

IRON HORSE MINISTRIESTM

**The
Service Manual
For The
General Membership**

BUILDING BRIDGES TO CHRISTTM



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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 incredible things. However, from my standpoint of view, I think I am the most unlikely person that God could have ever used to write a manual. That's because, I am the kind of guy that needs 'Spell-Check' in his pencil. But thankfully, we have a gracious and patient God, that works out His wondrous will through His people, despite their shortcomings (so to speak).

With that having been said, what you are about to read in this manual, is the culmination of many months of research and countless hours of prayer and meditation (not to mention, the years of experience that God has given me). With that in mind, I have tried my very best, to faithfully write down what I felt God had whispered to my heart with regards to the precepts and principles, of how *He* wants this ministry to operate. In addition, He wanted this manual to be written as a stand-alone textbook, that wouldn't suck all of the moisture out of the room when it was opened. So, it's my sincerest hope and prayer, that you'll find this manual both understandable and useful, in your service to the King through this ministry.



Now, if you should find yourself reading through this manual, and wondering what you might have gotten yourself in to - don't worry. Just remember, it's the sovereign call of God alone, that has drawn you to this ministry. You weren't persuaded, prospected or proselytized into this ministry - *you were chosen*. He most likely chose you in part; because of the special work He has for you to do. Which means, that oddly enough, *He* must think you can do it. With that in mind, please be assured that He'll *always* give you everything you need, to do the work He has for you to do. So in an effort to help you navigate through this manual to gain the tools you'll need, here are some basic things that you should know:

To start with, this manual contains all the basic nuts and bolts of how God wants Iron Horse Ministries to operate. Although it's intended primarily for the use of the membership of this ministry, anyone can read it - we have *no* secrets here. As such, it's the hope and desire that *every* member of I.H.M. will read this service manual completely through more than once. In doing so, they'll have an up-to-date working knowledge of what is expected of them. Which also means, that when someone asks about the ministry (and they will), that member will have an answer for them. To effectively accomplish this, it is suggested that all members keep an updated 'hard copy' of this manual in easy reach, just in case a quick reference check is needed. (To print a hard copy, please see the "Updating" chapter.)

Now, you may have heard it 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. Which is why there’s no such thing as a “perfect” ministry here on earth. Therefore as humans, we must realize that we need guidelines to help keep us from drifting. And that’s precisely why lines are painted on the road.

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

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

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

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

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

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

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

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



Finally, I would like to thank you for your willingness to read through all of this material. I know it's a lot to go through, but I believe it's worth it. That's because it should help you to be the best you can be for this ministry, and for the work that God has for you to do, through it. I would also like to thank you for your faithful service to our loving Lord and Savior. May He bless you beyond your ability to contain it, and may all that overflows, be a blessing to countless others.

Now, before you get started with this manual, you'll need to use the most powerful tool at your disposal - PRAYER. Therefore, please take a moment and ask God to give you *His* wisdom and discernment to help you understand what is written here, so that you may fully capture *His* heartfelt intent for both you and this ministry.

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

Serving at the pleasure of the King,

Rev. Steve Diaz
(‘Pastor Steve’)

Bond Servant and
Co-Founder through Christ
Iron Horse Ministries

SECTION-1

THE FUNDAMENTALS

THE FOUNDATION

FIRST THINGS FIRST

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

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



DEFINITIONS

(Webster's Dictionary)

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

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

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

FINDING GOD'S WILL

As the ministry grows, more and more decisions will be needed on both the national, and local levels. And through it all, the one thing of utmost importance at *all* times, is seeking and knowing God's will and direction for this ministry.

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

So with that, here are five basic steps to help in determining God's will and direction:

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

WHAT WE BELIEVE

OUR STATEMENT OF FAITH

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

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

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

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

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

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

THE PURPOSE AND MISSION

THE PURPOSE

Iron Horse Ministries (I.H.M.) is a Christ-centered, interdenominational, nonprofit, motorcycle ministry. God's special purpose for this ever-growing ministry, is to work quietly behind the scenes anywhere in the world - "*Building Bridges To Christ*".

THE MISSION

- 1) To quietly minister behind the scenes, with unconditional loving integrity, to the physical, emotional, and spiritual needs of those in the motorcycling community - no matter what kind of bike they may ride, who they may or may not ride with - including those that don't ride at all.**
- 2) To create an awareness within the Christian community, of the many needs and opportunities there are, to minister to those that ride motorcycles.**
- 3) To help build a network of "biker-friendly" churches across this great nation, and around the world - so that no one will fall through the cracks.**

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

INTEGRITY AND ACCOUNTABILITY

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

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

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

Webster defines INTEGRITY as:

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

Webster defines ACCOUNTABILITY as:

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

Individually as Christians, we are accountable:

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

Corporately as Christians, we are accountable:

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

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

HEART CHECK

As humans, we would rather do our own thing, in our own way, in our own time and for our own reasons. It is *not* our nature to want to be held accountable. However, we *must* be - especially in ministry. If we don't, we'll eventually crash and burn. With that, here's something you can do to help keep yourself from going down.

SUGGESTED ACCOUNTABILITY QUESTIONS

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

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

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

BE ENCOURAGED
(Romans 8:38-39)

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

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

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

GENERAL DISCIPLINE

DEALING WITH DISCIPLINE

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

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

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

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

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

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

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

In fact, the membership should follow Galatians 6:1, and help restore that fallen member back to spiritual health - maybe even back into active service. Just think, how cool *that* would be (if after some time has passed, and sufficient evidence has been seen, that the fallen member has demonstrated a repentant heart, and that they are mending damaged relationships), that their patch(s) may be returned to them.



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

Please note:

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

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 however, by His grace and mercy, He accepts us, and works with us, right where we are.

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

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

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

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

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



LEAVING THIS MINISTRY (Other Than Honorably)

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

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



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

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

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

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

Please note:

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

MINISTRY BASICS

Even though God's Word is this ministry's by-laws and our absolute final authority, there are some other fundamentals of this ministry that we need to touch on, to make sure they are clear, and so that everyone is on the same page. That way there's no confusion, and the enemy won't be able to cross-thread anything out of whack.

So with that having been said, the following is a basic comprehensive summation of how God wants Iron Horse Ministries to operate and minister to both riders and non-riders alike.

THE BASIC MINISTRY

God's intention for Iron Horse Ministries is to quietly minister with loving integrity to the physical, emotional, and spiritual needs of those within the motorcycling community and beyond. This is to be done by developing one-on-one relationships, just like Jesus has done with us. The desire is to share and to show the love of Christ in such a way, as to hopefully cause them to want for themselves, what they see God doing in, and through us. That means, we need to meet them where they are; such as runs, rallies, gas stations, bars, tattoo parlors, the store, a park bench, a hospital, their groups' meetings, etc.

Now, the only way to gain acceptance and respect within this genre, is to be out there where *they* are, and to be involved in their lives. That's the only way they're going to get to know you, and this ministry. Remember, they're not going to come to you, until you make the effort to go to them - first. It really means a lot to them, if you go out of your way, to hang where they are. You don't need to join their ranks, just honor and respect the members and their organization. Remember, in order to be effective, you will need to make yourself available - that shows commitment. So go, and be there for them, as a loving, humble, bondservant - building bridges to Christ.

No matter what the back patch is; no matter what the organization may represent; *always, always*, be aware of the "Golden Rule" of conduct:

"If you give respect, you'll get respect."

Remember also, that building relationships and respect, takes a lot of time and effort. With that in mind, you might want to look at it this way, 'Each time God sends you out into the field to minister to whomever He gives you; no matter who, what, or where it is, you're making an investment in that person's future'.

God also wants I.H.M. to help create an awareness within the Christian community, of the many needs and opportunities there are to minister to those that ride motorcycles. Believe it or not, this can be done in part, by visiting (or crashing) churches unannounced, and with full riding gear on. It is tantamount to bringing a bit of ‘Leprosy’ into a quiet, comfortable and ‘status quo’ church. As a result, they usually find out that, ‘we’re *not*, what they first thought we were’. Thus, a bridge is built.

So with that, if you feel that God wants you to go and visit another church in your area and share this ministry - that’s great. Just be sure to take as many I.H.M. members with you, as you can. Also, please be sure you are fully prepared to answer most any question that may be asked of you, regarding the ministry you are representing. If you are not sure, then *before* you head out, please reread through this manual, so as to help to ‘show yourself approved’ (2 Timothy 2:15).

Another way to help create an awareness within churches or other groups, is to bring a multi-media presentation. A presentation may take place as a result of a surprise church visit (as mentioned above), or by a word-of-mouth invitation. These presentations are used to help shatter the myths about bikers. It is the hope that as a result, many folks will be able to see for themselves; that not *all* people that ride motorcycles are associated with 1%ers, and they don’t *all* ride a certain brand of motorcycle. In addition, it is also the hope that they come to a realization, that they too, can reach out to this often feared and unwanted segment of society.

With that in mind, there are many ways that a church, club, group, or organization can reach out to the riders in their area. They can put on a bike and rider blessing, a benefit poker style run, a toy run, and various other events. Whatever it is that the church or organization believes it needs to do to reach out to the riders in its community, I.H.M. is there to help. Because it takes a lot of time and effort to put on an event, we are *not* to put on our own events - it can send a mixed message, and it can distract us from those that may truly need our help.

Now, another way that churches can reach out to the riders in their area, is for them to prayerfully be part of the Biker-Friendly Church Network. The purpose of this network, is to help unify the body of Christ, and to help make it so that no matter where a rider is, they will be able to find a Christ centered, Bible believing church near by, that will minister to them and their families at *their* point of need - no strings attached - no questions asked. Not to mention, that if a rider comes to faith in Christ, there needs to be a biker-friendly church in their area, that will disciple them into service for the King.

Now if the church you’ve just visited believes that God wants them to be a part of the Biker-Friendly Church Network, then be sure they go to the website, and submit their churches information. If approved, their information will be added to the database, then they’ll become part of the network. It’s just that simple. The churches *don’t* have to be members of I.H.M. to be a part of this network; they just need to be screwed on straight, and have a heart for those that ride motorcycles.

SOME THINGS TO REMEMBER

The motorcycling community has many rules, regulations, and subtle nuances that govern it. These are called “Protocols”. Most of which are NOT formally written down. As a result, this can make things a bit precarious at times.

With that in mind, we offer “protocol seminars” from time-to-time, for the edification and education of the members of I.H.M. In addition, we also make them available for other groups interested in ministering to bikers (i.e., other motorcycle ministries, churches, etc.). So, with that kind of seminar available to everyone, it is our hope and desire that EVERY member of this ministry attend at least one seminar, as soon as possible. If you have not attended a Biker Protocol Seminar yet, then please get in touch with your local chapter President/ministry Team Leader, they should know when and where the next one will be held.

Speaking of protocols, though what is written below are not protocols per se’, they *are* some basic things by which this ministry abides. So with that in mind, the following is a simplified list of things to help you to remember the ground rules, in which this kind of ministry must operate. Please consider them carefully, and commit them to memory. They will help you with most anything that might come your way. In addition, they *will* help you to minister to the people that God gives to you. May God bless you real good - BIG time, for your heart and for your service to Him.

OUR PURPOSE

Iron Horse Ministries is a ministry that serves the God of the Holy Bible; the one and only God; the Creator and Sustainer of the Universe; the Savior and Redeemer of all mankind. As such, we serve Him quietly behind the scenes, doing whatever He gives us to do, so that a bridge might be built - ultimately resulting, in salvation through Christ.

We build bridges by building relationships, and we use motorcycles as a tool by which to do that. The motorcycle is an integral part of our physical lives, that brings us across the paths of those we are called upon to minister to. And indeed, the bike is the thing that opens doors between our calling and the rest of the world. We work within the motorcycling community, in its many forms; the culture that has developed around it; and the riders who are out on the road, that live it.

You need to know that *you don't have to own or ride a motorcycle*, or even have a patch to be involved in this ministry; it's the *heart* that counts - not the machine or the piece of material. Remember, God doesn't call the able, He enables the called - and He's called you.

NO COMPETITION

Iron Horse Ministries is NOT a motorcycle club (M/C) of *any* kind, nor are we a ride group or club (R/G or R/C) - we are a legitimate motorcycle ministry (M/M). Therefore, we are neutral. Wherever God has this ministry, we are *not* there to take over any existing club, group, or organization; its' members; or its' territories. Nor are we there to minister only to the hardcore riders or one percenters. Our heart and mission, is to quietly come alongside any and all motorcycle clubs, groups and organizations (whether Christian or non-Christian); and with all motorcyclists - from the occasional rider, to the hardcore one percenter (and everyone else in between); with the purpose of being sort of like a spiritual tool, in everyone's toolbox of life. All we want is the opportunity to love on, and to minister to, as many folks as we can.

MANY WAYS TO SERVE

As a word of encouragement to *all* members, there are many ways to be part of this ministry. You can be involved through prayer and/or financial support; by helping to plan events; by attending events that God has led you to, and a whole lot more.

Sometimes ministry is done through food and clothing; a visit to a hospital, a jail or a prison; through the death of a fallen rider; maybe through a quiet conversation; or sometimes all it takes, is just a warm smile. No matter what it is, it needs to be done with love, so that *above all*, the riders may know that God **really** does love them. Which means we need to meet them where Jesus met us - at *their* point of need. We are not to condemn or condone anyone's behavior; instead we are to show them unconditional love - just like Jesus has shown to us. Remember, they don't care how much you know, until they know how much you really care. Then, and only then, can relationships be built. The kind of loving relationships that builds bridges between church people who are afraid of bikers, and bikers who are afraid of church people. However, please be sure that a male only ministers to a male, and a female only to a female. That way, no inappropriate lines will be crossed.

If you have a motorcycle, and your license to operate one is current, that's great. It doesn't matter what make or model the bike is - you can be involved. If you're between bikes, that's OK too. Once again, all you need to know is that, *you don't have to own or ride a motorcycle*, or even have a patch to be involved in this ministry; it's the **heart** that counts - not the machine or the piece of material. The point is; if God has called you to this kind of ministry, then you really need to be out there - with or without a bike.

So, if you're not really sure how and where to serve God, just quietly ask Him, and He'll show you. Then, just step out in faith, and go - you'll be glad you did.

THE HIGHEST STANDARDS

Because we are called to serve the King of all Kings; because It's His Ministry, and we're wearing His patch; and because *we are always being watched*; we need to reflect the highest standards - they're expecting it. We need to be:

The first to pray - The last to complain.

We are to be suited up not only in denim and leather, but also with God's spiritual armor (Ephesians 6:10-18) and in prayer. Listen and watch for opportunities to pray with, and for others. Be a joyful, positive influence to everyone you meet - it will *always* bless them.

The first to give - The last to take.

As bondservants of the Most High God, we should always have a servants' attitude, whether out on the highways or at home. The world always wants something for nothing. We need to give everything, for our King who gave His all for us. Look for opportunities to be of help wherever you go.

The first to arrive - The last to leave.

If you are working an event, be there ahead of time. Don't be *in time*; be *on time*. No one should *ever* have to wait for you. It's not a good reflection on God, not to mention this ministry. Stick around and help clean up. They'll remember what you *did* for them, far more, than what you *said* to them.

WE SUPPORT . . .

The Country -

I.H.M. as a ministry, is not politically oriented, but we do acknowledge our allegiance to our country. We support and encourage each member's right to vote, as they believe they are being led by God to do. We feel it's the responsibility of all believers to vote. This country was founded on the basic Judaic-Christian principles of the Bible, and we want it to stay that way. "In God we trust" is not just a motto to us, it's our lifestyle. We also encourage participation in government and civic affairs, as well as prayer support for our leaders. Iron Horse Ministries will not encourage any actions that are contrary to the laws of this land, except where those laws are in direct opposition to the biblical laws of God.

The Family -

I.H.M. is a ministry that supports every aspect of the God ordained structure of the basic family unit. We firmly acknowledge that the priority for our lives must first be our God, then our spouse and children, and that they are our primary ministry. We also strongly support the principle that children need as much time with loving parents as possible in order to grow up as Godly citizens. As a result, we encourage family participation in this ministry. That's why there's a Junior Supporter patch available, for those who qualify. For more information on this, please see "The Patch" chapter in this manual.

The Church -

I.H.M. supports the local, historic, Christian church. We are told in scripture not to forsake the fellowship of believers. This is for both our daily strength, as well as for accountability. Therefore we strongly encourage every member and those we minister to, to be in a local church membership, and to be active in it. Whether on a national or a local level, each member *must* be a member of a Bible believing, Christ-centered church body.

Other Motorcycle Ministries -

I.H.M. supports all other valid Christ-centered motorcycle ministries, and their efforts in bringing the lost into the Kingdom of God. We are *not* to act in any way that might obstruct, injure, or damage the testimony or work of any other motorcycle ministry. We must always remember, that we are *all* under the same banner - Christ.

However, this is not to say that we necessarily agree with *every* aspect of *every* ministry. That's because *all* ministries have people in them (this one included), which means that things can get a little cross-threaded from time-to-time - hence, the need for accountability. That's why each thing said or done, must be tested one at a time, by the Word of God.

NOVELTY PATCHES, PINS, STICKERS, ETC.

As you may know, any pin, patch or sticker that you wear on your vest, jacket or helmet, not only represents what you think and believe, it makes you a representative of that belief as well. There are some novelty patches and stickers out there that say some pretty twisted things. Some are funny; some are cool. But if you put one on your vest, jacket, or helmet, just be aware of the message you are conveying to everyone. Ask yourself, "Is it Godly? Will it compromise our neutrality as a ministry? Does it follow the protocols of the motorcycle culture?" With that in mind, we ask that you would be very, very mindful of the message you may be sending to those that you're trying to minister to. A good rule of thumb is: If in doubt - do without.

It's extremely important to pay attention to the colors of a novelty patch as well. According to the protocols, the colors of the patches should not match in any way the colors used by any of the local 1% and/or three-piece patch clubs. It can be perceived by those clubs as disrespectful. To them, it may look like you're trying to copy or mock that M/C, thus hurting your chances to minister to them. Not to mention, they might decide to remove the patch from your vest or jacket with you still in it - not good.

Bottom line:

First impressions and perceptions are very important to *all* people. So, if you're not sure about wearing something, then please ask - don't guess.

BEING NEUTRAL

As human beings, we have a natural tendency to want to protect what we feel is ours. This holds true for most of the motorcycle clubs (M/C's) you might run into out there. They can be *highly* territorial. With that in mind, you need to be aware of the “neutrality” protocol.

This is **extremely** important. To start with, I.H.M. is a **neutral** behind-the-scenes motorcycle ministry (M/M). As such, it would be inappropriate for any member of Iron Horse Ministries to wear or display *any* “support items” such as t-shirts, patches, bike or helmet stickers, etc., with the logo, name or colors of any 1% motorcycle club (M/C) imprinted or implied on it. Even a relatively harmless patch that may use the same color combinations of a 1%er club (e.g. red letters on a white background, etc.), should *not ever* be worn. It may be perceived as a direct mockery to them - again, not good.

In these, ‘the last days’, you need to be sure that you conduct yourself in an appropriate, loving, Christ like manner to *everyone* you meet; while being totally **neutral** to the group they belong to. In other words; without compromising your faith, and without jeopardizing proper protocols, you must treat *all* people the way Jesus would - no matter what club, group, or organization they may be a part of.

Believe it or not, they are really counting on that.

So with that, we are reminded, that when someone asks us about our Christian faith and hope, we should always be ready to explain it. And when we do so, ‘we should always be sure to do so in a **humble and gentle way**’ (Ephesians 4:2).

BUILDING BRIDGES - IN CRISIS SITUATIONS

The following is *not* meant to scare you, but to help prepare you. As a member of this ministry, you will find yourself ministering behind the scenes to all kinds of people, in all kinds of ways, and in all kinds of situations. From time-to-time, you will even find yourself ministering to folks in crisis situations - it’s inevitable. But don’t let it shake you.

Comforting folks at accident scenes, hospital visits, family deaths and the like, are rather common occurrences in ministry. Also, there are a number of other situations that you may encounter, and in each one of them, there may be many other aspects that you will need to be ready for - but don’t worry. Here are some basic tools you can use, that will help in most situations.

Typically, at an accident scene or any other intense situation, there are many emotions (fear, anger, concern, etc.) flying about in a cloud of confusion. People can emotionally shut down or become emotionally intense, due to the situation. Even after the initial impact of the crisis, the roller coaster ride of emotions still continues.

Whether it is the victim, their family, or friends, they all will face similar feelings to varying degrees. While still dealing with all of the emotions from the beginning of the crisis, they are also becoming overwhelmed with all of the decisions that must be made - despite the lack of, or at best, fragmented information they may be receiving. The feelings of complete helplessness along with grief and mourning are added to the mix.

Seeing a loved one in an injured state has varying effects on people. But when we show up, we bring a calming effect. Actually, it's not us - **it's the cross**. When people see it, they calm down substantially. That's yet another reason why it's important to wear your vest everywhere you go. You just never know.

As you help to meet people's needs at their level, their mindset can change quickly depending on the events that are occurring. Therefore, it is important to observe and listen in order to help determine how you can best minister to them. You do not need to have all of the answers, or some great 'spiritual' sayings to be of help. In fact, in most situations, the all too frequently used 'Christian sayings', don't help at all. Just being yourself, being available and showing that you care, is a great comfort to those people who are in the middle of a crisis. If they ask you about something and you don't have the answer, be honest and tell them that you don't know. Find the answer and get back to them as soon as possible. They will appreciate your honesty, your concern and your follow-up. Now, you are '*Building A Bridge*'.

Also, keep in mind that most people will lose track of time and need help organizing their thoughts when dealing with a crisis. They need to eat, sleep, and make contacts with family, friends, work, etc. Offer to get them a snack or to help them make contacts. Are they a member of a club, group, organization, or church that you can contact for them? If so, then perhaps you can contact those entities and encourage them to directly contact the victim/family as soon as possible. It is very disheartening for victim to be a member of a group, which has made little to no contact with them in their greatest time of need. The last thing they need, is to feel alone and forgotten. Therefore, it will also be important for you to follow-up with the victim/family after the dust settles. So get their contact information if possible, and follow-up with them. You will be '*Building A Strong Bridge*'.

So to recap everything: Ministering to people in any type of crisis is not an easy task, but it can be most rewarding. So, don't be apprehensive and don't try to be someone you're not - just be yourself and love on them. Be prayed up, listen and observe, respond appropriately, and follow-up. If you do these things (and in that order), you'll be a successful '*Bridge Builder*'.

Finally, it takes much effort and commitment to minister to people in need. But isn't that what our God has called us to do anyway? If that's so, then know that when God directs you to do something; *there is always a reason*. Who knows, you may be the only one there - '*Building Bridges To Christ*'.

SECTION-2

THE MEMBERSHIP

MEMBERSHIP

GROWING THE MEMBERSHIP

(John 12:32)

To start with, we all want this ministry to grow. However, in our enthusiasm, God does not want us to “persuade”, “prospect”, or “proselytize” anyone into this ministry. So as a refresher, let’s see how *God* wants us to handle membership.

We are not to PERSUADE - We are *not* to try to, sell, pitch, persuade, recruit or schmooze anyone in to becoming 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 are not to PROSPECT - No one has to “earn the right” to be part of this ministry. All we ask is that the prospective members be sure of God’s call to this ministry, and that they understand the seriousness and the commitment level involved in this kind of ministry. To this end, we suggest that they check out the entire I.H.M. website. Then (if they can), attend a few meetings and/or events with us, and ask a lot of questions. That way, they can capture the heart of this ministry, and what it is we do, for themselves. And then, if God moves them to, they can follow the application process.

If for some reason they’re not able to attend any meetings (maybe because of a work schedule, or maybe because there’s no Chapter or Ministry Team in their area yet), then by all means, stay in touch and encourage them by making yourself available to chat with them and answer their questions. Who knows, that may be just what they need to help them makes their decision.

We are not to 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 - EVER.

However, remember that anyone can be a Fully Patched member of most any other organization, and still be part of this ministry, either as a level one (a prayer partner and/or financial supporter), or as a level two participant (a Supporter Patch holder). All they need to do, is meet the appropriate criteria.



Bottom line:

Please don't forget, that people can be part of this ministry, *only 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. Besides, isn't that how you came to be a member - by God's leading?

So, as you run into people out in the field that may be interested in Iron Horse Ministries, just answer their questions the best you can, and give them an I.H.M. business card. Then (just like you may have been), refer them to the website on the card. That way, as they check out the site for themselves at home, they can quietly and prayerfully let *God* speak to their heart. Also, they'll be able to learn at their own pace about this ministry, and what it takes to be part of it. In addition, checking out the website will help to put everyone on the same page.

Now, before you part company with the one you've just given an I.H.M. business card to, please don't forget to let them know that you'll be praying for them, and that you're available if they have any questions.

Please note:

If God is speaking to their heart about this ministry, and they're listening, then they will most likely contact you. So remember to stay in touch, and most importantly, always keep them covered in prayer - just like what was done for you.

WHAT'S REQUIRED TO BE A MEMBER

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 God has us ministering to, we need to be aware of what the Iron Horse Ministries patch may represent to them.

When they see you wearing only the supporter patch, both patches, or no patches at all for that matter, they should see *in you* 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 you need to be prayed up, and suited up, before you start up your day (Ephesians 6:10-18).

You may be asked something like, "What's it take to become a member of Iron Horse Ministries?" You can use the following list of the basic requirements for this ministry, both as an answer to them, as well as a reminder for you:

- 1) They must be a born again believer in our Lord and Savior, Jesus the Christ.** They must be ready and willing to share with anyone what happened to them, and about the hope that they now have.
- 2) They must be a discipled active member of a local Christ centered, Bible believing church body.** They must not forsake the fellowship - it will strengthen them.

- 3) They must be spending time in prayer and in God's word daily.** How will they know what He wants them to do, if they're not in two-way communications with Him?
- 4) They must be a self-starter.** Nobody will be holding their hand. They must be willing to work quietly behind the scenes (by following the leading of the Holy Spirit alone), without drawing *any* attention to themselves.
- 5) They must be willing to be held accountable to everyone, at all times, and in all circumstances.** 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*, and want that for themselves.
- 7) They must be a legal adult to be "Fully Patched".** Because of the behind-the-scenes nature of this particular ministry, there are times when God will have us go to where the "Leprosy" is . . . to bring to the captives, His hope, His healing, and His love.
- 8) Finally, before any adult can become a patch holder of this ministry, *they must complete the Application Form* as found on the Iron Horse Ministries website.** It is used as a tool by which to better get to know them, and to see if they have truly caught God's vision for this ministry.



Obviously, as you can see, this ministry is not for everyone. It is however, for those who are called of God, and enjoy the challenges and rewards of working quietly behind-the-scenes, patiently building bridges to Christ, and doing so with integrity and open accountability. And here's the thing - doing all of that, without drawing any attention to themselves. In a nutshell, that's in part what makes membership in *this* ministry, so much different than many others.

Please note:

This is a real live, honest to goodness, motorcycle ministry (M/M). And as such, nobody but God will be holding anyone's hand - and that's just the way He wants it. Which is why; if someone has expressed an interest in becoming part of this ministry, we ask that they would take some time and be in serious prayer about it. To God be the glory.

WHAT THEY NEED TO DO

Now as you know, the National website has all of the pertinent detailed instructions with regards to what criteria is needed to become a member of this ministry, and how to submit the Application Form.

Please note:

Because these steps are so foundational with regards to becoming a member of this ministry, may we suggest, that it would be prudent for all members of I.H.M., to check out the website from time to time, to refresh their recollection about the details on becoming a patched member of this ministry. That way, no one will be embarrassed when someone out in the field asks - it has happened.

THE APPLICATION

Speaking of the application process, we would like to take a moment here to remind you to be sure to let the applicant know that the *Questionnaire (Part-2) of the Application Form, is not a test*. It is used in part, as a tool to get to know them a little better as a brother or sister in Christ, and to see if they have truly captured God's vision for this ministry. In addition, as stewards, we must be certain that everyone is on the same page. As such, spiritually speaking, it's important for us to be careful, so as not to let in, any "wolves in sheep's clothing".

Now, as mentioned earlier, during this process, please be sure to pray for them. Also, don't forget to follow up with them by making yourself available to answer any questions they may have. In addition, please be sure to encourage them, and to thank them for their understanding, their valuable time and most especially their efforts with regards to the Questionnaire portion of the Application Form. As you know, it represents a lot of work.



A MEMBER IN GOOD STANDING

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

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



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

Bottom line:

We are recognized in part by our fruit (Galatians 5:22-23). And as such, He blesses those, that bless Him.



THE CHAPTER FIELD REPRESENTATIVES

REQUIREMENTS AND DUTIES

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

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

The Field Rep's basic job is to attend as many chapter/ministry team meetings as possible in their state, in order to keep a finger on the pulse; to help encourage the leadership in those local chapters/ministry teams; and if needed, they are to assist as an adviser to the overseeing board member within their state (only). What this means is, in addition to visiting the local chapters/ministry teams, the Field Rep is to serve as a liaison between them and the overseeing board member. This may be done in part, by prayerfully helping to assist and/or advising the board member, in making pertinent decisions, pertaining to what might work best for the local chapters/ministry teams in that state.

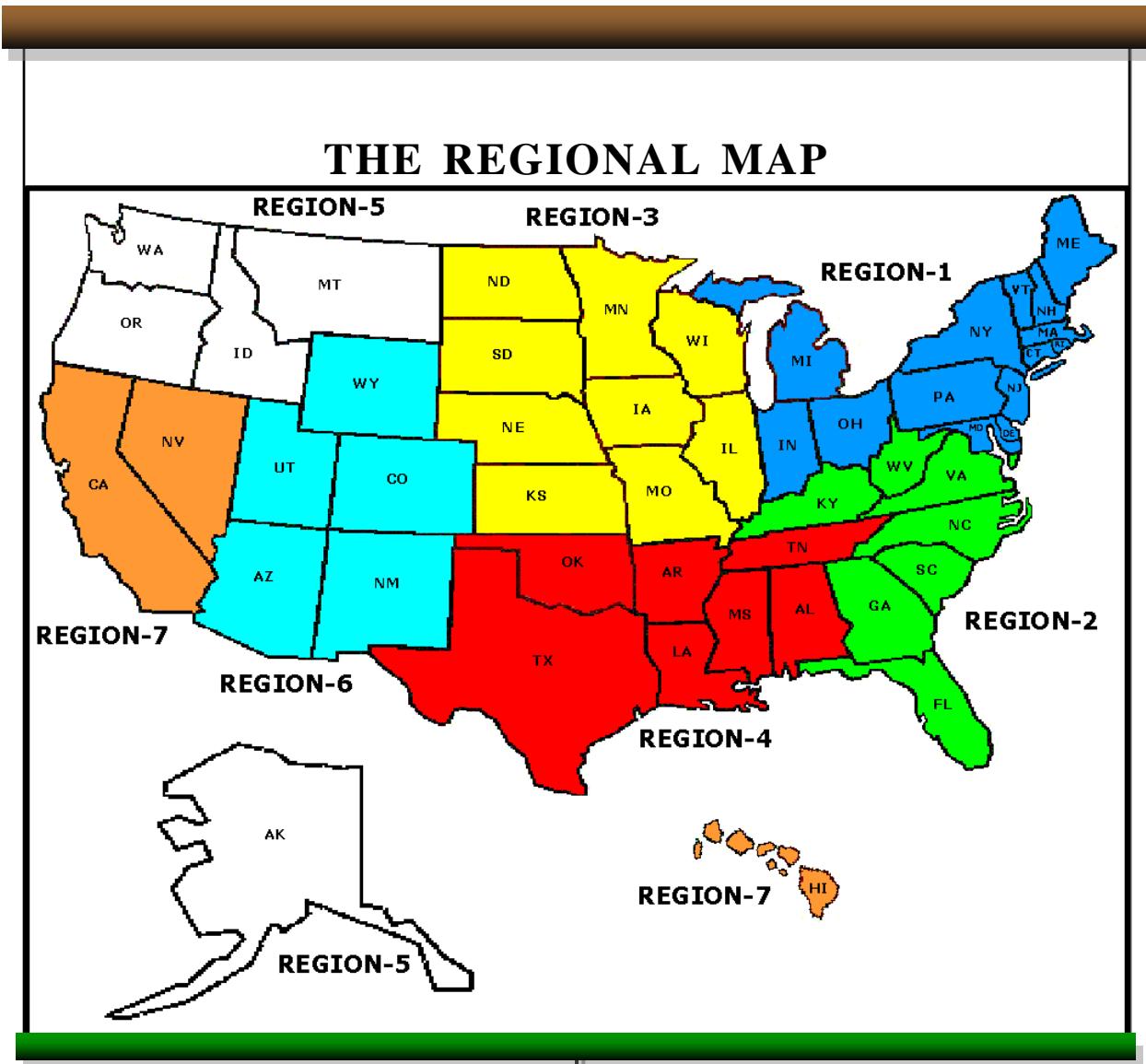
If there is a Chapter Field Representative available in their state, then the chapter Presidents/ministry Team Leaders in that state, are to go to them with their questions and concerns. But if there is no Chapter Field Rep available, then the chapter President/ministry Team Leader will need to go directly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

Please note:

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

Also, 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 (via e-mail or snail-mail) to the Board of Directors stating their intent, a basic reason why they feel they need to leave, and where God is leading them to serve Him next. Also, they are to submit the name of the individual they feel God wants to appoint to that position. The board will then begin to pray about it, and following God's lead, will appoint the next person to fill that vacated position.

The map below is divided into seven regions, one for each member of the board to oversee. The regions are based on the general ridership in those areas.



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THE BOARD OF DIRECTORS

The following are the basics of how God has setup the Board of Directors of Iron Horse Ministries. The purpose for sharing this information with everyone, is to hopefully remove any mystery there may be about the board, and thus, it should help each member to better understand how this ministry operates. Besides, should God be calling a member at large to a position on the board, they will need to know some of what might be expected of them.

REQUIREMENTS AND TERMS

To start with, each board member must be a fully patched member in good standing. There are to be no more than seven active board members serving at any one time. The board (with the Lord's leading) selects the board members. All who are to be considered for an appointment to the Board of Directors of Iron Horse Ministries, will be prayerfully considered by God's leading based upon 1 Timothy 3:2-7.

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

Please note:

If a member believes that God is moving them on, and it's time for them to vacate their post on the board, then they must submit a letter of resignation to the Board of Directors (via e-mail or snail-mail) stating their intent, a basic reason why they feel they need to leave, and what direction God is moving them on to.

DUTIES OF THE BOARD

Basically, the Board of Directors is to (by God's leading), prayerfully conduct the overall business of this ministry; appoint officers; and set policy. The board meets at least once a year. The meeting is held in December with the exact date, time, place and means (either face to face or electronic) determined by the board as they see fit.

The board makes all decisions, which may include, but are not limited to, all financial matters on the national level, making sure that the ministry follows all of the rules and regulations set forth by each state and the federal government for this 501c3 religious organization. In addition, the board considers all applications for patched membership; the presenting or revoking of charters for I.H.M. chapters; the appointment of all local chapter officers; as well as helping the those officers (as needed), with decisions and accountability, etc. Because the board appoints the needed local officers, it helps to keep the 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 concerned, has the freedom to go ahead and make that decision. That's because, 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. With that, as long as the precepts and principles of God's Word and this manual are followed, there shouldn't be any problem.

Then, for the sake of accountability, each board member makes sure that their decision is made known to the rest of the board as soon as possible. The only decisions that are not ever to be handled in this manner, are those decisions that can affect the entire ministry (i.e.; policies and such). In those cases, the whole board is involved in prayerfully making those decisions.

Now that you have read about the basic requirements, terms and duties of the Board of Directors, it is our hope that you have a better understanding of what it is they do. And with that understanding, it is also our hope that you now know how and what to pray for. Thank you for your prayers. Without them, nothing of any spiritual significance can be accomplished.

LICENSING AND ORDINATION

Now, to completely change gears on you, here are a couple of other things that are board related for you to know, and to consider.

There may come a time, when God will speak to the heart of a man, calling him to be Licensed and Ordained into the Gospel Ministry. When this happens, the one who's heart that has been touched by God, will need to contact their local chapter Chaplain/ministry Team Leader and share with them what they feel God has whispered to their heart. Then, the local officer will get in touch with the member of the Board of Directors that oversees their region. After the board member has had a preliminary conversation with the candidate (to help determine whether or not God is truly calling him), the candidate may then be turned over to the National Chaplain for further evaluation. Once God's call on the candidates' life has been confirmed, the candidate may be granted a Licensed to Preach by this ministry.

Then, after some time and guidance from the Senior Chaplain, and after evidence has been seen of God's specific call on the candidates' life, then by the leading of the Holy Spirit, the full Board of Directors of Iron Horse Ministries will convene to examine the candidate. If the candidate passes muster, he will then be Ordained through this ministry. With that comes, great expectations, great responsibilities and the greatest and one of the hardest jobs you'll ever love.

Please note:

If you feel that God may be speaking to your heart with regards to ordination, then please don't let the thought of it scare you away; know that you'll be guided and helped through the entire process. However, if you're not quite sure it's really Him calling you to do something like this, then by all means (as mentioned before), please contact your local chapter Chaplain/ministry Team Leader, and confide in them what has been on your heart and mind. This is a *really* BIG thing - so you need to be absolutely sure - it's God - and not you.

FAITHFUL FEW

The Faithful Few, are fully patched members of Iron Horse Ministries that have been called of God, to live and serve as full-time missionaries to bikers through this ministry. This calling is *not* something that is earned - lest we might boast; it is something that is lived - even when no one is looking.

They serve as ambassadors for the cross and for this ministry; living by God's provision alone, through His people alone, as His people are obedient to Him alone.

If you feel that God may be calling you to serve Him in this capacity, and you want to be sure of it, then please contact your local chapter Chaplain/ministry Team Leader. They will then get in touch with the National Chaplain who will council with you, to help determine whether or not you are truly being called of God, to serve Him as a full-time missionary to bikers.

If it has been determined that God is in fact calling you to this special service, then your local chapter/ministry team will need to lay hands on you and send you out into the field. From that time on, you will be recognized and considered by this ministry, as a Missionary. It's also one of the hardest jobs, you'll ever love.

Please Note:

Because this calling is as significant as ordination, you may be asking yourself, "Do those that are called to be missionaries to bikers, need to be Ordained?" The answer is, "No". But because of some of the things that may be required of you out in the field, it may be something for you to prayerfully consider.

However, please remember that ordination *must* be considered as a separate call of God. After all, *not all* who are called to serve as full-time missionaries to other people groups around the world, are also called to be Ordained.

OFFICERS OF THE BOARD

The following is a brief description of the basic duties of the officers of the Board of Directors of Iron Horse Ministries. Again, the hope is that this will help to remove some of the mystery of what it is, the board does. With that, please remember to pray for the leadership of this ministry; that they will follow *God's* will alone - and not their own (Luke 12:48b).

Please note:

All of the members of the Board of Directors whether an officer of the board or not, must be fully patched; attaining and maintaining fully patched status in the same way as everyone else.

CHAIRMAN - The Chairman (also known as the C.E.O.), is to oversee and lead the board by prayerful example. This means, that the Chairman is not only to be an ordained 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. Among other duties, with exception of the Ordination Counsel (please see "Licensing and Ordination"), he is the moderator over all the board meetings. And because the buck stops with him, he is held at the highest level of accountability.

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. Among other duties, 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, correspondence, etc. given to them concerning this ministry.

ASSISTANT SECRETARY - The Assistant Secretary (also known as the Assistant National Secretary), is a board member that is appointed by the National Secretary and approved by the rest of the board. This person's job is to assist the National Secretary whenever needed.

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 and appropriate 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 states and federal government for a 501c3 non-profit religious organization. The C.F.O. must also keep detailed itemized receipts of deposits and expenditures made on the national level. It is strongly suggested that the C.F.O. work with an outside accountant on an annual bases, to make sure that nothing was missed. Also, they are to give a report at each board meeting of the previous and current financial status, including that of the local charted chapters.

Lastly, for the sake of integrity, not only is the C.F.O. not to be an officer of a local chartered chapter, but they also must 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 worldwide ministry. He is the “C-to-C”, or the “Chaplain to the Chaplains” of each chartered chapter. In other words, the National Chaplain is to be an accountability partner and/or sounding board for the local chapter Chaplains.

In addition, because the answers to the Iron Horse Ministries Questionnaire portion of the Applications are of a spiritual and somewhat confidential nature, the National Chaplain is the one that receives them, and prayerfully follows up on them. Like the other board members, the Senior Chaplain is to be directly accountable to the Board of Directors.

NON-RIDER - In addition, there is supposed to be one non-rider member on the board. Although not an actual ‘office’ per se’, 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. There needs to be a proper balance of all things - at all times.

LEGALISM

Now here’s a footnote on a subject that really needs to be looked at, “Legalism”. This insidious thing, has destroyed countless ministries. That’s because there is such a delicate balance at times between man’s definition of things and God’s.

So with that, one of the most important things that the Board of Directors (not to mention the rest of this ministry’s leadership) must do, is to do their very best to be vigilant to ensure that legalism does not slowly creep in, and overrun this ministry. As the ministry grows, this will become more and more difficult. So once again, please don’t forget to pray for the members of the Board of Directors as well as for your local leaders - they’re always praying for you.

SECTION-3

THE CHAPTER/MINISTRY TEAM

THE CHAPTER

STARTING A CHAPTER

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

As a member of a chapter, a growing ministry team, or by yourself as a Team Leader, the task and goal is still the same; whether you ride a motorcycle or not, you are to attend as many local motorcycle events and organizational meetings as you possibly can, thereby making yourself more available to minister to the riders in your area. As a result, the patch will be seen more, thus the more quickly it can become established, and the sooner you will be known as someone who is part of a ministry that can be trusted, and counted on. That’s how you earn the right, to breathe their air, and thus to be heard. And that’s *exactly* how bridges are built to Christ in the motorcycling world. Any other way, just doesn’t work.

Now, as a Ministry Team grows, it may become a fully chartered chapter only when *God Himself* makes it clear to the Team Leader (and through that person to the Board of Directors), that the officer positions are able to be filled by the people *He* 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 are evaluated by the board on an annual basis. The annual evaluations will take place in October/November, so that all of the officers will be in place by the start of the new year.

Please 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. Now once a chapter is formed, it will take on (and retain) the name of the city, town or area and the state in which it was started (i.e. Iron Horse Ministries, My Town - My State).

Please note:

It is generally considered a ‘rule of thumb’, that in any state, no chapters/ministry teams should be any closer to one another, than a full hour’s ride away. This will place them approximately fifty to sixty miles away from each other. With that, they’ll be far enough away to have their own community with its own distinctive subculture to minister to - and yet close enough to help support and encourage the other chapters/ministry teams in their region.

CHAPTER MEETINGS

Local chapter business meetings are always ‘open’ to everyone, and are to be held at least once a month. It is strongly suggested that an ‘officers meeting’ be held several days before the regular business meeting. It will help in *all* kinds of ways. Also know that chapter meetings can be held anywhere; a church building, a restaurant, a home, a park bench - it doesn’t matter. This also holds true for the ministry teams as well. Though not required to meet, ministry teams can benefit greatly from meeting together. It’s a HUGE encouragement.

With that, if at all possible, there should be some sort of ‘fellowship’ at least one other time during the month. Whether it’s a ride, a meal, a Bible study, etc., the more often you get together, the tighter (as a family) you’ll become.

You also need to know, it doesn’t matter whether you’re fully patched or just supporter patched, you are invited to attend as many I.H.M. meetings as possible - again, they are always ‘open’. We believe that because of the behind-the-scenes nature of this particular ministry; encouragement and fellowship, are vitally important for ALL who wear the Iron Horse Ministries patch. So please, do all you can to be there.

CONDUCTING MEETINGS

Each chapter may conduct their meeting as God leads. However, 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, etc. 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.

Please note:

For everyone’s convenience, there is a suggested Business Meeting Outline in the Appendix of this manual. We hope you find it useful.

LOCAL OFFICERS

The following are brief descriptions and duties of the officers of both the local chapters and ministry teams of Iron Horse Ministries. But before we go any farther, we need to cover some ground here first.

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

With that having been said, being in a leadership position is no small thing. It requires a higher level of accountability and commitment. So, whether you are in a leadership position or not, please remember to always keep the leadership of this ministry in prayer, that they will follow *God's* will alone - and not their own (Luke 12:48b).

Now that we have covered that ground, let's take a brief look at the local officers and what God wants them to do.

TEAM LEADER - This requires an extraordinary level of commitment. Like a Church Planter in a new area, they may be the *only* representative of Iron Horse Ministries in that area for a while. Therefore, there needs to be a firm belief in God's vision for His ministry in that location. This person (who is accountable to their regional board member) also needs to have a good understanding, and a strong desire to live the precepts and principles as set forth by God for this ministry.

The basic duties of a Team Leader are very similar to that of a chapter President. The only exception is, there are no other 'officers' under that person to share in the ministry's work. So if you would, please look at the I.H.M. Roster, and if you notice a state that only has one or two names, then give them a call and pray with them. Who knows, it may be the only encouragement they'll get all that day.

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. He needs to believe in the vision for the ministry in his area, and understand all of its precepts and principles.

Among other things, the basic duties of the president are: **1)** to moderate chapter meetings with a prepared agenda; **2)** to help keep the chapter members informed of what is going on, elsewhere in the ministry; **3)** to help keep everyone accountable; and **4)** to encourage the membership to 'Go', and build bridges to Christ.

SECRETARY - They are to take the minutes and the attendance of each meeting, keeping neat files of those records. In addition, they are to read the minutes of the previous meeting. Also, they are to handle all chapter related correspondence, which also includes e-mails. As such, they are to create two distribution lists, one for their chapter's membership, and one for their state (for prayer support, etc.).

TREASURER - It is the Treasurer's responsibility to handle all donations entrusted to the chapter. They *must* keep accurate records of all monies the chapter receives and disperses, and they *must* maintain neat files of all the receipts of deposits and expenditures made. In other words, *there must be a paper trail so obvious, that it can be seen in the dark.*

Therefore, for the sake of accountability, before the chapter can spend any money, the President must approve the expenditures, and he must inform the other chapter officers of those expenditures as well.

At each chapter meeting the Treasurer is to give a brief report of the previous months' donations and expenditures, along with the chapter's current account status. In addition, the local chapter Treasurer must send an annual report of all their transactions to date, to the National Treasurer. This must be done in enough time so that the report will be ready for the annual meeting of the Board of Directors in December.

The local annual Treasurers report, must be sent to the National Treasurer as an e-mail attachment to this address:

treasurer@ironhorseministries.org

Please note:

For the sake of integrity, the Treasurer must not ever be related in any way, to any of the other officers of their chapter - no exceptions.

CHAPLAIN - In many ways, chaplains aren't all that different from ministers. While a minister may pastor a particular church within a certain denomination, chaplains are tasked with overseeing the spiritual well being of many different individuals, from many different backgrounds. Whether they serve in the military, at a hospital, in a prison, in a motorcycle ministry, etc., chaplains perform a valuable service that cannot be taken lightly.

Among other things, the Chaplain is the spiritual encourager for the chapter. He is to bring a brief devotional at each chapter meeting to help encourage everyone. And because he can be trusted with the most confidential information, he's the one to go to if anyone has a problem they're struggling with.

In addition, he is to help teach, train, equip and encourage the saints, to minister to those that God gives them - whether they ride a motorcycle or not. Therefore, the Chaplain must always be in prayer for guidance; allowing God to use him in this position for Christ's glory, as he ministers to both the members of the chapter, as well as to the secular world around him.

Please note:

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



Now, as far as the local chapter officers are concerned, an officer pin is available for each officer to wear on their vest or jacket. There is only one pin given per officer. By the traditions of the biker culture we are ministering to, the officer pin needs to be worn just below the I.H.M. front patch, which is worn on the upper most left side of the vest or jacket (as described in the “Patch” chapter).

PRAYER REQUESTS

What's more fundamental than prayer? Well, because prayer *is* so essential, we need to make sure that when prayer is requested for something particular, it gets out to the rest of the membership quickly. To that end, when someone in a local chapter has a prayer request, it should be given directly to their local Chaplain.

When the Chaplain receives it (and if it is appropriate to do so), it needs to be generated as an e-mail and sent to the members of that chapter, with a copy of it sent to the National Chaplain as well. From there (if appropriate), the prayer request will then be sent out nationally, to the general membership.

If a member of a Ministry Team has a prayer request, it needs to be given directly to the Team Leader. It should then be forwarded to the National Chaplain who will (again, if appropriate), send it out to the general membership as well.

LOSING AN OFFICER

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

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

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



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

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

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

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

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

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

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



HEART CHECK “IT’S NOT ABOUT YOU”

We need to stop here for just a moment, for a quick “Heart Check”. When it comes to this ministry, no matter whether you are in a position of leadership or not, we as members of Iron Horse Ministries must always 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, and by whom, we are sustained.

Now remember, they're always watching to see, if we're the real deal or not. Therefore, there should be *no* attitudes of *any* kind, other than that of a Christ like love and humility. That way, those that come to know this ministry and its members, will think of it and us, as a loving family - loving everyone, ‘just as they are’.

Finally, please don't forget, the folks out there won't care about who or what you know, until they know that you really do care. So "GO", and build loving bridges to Christ - one heart at a time.



THE FINANCES

HOW WE OPERATE

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

TITHING AND BENEVOLENCE

Whether it's on the national level or on the local level, this ministry follows the biblical principles of tithing. This means that every local chapter is encouraged to tithe any undesignated donations to the 'storehouse' (i.e., I.H.M. National). In turn, national is also encouraged to tithe any undesignated donations 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 donations for the "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 led 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 National Chaplain and Chairman must 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 by the government. So, in keeping with IRS rules and regulations, if a check is used to make a tax-deductible donation to a specific local chartered chapter of this ministry, then the check must be made out to the chapter's official full name, (e.g., Iron Horse Ministries, Its Town or Area, Its State). If it is not that specific, the check must be returned - no exceptions.

Also, when a check is received, the local Treasurer needs to deposit it into the chapter's account by the end of the next business day. However, if a check is made out just to "Iron Horse Ministries" with no designation on it (i.e., ministry name, town, and state), then the Treasurer needs to forward that donation, to the I.H.M. National Secretary, by the end of the next business day - no exceptions.

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

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

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

An Important Note:

As a ministry, we are expected to conduct all financial transactions honorably and with a high degree of integrity. Not only are we to do so to bring glory to God and as a testimony as to who we are in Christ, but also, to adhere to all of the strict guidelines and protocols that are required by the Internal Revenue Service. If these protocols are *not* closely followed, this ministry will be operating illegally. As such, I.R.S. will file charges, and shut this ministry down.

OPENING A CHAPTER BANK ACCOUNT

Setting up a bank account for a local chapter, must first be cleared with the Board of Directors. There are a few basic things that *must* be in place **before** an account can be approved and opened:

- 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. Even though 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 mailbox for a non-profit ministry.

Once the chapter Secretary finds out what those requirements are, they'll need to report them to the National Secretary. National will supply any documents that are needed (e.g., ministry by-laws, tax ID number, etc.).

Please note:

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

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 (e.g., account and transaction fees, etc.), and they usually are less of a hassle. Because each credit union is a little different from one another, each will have their own criteria for obtaining an account.

Once the chapter Treasure finds out what the requirements are, they'll need to report them to the National Secretary. National will supply any documents that are needed (e.g., ministry by-laws, tax ID number, etc.).

Please note:

There must be two signers on the chapter's bank 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.

Remember, the checking account must be in the full name of that chapter (e.g., Iron Horse Ministries, Its Town or Area, Its State). As mentioned before, if there is a tax-deductable donation made to a local chapter, that's what the check should be made out to - the chapter's full name. Conversely, checks for national should be made out only 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, both the local Secretary and Treasurer of a newly formed chartered chapter, should find out all they can before they bring it to the National Secretary. That way, they'll be able to answer all of the questions put to them.



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

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

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

- TO GOD BE THE GLORY -

SECTION-4

THE MINISTRY TOOLS

THE TOOLS

OUR MINISTRY TOOLS

As you know, this ministry belongs to our God - not to us. He allows us the honor and the privilege of serving Him in it, 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 changed at all.

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

With that in mind, please know also, that *God does not want this ministry* to fall into the trap and distractions of ‘marketing’ - EVER. Therefore, we must be careful *not* to reinvent the wheel, but to be good stewards with all that He’s already given us.

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

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

Please note:

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

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

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

ORDERING MINISTRY TOOLS

Now, if you are in need of some ministry tools, you may want to check with your chapter President/ministry Team Leader. The chapter/ministry team may already have what you need in stock. If not, the chapter President/ministry Team Leader have the official I.H.M. Order Form, and will order what is needed, for you.

If the supplies are being ordered through a local chapter, then the Order Form together with the money must be sent to the National Secretary of the Board of Directors for processing. However, if an order is being placed through a ministry team, then *only* the Order Form needs to be sent directly to the National Secretary. That's because ministry teams are not chartered, therefore, they do not have bank accounts. This means, that National is to take care of their ministry tool needs.

SUPPLIES

Speaking of ordering ‘ministry tools’, it is suggested that each chapter/ministry team order and keep a small supply of the basic ministry tools on hand, as well as a few hard copies of the latest Iron Horse Ministries Service Manual.

They may also want to keep a supply of “Starter Kits” on hand (sets of patches, ‘generic’ I.H.M. business cards, Prayer Pins, etc.), for the new members that our wonderful God may bring their way.

THE TOOLBOX

The purpose for the I.H.M. Toolbox is *not* to ‘showoff our wares’ (so to speak), but to help you to decide which tools God may want you to use. Also, it just makes it so much easier to be able to at least *see* an image of the tool, rather than trying to imagine what it might look like. So when you can, ask your chapter President/ministry Team Leader to let you see a copy of the Toolbox. And when you do, please be sure to prayerfully let *God* show you, which tools will work best for you. To Him be the glory.

Please note:

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

***PATCHES AND OFFICER PINS**

So as not be redundant, detailed information on the I.H.M. patches can be found in "The Patch" chapter of this manual. Meanwhile, 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 new officer of that chapter.

By the same token, when a Ministry Team becomes a chapter, the "Team Leader" pin must be sent back to the National Secretary. Upon receipt of that pin, the four Officer pins for the new Chapter, will then be sent out to them. This way, everything will be accounted for, thus, no loose cannons out there (so to speak).

***T-SHIRTS**

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

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

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

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

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

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

*BELT BUCKLES

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

*MINISTRY PINS

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

Please note:

With that, we need to take a moment, and make something perfectly clear. Like any of the other I.H.M. things that can be worn (e.g., Belt Buckles, Ministry Pins, etc.), they are NOT to be considered as pieces of jewelry or fashion statements. Also, out of respect, they are NOT to be worn in defiance of authority. So if you are not supposed to wear them, then don't.

Remember, the only purpose for these tools, is to open doors of conversation. In fact, that's how ALL of the tools that God has given to this ministry, are to be used. So as always, prayerfully use the ministry tools, *only* as *He* leads you to.



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

Now, if a fully patched member of Iron Horse Ministries has some craft skills, and wants to make an item with the ministry’s name, slogan or logo on it for themselves, or to give as a gift to another fully patched member, that’s fine. However, the Board of Directors *must* approve it first - before it’s made.

Please know that we are not trying to squelch anyone’s creativity. It is for the sake of the integrity of this ministry that we ask that these protocols be adhered to. Once again, we appreciate your understanding and compliance with this.

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. So, for the sake of staying sharp and honoring God, let's go through its meaning once again:

The large words "IRON HORSE MINISTRIES" symbolize 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 symbolizes 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' or 'gang'.

The motorcycle in the foreground, is the "Iron" - a modern day form of transportation that represents freedom to so many. The ghost horse behind it, represents the "Horse" of bygone days. Just like those that ride the modern day '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 the Christ, Jesus), to people in spiritually dark places, so that those trapped there, may see the light, and want to be rescued.

The words "Building Bridges To Christ" are 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, in the midst of the daily fray of things, God wants to make sure that 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: "**I**t's **H**is **M**inistry".

Please note:

When someone asks 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 are all about. So please, don't be caught without an answer. It *will* reflect poorly on all of us.

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 to hold an office, either on a national or local level. We make this a requirement so as not to cause confusion. You see, 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 who’s back patch they are wearing - not good.

Now, if someone you know 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 keep in mind, that most groups will *not* allow their members to wear more than one back patch. Having two different vests and/or jackets, each with a different groups’ back patch on them, is called “double patching”. To most motorcycle clubs, groups and organizations, Christian and secular alike, this shows a divided loyalty and it spreads confusion - this 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, your back patch shows your allegiance - the one you are willing to die for. Therefore, we ask 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. The riders out there 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 you know 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, the individual must *always honor* the group whose back patch they’re wearing. So with that, please be sure to have them check with their ‘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 their vest or jacket.

As a supporter patch holder, you are considered a member of this ministry. The *only* things not open to supporter patch holders, are the holding of an office both local and national, and the purchase of certain ministry tool items. These protocols must be followed, otherwise, it will create a lot of confusion - and that’s not good.

THE JUNIOR SUPPORTER PATCH

We at I.H.M. believe that your relationship with Christ should be the single most important aspect of your life. With that priority in place, all other areas of your life (your family, your job and your service to God) will fall into their appropriate places.

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. (This is the same patch that is used as the "Supporter" or "Front" patch for adults.) So, it is to be worn and treated with the same respect.

Now, since the maturity level at these ages can vary quite a bit from person to person, the consideration of this patch will be handled by the local chapter President/ministry Team Leader on a case-by-case basis. Also, 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. Again, it's on a case-by-case basis.

Once the Junior Supporter patch is pulled, it *will not* be reinstated. That's why it's important for both parents of a Junior Supporter patch holder, to be fully patched members in good standing of this ministry. That way, the child is being shown by daily 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, they are not to be 'grandfathered' in. Instead, 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 you see that a group or an individual (a non-member) is consistently displaying a true heart for this ministry, then contact your chapter President/ministry Team Leader, and share with them what you know. They will in turn, contact the board member overseeing your region. Then it will be prayerfully determined if that person or organization, is eligible to receive such a supporter patch award.

The Special Supporter Patch Award, is a regular I.H.M. supporter patch, mounted on black velvet in an appropriate 'shadowbox' type frame. It must be permanently mounted together with a small brass "Thank You" plaque behind the glass. It is to be mounted this way, in part, to insure that it will be used only for its intended purpose. That's because, chances are, the recipient is not aware of the proper protocols. So, when the award is ready to go, the local Chapter/Ministry Team (with much heartfelt gratitude), can present the award to the recipient.

WEARING THE PATCHES

On occasion it's been asked, "Why is it that you wear a patch anyway?" The real reason, is so that those who may have need of us, can more easily find us. So, whether it's to a church, the grocery store, motorcycle events (including ALL I.H.M. meetings and activities) etc., all patch holders are encouraged to wear their patch everywhere they go. When doing so, please be sure you're prayed up, and ready to share your faith in Jesus; be *willing* to pray on the spot for others needs; and be *able* to minister as the Holy Spirit leads. After all, isn't that what it's really all about?

With that, the biker culture has many traditions and/or protocols that are adhered to. Even though some are not followed anymore, most are. The one that is still most closely followed, is the one that says, 'The only thing on your back, is to be the patch you are willing to die for'. Another edict with regards to patches that is still closely followed today, is the one that says in part, 'If anyone is fully patched, they are to wear the organizations' front patch (if applicable) on the upper left portion of the vest or jacket' (as seen below). For them, these protocols traditionally symbolize where their heart is. Therefore, for their sakes and the Gospel, we need to follow these traditions and protocols as well.



The only exception, is if an American Flag patch is worn on the front of a vest or jacket. In such cases, flag etiquette requires it to be worn on the upper left ('over the heart'), while the organizational patch is to be worn on the upper right (as seen below). In either case, proper protocol requires that absolutely nothing is to ever be worn above either patch. Not following this protocol, shows a lack of respect.



MOUNTING THE PATCHES

Now, in order to help make things a bit easier, here are a couple of helpful hints that you can use, when mounting your patches:

For the placement of the back patch, measure four finger's width down from the very top of the back panel (where a collar would be attached), and the top of the patch (as seen above).

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

Please note:

Speaking of leather or denim vests. Traditionally, in 'the day', the gear that a biker would wear was mostly leather with some denim. The main reason was (and still is) for protection while riding. However, ever since the addition of the denim vest to the 1%er's wardrobe, they've felt a need to make theirs a bit different than everyone else's, thus adding a protocol or two.

So in part, these are the protocols they came up with: 'All of those that are *not* members of a 1%er or 1%er style motorcycle club (M/C), are *not* to cut off the collar of their denim vest. Also, the sleeve openings must *not* be aloud to fray.' The reason they give for this, is to help distinguish a "real" biker from a "want-a-be" biker. Go figure. It is, what it is.



So with that, please remember that because this is a motorcycle ministry (M/M), we *must always* be sure, that we are perceived as neutral. Otherwise, we will not be able to earn the right to be heard. Also remember, for some of the people that God has given us to minister to, these kind of things are very important to them - it's their life. So once again, for their sakes and the Gospel, we need to be sure to follow these protocols.

LEAVING ACTIVE MEMBERSHIP

Here's a subject we really don't want to talk about, but we must. Though we don't want anyone to leave active service with Iron Horse Ministries, we know that it will happen. God will move folks in, and God will move folks on - that's life. It's a part of this ministry; so let's take a moment, and look at it.

To start with, there are two basic ways to leave this ministry, either honorably, or dishonorably (more on the latter, in the chapter on "Discipline"). Aside from going home to be with the Lord, leaving this ministry honorably, is when someone feels that God Himself is moving them on to other ministry work.

In such a case, all they need to do is send (via e-mail or sail-mail) a letter of resignation (giving a simple explanation of why they feel it's time for them to leave, and where they'll be serving next), to their chapter President/ministry Team Leader, who will then keep a copy for their records, and forward the original copy of the letter to the National Secretary for processing.

Now, 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. With that in mind, the patches as well as the officer pins must be considered as this ministry's property. Therefore, if a patch holder feels that *God* is moving them on, and that it's time to leave active membership in this ministry, then we must be asked that they turn in their I.H.M. patch(s) as well as the officer pin (if applicable), to their local chapter President/ministry Team Leader upon leaving. There can be *no exceptions*. That's because there can be no *loose cannons* out there. With that, we want to thank you for your understanding and compliance.

However, here's a cool thing. God has granted, that (with the exception of the items mentioned above), the outgoing member in good standing, may (if they wish) keep any or all of the other Iron Horse Ministries tools they have, as a memento of their time spent serving the King with their I.H.M. family. And as such, it is understood and expected, that those whom *God* is moving on to serve Him in other capacities, will honor and respect this and His ministry, and not abuse the privilege of keeping those tools. To God be the glory, for *all* He has done.

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 entire Iron Horse Ministries logo is trademarked, and as such, is not to be used for anything else, other than for this ministry's purposes. Any use of the logo (or any portion thereof), 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 clever trinket or novelty? What's the message we would be giving? Will it honestly help draw others to Christ through this ministry?"

We as humans, 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; it is a real live, honest-to-goodness, motorcycle ministry (M/M). And as such, we must *always* be vigilant to represent God's highest quality and standards through it.

CHAPTER/MINISTRY TEAM WEBSITES, ETC.

THE LOCAL WEBSITE

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

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

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

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

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

Please note:

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

OTHER THINGS TO KNOW

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

In addition, you will notice that the "News & Events" page has nothing on it as well. Once again, it's for the local Chapters/Ministry Teams to fill in. It is suggested that the "Upcoming Local Events" section of that page, be used as a local calendar, and the "What's New" section be used for biker related news, etc. In any case, as far as the content of these pages are concerned, you have the freedom to pray about it, and to put onto those pages, what you feel the Lord want on them. However, for the sake of continuity, it is requested that the "Welcome" page **not** be changed at all. We thank you for your understanding.

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

Please note:

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

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

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



An Important Notice:

As a matter of stewardship, the Board of Directors of Iron Horse Ministries, respectfully has the authority to ask for, and expect changes to be made, to any I.H.M. related media. As such, the changes are also expected to be made in a timely manner. If there is an unwillingness to comply with such a request, then the Board reserves the right to pull the local site off of the World Wide Web, until further notice. Thank you for your understanding.

E-MAILS

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

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

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

Now you may be wondering, “So, how do I set this up?” The setup instructions for the Chapter’s/Ministry Team’s local e-mail account, can also be found in the Quick-Start guide.

CALENDARS

At this point we feel we need to stop here for a moment and mention something about the calendars. Because each Chapter/Ministry Team has their own list of local events, we need to make sure that everyone else is also aware of them. That’s so if for no other reason (whether they are able to attend or not), every member of this ministry can pray over each event as well. Therefore, having an up-to-date calendar would be one of the best tools to use to accomplish that goal. To meet this need, there are two basic types of calendars available; the national calendar and the local calendars. With that, we encourage each Chapter/Ministry Team not only to use their own local calendars, but to also send the same local information on to the I.H.M. National Calendar as well. In order for any events to be posted nationally, the information must be sent to this e-mail address only:

calendar@ironhorseministries.org

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 also makes them a representative of that belief. The same holds true for a website. Any link to an ‘outside’ website, indicates that the organization that put the link on their site, supports that outside group. With that in mind, remember that all I.H.M. websites *must* be handled and considered as a ministry tool - *not a personal ‘billboard’*.

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

USERNAMES AND PASSWORDS

As mentioned before, the National Secretary of the Board of Directors not only gives access to the Quick-Start Guide, but they are the only one that also issues and keeps track of all Usernames/Passwords. Therefore, each local Webmaster must contact the National Secretary to request and receive everything necessary to get their site up and running. The contact address is:

secretary@ironhorseministries.org

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

Please note:

It may take a few days to process the requested password change. So, please be patient and wait for the National Secretary to respond. Thank you once again for your understanding.

THE LOCAL WEBMASTER

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

THE COST

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

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

Now, just so that you know, I.H.M. National will cover the small basic hosting fee. And because the Ministry Teams do not have bank accounts, National will pay for their annual domain name renewal as well. However, because chapters have their own bank account, we ask that each chapter that has a website, pay the annual \$10 fee (through the National Secretary) to cover their own domain name renewal.

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

SECTION-5

THE LAST THINGS

FINALLY

OUR FINAL AUTHORITY

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

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

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

So with that, if a significant change has been made, please know that it has taken a lot of time, effort and prayer for that to happen. Also know, that whenever there is a change like that, everyone will be notified by e-mail. Then you'll need to update your copy of the service manual. (Please see the "Updating" chapter.)

FROM THE GROUND UP

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

Please note:

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

THE DISCLAIMER

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

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

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

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

Enough said -

LET'S RIDE!

UPDATING

Because communication is so important in this kind of ministry, it is imperative, that **EVERY** patched member (whether supporter patched only or fully patched) should have an updated hard copy of the “General” Iron Horse Ministries Service Manual. There should be at least one per household.

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

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

Please note:

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

HOW TO UPDATE THE “GENERAL” SERVICE MANUAL

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

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



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

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

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

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

HOW TO PRINT A WHOLE NEW SERVICE MANUAL

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

Following the previously mentioned procedures, locate and open the service manual, and be sure it’s saved to the I.H.M. Service Manual folder on your hard drive. Now, all you need to do is just open the file from where you saved it, and click on the “Printer” icon at the top left corner of the PDF frame. When the printer function window drops down, check to make sure that the “Print Range” section says “All” (meaning all pages), then click OK, and before you know it, you’ve got a hard copy of the Iron Horse Ministries “General” Service Manual.



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

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

APPENDIX

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

Below is a brief description of each item. If you have any questions regarding anything in this Appendix, please contact your local chapter President, or your ministry Team Leader.

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

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

BASIC BUDGET SHEET - The Basic Ministry Budget Sheet is offered here to help the local Chapters/Ministry Teams keep track of all donations and expenditures. Also, it can be printed up and used by the local chapter Treasurer to help put together the annual financial report that must be given to the National Treasure. In addition, for the sake of open accountability, a copy of it can be handed out at local business meetings for folks to see.

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

Please note:

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

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

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

Please note:

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

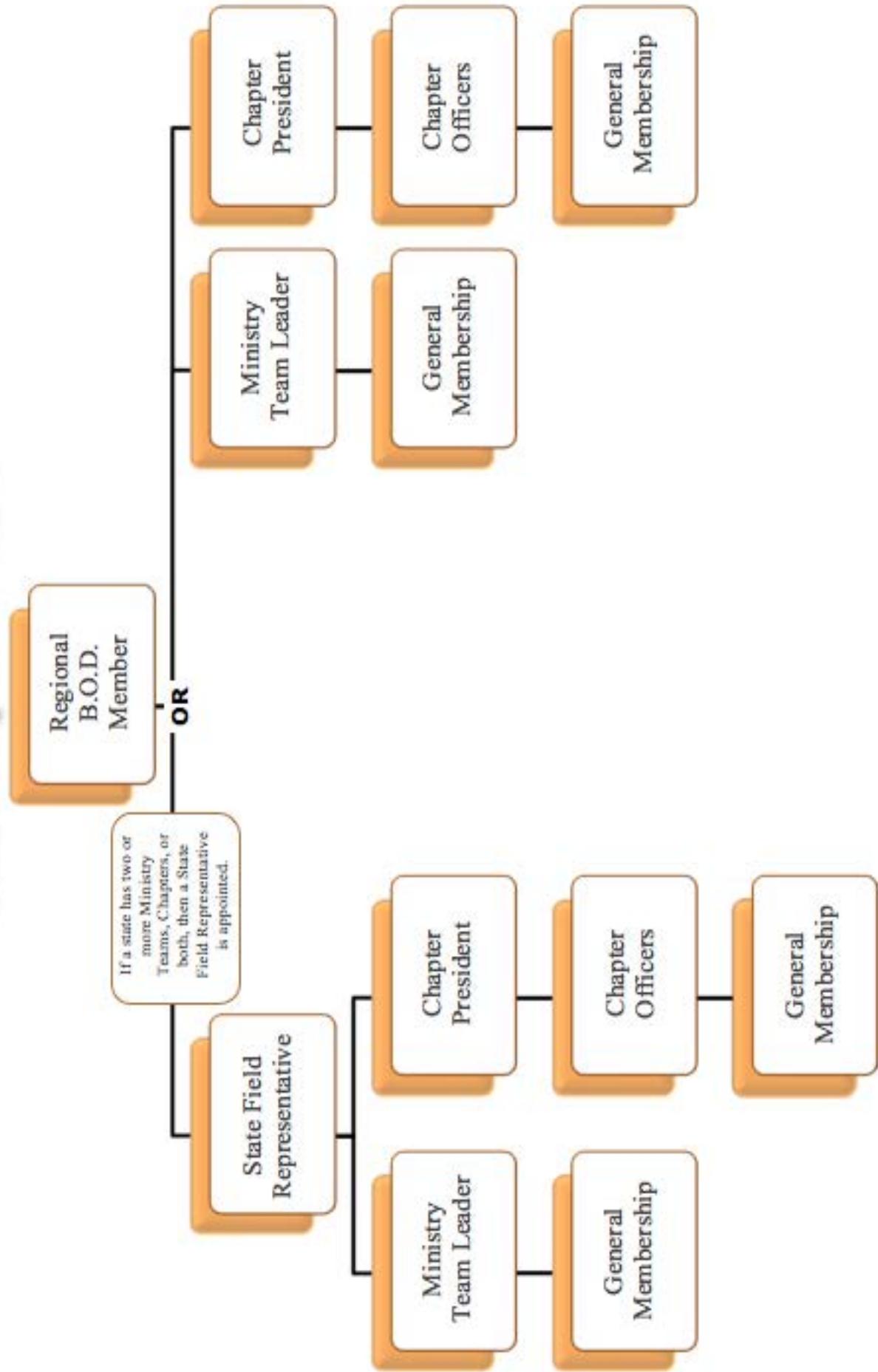
So in order to help be sure they’re doing it for all the right reasons, please make certain that they’ve already read through the entire national I.H.M. website, and that they have at least a basic understanding of everything. (What that means, is that *you’ll* need to be familiar with the website too.)

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

COVER PAGE - This trade marked Iron Horse Ministries logo 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 of the service manual 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™
- BUSINESS MEETING OUTLINE -
(SUGGESTED FORMAT)

1) CALL TO ORDER:

- a)** Welcome.
- b)** Opening Prayer / Pledge Of Allegiance (If A Flag Is Available).
- c)** Read The Purpose And Mission Statements.
(From The 'General' Service Manual).
- d)** Bring A Brief Study On A Section Of The General Service Manual.

2) ACKNOWLEDGEMENTS, ETC:

- a)** Acknowledge New Members And/Or Officers.
(Present Patches, Officer Pins, Etc.)
- b)** Acknowledge Guests - Have Them Share About Themselves.
(If They Have Other Business, Save It For "New Business".)

3) REPORTS:

- a)** Secretary - Reads The Minutes Of The Last Meeting.
(Motion To Accept The Report, Second, Discussion, Vote.)
- b)** Treasurer - Reports Income (Donations), Expenditures, Balance.
(Motion To Accept The Report, Second, Discussion, Vote.)
- c)** Chaplain - Brings A Brief Devotional (5-10 Minutes).

4) OLD BUSINESS:

- a)** Discuss Unfinished Business, Etc.
(Based On The Minutes Of The Last Meeting.)
- b)** Members - Report On The Events They Have Attended Recently.

5) NEW BUSINESS:

- a)** Guest Speakers.
(If Any.)
- b)** Announce Upcoming Ministry Opportunities (Events, Etc.).
(With Each One, Be Enthusiastic.)
- c)** 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 - (It Should Be Unanimous).

IRON HORSE MINISTRIES™

- BASIC MINISTRY BUDGET SHEET - (Local)

CHAPTER: NAME:

DATE: MM/DD/YYYY

CODE:	QTY:	ITEMS:	BUDGET:	SPENT:	BALANCE:	NOTES:
- MINISTRY OPERATIONS -						
100.0		Tithe (10%)				
101.0		Benevolence (1%)				
102.0		State Fees, Etc. (If Applicable)				DUE DATE
103.0		P.O. Box				DUE DATE
104.0		Phone				DUE DATE
105.0		Websites				DUE DATE
106.0		Office Supplies				
107.0		Miscellaneous				
TOTALS=						
- MINISTRY TOOLS -						
200.0		*I.H.M. Patches				
200.1		Full Patch Set (Front And Back)				
200.2		Front (Supporter Patch)				
201.0		*I.H.M. T-Shirts				
201.1		Small				
201.2		Medium				
201.3		Large				
201.4		Extra Large (2X, 3X, 4X)				
202.0		*I.H.M. Officer Pins				
202.1		Team Leader				
202.2		President				
202.3		Secretary				
202.4		Treasurer				
202.5		Chaplain				
203.0		*I.H.M. Belt Buckle				
204.0		*I.H.M. Ministry Pin (Lapel Pin)				
205.0		*I.H.M. Logo Decals				
205.1		Small - (4")				
205.2		Medium - (8")				
205.3		Large - (12")				
206.0		I.H.M. Business Cards				
206.1		Generic				
206.2		Personal				
207.0		I.H.M. Prayer Pin				
208.0		Biker Bible				
209.0		Training Video				
210.0		B.F.C.N. Patch				
211.0		J.F.F.J. Patch				
212.0		"Jesus Forever" Vest				
213.0		Miscellaneous				
TOTALS=						

Prepared By:

Title:

Date:

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

Also Note:

The items marked with an asterisk (*), are available ONLY to Fully Patched members of this ministry - **NO EXCEPTIONS**.

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 #: _____
(For Bike Shows, Etc.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

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

Group or Chapter Affiliation: _____

Association(s) (List all that apply): _____

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

Please mark one box per column that applies to you.

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 years of age.)



EVENT SIGN-IN SHEET

Bike #: _____
(For Bike Shows, Etc.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

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

Group or Chapter Affiliation: _____

Association(s) (List all that apply): _____

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

Please mark one box per column that applies to you.

Male

Operator

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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 years of age.)

IRON HORSE MINISTRIES™

- APPLICATION FORM -

(BASIC)

- BASIC INSTRUCTIONS -

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

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

IRON HORSE MINISTRIES
P.O. Box 418043
Sacramento, CA 95841

IRON HORSE MINISTRIES
P.O. Box 11664
Lynchburg, VA 24506

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

application@ironhorseministries.org

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

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

- F.Y.I. -

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

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

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

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

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

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

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

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

Please note:

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

Name: _____ **Date:** _____

Address: _____

City: _____ **State/Provence:** _____

Zip Code: _____ **Country:** _____

Home Phone: _____ **Cell Phone:** _____ **Birthday:** MM/DD

E-Mail: _____

(Part-2)
- QUESTIONNAIRE -

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

1) Who is Jesus to you?

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

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

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

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

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

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

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

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

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



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

- PLEASE NOTE -

You can use this page as needed, in order to more fully answer any of the questions. However, please be sure to number the answer on this sheet, to its corresponding question on the Questionnaire. Thank you very much.

NOTES:

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SERVICE MANUAL