

IRON HORSE MINISTRIES™

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

BUILDING BRIDGES TO CHRIST™



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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 amazing things. From my standpoint of view, I am the least likely person that God would use to do His work. But thankfully, we have a loving and gracious God that works out His will through His people, despite their shortcomings (so to speak). With that having been said, what you are about to read, is what our sovereign God has whispered to my heart regarding the operation of this ministry. I have tried to do my best to faithfully write down what He has given me. I hope you find it useful in your service to the King.

Although parts of this manual may resemble portions of the 'general' service manual, it's not exactly the same. The information in the general service manual is foundational and meant for *every* member of this ministry. However, God has built on that manual, and because of its details, this manual is meant primarily for the Board of Directors. That's why the general service manual should be read and understood first, before reading this one. With that, may I suggest that you keep an updated hard copy of both manuals within easy reach, just in case you may need a quick reference check.

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 them in guiding the rest of the leadership - encouraging them to accomplish what God wants them to accomplish.

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, *He's* 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. So with that, be all He wants you to be; do all He wants you to do; running the race with all you got; keeping your eyes on the prize - and you will 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. It will help you to be the best member you can be for this ministry, and for the work God has for you to do through it. On that note, I would 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 you and yours be blessed 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.

Serving at the pleasure of the King,

Rev. Steve Diaz

Co-Founder through Christ
Iron Horse Ministries

SOMETHING TO REMEMBER

It has been said, “The only thing wrong with ministry, is that there are people in it.” What this means is that a sinful condition still exists - yes, even in ministry. That’s why there’s no such thing as a “perfect” ministry here on earth. So as humans, we realize that we need guidelines to help keep us from drifting. That’s why lines are painted on the road.

And so with that, you will notice that in the manuals, there are many places, where the word “must” is used. Please know that this is NOT to be viewed as legalism. 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. So when He says that we *must* do a particular thing in a particular way, He’s making it clear, that whatever *it* is, that’s exactly what He needs us to do. You will 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 freewill. This means that we have the freedom to do *it* the way we think is best. How cool is that? However, if we expect to follow His will, He’s made it clear that we *must* seek His wisdom first (James 1:5, Psalms 1-5).

With that having been said, what’s written here are guidelines and not hard and fast rules. In other words, because there is freedom in Christ (Galatians 5:7-9 (TLB)), these guidelines are to always and only reflect *God’s biblical precepts and basic principles*. So even when things are added or changed within these guidelines, we must take our time, and be very careful to stick to this edict, so that we will *not* become restricted by legalism. 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 to all kinds of people, in all kinds of ways. And that’s a big reason why prayer for this ministry’s leadership, is of such vital importance.

Now as God grows the ministry, there will have to be some adjustments made. However, it’s our hope and prayer, that no matter how large this ministry may grow, these guidelines will not ever become encumbered with legalism. That’s a good way to undermine and destroy God’s work. We can’t be about our Heavenly Father’s business, if we’re bogged down with a lot of rules and regulations. So, if something comes up and there’s nothing mentioned specifically about it in these guidelines; pray and diligently search the scriptures, keeping everything in context. You should find God’s answer there in one of His precepts and/or principles. And remember, any scripture taken out of context, becomes pretext, and that leads to all kinds of problems.

So, before you get started, we ask that you would use the most powerful tool at your disposal - PRAYER. If you would, please take a moment and ask God to give you His wisdom, and to help you to fully understand what is written here, so that you may capture *His* heartfelt intent. May God richly bless you as you read.

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.

- 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 . . .

It is our desire that you would study these scriptures, burn them into your heart, and live them, to the best of your ability.



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 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.

So, how are we going to know what God wants? The only way is to make sure that everyone is on the same page regarding God's will for us personally, as well as for this ministry.

To help with that; these are five basic steps to help in determining God's will and direction in your life, and in 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.
- 2) The Bible - Many times God reveals His intent through His Word. We need to be alert to those times, when His Word reveals His will. Sometimes, the words will seem to jump off of the page.
- 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.
- 4) Circumstances - God also uses the events and circumstances in our lives in order to reveal His will and direction. So stay alert.
- 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.

LEADERSHIP ROLES

We must take a moment now, and touch on a somewhat sensitive 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 cannot be changed, nor negotiated.

With that having been said, the positions of Chairman of the Board, Senior Chaplain, as well as the local chapter's President and Chaplain, are to be held by men only. They are the 'overseers', and therefore ultimately responsible for the practical and spiritual leadership of the ministry, both at the local and national levels.

While it is important, that we be careful *not* to allow legalism to take hold of the 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 President; 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. So, we *must* follow what He has laid out for His people, in His inerrant Word. Interestingly enough, not only is it a Biblical principle, it is also a time-honored tradition within the biker culture, to have men in top leadership positions.

With all of that, we would like to thank you for your understanding on this somewhat sensitive issue. We know that with the influence of today's society, it may not be easy for some folks to come to an understanding of this. So if you run into this, then please, just prayerfully, gently and with great respect guide then through it - one passage 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 -

THE BOARD OF DIRECTORS

REQUIREMENTS AND TERMS

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 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 1st of the first year and go through December 31st of the 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.

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 is acceptable) stating their intent and a basic reason why. By the same token, if a member of the board feels that it's time to leave this ministry altogether, then they *must* turn in their patches. The patches are to be turned in to either the Chairman or the Senior Chaplain of the board.

So, whether a member of the board, or a member in general, as stewards of God's ministry, we can not have any loose cannons out there. That's why all I.H.M. patches as well as any officer pins, must be considered as the property of this ministry, and therefore must be turned in when no longer in service.

OVERALL DUTIES OF THE BOARD

Basically, 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 legal and financial business of this ministry, which also includes setting policies. The policies set by the board *must* follow biblical precepts and principles, and may only be added to the service manuals on an annual basis. Any changes must be completed by the first of the year.

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 helping them to stay accountable; 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 still 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 whole ministry (i.e.; policies and the like). In those cases, the whole board needs to be involved in making those decisions.

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. As the ministry grows, this will become more and more difficult. So with that, as members of the board, please keep each other in prayer - without ceasing.

UPDATING THE MANUALS

As you know, it is God that started, grows, and sustains this ministry. It is also He, that has authored the service manuals. With that having been said, He has made it clear, that only the Chairman of the Board of Directors of Iron Horse Ministries is to keep the manuals updated. Any change made to the manuals *MUST BE A RARITY*; and for accountability sake, it should be confirmed by the B.O.D. prior to publication. Don't succumb to impending issues; let some time go by first. That's because no matter how small, *any* change will affect the operations of the entire ministry. That's why every change needs to be made with much prayer, and only in God's perfect time.

When God makes it clear that a change needs to be made to any of the manuals, the Chairman is to prayerfully write down what he feels God has instructed him to. Then (without changing the intent of what is written), the Secretary of the Board is to proofread and edit it; after which, it is to be returned to the Chairman for a final proof. When he (along with the B.O.D.) is satisfied that the change is *exactly what God has intended*, and the updated text has been properly inserted into the manuals; then the completed manuals are to be sent as .PDF documents to the Web Master, to be published on the Iron Horse Ministries website in their appropriate places. In addition, the general membership will need to be notified of any changes, so that they can update their own hard copy of the manual.

This job is for the Chairman of the Board alone, because regarding this ministry, the buck stops with him. It is presumed that he has captured every aspect of God's vision and heart for this ministry, and therefore should have the wisdom to make Godly decisions regarding the operations of it. So again, please continue to pray for him and everyone else in leadership positions.

BOARD MEETINGS

As a 501c3 non-profit organization, the Board of Directors is obligated by law to meet at least once a year. 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 more casual as long as God's work is being done. Although meetings can be held at any time of the year, the "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. In order to stay open and accountable at all times, a copy of the minutes can be made available (by written request only), to any patched member of Iron Horse Ministries.

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, you may still need to take care of it. 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).

CHAIRMAN - The Chairman (also known as the C.E.O.), is to oversee and lead the board by prayerful example. Not only is the Chairman to be a man of God as a leader (1Timothy 3:2-7), but he also has to have fully captured God's vision for this ministry as well. In addition, 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 buck stops here.

SECRETARY - The Secretary (also known as the National Secretary), is to record accurate minutes of the board meetings. The minutes of the previous meeting must be read and made available at each meeting for reference. The Secretary is to handle all board related correspondence. And for the sake of the future leadership in this ministry, the Secretary is to maintain a neatly organized filing system of all paperwork and all correspondence concerning this ministry. Also, this person is to make themselves available to the Chairman with regards to ministry business.

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 setup by the state and federal governments for a 501c3 non-profit organization. The C.F.O. must also keep itemized receipts of deposits and expenditures made on the national level. And at each board meeting, they are 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, 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.

In addition, the C.F.O. should work with an outside accountant to make sure that nothing is missed. Also for the sake of integrity, not only is this person not to be an officer of a local chartered chapter, but they also 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 to help keep a spiritual balance in the day-to-day affairs of this nation wide ministry. He is the “C to C”, or the Chaplain to the Chaplains of the chartered chapters. In other words, the Senior Chaplain is to be an accountability partner and/or sounding board for the chapter Chaplains. In addition to that; because the answers to the Iron Horse Ministries questionnaire applications are of a spiritual and somewhat confidential nature, the National Chaplain is to be the first to receive; and to begin to pray over them. Also like the others, the National or Senior Chaplain is to be directly accountable to the Board of Directors.

Now speaking of prayer, because it is so essential, when someone in a local chapter or Ministry Team has a prayer request, it should be given directly to the Chaplain or Team Leader. When the prayer request is received (and if it is appropriate to send it out), not only does it need to be generated as an e-mail and sent to the members of that chapter or Ministry Team, 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 to all the local chapter Chaplains and Ministry Team Leaders. Then they can send it out to their own people.

NON-RIDER - In addition, there should be one non-rider member of the board. Although not an official ‘office’ per say as like one of the aforementioned, 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 heavenly or biker minded, that we are no earthly good. That is to say, we don't want to lose our perspective. We need to maintain a proper balance of 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.

THE GENERAL MEMBERSHIP

WHAT'S REQUIRED

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 is so important to the people that we minister to, we need to be aware of what the Iron Horse Ministries patch may represent to them. So when they see a member wearing the supporter patch and/or the back patch, 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 all *must* be prayed up (Ephesians 6:10-18), before we suit up.

Someone may be asked, "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 you. Remember, these basic requirements are a "*MUST*" if they want to be a patch holder. Without them in place and being carefully followed, this ministry could be open to letting in wolves in sheep's clothing. After all, this *is* a ministry and not a social club.

1) They must be a born again believer in our Lord 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. Because nobody will be holding their hand, this ministry requires a certain maturity level as well. 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 complete the following questionnaire*. We use it, so that we may better get to know each person and to see if they have really caught God's vision for this ministry or not.

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. That's why we ask that everyone be in serious prayer about their part in this ministry, because nobody but God will be holding their hand - and that's the way He wants it.



THE QUESTIONNAIRE

The questionnaire is not a test. We just want to get to know the applicant a little better as a brother or sister in Christ, and to see if they have captured God's vision for this ministry. In addition, as stewards, we must be sure that everyone is on the same page. It is important for us to be careful, so as not to let in any 'wolves in sheep's clothing'. With that having been said, we must also be sure to thank the people for their understanding, and for their time.

Now, if 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 thank them from the bottom of our hearts.

However, if 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 do the following things:

- 1) Go through the entire website, so that they may capture the whole heart of the ministry.
- 2) Take the time to go through the entire Questionnaire/Application, responding fully to each item.
- 3) If required (please see below), submit a signed and dated letter of recommendation from their Pastor, on official church letterhead.

Please note:

In order to make things more convenient for the applicant, the website has two different formats of the Questionnaire/Application. All they need to do, is to choose whichever one works best for them.

Also, we need to let them know, that for their convenience, it's been set up so that when they put their name and date on any of the forms, it is considered as their signature, which then constitutes as their agreement with the precepts and principles of this ministry.

The following questions are found on the Questionnaire/Application page, which can be accessed at the bottom for the "Nuts And Bolts" page of the Iron Horse Ministries website. They are placed here for your convenience.

- 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?

Once the Questionnaire/Application is completed and before it can be sent in and accepted, the candidate *must* fill out the Personal Information portion of the application. In addition, for the sake of accountability, it is asked that their pastor submit a letter of recommendation - on official church letterhead. The website has all of the pertinent detailed instructions with regards to what is needed and how to submit the Questionnaire/Application with the pastoral letter of recommendation. Therefore, it would be prudent and beneficial to check out the I.H.M. website, and to learn all you can about those details.

When the Board of Directors receives the candidates' responses to the questionnaire, personal contact information and their pastor's letter of recommendation (if required - please see below), the Senior Chaplain of the board will prayerfully look them over, and then he must contact the candidates' pastor to verify the information. This interaction should help promote accountability between the new member and their pastor. If everything is in order, then the Chaplain needs to contact the board member overseeing that region. After much prayer, and with God's affirmation, that regional board member should then notify the I.H.M. chapter President or the Ministry Team Leader in that candidates' area, to inform them of the new member to be patched with this ministry. The board member must then send the new members' contact information to the National Secretary to be entered into the I.H.M. database and roster. Then (if requested), national will send out patches to the new members' local chapter President or Ministry Team Leader.

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

However if a candidate for membership is declined, it is the national Chaplains' responsibility to contact the candidate as soon as possible. With that in mind, it must be said, that Iron Horse Ministries respectfully reserves the right to refuse membership to anyone.

Please Note:

As members of the board, we are called in part to be stewards of God's ministry; therefore, we *must* be very careful. With that in mind, you need to know that the primary reason for the letter of recommendation is to get to know the spiritual and moral character of the candidates. If you as a member of the Board of Directors of Iron Horse Ministries can personally vouch for a candidates' spiritual and moral character, then the letter of recommendation may be waived. However, they still must fill out the questionnaire - no exceptions.

We also must remember that all of the correspondence with the candidates is to be held 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 do the same thing. It can help 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 could not survive. 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. They don't even have to have a motorcycle to be a part of this ministry at any level, 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.

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" section.

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.

We do not persuade. We are not to try to sell, persuade or recruit anyone to become a part of this ministry. We are to let God bring those whom *He* wants (Psalm 127:1a). God himself is to plant the vision of this ministry 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's 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. In addition, 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 they will most likely contact you. And above all else, please remember, while all of this is going on, keep them covered in prayer - just like you were.



A MEMBER IN GOOD STANDING

A member in good standing is a person who is actively involved in Iron Horse Ministries at the level God has called them to (which also includes Junior Supporters). They are doing their best to live a Philippians 4:8 life style, and they are also trying to follow God's leading 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 in the lives of those He has chosen to be part of this ministry. That means we are to be at least trying to live up to the precepts and principles that are set forth in God's Word and this manual. Bottom line: We are recognized by our fruit (Galatians 5:22-23), and as such, He blesses those that bless Him.

THE PATCH

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 all. So with that, if someone were to ask about the patch, all members are expected to be prepared (in season and out), to give an answer of what the patch and the ministry is all about.

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 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 nation. 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 the letters I.H.M. are used, 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. If an officer of Iron Horse Ministries is wearing an officer pin (i.e., 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 whose 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 group's 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. As such, 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 of the behind-the-scenes nature of this ministry; we believe that the encouragement of the fellowship, is very important for ALL who wear the Iron Horse Ministries patch. The meetings are always 'open', so 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. 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. Since the maturity level at these ages can vary quite a bit from person to person, the consideration of this patch should be handled by the President of the local chapter on a case-by-case basis.

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. Now when the child becomes an adult, and if they are interested in being a patched member of Iron Horse Ministries, then 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 an appropriate 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 or Ministry Team on behalf of Iron Horse Ministries.

WEARING THE PATCH

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’. An other tradition that is 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 below). 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, while the organizational patch is to be worn on the upper right (please see below). In either case, proper protocol requires that absolutely nothing is to ever be worn above either patch. Doing so, shows disrespect.



Here are a couple of helpful hints we can use to mount our patches. When mounting the back patch, measure four fingers width down from the very top of the back panel. As for the front patch, measure at least one finger's width between the bottom of the patch, and the top of the pocket seam, to make room for a possible officer pin. This should help in the placement of the patches.

Speaking of patches and such, any patch, pin, or sticker that is worn not only represents what we think and believe, it makes us a representative of that belief as well. So, as you wear the I.H.M. patch, please remember that you not only represent this ministry, but you also represent the very One that started this ministry and has called you to serve Him through it. So with that having been said, please be mindful of the message that you're sending when you consider adding on any other patches, pins or stickers. To God be the glory.

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 a trinket or novelty? What's the message we would be giving? Will it help draw others to Christ through this ministry?" 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.

THE LOCAL CHAPTER

STARTING A CHAPTER

In order for a chapter to be formed, the positions of President, Secretary, Treasurer and Chaplain must be filled. However, until the officers are appointed, the forming group will be considered as the Ministry Team. The first and only fully patched member in a new city 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 events and organizational meetings as they can, thus making them selves 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 the Ministry Team grows, it may become a fully chartered chapter only when *God Himself* makes it clear to the Team Leader, and through them to the Board of Directors, that the officer positions are able to be filled by the people God wants. 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.

Once a chapter is formed, it will take on (and retain) the name of the city in which it is started (i.e. Iron Horse Ministries, Hometown). Also know that there are no time restrictions as to how long it may take, or how big the Ministry Team may get, until it becomes a fully chartered chapter - that's *totally* up to God.

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). That way, this will place them approximately fifty to sixty miles away from each other. Therefore, 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.

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 (for details of the whole process, please see the "Finding God's Will" section). The board will take into consideration the recommendations made by the Ministry Team Leader, or (after a chapter is chartered) by the chapter President, and then 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 possible. 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 November, so that all of the new officers will be in place by the start of the new year. No member of the board may be an officer of a chartered chapter, as this could present a conflict of interest.

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, there should be some sort of fellowship at least one other time during the month. Whether it's a ride or just getting together for a meal or a Bible study, etc. The more often they 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 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. 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).

TEAM LEADER - This requires an extraordinary level of commitment. Like a Church Planter, many times they are the *only* representative of Iron Horse Ministries in their area for a while. Therefore, there needs to be a strong belief in God's vision for His ministry there. This person needs to have a good understanding, and a desire to live the precepts and principles set forth by God for this ministry. The basic duties of a Team Leader are very similar to that of a chapter President. The exception is that there are no other 'officers' under them. They need ALL of our encouragement and prayers.

PRESIDENT - Though all members are representatives of I.H.M., the chapter President is the lead representative in their area. He is to lead his chapter by example, by being a good follower of Christ. This will enable him to be a good leader of the chapter. He needs to believe in the vision for God's ministry, and understand all of its precepts and principles. The basic duties of the President are: **1)** moderate chapter meetings with a prepared agenda; **2)** 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 someone can follow up with encouragement to those who missed the fellowship. Also, the Secretary is to handle all chapter related correspondence. 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 and maintain all donations 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 a blind person can see it.* 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 should not be related in any way to any of the other officers of the 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 ride motorcycles. Therefore, he must always be in 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, as God gives him.

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 send it out), 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.

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.)

If a member believes that God is moving them on, and it's time for them to vacate their post as a chapter officer or a Team Leader, then they must submit a letter of resignation to the Board of Directors (via e-mail is acceptable), stating their intent and a basic reason why. They must also return the officer pin to either the local chapter President or the Chaplain before leaving office.



HEART CHECK

We need to stop here for just a moment, for a "Heart Check". "IT'S NOT ABOUT YOU". 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. For those that come to know this ministry and its members, they should think of it and us, as a loving family - loving everyone, just as they are. Remember, they don't care who or what you know, until they know that you really do care.

- TO GOD BE THE GLORY -



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. Therefore, we must be careful to be good stewards of all that He 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. As you know, we humans can justify *anything* at the drop of a hat (or helmet).

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 (both front and back).
- *2) I.H.M. Officer Pins (President, Secretary, Treasurer, Chaplain).
- *3) I.H.M. Logo Decals (for your car and/or bike).
- *4) I.H.M. T-Shirts (with the logo printed on both the front and back).
- 5) I.H.M. Business Cards (both generic and personal).
- 6) I.H.M. Prayer Pins (for bike and rider blessings, etc.).
- 7) Biker Bibles (with the I.H.M. Logo).
- 8) Training DVD (Ministry Basics And Protocols).
- 9) I.H.M. websites (both national and local).
- 10) Bibles-4-Bikers website (national).
- 11) The Biker-Friendly Church Network website (international).

Please be aware that the ministry name, slogan and logo are trademarked. This means they all belong to this ministry, which in turn means that great care must be taken, as to who uses what. With that, what God has given for this ministry is that; the items marked with an asterisk (*), are to be available ONLY to Fully Patched members of this ministry - no exceptions. This applies to the Supporter Patch holders as well, as most of them already have another back patch on. So 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 - not good. So what this means, is that as stewards, we *must* first seek God's wisdom with *any* purposed 'new tools'.

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 for the new members that our wonderful God may bring their way.

Now, if anyone is in need of some ministry tools, they will need to order them through their local chapter President, Ministry Team Leader, State Field Rep., or the member of the board that oversees their region. To determine which person they need to order their supplies through, they need to go to the Appendix, and follow the I.H.M. Flow Chart found there. To order, they must follow the instructions for the provided Order Form, which is also found in the Appendix. Once everything is ready to go, then send the Order Form together with the money to the National Secretary of the Board of Directors.

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*”.

“Remember, we are not owners of this ministry, we are stewards of it.”

PATCHES AND OFFICER PINS

For the sake of integrity and accountability, not only are all of the Iron Horse Ministries patches considered as property of I.H.M., so are the officer pins. What this means is that the officer pins are not to be kept by the previous officers, instead, they are to be handed off to the next appropriate 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?

T-SHIRTS

Many people wear t-shirts for many different reasons. Some to express a sentiment or belief, some a political statement, still others a product or team endorsement, etc. In any case, t-shirts are pretty much considered every day street wear, 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 organization's logo on it, is to be treated the same as their own back patch. Although it is only a printed image of the patch, 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 all need to be respectful, and honor this tradition as well.

With that having been said, any t-shirts with the Iron Horse Ministries logo printed on them, are available only to Fully Patched members of this ministry - no exceptions, and they must be treated with the same respect as you would treat the back patch. The reason for this is that the t-shirts will only come with the small logo on the front and the large logo on the back. Therefore, they will carry the same weight and responsibility as the back patch. This means that they are NOT to be worn as 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 to pick up. The Iron Horse Ministries t-shirts are to be purchased and treated as a ministry tool, and they are to be worn only when and where God tells us to (e.g., very hot and/or humid days, etc.).

Please know, that when everyone is following these protocols, it will bring honor to the patch and to God's ministry in the eyes of those He has given us to minister to. However, not following these protocols will only undermine the patch, and the ministry it stands for. Once again, we want to thank all of you for your understanding, and for using this tool appropriately.



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

If an I.H.M. member has some craft skills, and wants to make an item with the I.H.M. name, slogan or logo on it for themselves, or to give as a gift to another patched member, that's fine. However, it *must* be approved by the Board of Directors first. Please know that we are not trying to squelch their 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 your understanding.

BIBLES-4-BIKERS

BIBLES FOR 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), 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), an opportunity to have an active part.

Having the Word of God in our heart is one thing, but we need to physically have it with us as well. Bibles-4-Bikers isn't about motorcycle ministry per-say; 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'.

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 the 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. In order to help expedite things, they can be mailed to the snail-mail address closest to them, which can be found on the "Contacts" page of the website.

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 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 part of the ministry. The address is: 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 both the B.F.C.N. and the I.H.M. websites - then we'll take it from there.

Speaking of that, when the request is received, the first thing we *must* do, is to see if the church has a website. If they do, look it over. That should tell you everything you need to know (e.g., whether their theology is screwed on straight, etc.). If there is no website, then we'll need to contact the Pastor to determine where that church stands on the basic tenets of scripture. Assuming all is well, then we'll need someone from the church to e-mail a .JPEG version of their logo. If they don't have that either, then a .JPEG picture of the church building will do. In any case, the image needs to be sent to the B.F.C.N. e-mail address, which is: bfcn@ironhorseministries.org. When everything has been received, then all the information will need to be entered into the network's database. The same information must also be sent to the Web Master, in order for it to be put onto the Biker-Friendly Church Network website.

Once a church has been added to the network, a four-inch (4”) supporter patch of the logo (below) will then be made available to the people of that church. Now, whether anyone from the church request a patch or not, we need to send the Senior Pastor a complimentary B.F.C.N. patch along with a brief letter of thanks, 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 is 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. Now when more patches are needed, the board member overseeing the B.F.C.N. ministry needs to print and fill out a hard copy of the I.H.M. Order Form and send it along with the money, to the National Secretary. Once the patches have been received, the board member can then send them out to the church.



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 churches information with the same discretion and respect as we always do; and **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.’ that way is okay. That’s because the letters are part of the trademarked logo.

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

CHAPTER/MINISTRY TEAM WEBSITES, ETC.

THE LOCAL WEBSITE

When God first revealed His vision for this ministry, He made it clear that He wanted as least one actively ministering chapter in each state. It is our hope that each Chapter and Ministry Team (no matter what size they are, and no matter where they are), will have their own website, with each site having its own distinctive flavor and character indicative of their area. In addition, each chapter and ministry team should have their own corporate 'E-mail' and local 'Calendar of Events'. All of this must be inspired and sustained by God through the local Chapter and/or Ministry Team, and it should be easy to do and maintain.

ALL local I.H.M. websites need to have some kind of continuity. With that in mind, all locally produced websites **MUST** have these four basic elements:

- 1) They all must use the same header (accessible through the national website), so that it's evident that all of the 'local' websites belong to the same ministry.
- 2) They all must have their own corporate e-mail.
- 3) They all must have an active and up-to-date local calendar.
- 4) They all must have links to both the 'Home' page of the Biker-Friendly Church Network website, as well as to the 'Splash' page of the national Iron Horse Ministries website.

Other than these basic elements, each local Chapter and/or Ministry Team may build their site as they wish, as long as the content is venue appropriate and Christ led. Please note that the Board of Directors of Iron Horse Ministries, respectfully has the authority to ask for changes to be made to any I.H.M. related website, or any other electronic media, etc. for any reason.

THE RESOURCES PAGE

Below are the basic tools to use when building a local I.H.M. website. The tools mentioned here can be found on the Resources page, which can be accessed by clicking on the small rivet head at the upper most left corner of the frame on the Home page of the Iron Horse Ministries website.

THE HEADER

As mentioned earlier, there must be continuity with regards to the local websites. So in order to achieve that goal, a header (as seen below) must be at the top of each page of the local website.



The following are some basic instructions on how to incorporate the header onto the local website. Because there are so many different ways to do this, if someone is more familiar with another method to achieve the same thing, then by all means let them do it.

To download the full size website header graphic, go to the I.H.M. website and click on the header image on the Resources page, and it will open the image alone in a new window. To download the image, simply right-click on it and select "Save Picture As," then make sure the image is saved within the local website files. Now the image can then be incorporated as the header of the website. If the image needs to be resized, a photo-editing program can be used to accomplish this (resizing the image by using webcode will pixilate the graphic beyond recognition).

If there are any questions about how to do any of this, please contact the National Webmaster/Web Designer for help - don't try and guess at it. The National Webmaster/Web Designer can be easily contacted at:

admin@ironhorseministries.org

E-MAILS

Communications is very important, for that reason, every local website must have an e-mail account. The following are some basic instructions on how to set one up:

If a local Chapter or Ministry Team has not received an assigned username and password from I.H.M. National, then they must contact the National Secretary of the Board of Directors and request those two things. Once they have them, then they may log into their e-mail account by clicking on the e-mail link on the Resources page. When it opens, they can simply enter their pre-assigned username (which is their permanent e-mail address), and the assigned password they were provided with. Then they will be able to access their inbox. Once the account is set-up, the password can be changed by the local webmaster. But a written request *must* be made to the National Secretary first, so that there is a record of it, just in case that custom password is lost or forgotten.

CALENDARS

Because each Chapter and Ministry Team has their own list of local events, we need to make sure that everyone else is aware of them also. Therefore, having an up-to-date calendar would be the best tool 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. So with that, we encourage each Chapter and Ministry Team not only to use their own local calendar, but to also send the same local information to the national calendar - if for no other reason, so that every member, can pray over each event. For any events to be posted nationally, the information must be sent to this e-mail address *only*:

calendar@ironhorseministries.org

Not only is there a national events calendar, there is also an easy-to-use calendar available for each local Chapter and Ministry Team to use. The e-mail account that has been pre-assigned to each Chapter and Ministry Team, has the ability to incorporate a calendar associated with *that* e-mail account. In order to set it up, all they need to do is simply click on the calendar link on the Resources page. When the login page appears, they can use the pre-assigned e-mail address and password to log on to the calendar setup page. With that, their events and meetings can be entered and published very easily.

The local events calendar can also be embedded into their local Chapter or Ministry Team's website. To do that, they can just log on to their local calendar and follow the simple steps on the next page:

Search My Calendars [Show Search Options](#)

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#)

[« Back to Calendar](#)

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING
admin@ironhorseministries.org	all none	Notifications	Shared: Edit settings Delete

[Create new calendar](#) [Import calendar](#) [Export calendars](#)

Unsubscribe: You will no longer have access to the calendar. Other people can still use it normally.
Delete: The calendar will be permanently erased. Nobody will be able to use it anymore.

Other Calendars Calendars I can only view

[Browse public calendars »](#)

CALENDAR	SHOW IN LIST	NOTIFICATIONS
US Holidays US Holidays	all none	Unsubscribe

[« Back to Calendar](#)

To embed your chapter/ministry team calendar on your website, click on "Settings" & then the name of your calendar ("email address"@ironhorseministries.org)

admin@ironhorseministries.org Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

[« Back to Calendar](#) [Save](#) [Cancel](#)

Calendar Name:

Calendar Owner: Jon Marc Lyttle <admin@ironhorseministries.org>

Domain: Iron Horse Ministries

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.
Country:
(choose a different country to see other time zones)
Now select a time zone: Display all time zones

Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website. [Customize the color, size, and other options](#)

```
<iframe src="http://www.google.com/calendar/hosted/ironhorseministries.org/embed?src=admin%40ironhorseministries.org&ctz=America/New_York" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

To further customize the way your calendar appears when embedded (size, colors, beginning day of the week, etc...) click here

Copy this code & paste it to the page where you want the Google Calendar to appear.

Calendar Address: [XML](#) [ICAL](#) [HTML](#) (Calendar ID: admin@ironhorseministries.org)

[Learn more](#)
[Change sharing settings](#)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

For further information on embedding & customizing a Google Calendar, the following website will be helpful:

<http://www.google.com/support/calendar/bin/topic.py?hl=en&topic=15289>

LINKS

Links can be helpful tools for a website, but they can pose problems as well. As you 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 billboard.

With that having been said, every local website *must* have links to both the national Iron Horse Ministries website, as well as the Biker-Friendly Church Network website. Any other link being considered, needs to be prayed about first, and added to the website *only* as God leads. Remember, this ministry belongs to God - and so do all of the tools we use.

USERNAMES AND PASSWORDS

The National Secretary of the Board of Directors issues and keeps track of all usernames and passwords. Therefore, each Webmaster of a local Chapter or Ministry Team, must contact the National Secretary to request and receive their username and password.

The assigned username must be the name of the city that the Chapter and/or Ministry Team is in; followed by a dash with the two letter postal abbreviation for the state in which the city is located. Please take note of how the username and address *must* appear: hometown-ca@ironhorseministries.org . Also, there is an assigned password. However, once the account is set-up, the password can be changed by the local webmaster. But a written request *must* be made to the National Secretary first, so that there is a record of it in case that custom password is lost or forgotten. However, it may take a few days to process the request.

LOCAL WEBMASTER

Finally, for somewhat obvious reasons, the Webmaster of a local Chapter and/or Ministry Team, *must* be a fully patched member of this ministry; and is appointed by the Chapter President or Ministry Team Leader.



Remember, if there are *any* questions about how to do anything web related, contact the National Webmaster/Web Designer for help - don't just guess at it. The National Webmaster/Web Designer can be contacted at:

admin@ironhorseministries.org

THE CHAPTER FIELD REPRESENTATIVES

REQUIREMENTS AND DUTIES

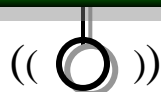
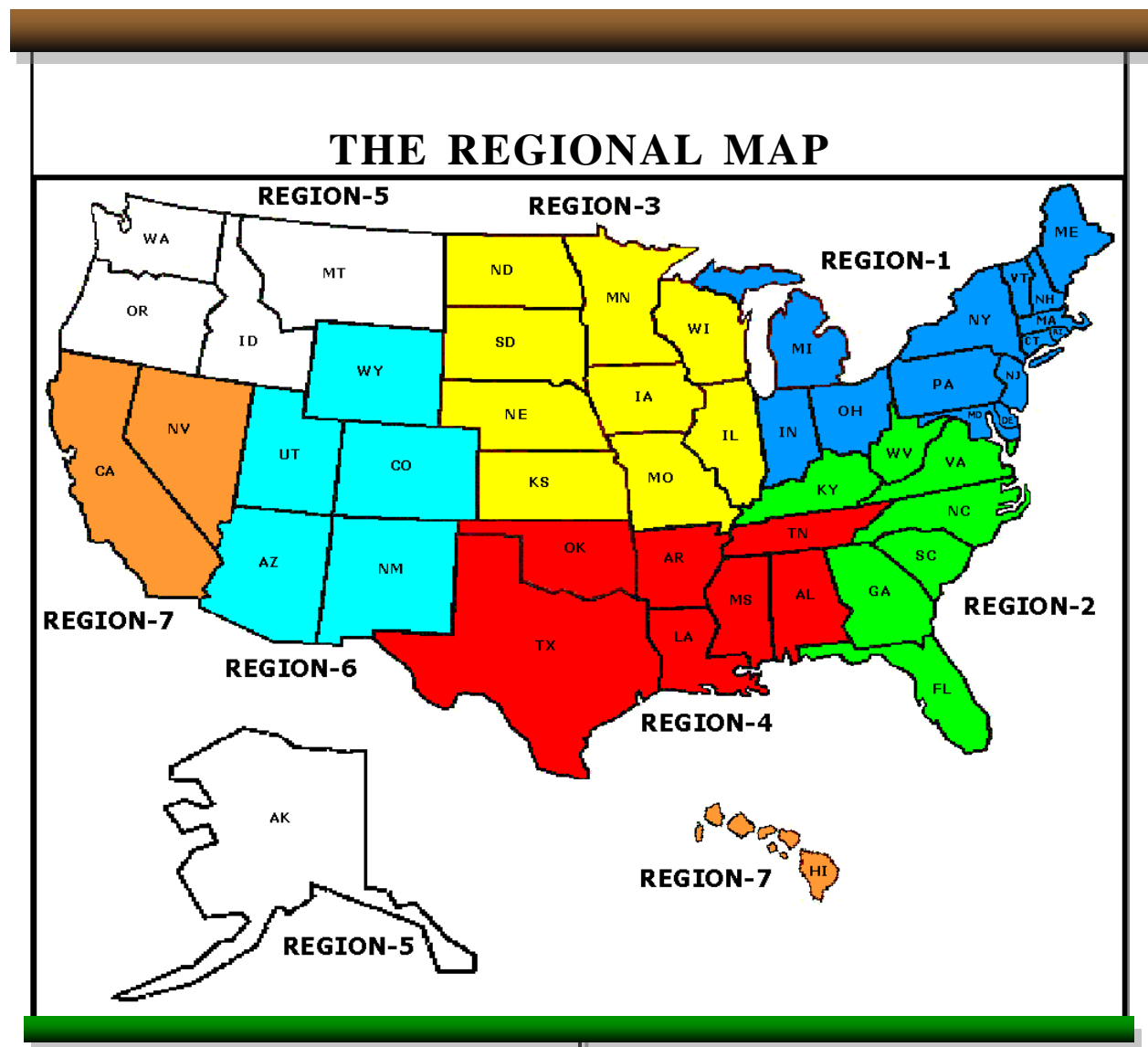
The country has been divided up into seven basic regions (please see map). Each region is overseen by a board member who may or may not reside in that region. Because each region, and each state in that region has its own distinctive character, a person from the general membership in a state within a region, may be appointed by the board as a Chapter Field Representative (AKA - the Chapter Rep) to help oversee the ministry in that state. This appointment will only need to take place if there are two or more Ministry Teams, chartered chapters or a combination of both in one state. The Chapter Field Rep must be a fully patched member in good standing, and must live in the state they are representing. While the Chapter Rep must be active in their own home chapter, they are not to hold any office in any local chartered chapter at all, as this could present a conflict of interest. This position will also be evaluated by the board on an annual basis. The annual evaluation will take place beginning in October/November so that all of the new positions will be filled and in place by the start of the new year.

The main job of the Chapter Field Rep, is as an encourager. In addition, the Chapter Rep is to be as a liaison between the Ministry Teams and/or chapters in their state, and the board member overseeing that state. The Rep is encouraged to attend as many Ministry Team and chapter meetings as possible in their state, in order to keep a finger on the pulse and to encourage the troops. Also, they may prayerfully assist and advise the board member overseeing their state, in making decisions that are needed with regards to the local Ministry Teams and/or chapters, in that Rep's state only.

If there is a Chapter Field Rep available in their state, then the Team Leaders and chapter Presidents of that state are to go to them with their questions, requests and concerns. But if there is no Chapter Field Rep available, then the Team Leader or chapter President will need to go directly to the board member overseeing their state and region.

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 is acceptable) stating their intent and a basic reason why. The board will then begin to pray about it, and following God's lead, will appoint another person to fill the 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 rider-ship in those areas.



THE FINANCES

HOW WE OPERATE

Iron Horse Ministries charges no dues of any kind; we function by freewill love offerings only. Any money received is considered a donation and every donation made to Iron Horse Ministries is gratefully and prayerfully handled with the greatest of care. We consider every donation a gift of love, and an investment in this ministry. This also includes the non-refundable donation for both the supporter patch and the back patch, to help offset some of the cost of the patches.

TITHING AND BENEVOLENCE

Whether it's on the national level or on the local level, this ministry follows the biblical principle of tithing. This means that every local chapter is encouraged to tithe any undesignated income to the 'storehouse' (I.H.M. national). In turn, national is also encouraged to tithe any undesignated income to a national ministry, which helps missionaries to spread the gospel around the world (e.g., The Cooperative Program and the like).

All chapters as well as national, are encouraged to set aside an additional 1% of any undesignated income as a "Benevolence Fund". This fund is to assist *only members* of this ministry family, that are in great need. Any disbursement of this fund *must* be prayerfully lead by God on a case-by-case basis, before both the local Chaplain and chapter President can distribute it. By the same token, if there is a great need at the national level (i.e., Ministry Team or B.O.D.), the Senior Chaplain and/or Chairman will prayerfully determine what God wants done - again, on a case-by-case basis.

Please note:

Iron Horse Ministries is classified as a 501c3, non-profit, religious organization. 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, the check *must* be made out to Iron Horse Ministries and it *must* have which chapter (by city name) that the gift is meant for (i.e., Iron Horse Ministries, Hometown) - no exceptions. The local chapter Treasurer needs to deposit the check into the chapter account by the end of the next business day. However, if the local chapter receives a check made out just to Iron Horse Ministries with no designation on it (i.e., chapter city), then the chapter Treasurer needs to forward the donation to I.H.M. national by the end of the next business day as well.

On the national level, if the Board of Directors receives a tax deductible donation designated for a local chartered chapter, the check must be forwarded to that chapter by the end of the next business day. Also, any donation sent to I.H.M. national, may be designated to help a specific local Ministry Team. It will help to keep that Ministry Team supplied with the tools they need. However, if a check is given to a Ministry Team, it must be returned. Ministry Teams are not chartered, and therefore can not have a bank account.

If someone makes out a check to I.H.M. designated for any individual, that check *must* be returned. That's considered money laundering and the IRS frowns on that - BIG time. However, a non-tax-deductible personal check can be made out to that individual, as long as it is made out to them alone.

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.

OPENING A CHAPTER BANK ACCOUNT

Setting up a chapter bank account must first be cleared with the Iron Horse Ministries Board of Directors. There are a few basic things that must be in place before an account can be approved.

1) In most cases, the first thing that is needed is a mailing address. A post office box will most likely be the best option. Although the US Postal Service is essentially the same everywhere in the United States, each branch may operate a little differently, and may have its own criteria for obtaining a small box for a non-profit ministry. The chapter Secretary must find out what those requirements are and report them to the board. The board will supply whatever documents are needed (i.e. ministry constitution, by-laws, tax ID number, etc.).

Please note:

The key fees (two per local chapter; one for the Secretary, and one for another officer), and the annual mailbox fee, are both to be handled and maintained by each local chapter - not national.

2) When it comes to the actual bank account, it is best if it can be set up through a credit union. Credit unions generally charge less for operating an account (i.e. account and transaction fees, etc.), and they usually are less of a hassle. Because each credit union is a little different, each will have their own criteria for obtaining an account. The chapter Treasure is to find out what the requirements are and report them to the board. The board will supply any necessary documents (i.e. ministry constitution, by-laws, tax ID number, etc.).

Please note:

There must be two signers on the account, 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 checking account should be in the name of Iron Horse Ministries, and it must also include the city that the chapter is located in (i.e., Iron Horse Ministries, Hometown). If there is a donation to the local chapter, that's who the check should be made out to. Checks for national, should be just made to 'Iron Horse Ministries'.

Once again, the Board of Directors must approve everything. So, before the board can make an informed decision on any of this, the Secretary and/or the Treasurer of a local chartered chapter should find out all they can before they bring it to the board.

THE NATIONAL BANK ACCOUNT

On the national level, all monies are handled by the Chief Financial Officer. This bank account must be kept up to date at all times. And as a reminder, there *must* be a paper trail big enough that a blind person could see it. Also, there must be two signers on the account, the C.F.O. (as the main signer), and the Secretary (as the backup signer). That way there's a built-in accountability so that no one person has total control of God's money.

Now, in order to keep God's ministry fluid and moving, it must be assumed that the members of the Board of Directors of Iron Horse Ministries are in constant prayer (1 Thessalonians 5:17), seeking God's will and wisdom in everything. With that having been said, it is important that everyone in this ministry prayerfully exercise the freedom given to them through Christ to do what He wants, when He wants, and where He wants - without hesitation. All that to say, as long as God's will is sought and confirmed; common sense is used; a paper trail is made (if applicable); and notification of a transaction is made (as soon as possible); then any board member should have the freedom to make most any 'on-the-spot decisions' that may need to be made, without hesitation or first seeking permission. Then, as close as possible to the time of that decision, that member of the board needs to make a record of what had transpired, and they must also inform the rest of the board as well. This can be done either electronically or in person.



Finally, many ministries have been shut down in recent years by the IRS, because of the misuse of funds. There are people out there that are trying to completely kick God out of this country. This means that they are looking for the smallest thing to use against any ministry, to shut it down and get rid of it. Because of that, the Board of Directors of Iron Horse Ministries *must* run a tight ship when it comes to the integrity and accountability of the finances. “Paper-trail, paper-trail, paper-trail”, *must* be the watch word as far as this ministry, and its handling of the finances are concerned. So with that, if you would, please pray that this ministry will be a shining example of good and appropriate financial stewardship - at all times. Thank you.

DISCIPLINE

DEALING WITH DISCIPLINE

At this point, we must deal with a most difficult but essential subject - discipline. Without discipline, a ministry is set-up for failure. We 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. If for some reason a problem develops where ALL possible means of reconciliation have been exhausted, then a member in leadership of the local Ministry Team or Chapter should contact the Board of Directors, and then the board together with that local leader, will prayerfully consider how to handle it.

We all know that our humanity gets in the way sometimes, and people get offended. You know how it is, "If 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. If a member continues in the same direction and has an unrepentant heart, that member will be asked by either the Team Leader, or the chapter President (and the board if necessary), to turn in their patch or patches to the Chaplain of their local Iron Horse Ministries chapter. The exception is, if this happens within a Ministry Team. The patches then should be handed over to, and held by, the Senior Chaplain of the Board of Directors. The patches will be held until the situation is fully resolved, only then may they be returned to the patch holder. By the same token, if a member is caught in a moral sin, the same thing will happen. The Team Leader, or the chapter President (and the board if necessary), will ask that member to turn in their patch or patches to the Chaplain of their local I.H.M. chapter, who will then hold them. Again, the exception is, if this happens within a Ministry Team. The patches would then be handed over to, and held by, the Senior Chaplain of the Board of Directors. If it has been proven that the member in question has demonstrated a full restoration, their patch or patches may be returned to them. In either case, the local 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?

The only other disciplinary action taken which requires that all Iron Horse Ministries patches and officer pins be turned in, is if someone else other than the authorized patch holder wears the patch. This shows a lack of discipline and total disrespect, for both the patch and the ministry it represents. In this situation, the patches *will not* be returned.

The Board of Directors are subject to the same disciplinary actions as the rest of the membership, with the exception that if necessary, the patches of a member of the board should be surrendered to the Senior Chaplain of the board. But if it's the Chaplain that has an issue, then his patches should be surrendered to the Chairman of the board.

Please note:

We don't threaten people or forcibly remove their patches. However, if the disciplined member refuses to forfeit the patches, etc., then we will turn that person over to God and let Him deal with them accordingly. And we are most certain that He will.



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 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 that 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. Never forget, *we are always being watched*. What any one of us says and does or doesn't say and do, reflects on ALL of us.

Therefore, it is assumed and expected that as adults, we do not need any pictures drawn for us, nor do we need a list of do's and don'ts. It is also assumed and expected, that we *truly do* know the difference between right and wrong. And that everyone fully understands every aspect of what it is, that is being said here. If anyone is not absolutely sure - then please ask.

If someone is currently struggling with something, we do not want them to feel discouraged or condemned. We understand how hard it can be. They may be wondering, "What about my past?" Everyone has one, some more colorful than others. It doesn't matter what their past or their struggle is, God can use them - 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's *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 a new life has begun (2 Corinthians 5:17).

Therefore, we should not conduct inquisitions into people's lives, and we should not judge or condemn them either. However, we do strongly request that each patch holder (and those looking to be a patch holder) have an accountability partner (AP) to help keep themselves sharp (Proverbs 27:17). 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, we will fall. Here again, are more reasons of the importance of prayer for this ministry; its people; and its leaders.

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 - our final authority.* As such, we trust the Holy Spirit to keep the ministry in line, and to help us follow *God's* precepts and principles only. Furthermore, we are not to impede God's work by imposing a lot of legalistic by-laws on our members.

However, this ministry may from time to time, institute some Standard Operating Procedures (SOP's) or protocols, at both the national and local levels. This will be done in order to better conduct routine business in a consistent, biblical and well-documented manner, and to meet certain legal requirements as instituted by our government. This means that the information in this manual as well as on the website, may be changed without notice. That's yet another reason why we are counting on everyone to go back over the material for updates on a regular basis - on their own.

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, 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 of God into this ministry; and they **MUST** have captured God's vision for His work through this ministry. All persons applying for membership in this ministry must follow all of the instructions for becoming a member (see the Membership section).

Please note:

Iron Horse Ministries does respectfully reserves 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 issues.

While Iron Horse Ministries is committed to a safe motorcycling and ministry experience, Iron Horse Ministries cannot and will not be held 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 upon joining Iron Horse Ministries must maintain a legal motorcycle-endorsed drivers' license and current appropriate insurance coverage. In addition, they 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.

Enough said -

LET'S RIDE!

UPDATING

HOW TO UPDATE THE GENERAL SERVICE MANUAL

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. If a new member doesn’t have a hard copy of the general manual, they need to contact either their local chapter President or Ministry Team Leader, so that one can be sent out to them as soon as possible. Because of the very nature of this kind of ministry, it is imperative to stay informed and updated.

As God grows this ministry, He may reveal more information with regards to its operation. With that, the manuals will need to be updated. So to update the hard copy of the “general” service manual you already have, or to print a new one, just follow the simple instructions:

Go to the I.H.M. website. Click on the Logo/Patch on the splash page to open up the ‘Welcome’ page. Then click on the little TM (Trade Mark) at the end of the words "Iron Horse Ministries" (see below). That will open up (in Adobe Acrobat Reader), an electronic .PDF version of the “general” service manual (it may take a little time to fully load).



Once the manual is opened, click on “File” and select “Save As”. Then save it to your I.H.M. Service Manual folder. (Once it is saved onto your hard drive, you can do most anything with it.) You can now “X” out of everything, and reopen up the service manual you just saved. Once opened, scroll down and find the page(s) mentioned in the update notification. Now, you’re ready to print out a hard copy of the page(s) needed for the manual.

To print the updated pages 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 the first field. Then go down to the "Print Range" section and click on the words, "Current Page". There should be an image (on the right), 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. Repeat the same printing procedure for any other pages that may need to be updated. Then after some holes are punched into the pages on the left hand margins, simply replace the old pages with the new ones in the service manual binder.

Now, to make a brand new hard copy of the service manual, just follow these simple instructions:

Following the previous procedures, open the service manual and save it to your hard drive. Once saved, then "X" out of everything. Now, all you need to do is just reopen it, and click on the 'printer' icon at the top left corner of the PDF frame. When the printer function window drops down, click OK, and before you know it, you've got your very own hard copy of the manual.

HOW TO UPDATE THE B.O.D. SERVICE MANUAL

In order to do the job properly, it is expected that *all* of the members of the Board of Directors should also have an updated hard copy of the "B.O.D." manual as well.

All of the procedures are exactly the same as for the "general" service manual, with one exception. To access the .PDF version of the Service Manual for the Board of Directors of Iron Horse Ministries, just click on the little TM at the end of the words "Building Bridges to Christ" (see below).



Now then, just follow the same simple instructions for printing the updated page(s) of the general service manual, and/or for making a brand new hard copy, and you're good to go.

Our wonderful 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 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, etc. that can be printed up and used for various needs. To make a hard copy of any of the items, just follow the simple instructions of how to update your hard copy of this manual.

LEADERSHIP FLOW CHART - This is how God has set up this ministry to function within each region of the country.

MINISTRY BUDGET SHEET - This serves two purposes: **1)** as a format that can be used by the C.F.O.; and **2)** as a visual aid for all of us to see. That way we'll all be able to better understand where everything goes.

BUSINESS MEETING OUTLINE - This can be used as a suggested guide for conducting business meetings of Iron Horse Ministries.

EVENT SIGN-IN SHEET - If you are helping an organization put on a benefit motorcycle run; this form can be used for registration. They are generic, and legally sound for their intended use.

ORDER FORM - As the ministry grows, there are going to be more needs to fulfill. This form can be used to order patches, pins, etc. Only the chapter Presidents, ministry Team Leaders, State Field Representatives and of course members of the Board of Directors can send in a request to national for these supplies. If it were not restricted to just these people, it would be overwhelming. So when you're ready, just print and fill out a hard copy of the Order Form, and send it along with the money, to the National Secretary.

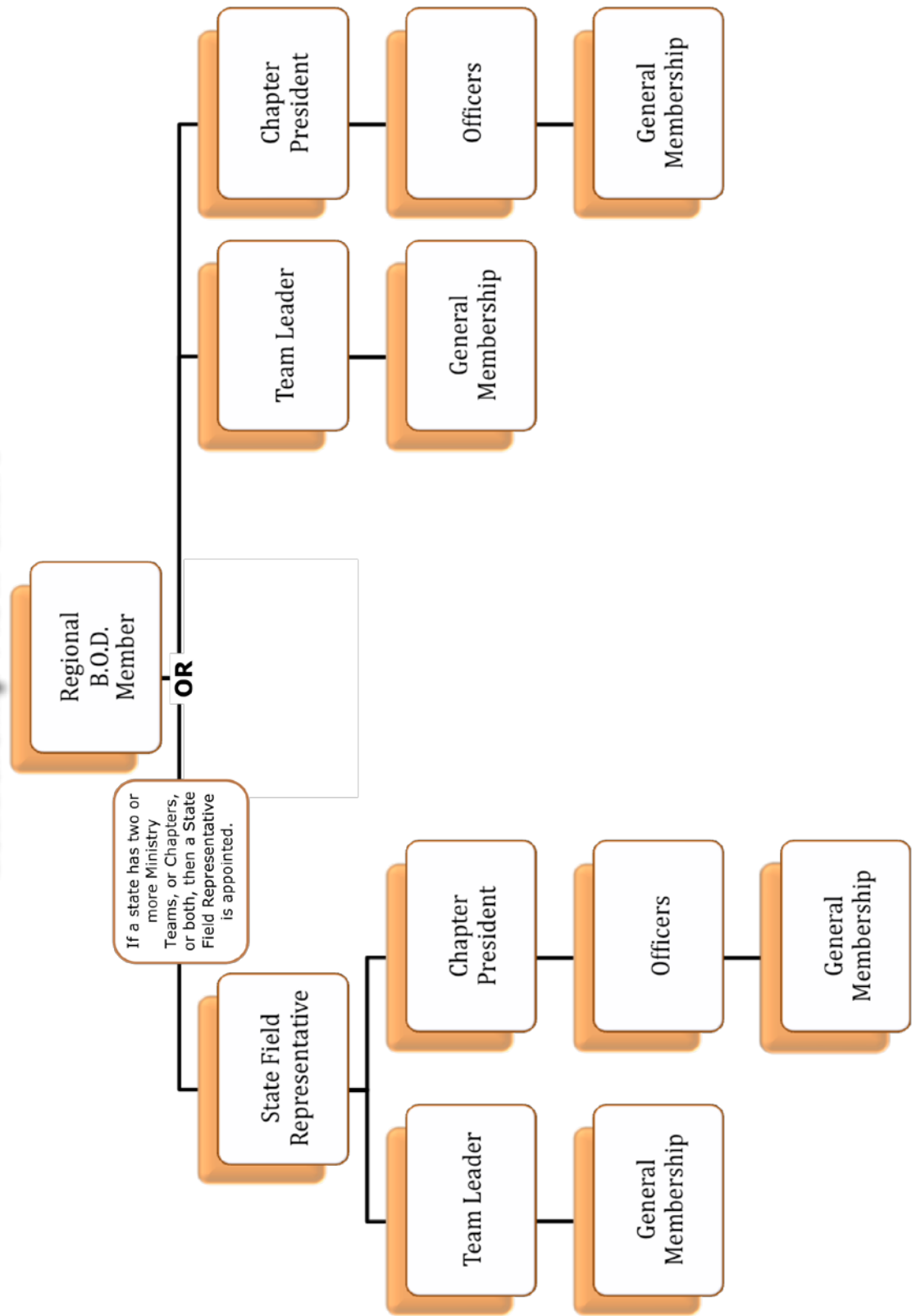
QUESTIONNAIRE/APPLICATION - This can be printed up and given to someone that has expressed a desire to be a patch holder member of Iron Horse Ministries, but does not have a computer or printer to do it themselves.

NOTES - This space is simply provided for your convenience, and is especially useful for business meetings.

COVER PAGE - The graphic is to be use *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 clear plastic sheath on the outside), be used to keep your hard copy in. You can then slide the 'Cover Page' into the sheath on the front of the binder - giving it a distinctive look.

Iron Horse Ministries™

Leadership Flow Chart



IRON HORSE MINISTRIES™

BASIC MINISTRY BUDGET SHEET

DATE: _____

CODE:	QTY:	ITEMS:	BUDGET:	SPENT:	BALANCE:	NOTES:
- OPERATIONS -						
100.0		Federal				
101.0		State				
102.0		P.O. Box (California)				Annual
103.0		P.O. Box (Virginia)				Annual
104.0		Phone				
105.0		Websites				Annual
106.0		Video Chat				Annual
107.0		Office Supplies				
108.0		Miscellaneous				
		TOTAL =				
- MINISTRY TOOLS -						
200.0		I.H.M. Patches				
200.1		Front				
200.2		Back				
201.0		I.H.M. Officer Pins				
201.1		President				
201.2		Secretary				
201.3		Treasure				
201.4		Chaplain				
202.0		I.H.M. T-Shirts				
202.1		Small				
202.2		Medium				
202.3		Large				
202.4		Extra Large (2X, 3X, 4X)				
203.0		I.H.M. Logo Decal				
203.1		Small - 4"				
203.2		Medium - 8"				
203.3		Large - 12"				
204.0		I.H.M. Prayer Pins				
205.0		I.H.M. Biker Bibles				
206.0		I.H.M. Business Cards				
206.1		Generic				
206.2		Personal				
207.0		I.H.M. Training DVD				
208.0		B.F.C.N. Patch				
209.0		J.F.F.J. Patch				
210.0		"Jesus Forever" Vests				
211.0		Miscellaneous				
		TOTAL =				

IRON HORSE MINISTRIES™

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

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 Mission Statement.
(From Page 10 Of 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 Report, 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.)

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 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 - (A Simple Majority Wins).

I.H.M.-2000

IRON HORSE MINISTRIES™

- ORDER FORM -

ITEM	QUANTITY	AMOUNT
* I.H.M. Patches		
Front (Supporter Patch)		
Back		
* Officer Pins		
President		
Secretary		
Treasurer		
Chaplain		
* I.H.M. T-Shirts (Men's Sizes)		
Small		
Medium		
Large		
Extra Large (2X, 3X, 4X)		
* Logo Decals		
Large (12")		
Medium (8")		
Small (4")		
Prayer Pins		
Biker Bibles		
Business Cards		
Generic (Hand Write Your Contact Info)		
Personal (Your Contact Info Is Pre-Printed - See Below)		
Please Fill In Your Desired Contact Info Below: (There Are Only Four(4) Lines Available)		
Your Name:		
Contact Info:		
Contact Info:		
Contact Info:		
Training DVD - Ministry Basics And Protocols		
B.F.C.N. Patch		
J.F.F.J. Patch		
Memo:		
	TOTAL =	

Please Note:

The items marked with an asterisk (*), are available **ONLY** to Fully Patched members of this ministry. With that having been said, Iron Horse Ministries does respectfully reserve the right to refuse the giving of any item to anyone.

EVENT SIGN-IN SHEET

Bike #: _____

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.

Male Operator Motorcycle Hack
 Female Passenger Trike _____

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)

EVENT SIGN-IN SHEET

Bike #: _____

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.

Male Operator Motorcycle Hack
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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)

IRON HORSE MINISTRIES™

PERSONAL INFORMATION

(CONFIDENTIAL)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Birthday (MM-DD): _____

E-Mail: _____

Thank you for taking the time and effort to complete both the Questionnaire/Application and the Personal Information Forms - we are truly honored. Also, you need to know that for your convenience, it's been set up so that when you put your name and date on the form, it is considered as your signature, which then constitutes as your agreement with the precepts and principles of this ministry.

- THINGS TO NOTE -

* First, because communication is so extremely important in this kind of ministry, it is imperative that you completely fill out the 'Personal Information Form' above. In fact, for your Questionnaire/Application to be accepted, ALL lines *must* be filled in. We thank you, and we appreciate your understanding.

* Second, if you do not have a cell phone, then please put the word "none" on the appropriate cell phone line, and then be sure to put in your home phone number (with area code), on the appropriate home phone line. Now these days, there are more and more people that only have a cell phone. If that's you, then please put the word "none" on the home phone line, and then put in your cell phone number (with area code), onto the cell phone line. That way, if needed, someone within I.H.M. can get a hold of you in a hurry.

* Third, you may be asking yourself, "What if I don't have an E-mail address?" As mentioned before, communication is extremely important. Without it, we won't know what's going on. Because E-mail is so convenient, and because of the sheer number of people that now have it and use it on a daily bases, E-mail has now become this ministry's primary form of communication. So for those that don't have a personal E-mail account yet, may we suggest that you might consider asking a neighbor, a friend, or a family member to check their E-mail for you? If that's what works for you, then if you would (with *their* permission), please go ahead and put down their E-mail address on the appropriate line. That way, you'll be able to stay informed of ALL the things that may be going on in your area, as well as throughout the ministry in general.

* Fourth, some folks are shy when it comes to their birthday. You have probably noticed, that we ask for just that. However, please note also, that we ask for *only* the month and day - not the year. We do this so that as a family, we can celebrate with you what God had done. He has given you another year here to serve Him and to enjoy His creation. How cool is that? And so with that, we want to celebrate with you, not only the passed year, but the upcoming year as well.

* Finally, here's an important note: Iron Horse Ministries considers it an honor and a privilege to be entrusted with such important information as is given above. As such, you need to know that it is our intention NOT to give away or sell *any* personal information - to anyone - for any reason - *EVER*.

NOW WHAT?

- INSTRUCTIONS -

For your convenience, we have provided three different means of getting your information to us. There's one by Snail-mail, and two others done electronically.

One way is by using this Adobe format to print up and send a handwritten hard copy of your responses to the Questionnaire/Application, along with your contact information on the Personal Information Form. In addition, we ask that you would please include a Pastoral letter of recommendation on official church letterhead. Then, when you have everything, go ahead and mail all of the documents to the Snail-mail address 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

Or if you prefer, you can expedite things a bit by scanning the handwritten hard copy of your responses to the Questionnaire/Application; the attached Personal Information Form; and then the original Pastoral letter of recommendation. Once that's done, you can send all of the documents together as E-mail attachments to the E-mail address below.

application@ironhorseministries.org

However, if you want to make things a lot faster, you can use the electronic version of the Questionnaire/Application that's found on the Iron Horse Ministries web site. Here's what we suggest. Make a hard copy of these documents, so that you can take your time and handwrite the answers just the way you want them to be. Then when you're ready, you can use the handwritten hard copy as a kind of 'guide' from which to copy your answers directly onto the electronic Questionnaire/Application form. The fields will automatically expand as you type. So if an answer gets a little lengthy, that won't be a problem.

Now don't forget, you will still need to send the Pastoral letter of recommendation by one of the means mentioned above. We suggest scanning it, and sending it as an E-mail attachment to the E-mail address above. But no matter how you decide to do it, please make sure that you have included ALL of your contact information. We don't want your stuff accidentally getting mixed up with someone else's.

- F.Y.I. -

Once we have received your responses to the Questionnaire/Application and the letter of recommendation, the Board of Directors will look them over. Your Pastor may be contacted to verify your information. And if there are any other questions, we'll be sure to contact you right away. 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 (or patches) that you are seeking. With that having been said; because this kind of ministry is *not* for everyone, Iron Horse Ministries respectfully reserves the right to refuse any applicant.

You also need to know, that all of your correspondence will be held 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, ALL communications are handled with discretion and respect, as this can also help to build bridges to Christ.

Finally, we want to take just a moment, to thank you again for your efforts with regards to the questionnaire. We are honored and impressed by your efforts and your patience. We know it isn't easy, but we also know, it's worth it. So with that, may God bless you real good - BIG time.

IRON HORSE MINISTRIES™

QUESTIONNAIRE / APPLICATION

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?

NOTES:

THE



SERVICE MANUAL