearance as the national site (despite a difference in format). This provides a very consistent look, with a lot less time and money - and that's HUGE.

The local "websites" are actually "Blog" based sites. This means that it is a very user-friendly and interactive platform for the locally appointed Webmaster of a chapter/ministry team, to work with. And because it's a Blog, all of this can be done without having any prior Webmaster knowledge or experience. As such, this should encourage regular updating, and minimize the potential for error on the site.

Each local chapter/ministry team that would like to have their own "website" (and if they've appointed a fully patched member from their own ranks to manage it), must use the official I.H.M. Order Form (located in the back of the "Toolbox"), to request the site. When the form is properly filled out, it then needs to be sent to the I.H.M. National Secretary for processing. Then once everything is ready to go, the local Webmaster will be notified via e-mail of the log-on information (Username/Password). In addition, they will be given access to the "Quick-Start Guide", to assist them with getting their initial content onto the site, as well as keeping it updated.

**Please note:**

It is extremely important to note that we are *not* making it mandatory that each chapter/ministry team have its own website. As much as we would desire that every one of them have their own site, we *must* be careful to let God determine which chapters/ministry teams are to have one. That way, it should help to keep Christ's desires at the center of it all - and not *our* own. So, with all of that having been said, if a chapter/ministry team doesn't already have a site up and running, then they'll need to pray and seek God's direction with regards to that.

## **OTHER THINGS TO KNOW**

When a new local website is allocated, the users will notice that the "About Us" page has nothing on it. It's been made that way so that each local chapter/ministry team can write in whatever pertinent information they feel appropriate. Perhaps things like: Something historical about the area; great places to see and good roads to ride on; how biker friendly the area is; when and where the local I.H.M. group meets, etc. The idea here, is to give the visitor a flavor of the community and the surrounding area, as well as the local chapter/ministry team. The only thing we ask, is that the information be "venue appropriate". However, we all know that if God is leading, it *will* be appropriate - agreed?

In addition, the users will notice that the "News & Events" page has nothing on it as well. Once again, it's for the local chapters/ministry teams to fill in. It is suggested that the "Upcoming Local Events" section of that page, be used as a local calendar, and the "What's New" section be used for biker related news, etc. In any case, as far as the content of these pages are concerned, they have the freedom to pray about it, and to put onto those pages, what they feel the Lord wants on them. However, for the sake of continuity, it is requested that the "Welcome" page ***not*** be changed at all. The board needs to make sure they comply with this.

Now, here's one of the greatest things about this kind of website. The local websites can be as "interactive", as they want them to be. Not only can *they* input information onto the site, but others can contribute to it as well. Other folks can comment on something that's already on the site, or add something completely new. So it's easy to see, that this can be used as a *tremendous* interactive ministry tool, for both the local area, as well as the ministry at large.

**Please note:**

It is important to know also, that the person handling the local website, will have total control over the "interactive" portion of the site. Once a "posting" is submitted, the local Webmaster will be able to go through the content *before* it is published, and either edit or delete it - whichever is most appropriate. Complete instructions on how to do this, is available in the Quick-Start Guide.

You may be wondering what the local website might look like. Well, check out the image below. One like it will be made available to ALL Chapters and Ministry Teams, as God leads. The only noticeable difference between one local site and another, is the header.

The header will reflect the name of the city, town or area, as well as the state in which the chapter/ministry team is located. So with that, check it out, and imagine what can be done with this kind of tool, to reach the people in *any* area.



### **An Important Notice:**

As a matter of stewardship and accountability, the Board of Directors of Iron Horse Ministries, respectfully has the right and authority to ask for any changes to be made, to any I.H.M. related media, etc. As such, the changes are also expected to be made in a timely manner. However, if there is an unwillingness to comply with such a request, then the Board reserves the right to remove that item, until further notice.

## **E-MAILS**

Now as you know, communication is extremely important. Without it, we won't know what's going on. So with that, this is what we've done. Because e-mail is so convenient, and because of the sheer number of people that have it and use it on a regular basis, we have made it as this ministry's primary form of communication. Which is why, every local website comes with its own e-mail account.

Here's how God intends for it to work. First impressions are very important - right? So when someone in an area goes onto a local website for the first time, it is the hope that they would not only like what they see, but that they would also want to be interactive with it, and post something.

So what if that 'something', is a question or a prayer request, etc.? Well, without having to use their own personal e-mail, the member can communicate with the guest directly through the chapter's/ministry team's e-mail account, thus giving the response a very professional look. As a result, a door of communications (through that local ministry) will be opened.

Now, let's take a look at the e-mail accounts. The assigned e-mail addresses must incorporate the name of the city, town, or area that the chapter/ministry team is in; followed by a dash; with the two letter postal abbreviation for the state in which the chapter/ministry team is located. Please take note of how the address must appear: [hometown-ca@ironhorseministries.org](mailto:hometown-ca@ironhorseministries.org) .

## CALENDARS

At this point we feel we need to stop here for a moment and mention something about the calendars. Because each chapter/ministry team has their own list of local events, we need to make sure that everyone else is also aware of them. That's so if for no other reason (whether they are able to attend or not), every member of this ministry can pray over each event as well. Therefore, having an up-to-date calendar would be one of the best tools to use to accomplish that goal.

To meet this need, there are two basic types of calendars available, the national calendar and the local calendars. With that, we encourage each chapter/ministry team not only to use their own local calendars, but to also send the same local information on to the I.H.M. National Calendar as well. In order for any events to be posted nationally, the information must be sent to this e-mail address only:

[calendar@ironhorseministries.org](mailto:calendar@ironhorseministries.org)

## LINKS

Links can be helpful tools for a website, but they can also pose huge problems as well. As we know, any pin, patch or sticker that is worn on a vest, jacket or helmet, not only tells everyone what the wearer thinks and believes, it makes them a representative of that belief as well. The same holds true for a website. Any link to an 'outside' website, indicates that the organization that put the link on their site, supports that outside group. With that in mind, remember that all I.H.M. websites must be handled and considered as a ministry tool - not a personal billboard.

With that having been said, any outside link being considered for any Iron Horse Ministries website, must be prayed about first (seeking God's discernment and wisdom), before it is to be added to the website. Once again, just a reminder, this ministry belongs to God - and so do all of the tools He gives us to use.

## USERNAMES AND PASSWORDS

The assigned username must be the name of the city, town, or area that the chapter/ministry team is in; followed by a dash; with the two letter postal abbreviation for the state in which the chapter/ministry team is located. Please take note of how the username must appear: [hometown-ca@ironhorseministries.org](mailto:hometown-ca@ironhorseministries.org) . It's the same as the e-mail address (without the: @ironhorseministries.org part).

As mentioned before, the National Secretary of the Board of Directors not only gives access to the Quick-Start Guide, but they are the only one that also issues and keeps track of all Usernames/Passwords. Therefore, each local Webmaster must contact the National Secretary (at: [secretary@ironhorseministries.org](mailto:secretary@ironhorseministries.org) ) to request and receive everything necessary to get their social media up and running.

Once they're up and running, the local Webmaster can change the password. However, a written request must be submitted to the National Secretary before the password is changed at the local website. That way, there's a record of the change, just in case that custom password is lost or forgotten - it happens.

**Please note:**

Be sure to convey to the local Webmaster, that it may take a few days to process the requested password change. So, please remind them to be patient and wait for the National Secretary to respond, before changing the password.

## **THE LOCAL WEBMASTER**

For somewhat obvious reasons, the local Webmaster of a chapter/ministry team, must be a fully patched member of this ministry in good standing - no exceptions. Also, they must be appointed to that position by the local chapter President/ministry Team Leader. After all, *they* should know who has the talent to work the website, and who doesn't.

## **THE COST**

Finally, you may be wondering about the cost for all of this. Well, what if someone came to you and said that they could have the best mechanic in the country work on your bike for next to nothing? Would you go for it? You bet you would. All of us would. Well, it's the same thing with regards to this. We can do something to exponentially expand the outreach of this ministry for next to nothing. This is how it works:

God has set it up so that the ministry pays a very small amount per year to host as many I.H.M. local websites as are needed. In addition, He has set it up so that each local site pays only \$10 per site, per year to operate it. So what this means is, whenever a new domain name is added (whether it's a Chapter or a Ministry Team), it costs only \$10 more per year, making it *extremely* cost effective for each chapter/ministry team (not to mention, for the ministry as a whole). So what this means, is that the small investment made by this ministry with regards to this, will have a HUGE impact for Christ, due to the increased online exposure throughout the entire world. As for the e-mail, it's completely free to this ministry. So. Do we have a GREAT God - or what?

Now, just so that everyone is on the same page, I.H.M. National will cover the small annual hosting fee. And because the Ministry Teams do not have bank accounts, for each one that has a site, National will pay for their annual domain name renewal as well. However, because Chapters have their own bank account, we do ask that each chapter that has a website, pay the annual \$10 fee (through the National Secretary) to cover their own domain name renewal. That's it! So, how cool is that?

### **F. Y. I.**

The cost for a fully functional website of \$10 a year, is *extremely* low. As a point of interest; at the time of this writing, the average cost for a website is about \$300+ for just the very basic content, which does not include a content management system - nor the additional annual hosting fee - just the site.

So with that having been said, we have a better understanding of just how much we are truly blessed. For if this was done any other way, the overall cost to fulfill God's desire for at least one Chapter in each state, and for each one of those 50 Chapters to find, build and host their own websites, would be a staggering \$15,000+.

We rest our case - and we praise our Lord.

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**

### **QUESTIONS**

If there are *any* questions about how to do anything web related stuff, first check the Quick-Start Guide. However, if the specific answer is not there, then contact the National Webmaster/Web Designer for help - please, don't just guess at it. The National Webmaster/Web Designer can be contacted at:

[admin@ironhorseministries.org](mailto:admin@ironhorseministries.org)

# **SECTION-5**

## **OUTREACH MINISTRY TOOLS**

# THE BIKER-FRIENDLY CHURCH NETWORK

## HOW THE NETWORK WORKS

God's purpose for the Biker-Friendly Church Network is two fold: 1) To help unify the body of Christ in this country and around the world; and 2) to make it possible for a rider in need, to connect with a Christ centered, Bible believing church body in their area, that will accept them as they are, and minister to them and their families - no strings attached - no questions asked.

A website has been established for this aspect of the ministry. The web address is: [bikerfriendlychurchnetwork.org](http://bikerfriendlychurchnetwork.org) . It is a self-explanatory; stand alone site, which is linked directly to the Iron Horse Ministries website, and visa-versa. It is setup so that if anyone anywhere, knows of a Christ centered church in their area that is biker-friendly (or wants to be), they can let us know. To do that, all they need to do is just fill out and submit the simple form that's provided on the B.F.C.N. website - then we'll take it from there.

Speaking of that, when a request is received, the first thing we *must* do, is see if the church has a website. If they do, it should tell us everything we need to know (e.g., whether their theology is screwed on straight, etc.). If everything looks like it's proper, then the information is to be forwarded to the Webmaster to be loaded onto the Biker-Friendly Church Network website.

However, if there is no website, then we'll need to contact them via the B.F.C.N. e-mail, and request that a Statement of Faith (what they believe), and a Mission Statement (what they feel God wants them to do), be sent on official church letterhead to the snail-mail address closest to them. From that, we'll be able to determine whether or not the church is screwed on straight. When everything has been received, then all the information will be forwarded to the Webmaster as before, in order for it to be put onto the Biker-Friendly Church Network website.



Once a church has been added to the network, a complimentary four-inch (4") B.F.C.N. supporter patch of the logo (please see the next page), along with a brief letter of thanks, is to be given to the Senior Pastor. The same patch is to then be made available (for a small donation) to the people of that church as well. Now, whether anyone from that church requests a patch or not, we will still need to give the Senior Pastor a patch and a letter, as a way to honor him for his step of faith.

The idea here with the patch is, if someone comes up to a member of a participating congregation, and asks them about the patch they're wearing, then that member will have an opportunity to tell the other person about their loving church, and how it's part of an international network of churches, willing to minister to bikers - no strings attached - no questions asked. This little patch can be a very powerful and useful outreach tool.



**Please note:**

Each patch can be purchased through National, for a one time cost-covering donation. Though the 'Thank You' letter to the Pastor already has the information, when folks from a congregation contact the B.F.C.N. requesting a patch(s), the board member delegated to overseeing the B.F.C.N. aspect of this ministry, needs to share with the folks just how and where to submit their donation for the patches. (For more information on that, please see "The Finances" chapter in this manual.)

When the donations are received and confirmed, then the board member needs to send an I.H.M. Order Form to the National Secretary requesting the patch(s) needed. Once the patch(s) have been received, the board member can then send the patch(s) out to the church (as a personal touch).



**Also note:**

There are two other things we *must* be mindful of:

- 1) As with all other information entrusted to this ministry, we must be sure to treat the church's information with the same discretion and respect as we always do.
- 2) Since 'BFCN.org' is an existing website for an entirely different thing, we must be careful to keep any confusion from happening when speaking about the Biker-Friendly Church Network to the public and/or the general membership. What we need to do, is to try as often as possible to refer to this aspect of the ministry, by its *full* title and not just by its initials.

However, if someone does ask about the letters on the logo, just tell them that using the letters 'B.F.C.N.' the way they are on the logo is okay. That's because the letters are part of the whole trademarked logo.

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**

# BIBLES-4-BIKERS

Bibles-4-Bikers is a powerful project, fully committed to equipping Christian bikers with God's Word, in order to help them grow God's Kingdom. The purpose of the website ( [bibles4bikers.org](http://bibles4bikers.org) ), is to create an awareness of a great need that people can help fill. This aspect of Iron Horse Ministries will give folks that want to be part of a motorcycle ministry (but feel they can't, because they don't ride, etc.), an opportunity to have an active part.

Having the Word of God in our heart is a good thing, but we need to physically have it with us as well. Bibles-4-Bikers isn't about motorcycle ministry per se'; it's about ministering quietly behind the scenes to people - to the root of their heartfelt need. It's about having an easy to read Bible, readily available to hand out to folks that are struggling. In short, this is simply about glorifying God by ministering to His creation, and sharing the wonderful Good News. As you know, nothing ministers to the heart, like God's own Word does. We've all 'been there - done that'. And now we've been set free to share what we know with others.

Speaking about sharing the Good News with others, there's a way for people to have a copy of God's Word sent to someone they know, anonymously. All they need to do is go to the B-4-B website, fill out the form, and submit it. Once the information is received, then a Biker Bible is sent to the intended individual, at no cost to them. To God be the glory.



We live in very difficult times, and there are many hurting people out there. With that, folks may be asking themselves, "What can I do to help?" They can take part in helping this non-profit ministry get the tools they need, by helping to purchase a case of Biker Bibles. Each case holds 50 Bibles and costs about \$150 (that includes shipping and handling). When you think about it, that's not much, considering each Bible is not only the Word of God; it's an investment in an eternal future.

## **Please note:**

In order to donate to this project, folks need to know that ALL money orders and/or bank checks should be made out to Iron Horse Ministries with, "Bibles-4-Bikers" written in the memo. That way, we'll know where to direct the funds.

They also need to know, that all checks, cash and money orders can be mailed to the snail-mail address closest to them, which can be found on the "Contacts" page of the Bibles-4-Bikers website. However, in order to help expedite things a bit, there's a very secure PayPal link directly on the site as well.

# **SECTION-6**

## **OTHER DUTIES**

# FAITHFUL FEW

## It's Not Earned, It's Lived

The Faithful Few are fully patched members of Iron Horse Ministries that have been called of God, to live and serve as full-time missionaries to bikers through this ministry. They serve as ambassadors for the cross and for this ministry, living by God's provision alone; through His people alone; as those people are obedient to Him alone.

### **The Qualifications -**

The characteristics below, should be evident in the life of one that God has called to serve as a missionary. This list should help the board to confirm *that* call.

There should be:

- Evidence of a deep and genuine love of God -  
They should be a reflection of the life and love of Christ to others.
- Evidence of a call of God -  
There should be an obvious lifestyle change that reflects a complete submission to, and dependence on, God.
- Evidence of a genuine walk of faith and trust in Jesus -  
They should be willing to move forward with specific actions as led by God - even when it doesn't make sense, or it's in the face of opposition.
- Evidence of an obedient lifestyle -  
They should be striving to hear the voice of God in *all* areas of their *daily* life; and they should be willing to act on *God's* directions - regardless of the consequences.
- Evidence of a servant's heart -  
They should be displaying an attitude of putting others' needs before their own. They should be willing to go and serve when, where, how and to whom God leads.
- Evidence of a humble spirit -  
They should always remain open and teachable to God's instruction and correction. They should be striving to love others more than themselves.

Because this calling is as significant as ordination, you may be wondering, "Do those that are called to be full-time missionaries to bikers through this ministry, need to be Ordained?" The answer is, "No". But because of some of the things that may be required of them out in the field, it may be something for them to prayerfully consider. However, ordination must be considered as a separate call of God. After all, not all who are called to serve as full-time missionaries to other people groups around the world, are Ordained.

## **The Slogan -**

The words “It’s Not Earned, It’s Lived” are not only a slogan; they are in part, what this patch and this ministry stand for. The words, “It’s Not Earned, . . .” are based on Ephesians 2:8-9; and the words, “. . . , It’s Lived” are based on Matthew 5:16. In other words, the Faithful Few patch is *not* something that is earned - lest we might boast; it is something that is lived - even when no one is looking.

## **The Patch -**

The Faithful Few patch (please see below), is a small patch that can be awarded *only* to a fully patched member of Iron Horse Ministries, that is called of God to live and serve as a full-time missionary to bikers through this ministry. Now, even though this patch is just a small piece of material, it represents a whole lot. What it represents is a life that is freely, totally and unconditionally surrendered, to the service of the King - and that’s HUGE.

The thing is though, because pride is so insidious, we must be sure that the Faithful Few patch is *not* sought after like some kind of ‘right of passage’. Therefore, this call must be confirmed by the overseeing board member, before the patch is given out.

This confirmation can be done by talking directly to the individual(s), their local leadership, and by using the qualifications’ list on the previous page. Speaking of the local leadership, it is through them, that word should have reached you with regards to the missionary candidate(s) in the first place. If not, then things need to be chased down, to determine the validity of what it is you’ve heard. That’s because, there must be absolute certainty, that the call is genuine.

Once the call to live and serve as a full-time missionary to bikers has been confirmed, the overseeing (or regional) board member must then contact the candidates’ local Chapter/Ministry Team to inform them of the confirmation. In addition, the board member is to contact the National Secretary to have the Faithful Few patch(s) sent to *that* local Chapter/Ministry Team.



Upon receiving the Faithful Few patch (and at an appropriate time, to be determined by the local chapter President/ministry Team Leader), it can then be ceremoniously presented to the called individual(s) with much prayer, laying on of hands and anointing with oil by the elders (or the local leadership in this case). As with the Ordination Ceremony, it would be good to have the regional board member there as well, to ‘give charge’ and to ‘send out’ the individual(s). After the ceremony is closed in prayer, the title of “Missionary” will be officially conferred upon that member.



When the Faithful Few patch is sewn on, it is to be placed just below the Iron Horse Ministries front patch on their vest or jacket (as seen here) - *no exceptions*.



**Please note:**

It is **ABSOLUTELY IMPERATIVE** that it be conveyed to the individual(s) called to this aspect of ministry, that the patch is to be worn *humbly* and *quietly*, without drawing *any* attention to it or themselves. In other words, this patch is **NOT EVER** to be worn as a “badge of honor”, but rather, as a means of open accountability and encouragement to the one wearing it. Therefore, if someone asks them about the patch, they can say that ‘they wear it, to quietly remind them of God’s call on their life, as a full-time missionary to bikers’.

If the patch is considered and/or worn in any other way, that would be prideful, and that would bring dishonor to both God and this ministry. If that happens (though God may not withdraw *His* call on that individual), the patch **must still** be forfeited - *no exceptions*. That’s because, “. . . When someone has been given much, then much will be required in return; and when someone has been entrusted with much, yet even more will be required.” (Luke 12:48b).

# LICENSING AND ORDINATION

Licensing and Ordination into the Gospel Ministry is the highest recognition, conferred in trust, by a ministry, upon a qualified member. It is such a high calling, that it is important for everyone to understand just how significant this really is. In fact, it is so much so, that for everyone that is ordained, the ordaining ministry bears the total responsibility of being the custodian of that entrustment, for as long as the ordained individual serves in that ministry.

By the same token, whenever a ministry receives a new member that has been ordained by another ministry, the receiving ministry bears the responsibility of carefully investigating that new member's character. That's because, once they have been accepted into that ministry, the receiving ministry will then become the new primary custodian for the accountability of that ordained individual. That is why it is so imperative that this ministry, and the leadership of it, have a good understanding of what is involved, and the weightiness of this aspect of ministry.

Therefore, let's take a little time to help make sure that everyone is on the same page, so that there is no misunderstanding of what licensing and ordination truly is, and how *God* wants it to be handled within this ministry.

## THE LEGALITIES

Now, the first thing that most people usually want to know is, "Is it legal to License and Ordain people through this ministry?" The answer is, "Yes". The reason is that when the United States was being formed, God had His hand on it in such a way, so as to insure that it would be founded on the same basic Judaic-Christian principles as found in the Bible. In addition, He led our founding fathers, to make distinctions between what the government could, and could not control.

So, to help make sure that the government wouldn't cross the line with regards to religious matters in the future, the first amendment was added to the Constitution of the United States of America. It reads in part:

"Congress shall make no law  
respecting an establishment of religion,  
or prohibiting the free exercise thereof."

In other words, among other things, the government does not have the authority to determine what constitutes as an “Ordained Minister”. This power is left in the hands of God and the religious organizations. In addition, the government is not permitted to favor one religious organization over another (which is a mixed blessing). (We’ll save *that* discussion for another time and place.)

Anyway, these days the government (in its’ infinite wisdom), has made it possible for people to be able to follow God’s call on their life, in these very important matters. What they’ve done, is made it so that if an organization files for, and qualifies to receive a 501c3 tax I.D. number from the federal government (which this ministry has), they are then considered legitimate, and recognized as a “non-profit”, “tax-exempt”, “religious organization”. As a result, they are then given the right to license and ordain their people to legally perform the civic duties of weddings and funerals, etc. As of this writing, that’s how it works. So to that we say, “To God be the glory”.

## **THE BASICS**

Now that we have taken a look at the legalities of licensing and ordination, let’s look at the other aspects of this high calling of God, into ministerial service.

### **The Basic Definition -**

To start with, we need to make sure that everyone has a basic understanding of what licensing and ordination are. So, let’s take a look at the traditional definitions of what they are, within the context of ministry:

- **LICENSE:** “Licensing” or “Licensed To Preach” -
  - 1) A certificate of License is given to a person who shows an aptitude for preaching despite their age or education.
  - 2) The Licensed individual may perform many religious and civic duties (e.g., weddings and funerals, etc.), but does not have the same authority or responsibilities of an Ordained Minister.
  - 3) They are held accountable to an ordained member and/or board of their church or ministry.
  - 4) This person is considered as, and carries the basic title of, Minister.
  - 5) Many times licensing is a prerequisite for Ordination.
  
- **ORDAIN:** “Ordination” or an “Ordained Minister” -
  - 1) A certificate of Ordination is most commonly given after a period of study and preparation, and after serving through their church or ministry in a ministerial capacity for a time.

- 2) The Ordained individual is not restricted from performing any civic or religious duties pertinent to the office (these may also be considered as 'Pastoral duties').
- 3) This person is able to go into many restricted areas when called upon to do so (e.g., Emergency Rooms, Jails, Prisons, etc.).
- 4) This person is considered as, and carries the basic title of, Reverend (Rev.).

### **The Basic Criteria -**

Because any government recognized 'religious organization' has the right to determine whom they will license and/or ordain, the criteria they may use, can vary widely. However, with most Christ centered denominations and ministries, the basic criteria is pretty much the same.

The candidate must be a man that:

- 1) Has made a profession of faith in, and has his salvation through, our Lord and Savior Jesus the Christ.
- 2) Has been baptized as a born again believer.
- 3) Is actively living a 1 Timothy 3:1-13 lifestyle.
- 4) Has surrendered to God's call into the Gospel Ministry.
- 5) Has been prayerfully affirmed by their church or ministry.

### **Please note:**

Although God has *not* given I.H.M. to have the offices of Pastors, Elders, Bishops, Deacons, etc. *per se* (these work best within the constructs of a church body, rather than a motorcycle ministry), He has made it clear, that once in a while, in His perfect time and sovereign will, *He will* choose a member to be Licensed and Ordained into the Gospel Ministry, through this ministry. So in preparation for that, let's take a look at how we are to handle the call.

## **THE CALL**

First off, we need to make sure that we have everything screwed on straight, and in its proper perspective. So with that in mind, we'll start by saying, technically speaking, only God can ordain anyone as a minister. *He* is the One, who stirs the heart, calls the individual and anoints whom He wishes into this special kind of service. It's just like with the Spiritual Gifts and such; they are bestowed upon us as *God* sees fit, in part, to be used to help further His kingdom here on earth. In other words, it's *His* call - we just affirm it.

So for that reason, we do not make any claim that we “Ordain” people. Rather, in granting a License and Ordination into the Gospel Ministry; we are recognizing and agreeing with the sovereign call of God in the life of a fully patched member of this ministry; which has already been placed on that individual’s heart, and has been made evident through their daily life.

### **Handling The Call -**

As you know, God has made it very clear, that He ***does not*** want us to “persuade”, “prospect”, or “proselytize” anyone into this ministry. The same holds true with regards to licensing and ordination. *He* is to whisper to their hearts; *He* is to draw them to Himself; and *He* is to call them into His special service - ***no exceptions***. So with that, let’s see how *He* wants this to be handled.

### **Licensing -**

Now, as mentioned earlier, from time to time, God will speak to the hearts of men, calling them to be Licensed and Ordained into the Gospel Ministry. When this happens, the one whom God has touched, will need to contact his local chapter Chaplain/ministry Team Leader, and set up a meeting to share with them, what he feels God has whispered to his heart.

The meeting should be held where there are minimal distractions, with a casual and relaxing atmosphere. There should be many open-ended questions to help determine if God has truly spoken to his heart. If after the initial conversation, the candidate seems to have their heart in the right place (in other words, if it seems like they might have a humble understanding of the weightiness of the call), then he will need to be turned over to the Chaplain of the Board of Directors for further evaluation.

Now, because the National Chaplain may reside in an entirely different part of the country, meeting face-to-face at this point, might be a bit of a problem. So, because of time and distance, the meeting could be done by phone or electronically (via Oovoo, Skype, etc.). Once again, there should be many open-ended questions to help prayerfully determine whether or not God is actually calling this man to be licensed and ordained. It is extremely imperative not to rush into this, but to take the time, to make absolutely sure that He is.

Once the conversation has ended, the Senior Chaplain is to take some time and prayerfully meditate on what he has heard. While he’s doing that, it is suggested that he contact the candidate’s local ministry officers and perhaps a rank-and-file member or two, and chat with them as well. If after all of that, it still seems that God has confirmed His call on the life of the candidate, then he can be licensed to preach.

Now, because the members of the Board of Directors are scattered all across the country, the entire board is not expected to be at the licensing ceremony. However, the way God would like it to be handled, is that the board member overseeing that region, should make an effort to be at the candidate's local Chapter/Ministry Team meeting, to prayerfully lay hands on the candidate on behalf of this ministry, and to present the Certificate of License to him in person, in front of his peers. That way, there is a powerful validity to the licensing that just took place, which should also encourage his peers to pray for him and his family. Once the ceremony is done, the title of "Minister" will be officially conferred upon the newly licensed man.

### **Ordination -**

After some time has gone by (the amount of time is to be determined by God), and after the licensed individual has gained some experience serving in a ministerial capacity, the full Board of Directors of Iron Horse Ministries (led by the Holy Spirit), will need to meet together to examine the licensee. The meeting is to last as long as needed, and it is to be moderated by the Chaplain of the Board. Now once again, because the board members are scattered all over the country, and for everyone's convenience, the meeting with the candidate, can be done by phone or electronically (via Oovoo, Skype, etc.).

After starting the oral interview with prayer, the questions asked should be very stringent. They can range from personal, to social, to theological. So, in order to help the board members to decide what questions would be best to ask the candidate, the Chairman will send (via e-mail, ahead of time) a list of questions that can be used. Though every question on the list should be asked (more or less), no one person is expected to ask them all. Each member of the board is to prayerfully determine which questions *God wants them* to ask.

### **Please note:**

One of the best ways to know if God has been truly speaking to their heart about it or not, is if they humbly mention something about the fact that they've been thinking about it for quite a while, and they're really not sure what to do about it. Conversely, if it seems that they are really excited about being ordained (almost as though it needs to be done as soon as possible), then it would be best to respectfully have them go back home and take some more time to prayerfully make sure. That's because what needs to be seen and heard, is a quiet humble heart, and an attitude, which reflects the fruit of the Spirit (Galatians 5: 22-23).

You see, sometimes, our enthusiasm gets in the way of God's timing, and sometimes it gets in the way of having a deeper understanding of the call itself. Who knows, they may be misreading God's call - which happens quite often. Time can be a great proving agent. Remember, the right heart, and God's perfect timing, is everything.

Now, when all of the questions have been asked and answered to the satisfaction of the board (including those that may not have been on ‘the list’), the board should then convene. At this time, is when the candidate should be asked to temporarily sign-off the current video chat session. This is the point where the rubber meets the road (so to speak). It is exceedingly important for every member of the board to have seen and heard evidence of God’s call on the candidates’ life. If they do, then they *must* vote unanimously to proceed with the Ordination.

If all has gone well, and the candidate has passed muster, he should be informed immediately. To do that, just simply contact the candidate, and have him sign back on to the video conference call. Then the board can share with him what they have decided. Now, before signing off, please be sure there is a time of praise and prayer, to thank God for what he has done, and to bless His faithful servant.



Then, the next thing to do is to work out how to best get the certificate signed. This is how it can be done:

First of all, the Certificate of License for the Gospel Ministry needs to have the ‘wet’ signature of just the Chairman of the Board. However, the Certificate of Ordination for the Gospel Ministry, *must* (for the sake of accountability), have the ‘wet’ signature of *all* the members of the Board of Directors. This can be done by putting the certificate into a stiff mailing envelope designed to carry such things. It can then be sent to each board member around the country to be signed, with it ending up at the newly Ordained members’ Chapter/Ministry Team. Once there, it can be presented at a convenient time and place.

Speaking of which, the Ordination Ceremony with the presentation of the signed Certificate of Ordination, should once again be led by the regional board member. The ceremony can be reverently conducted in any way, with as much pomp and circumstance as desired. However, according to scripture, there should be a lot of prayer, laying on of hands and anointing with oil by the elders (or the local leadership in this case). They are to also ‘give charge’ and ‘send out’, both the man and his family. Once the ceremony is closed in prayer, the title of “Reverend” will be officially conferred upon the newly ordained man. To God be the glory.



However, if for some reason, the vote to ordain the candidate is *not* unanimous, then it must be determined (without legalism) why the candidate has not passed muster. Once that has been determined and is settled, then the candidate must be contacted immediately, so that he can sign back on to the video conference call. With the candidate logged back on, the board can gently and respectfully inform him of what has happened, and why. Remember, this is your brother in the Lord, so please be sure to be an encouragement to him.

**Please note:**

If the candidate fails the ordination examination, there is no disciplinary action needed. He is *not* required to turn in his patches. However, if there are some issues that are uncovered that might present a problem with regards to the ministry and the candidate's ability to affectively work within it, then forfeiting the patches may be necessary, until the issues are resolved. Please see the "General Discipline" chapter of this manual if more information on this is needed.

## THE DISCIPLINE

Speaking of discipline, as you know, we *all* step in it from time to time, and sometimes we even track it all over the place. So when one of us makes a mistake, we all need to remember, that the next one could be ours.

With that in mind, if an ordained member of Iron Horse Ministries is found conducting himself in a manner that: **1)** violates Biblical standards (1 Timothy 3:1-7; Titus 1:5-9); and/or **2)** espouses beliefs opposed to biblical doctrine, and thus to this ministry; he runs the risk of violating the trust of his ordination and thus disqualifying himself from ministry (1 Corinthians 5:1-13). Under these conditions, his ordination may be revoked.

So, in keeping with the scriptural guidelines of Matthew 18:15-17, the board should organize itself in such a way as to investigate thoroughly each accusation, with the hope of eventually restoring that individual back into service. So to that end, any investigation should be done in a timely manner, and with great care and concern for the whole truth.

It is important for the charges against an ordained member of this ministry, to be received as a signed and dated letter. That way, there can be no misunderstanding. There should be at least two or three letters, each coming from known and credible sources (1 Timothy 5:19-21). With that, the Chairman of the Board should notify the man as soon as possible of the accusations and the impending investigation. That way, he can prepare himself to give his side of the situation.

Then, once everyone and everything is ready, the Board of Directors (together with the accused man), should then convene as mentioned before (via Oovoo, Skype, etc.) to hash things out. And as usual, minutes of the meeting must be taken. If the man is *not* found to be at fault, then he can go back into the ministry field with the board's blessing. However, if the charges have been sufficiently verified, then regrettably, the revocation process should proceed immediately.



With that, these are the suggested guidelines that can be prayerfully used in the revocation of the License to Preach and the Ordination into the Gospel Ministry:

- No longer recognize his License to Preach and his Ordination through this ministry.
- Require that he surrender his certificate of license and his certificate of ordination.
- Require that he surrender his I.H.M. patches, as described in the “Discipline” chapter of this service manual.
- Graciously and with respect, inform the general membership of I.H.M. *only*, of what has happened.
- Notify the appropriate governmental agencies that the man is no longer credentialed.
- Take steps for restoration of the man where that is possible and appropriate.

## **THE RESTORATION**

Even though this person was in a place of high authority and blew it BIG time, the local I.H.M. membership should follow Galatians 6:1, and help restore that fallen member back to spiritual health - maybe even back into active ministry. How cool would *that* be?

So, if after some time has passed, and it has been proven that the fallen member in question has demonstrated a full restoration, their patches may be returned to them as described in the “General Discipline” chapter of this manual.

However, because of the nature of the office of Ordination, it may take a lot longer before there would be any consideration of restoration to *that* office again. God would have to make that very, very evident to everyone. Meanwhile, the restored member (along with the rest of the ministry) can still be about our Heavenly Father’s business - rejoicing in God’s grace and mercy.

## **FINANCIAL COMPENSATION**

Finally, when it comes to money, things always seem to get a little hinky. There have been many things said about being paid for the privilege of serving God and His people. Some think you should, and some think you shouldn’t. Well, God is quite clear as to what is to be done, so we’re going to take a moment here to hopefully settle this issue - once, and for all - biker style.

The principle is quite simple; this is how it works: As a servant of the Most High God, if someone asks how much it will cost to do something for them (e.g., weddings, funerals, etc.), give them the ‘right of refusal’. Just humbly mention to them, ‘ . . . that it’s an honor to even be asked to serve them; therefore, it’s *not* about the money. However, if they wish to donate something, then that will be between them and God.’

You see how it works? If there *is* a donation, then it's because *God* has put it on their heart - not yours. By the same token, if there is *no* donation, that's okay too. Both of you are blessed, God is glorified, and the legalists are silenced. So to God be the glory.

**Please note:**

The proper way of handling both check and cash donations, can be found in "The Finances" chapter of this manual. Commit it to memory - they *are* going to ask.

**- TO GOD BE THE GLORY, FOR *ALL* HE HAS DONE -**

# **SECTION-7**

**THE LAST THINGS**

# FINALLY

## OUR FINAL AUTHORITY

As members of Iron Horse Ministries, we believe that the Holy Bible is the inspired, inerrant, and totally trustworthy Word of God. It is our by-laws, and as such, it is our final authority. Also, we trust that the Holy Spirit will keep the ministry in line, and that He will also help us to follow only *God's* precepts and principles - not our own.

Furthermore, we are not to impede God's work by imposing a lot of legalistic by-laws on the members of this ministry. In other words, because there is nothing new under the sun, we don't need to rush off to improve on the precepts and principles of God's Word (also including this manual), every time there's a bump in the road or a problem that comes up. Otherwise, it would be like telling God, that *His* Word (the Bible) isn't good enough - when in fact, it is. Remember, there's *not one* heartfelt situation, that's not already covered in His Word. All that's needed, is a little patience to find it.

Now, as this ministry grows, some of the Standard Operating Procedures (SOP's) or protocols, at both the national and local levels may need to be updated. This should only be done to better conduct routine business in a consistent, biblical and well-documented manner, and/or to meet certain legal requirements as instituted by our government. However, please be diligent, that not *one* Jot or Tittle will be changed without a lot of time spent in prayer, and God's leading first. The last thing He wants, is for us to become legalistic - that will destroy His ministry.

So with that, if a significant change is to be made, please be sure that it takes a lot of time, effort and prayer for that to happen. Also, whenever there is a change like that, be sure that everyone is notified by e-mail. Then they'll need to update their copy of the service manual. (To do that, see the "Updating" chapter.)

## FROM THE GROUND UP

Iron Horse Ministries does not discriminate against anyone. The ground is level at the foot of the cross. We are to show everyone the same kind of love Jesus has shown to us personally. However, as far as membership goes, once again, the basic criteria that God wants, is that anyone desiring to be a member of this ministry **MUST** be a true born again believer in our Lord and Savior, Jesus the Christ; they **MUST** be called by God into this ministry; and they **MUST** have captured God's vision for His work through this ministry. In addition, all persons applying for membership **MUST** follow *all* of the instructions for becoming a member - no exceptions. (Please see the "Membership" chapter for more details.)

**Please note:**

Iron Horse Ministries does respectfully reserve the right to refuse any application for membership.

**THE DISCLAIMER**

So many times, disclaimers seem to be a cop-out. However, in these days when anyone can sue anyone, anytime, anywhere, and for any reason, we feel the need to cover these final aspects:

While Iron Horse Ministries is committed to a safe motorcycling and ministry experience, Iron Horse Ministries cannot and will not be held legally responsible or liable; either directly, indirectly or consequentially for the actions of any individuals. Each individual is responsible for his/her own actions and the repercussions that may result from those actions, whether that person has a motorcycle or not.

Motorcycle riding, is by its very nature, more risky than other forms of transportation. Therefore, each rider must acknowledge their own limitations when riding, and be willing to stay within them, and that ultimately they alone are responsible for their own safety and liabilities - not Iron Horse Ministries, or any other Iron Horse Ministries member or supporter. Also, upon joining Iron Horse Ministries, every rider must maintain a legal motorcycle-endorsed drivers' license, as well as current appropriate insurance coverage.

Finally, by the freedoms and liberties granted by God and the laws of this land, Iron Horse Ministries does respectfully reserve the right to refuse any application for membership.

Enough said -

***LET'S RIDE!***

# UPDATING

It's imperative, that *EVERY* patched member (whether supporter patched only or fully patched) should have an updated hard copy of the "General" Iron Horse Ministries Service Manual. There should be at least one per household.

As such, when God blesses this ministry with a new member, not only is it up to all of us to welcome them to the family, but we also need to make sure they have what they need to get started - including, a hard copy of the "General" manual.

So with that, as God grows this ministry, He may decide to reveal more pertinent information with regards to its operation. Therefore, the "General" Service Manual will need to be updated. When that is needed, everyone will receive an e-mail notifying them of the page(s) to be updated. When a notification is received, we ask that everyone would be sure to update their manual in a timely manner.

## **Please note:**

The way God has set this up, is so that *everything* is to be printed "One-Sided". Though it may take more paper to print up the first copy of the manual, it will make things much cheaper and easier in the long run, when there is only one page that may need to be updated. Make sense?

## **HOW TO UPDATE THE "GENERAL" SERVICE MANUAL**

In order to update the hard copy of the "General" Service Manual you already have, or to print up a new one, just follow these simple instructions:

To update your current copy of the manual, just go to the I.H.M. website. Click on the Logo/Patch on the splash page to open up the sites' "Welcome" page. Then click on the little **TM** (Trade Mark) at the end of the title words, "**Iron Horse Ministries**" (please see below). That will open up (in Adobe Acrobat Reader), an electronic .PDF version of the "General" Service Manual. Now because it's a rather large file, we ask that you would please be patient, as it may take a little time to fully load and open.



Once the manual is fully loaded and opened, click on “File” and select “Save As”. Then save it to your I.H.M. Service Manual folder on your hard drive. (Once it is saved onto your computer, you can do almost anything with it.) Then, “X” out of everything, and clear the screen. Now, reopen the service manual from where you just saved it. Once opened, scroll down and find the page(s) mentioned in the ‘update notification’ you received.

To actually print the newly updated page(s) of the manual, just click on the “Printer” icon at the top left corner of the PDF frame. When the printer function window drops down, make sure that the name of the printer that is going to be used, is in its proper field. Then go down to the “Print Range” section, and click on the words, “Current Page”. There should be an image (in the little window) of the page that will be printed. If it’s the correct page, then click “OK” at the bottom, and the printer should print only that page.

However, if it does not match the page number as mentioned in the “Update” e-mail, then close the printer function window and scroll a little more, until the correct page is found and centered. Or just type in the exact page number in the appropriate field. Once the correct page is ready, then click OK at the bottom, and the printer should print only that page. So whichever works best for you, repeat the same printing procedure for any other page(s) that may need to be updated.

Once the updated page(s) is printed, and after some holes are punched into the left hand margins, you can simply replace the old page(s) with the new ones in your service manual binder (3-rings X 1-inch), and you’re done.

## HOW TO UPDATE THE “B.O.D.” SERVICE MANUAL

In order to function as a board member properly, it is assumed and expected that *all* of the members of the Board of Directors have their own up-to-date hard copy of both the “B.O.D.” Service Manual, and the “General” Service Manual.

In order to update the B.O.D. manual, you must access the .PDF version of the Service Manual for the Board of Directors of Iron Horse Ministries. To do that, just click on the little **TM** (Trade Mark) at the end of the words “**Building Bridges to Christ**” (please see below). From there, just follow the same simple instructions for printing the updated page(s) of the “General” Service Manual, to update the page(s) of the “B.O.D.” Service Manual - and you’re good to go.



## **HOW TO PRINT A WHOLE NEW SERVICE MANUAL**

From time-to-time, a brand new hard copy of an entire Iron Horse Ministries Service Manual (either “General” or “B.O.D.”) will need to be printed (e.g., for new members, etc.). When that happens, just follow these simple instructions:

Following the previously mentioned procedures, locate and open the desired service manual, and be sure it’s saved to the I.H.M. Service Manual folder on your hard drive (if not already done). Now, all you need to do is just open the file from where you saved it, and click on the “Printer” icon at the top left corner of the PDF frame. When the printer function window drops down, check to make sure that the “Printer Range” section says “All” (meaning all pages), then click OK, and before you know it, you’ve got a hard copy of an entire Iron Horse Ministries Service Manual.



One last thought on this before we move on. Isn’t it wonderful how our gracious God has really made it simple and easy, for all of us to stay on top of things in His ministry - and it doesn’t even cost much of anything either. How cool is that?

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**

# APPENDIX

This section contains several different forms and such that can be printed up and used for their intended purposes. To make a hard copy of any of these items, just follow the simple instructions as found in the “How To Update The General Service Manual” portion of the “Updating” chapter. You can then print the copies you need from your printer, or you can print one copy from here, and then use a ‘copy machine’ to make the rest. In either case, as an I.H.M. member, you can print up as many copies as you need.

Below is a brief description of each item. If you have any questions regarding any thing in this Appendix, please don’t hesitate to ask.

**LEADERSHIP FLOW CHART** - It’s important for everyone to know how God has set up the chain-of-command for this ministry. That way, if there are any questions or concerns, they’ll know who to go to. To best understand how it flows, just start from the bottom and work your way up. Following these protocols will help keep the enemy (Satan) from interfering with the daily operation of this ministry.

**BUSINESS MEETING OUTLINE** - This can be used as a suggested guide for conducting the business meetings of the Board of Directors. What we suggest is, if the officers are prayed up, if they meet casually together a day or two before hand, and if they use the Business Meeting Outline as a guide, what will be brought into the meeting is unity and a clear sense of direction - and that’s always a good thing - don’t you think?

**BASIC BUDGET SHEET** - The Basic Ministry Budget Sheet is offered here to help the Board of Directors keep track of donations and expenditures. It can be printed up and used by the National Treasurer to help put together the report that’s given at the annual board meeting. It can also help individual board members with overseeing their area, by helping them to keep track of any moneys that are authorized and spent within their region.

**EVENT SIGN-IN SHEET** - If you are helping an organization put on any kind of motorcycle event; these forms can be used for registration. They are generic, and legally sound for their intended use.

**Please note:**

When they are going to be printed up for the first time, please be sure to set the printer to be able to print ‘edge-to-edge’. That way, the 8.5 X 11 sheet of paper will only need to be cut in half - with no trimming needed. Very quick - very easy.

**APPLICATION FORM** - The “Basic” Application Form is here in this manual, so that it can be printed up and given to someone that has expressed a desire to be a patch holding member of Iron Horse Ministries, but doesn’t have any means of printing up a hard copy of the form for themselves. The only thing is, with this version of the form, everything has to be handwritten and snail-mailed in.

However, for those folks that have expressed a desire to be part of this ministry, and are at least *a little* computer savvy, they can be directed to the I.H.M. website. There they will find an “Electronic” version of the Application Form. With this version, they can type everything directly onto the form, making things quicker and easier. In either case, both versions come with their own specific set of instructions.

**Please note:**

We have to be very careful here. In our enthusiasm for someone to become part of this ministry, we don’t want that person to think that they can go through the entire process of becoming a patched member, just because they like the patch and they think it’s pretty or something. To do that, would be for all the wrong reasons.

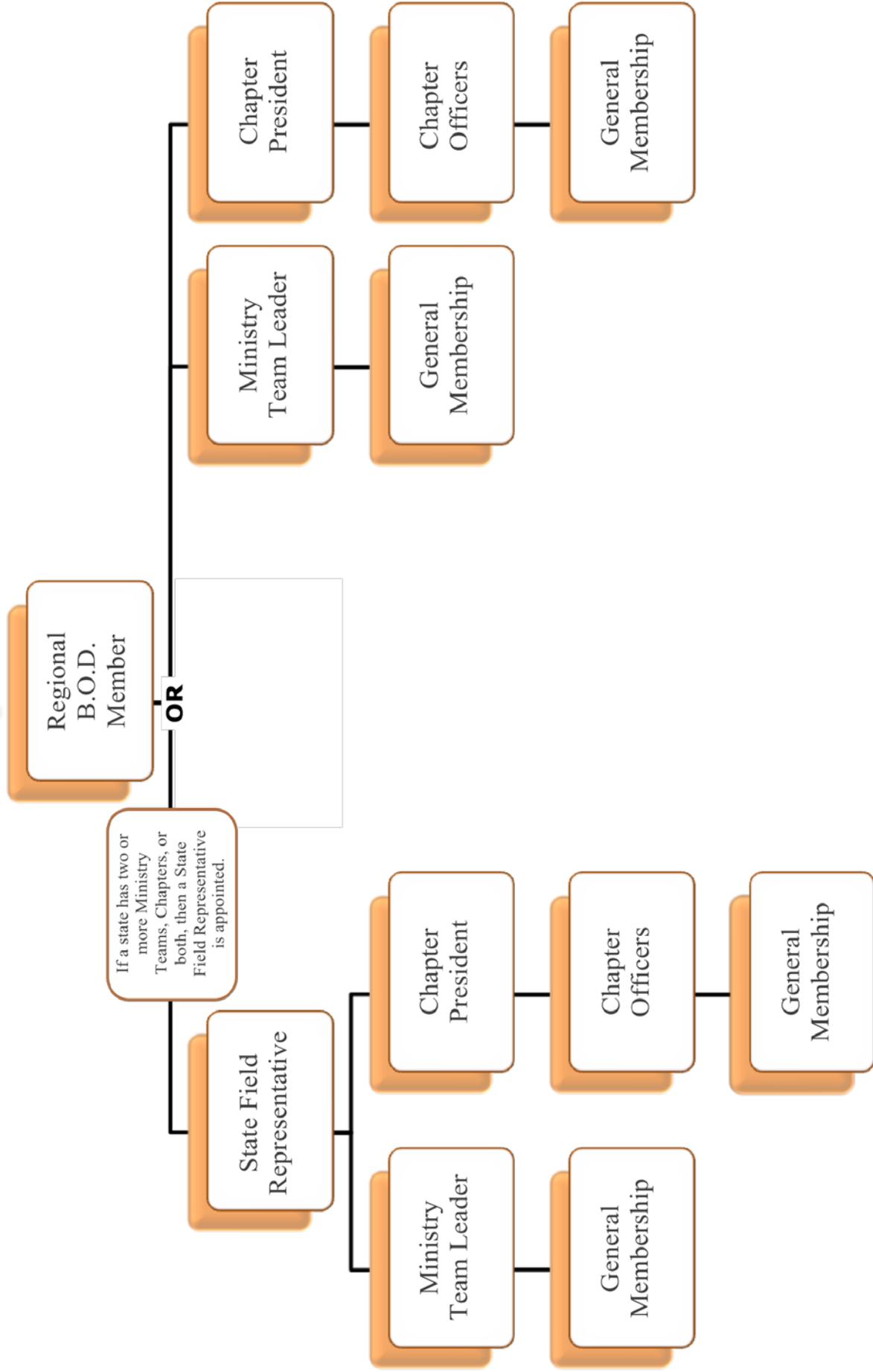
So in order to help be sure they’re doing it for all the right reasons, please make certain that they’ve already read through the entire national I.H.M. website, and that they have at least a basic understanding of everything. (What that means, is that *you’ll* need to be familiar with the website too.)

**NOTES** - This page is provided merely for your convenience. You just never know, it might be quite useful for business meetings, and the like.

**COVER PAGE** - The trade marked Iron Horse Ministries logo graphic is to be used *only* as the “Cover Page” of a printed hard copy of this manual. It is suggested that a 1-inch, three ring binder (with a built-in clear plastic sheath on the outside), be used to keep your hard copy of the service manual in. You can then slide the “Cover Page” into the clear sheath on the front of the binder - giving it a distinctive look.

# Iron Horse Ministries™

## - Leadership Flow Chart -



# IRON HORSE MINISTRIES™

## - B.O.D. BUSINESS MEETING OUTLINE - (SUGGESTED FORMAT)

### 1) CALL TO ORDER:

- a) Welcome.  
(Be Sure To Thank Everyone For Their Time.)
- b) Roll Call.  
(Establish A Simple Majority Quorum.)
- c) Opening Prayer.
- d) Read The Purpose And Mission Statements.  
(From The 'General' Service Manual.)

### 2) ACKNOWLEDGEMENTS, ETC:

- a) Acknowledge Out Going Board Member(s).  
(Thank Them For Their Service To The King And To This, His Ministry.)
- b) Acknowledge Newly Appointed Board Member(s).  
(Have Them Share A Little About Themselves.)
- c) Call For A vote Of Affirmation For The New Board Member(s).  
(A Word Of Affirmation From The Board.)

### 3) REPORTS:

- a) Secretary - Reads The Minutes Of The Last Meeting.  
(Motion To Accept The Report, Second, Discussion, Vote.)
- b) Treasurer - Reports On The Financial Status - Both Nationally And Locally.  
(Motion To Accept The Reports, Second, Discussion, Vote.)
- c) Chaplain - Brings A Short Devotional (5-10 Minutes).

### 4) OLD BUSINESS:

- a) Discuss Unfinished Business, Etc.  
(Based On The Minutes Of The Last Meeting.)
- b) Board Members - Give A Praise Report On The Past Year Of Ministry.  
(A Brief Report Of What God Has Done In Their Lives Through This Ministry, Etc.)

### 5) NEW BUSINESS:

- a) Status Of The General Membership.  
(Chaplain - Reports On Members Lost And Members Gained, Etc.)
- b) Status Of The Chapters And Ministry Teams.  
(Board Members - Report On Any Leadership Changes, Etc. Within The Chapters And/Or Ministry Teams In Their Regions.)
- c) Open Discussion.  
(Ideas, Concerns, Goals, Etc. - One At A Time.)
- d) Announce The Next Meeting.  
(Date, Time, Location, And If There Is Anything Special About It.)

### 6) ADJOURNMENT:

- a) Praises/Prayer Requests - Closing Prayer (Led By The Senior Chaplain).

#### **Please Note:**

Anything That Is Voted On, **MUST** Follow Proper Procedures For The Records:

- 1) Someone Must First Make A Motion.
- 2) Someone Else Must Second That Motion.
- 3) Then There Is Discussion About The Motion.
- 4) And Then The Vote - (It Should Be Unanimous).

# IRON HORSE MINISTRIES™

## - BASIC MINISTRY BUDGET SHEET - (National) DATE: MM.DD.YYYY

CODE:	QTY:	ITEMS:	BUDGET:	SPENT:	BALANCE:	NOTES:
<b>- MINISTRY OPERATIONS -</b>						
100.0		Tithe (10%)				
101.0		Benevolence (1%)				
102.0		Federal Fees, Etc.				DUE DATE
103.0		State Fees, Etc.				DUE DATE
104.0		P.O. Box (West)				DUE DATE
105.0		P.O. Box (East)				DUE DATE
106.0		Phone				DUE DATE
107.0		Websites				DUE DATE
108.0		Video Chat Provider				DUE DATE
109.0		Office Supplies				
110.0		Miscellaneous				
<b>TOTALS=</b>						
<b>- MINISTRY TOOLS -</b>						
200.0		*I.H.M. Patches				
200.1		Full Patch Set (Front And Back)				
200.2		Front (Supporter Patch)				
201.0		*I.H.M. T-Shirts				
201.1		Small				
201.2		Medium				
201.3		Large				
201.4		Extra Large (2x, 3x, 4x)				
202.0		*I.H.M. Officer Pins				
202.1		Team Leader				
202.2		President				
202.3		Secretary				
202.4		Treasurer				
202.5		Chaplain				
203.0		*I.H.M. Belt Buckle				
204.0		*I.H.M. Ministry Pin (Lapel Pin)				
205.0		*I.H.M. Logo Decals				
205.1		Small - (4")				
205.2		Medium - (6")				
205.3		Large - (12")				
206.0		I.H.M. Business Cards				
206.1		Generic				
206.2		Personal				
207.0		I.H.M. Prayer Pin				
208.0		Biker Bible				
209.0		Training Video				
210.0		B.F.C.N. Patch				
211.0		J.F.F.J. Patch				
212.0		"Jesus Forever" Vest				
213.0		Miscellaneous				
<b>TOTALS=</b>						
<b>Prepared By:</b>				<b>Title:</b>		<b>Date:</b>
<p><b>Please Note:</b> It has been set up, so that when you put your name and date (by any means) onto any Iron Horse Ministries related forms, it is considered as your signature, which then constitutes as your agreement with the precepts and principles of this ministry.</p>						
<p><b>Also Note:</b>                      The items marked with an asterisk (*), are available <b>ONLY</b> to Fully Patched members of this ministry - <b>NO EXCEPTIONS</b>.                      With that having been said, Iron Horse Ministries does respectfully reserve the right to refuse the giving of any item to anyone.</p>						

# EVENT SIGN-IN SHEET

Bike #: \_\_\_\_\_  
(For Bike Shows, Etc.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please write the whole group or chapter name below. Not everyone knows your different abbreviations. Thanks.

Group or Chapter Affiliation: \_\_\_\_\_

Association(s) (List all that apply): \_\_\_\_\_

I came \_\_\_\_\_ miles to this event. (Please put the same mileage for all members of the same group or chapter.)

**Please mark one box per column that applies to you.**

- |                                 |                                    |                                     |                                |
|---------------------------------|------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Operator  | <input type="checkbox"/> Motorcycle | <input type="checkbox"/> Hack  |
| <input type="checkbox"/> Female | <input type="checkbox"/> Passenger | <input type="checkbox"/> Trike      | <input type="checkbox"/> _____ |

I am a voluntary participant in this event. I am also aware of the inherent danger of riding a motorcycle. I know that the sponsor(s) have put this event together with the intention of fun and safety foremost in mind. The responsibility for any accidents, injuries, or property damage involving me, will rest solely with me. In addition, I take full and total responsibility for the well being and conduct of my family and me at this event. Having read these conditions and agreeing with them, I hereby sign this statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: Parent or Guardian **MUST** co-sign if applicant listed above is under 18 years of age.)



# EVENT SIGN-IN SHEET

Bike #: \_\_\_\_\_  
(For Bike Shows, Etc.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please write the whole group or chapter name below. Not everyone knows your different abbreviations. Thanks.

Group or Chapter Affiliation: \_\_\_\_\_

Association(s) (List all that apply): \_\_\_\_\_

I came \_\_\_\_\_ miles to this event. (Please put the same mileage for all members of the same group or chapter.)

**Please mark one box per column that applies to you.**

- |                                 |                                    |                                     |                                |
|---------------------------------|------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Operator  | <input type="checkbox"/> Motorcycle | <input type="checkbox"/> Hack  |
| <input type="checkbox"/> Female | <input type="checkbox"/> Passenger | <input type="checkbox"/> Trike      | <input type="checkbox"/> _____ |

I am a voluntary participant in this event. I am also aware of the inherent danger of riding a motorcycle. I know that the sponsor(s) have put this event together with the intention of fun and safety foremost in mind. The responsibility for any accidents, injuries, or property damage involving me, will rest solely with me. In addition, I take full and total responsibility for the well being and conduct of my family and me at this event. Having read these conditions and agreeing with them, I hereby sign this statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: Parent or Guardian **MUST** co-sign if applicant listed above is under 18 years of age.)

# IRON HORSE MINISTRIES™

## - APPLICATION FORM -

(BASIC)

### - BASIC INSTRUCTIONS -

For your convenience, we have provided three different options of getting all three parts of your application to us. So please read through the following, and decide which one works best for you.

- \* The first option to choose from is to use this "Basic" .PDF Application Form to print up and mail a handwritten hard copy of both your personal contact information (Part-1), and your responses to the Questionnaire (Part-2). In addition, we also ask that you would please include a Pastoral Letter of Recommendation on official church letterhead (Part-3). Then when you have everything ready, you can mail all of the documents to the Snail-mail address below that's closest to you:

**IRON HORSE MINISTRIES**

P.O. Box 418043  
Sacramento, CA 95841

**IRON HORSE MINISTRIES**

P.O. Box 11664  
Lynchburg, VA 24506

- \* The second option to choose from, is one that will allow you to expedite things a bit, by using the same "Basic" .PDF application, and 'scanning' the handwritten hard copies of the Personal Information Form (Part-1); your responses to the Questionnaire (Part-2); and the original Pastoral Letter of Recommendation (Part-3). Once that's done, you can then send all of the scanned document files as E-mail attachments, to this E-mail address:

[application@ironhorseministries.org](mailto:application@ironhorseministries.org)

- \* The third option to choose from will help make things even faster and easier. You can use the "Electronic" version of the Application Form (which is NOT this one). Now, if that sounds like the way you want to go, then here's what you can do:

Go to the I.H.M. website (IronHorseMinistries.org) and locate the Adobe .PDF icons of the Application Form. Open up the one that is labeled, "Electronic". Then follow the simple instructions found on that version of the Application Form.

### - F.Y.I. -

Now, no matter what option you choose, once we have received all three parts of the application (your personal contact information; your responses to the Questionnaire; and the Pastoral Letter of Recommendation), the Chaplain of the Board of Directors of Iron Horse Ministries will look them over. Then you and your Pastor will be contacted, to verify all of the information. Also know, that during this process, if there are any other questions, you can be sure that we *will* be contacting you.

Then, after praying and asking for God's confirmation, we will notify you as to whether or not you are eligible for membership, and whether you can order the patch(s) that you are seeking. With that having been said; we need to say this: Because this kind of ministry is *not* necessarily for everyone, Iron Horse Ministries does respectfully reserves the right to refuse any applicant. And with that, we want to thank you for your understanding.

You also need to know, that all of your correspondence will be held in the strictest confidence. The intent here is not to keep secrets, but to protect the personal information that has been entrusted to this ministry. In fact, because of the behind-the-scenes nature of *this* particular ministry, we handle ALL communications with discretion and respect - as this also can help to build bridges to Christ.

Finally, we want to take just a moment here, to thank you for following God's leading to this ministry. We are so blessed and very excited about that. We also want to thank you again for your willingness to go through the application process. We know that all of this will take some time and effort, but we also know, it's well worth it. So with that, may God bless you - real good - BIG time - as you prayerfully continue to follow His leading, through this procedure.

**- TO GOD BE THE GLORY, FOR ALL HE HAS DONE -**

**(Part-1)**  
**- PERSONAL INFORMATION -**  
**(CONFIDENTIAL)**

Thank you so much for taking the time and effort to complete the entire Application Form, to become part of Iron Horse Ministries. We are truly honored by that.

Now, because communication is so extremely important in this kind of ministry, it is imperative that you completely fill out the 'Personal Information Form' below. In fact, for your application to be accepted, *ALL appropriate lines must be filled in.* We appreciate your understanding, and we thank you for your compliance with this.

**Please note:**

For your convenience, it has been set up so that when you put your name and date (by any means) onto *any* Iron Horse Ministries related forms, it is considered as your signature, which in turn constitutes as your agreement with the precepts and principles of this ministry.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Birthday:** MM/DD

**E-Mail:** \_\_\_\_\_

**(Part-2)**  
**- QUESTIONNAIRE -**

Though this may seem rather foreboding, it's really not. *This is NOT a test.* It's kind of like sharing your testimony. In fact, it's just a way for us to get to know you a little better, and to see if you have truly captured God's vision for this ministry - which means, the more you write down, the better. So if you would, please prayerfully respond to each question fully and completely. We thank you, and we really appreciate your efforts.

**1) Who is Jesus to you?**

---

---

---

---

---

**2) What is salvation? Please share when and how you were saved.**

---

---

---

---

---

**3) How do you know your salvation is for real and forever?**

---

---

---

---

---

**4) What is water baptism? Have you been baptized as a born again believer? When?**

---

---

---

---

---

**5) Please share some of what Jesus has done in your life, since you've asked Him to be your Lord.**

---

---

---

---

---

**6) How's your prayer and devotional life these days? Are you in God's Word daily?**

---

---

---

---

---

**7) What do you feel God wants you to do through this ministry (visions and goals)? And at which patch "Level", 'supporter patched' or 'fully patched'?**

---

---

---

---

---

**8) How would you explain to someone else your commitment level, your responsibilities, and your liabilities as a member of this ministry?**

---

---

---

---

---

**9) Have you talked with your family about being a part of this ministry? How do they feel about it?**

---

---

---

---

---

**10) Do you have an addiction that you battle with? How are you dealing with it? Do you have an "Accountability Partner" yet?**

---

---

---

---

---



**(Optional) How did God lead you to Iron Horse Ministries?**

---

---

---

---

---

---

---

---

---

---



## **NOTES:**

THE



SERVICE MANUAL