

IRON HORSE MINISTRIES™

**The
Service Manual
For The
General Membership**

BUILDING BRIDGES TO CHRIST™



Authored By: Jesus The Christ
Penned By: Rev. Steve Diaz
Edited By: Marlene Diaz
2008

TABLE OF CONTENTS

The Introduction	
Something to Remember	7
The Foundation	
First Things First	8
Finding God's Will	9
The Purpose and Mission	
The Purpose	10
The Mission	10
What We Believe	
Our Statement of Faith	11
Integrity and Accountability	
Integrity and Accountability	13
Heart Check	14
Accountability Questions	14
Ministry Basics	
The Basic Ministry	16
Some Things to Remember	18
Our Purpose	18
No Competition	19
Many Ways to Serve	19
The Highest Standards (first - last)	20
We Support . . .	20
Novelty Patches, Pins, Stickers, Etc.	21
Being Neutral	22
Building Bridges - In Crisis Situations	23

The Tools	
Our Ministry Tools	25
Patches and Officer Pins	26
T-Shirts	26
Membership	
What's Required	28
The Questionnaire/Application	29
Levels of Service	32
Growing the Membership	33
A Member in Good Standing	34
The Patch	
The Meaning of the Patch	35
The Back Patch	36
The Front or Supporter Patch	36
The Junior Supporter Patch	37
Special Supporters	37
Wearing the Patch	38
Leaving Active Membership	39
The Logo	39
The Board of Directors	
Requirements and Terms	40
Officers of the Board	40
Duties of the Board	42
The Chapter Field Representatives	
Requirements and Duties	44
The Regional Map	45
The Chapter	
Starting A Chapter	46
Chapter Meetings	47
Conducting Meetings	47
Local Officers	47
Heart Check	49

The Chapter and Ministry Team Websites, Etc.	
The Local Website	50
The Resources Page	51
The Header	51
E-Mails	52
Calendars	52
Links	54
Usernames and Passwords	54
The Local Webmaster	54

The Finances	
How We Operate	55
Tithing and Benevolence	55
Opening a Chapter Bank Account	56

Discipline	
Dealing With Discipline	58
Our Struggles	59

Finally	
Our Final Authority	61
From the Ground Up	61
The Disclaimer	62

Updating	
How to Update the General Service Manual	63



Appendix	
Leadership Flow Chart	66
Business Meeting Outline	67
Order Form	68
Event Sign-In Sheet	69
Questionnaire/Application	70
Notes	75
Cover Page	76

THE INTRODUCTION

Greetings everyone,

I want to start off by saying that our God is an awesome God! There are many examples throughout the Bible of how God used the least likely people (by the world's standards), to do some of the most amazing things. From my standpoint of view, I am the least likely person that God would use to do His work. But thankfully, we have a loving and gracious God that works out His will through His people, despite their shortcomings (so to speak). With that having been said, what you are about to read, is what our sovereign God has whispered to my heart regarding the operation of this ministry. I have tried to do my best to faithfully write down what He has given me. I hope you find it useful in your service to the King.

This manual contains the basic nuts and bolts of how God wants Iron Horse Ministries to operate. Although this manual is intended primarily for the use of the members of this ministry, it's not exclusively for them. Anyone can read it - there are *no* secrets here. It is my hope and desire that *every* member of Iron Horse Ministries will read this service manual completely through more than once - if for no other reason, but to gain and maintain your knowledge of how this ministry operates. In doing so, you'll also be able to keep up with any changes that may come up. May I also suggest that you keep an updated hard copy of this manual in easy reach, just in case you may need a quick reference check.

Speaking changes, it's been said that growing a ministry is kind of like standing on the top of a mountain and looking down at the valley below. At first, all you can see is a thick canopy of lush green trees. As you make your way down the mountain and through the canopy, you begin to discover more and more things; things that couldn't be seen from the top. As time has passed, and as the ministry has grown, that's exactly what God has done. He has graciously and patiently revealed more and more details of His wonderful vision for this ministry. With that, it is my hope and prayer, that the vision will be fully realized as God intends it to be, and that I won't get in His way.

Now, if you should find yourself reading through this manual and wondering what you might have gotten yourself in to, I would like to encourage you by reminding you, that you weren't persuaded, prospected or proselytized into this ministry. It is the God of all creation alone that has chosen you to be a member of Iron Horse Ministries. He has most likely chosen you, in part, because of the special work He has for you. Remember, that it is God that has placed in your heart a great passion for this ministry, and for people that ride motorcycles. I know it can be a big job at times, but I want to further encourage you; that *He's* the one that chose *you* - therefore, He must think you can do it. Besides, He'll always give you everything you'll need to do the job He has for you.

Finally, I would like to thank you for your willingness to read through all of this material. I know it's a lot to go through, but I believe it's worth it. It will help you to be the best member you can be for this ministry, and for the work God has for you to do. On that note, I would like to thank you for your service to our loving Lord and Savior. May you and yours be blessed beyond your ability to contain it, and may all that overflows be a blessing to countless others, in the name above all names, Jesus the Christ - our soon returning King.

Serving at the pleasure of the King,

Rev. Steve Diaz

Co-Founder through Christ
Iron Horse Ministries

SOMETHING TO REMEMBER

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

And so with that, you will notice that in this manual, there are many places, where the word “must” is used. Please know that this is NOT to be viewed as legalism. As we follow God’s precepts and principles as laid out in His Word the Bible (our final authority), there are many times when He wants things done in a certain way. So when He says that we *must* do a particular thing in a particular way, He’s making it clear, that whatever *it* is, that’s exactly what He needs us to do. You will also notice that in many cases, we are given ‘what’ to do, but not so much ‘how’ to do it. That’s because He has given us the precious gift of freewill. This means that we have the freedom to do *it* the way we think is best. How cool is that? However, if we expect to follow His will, He’s made it clear that we *must* seek His wisdom first (James 1:5, Psalms 1-5).

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

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

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

THE FOUNDATION

FIRST THINGS FIRST

Before you get started, let's look at God's Owner's Manual - the Bible. It is our hope that these scriptures will give you a deeper understanding of this ministry.

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

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



- DEFINITIONS -

(Webster's Dictionary)

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

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

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



FINDING GOD'S WILL

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

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

To help with that; these are five basic steps to help in determining God's will and direction in your life, and in this ministry:

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

THE PURPOSE AND MISSION

THE PURPOSE

Iron Horse Ministries (I.H.M.) is a Christ-centered, inter-denominational, non-profit motorcycle ministry. God's purpose for this growing nation wide ministry, is to work quietly behind-the-scenes - "*Building Bridges To Christ*".

THE MISSION

- 1) To quietly minister behind the scenes with loving integrity, to the physical, emotional, and spiritual needs of those in the motorcycling community - no matter what kind of bike they ride, or who they ride with.
- 2) To create awareness within the Christian community of the many needs and opportunities to minister to those that ride motorcycles.
- 3) To help build a network of "biker-friendly" churches. God's purpose for this is two-fold:
 - a) To help unify the body of Christ (the Church).
 - b) To make it possible for a rider in need to connect with a Christ centered, Bible believing church body in their area, that will accept them as they are, and minister to them and their family - no strings attached - no questions asked.

- TO GOD BE THE GLORY -

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; 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 was crucified on a cross, taking the penalty of our sin for us; that three days later, 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 lead, teach, comfort, convict, and encourage us in our Christian walk.

We also believe that by praying a simple sincere prayer of repentance (asking Christ to forgive us of our sins), and asking Jesus to come into our heart, to be our Lord and our Savior, our soul will be saved from the torments of Hell. Let's face it; if we were all that good, we wouldn't be in such a mess. That's why we need a savior. It's only by God's grace alone that we are saved. We can't be saved by our own works or deeds, otherwise, we would brag about what *we've* done and not give God the credit for what *He* did on our behalf (Ephesians 2:8-9).

Here's another way of saying it. The only way to *finally* have peace and fulfillment in our lives, and to get into God's perfect heaven, is to honestly ask Jesus to forgive us of our sins; to ask Him to rescue us from the penalty of our sins (which is eternal death in hell); and to ask Him to be in total control of our life from the inside out. As a result of our heartfelt prayer, the Holy Spirit will come to live inside us, and we will be a brand new person, becoming just what He created us to be in the first place. It's just that simple - really. All we have to do is ask, and really mean it - because God really means it. Once that's done, the old life is gone, and our new life will begin - instantly, that very moment (2 Corinthians 5:17). That's when we become a born again believer - a *true* Christian.

Finally, as members of Iron Horse Ministries, we believe that the Holy Bible is the inspired, inerrant, and totally trustworthy Word of God. As a result, *it is our by laws - our final authority.*

INTEGRITY AND ACCOUNTABILITY

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.

As members of Iron Horse Ministries, we 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.

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 trap 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.

The following list is a tool to use for your edification, and to help you stay accountable. This 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 and you with them. You both must also be willing to honor the possible sensitivity of some of the answers, 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:



- SUGGESTED ACCOUNTABILITY 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 discipline?
- 10) What progress have you been making toward your life 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 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 find yourself an accountability partner (AP) if you don't already have one. This will help you to build and maintain integrity.

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

MINISTRY BASICS

Even though God's Word is this ministry's by laws, and our final authority, there are some other aspects of this ministry that we need to touch on, to make sure they are clear, so that everyone is on the same page. That way there's no confusion, and the enemy won't be able to twist anything out of whack. 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 group's meetings, etc. The only way to gain acceptance and respect, is to be out there, and involved. 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 go to them. It means a lot to them, if you go out of your way to hang where they hang. You don't need to join their ranks, just honor and respect the members and their organization. Also remember, in order to be effective, you will need to make yourself available - that's commitment. So go, and be there for them, as a loving, humble, bondservant - building relationships and 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. So, you might want to look at it this way, “Each time God sends you out into the field to minister to whom He gives you; no matter who, what or where it is, you're making an investment in the future”.

God also wants I.H.M. to help create an awareness within the Christian community everywhere, of the many needs and opportunities there are to minister to those that ride motorcycles. This can be done in part by visiting churches unannounced and with full riding gear on. It is tantamount to bring a bit of 'Leprosy' into the quiet and comfortable church. Another way is to bring a multi-media presentation to churches or other groups. A presentation may take place as a result of a surprise church visit (as just mentioned), 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 they come to realize, 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 our own events - it can distract us from those that may need our help.

Iron Horse Ministries by God's leading, is also to help develop a nation wide network of "biker-friendly" churches. The purpose of this great undertaking, is to help unify the body of Christ, and to help make it so that no matter where a rider is, there's 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.

If you feel that God wants you to go to another church in your region and share this ministry - that's great. If you have any questions before you head out, then please contact your board member. You need to be sure that you know what you're talking about, so that you can answer all of their questions.

Now if the church you've just visited believes that God wants them to be a part of the Biker-Friendly Church Network (B.F.C.N.), then be sure they go to the website, and give us their information (i.e., church name, address, contact person, phone numbers, e-mail, etc). When their information is added to the database, then they will become a part of the network. It's just that simple. The churches do NOT have to be members of I.H.M. to be a part of this; they only need to 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. This can make things a bit precarious at times. So with that in mind, the following is a very simplified list of some things to help you to remember the basic protocols in which this kind of ministry must operate. Please consider them carefully, and commit them to memory. They will help you to answer most any question 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 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 only God, the Creator of the Universe, the Savior and Redeemer of all mankind. As such, we serve Him quietly behind the scenes, doing what ever 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. Motorcycling 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 motorcycling in its many forms; the culture that has developed around it; and the riders who are out on the road.

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 motorcycle ministry (M/M). 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 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. Our purpose is to be a tool in everyone's toolbox. All we want is the opportunity to love on, and to minister to, as many folks as we can.

MANY WAYS TO SERVE

There are many ways to be a 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.

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. 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. Remember once again, God doesn't call the able, He enables the called.

THE HIGHEST STANDARDS

Because we are called to serve the King of all Kings, and because we are 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 - Last to complain

We are to be suited up not only in leather, but also with God's armor 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.

First to give - Last to take

As bondservants of the Most High God, we should always have a servant's 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.

First to arrive - Last to leave

If you are working an event, be there ahead of time. No one should *ever* have to wait for you. It's not a good reflection on God as well as the patch. Stick around and help clean up, they'll remember what you *did* for them, more than what you *said* to them.

WE SUPPORT . . .

Our Government -

I.H.M. as a ministry is not politically oriented, but we do acknowledge our allegiance to our country. We support each member's right to vote, as they believe they are being led by God. We feel it's the responsibility of all believers to vote. This country was founded on biblical principles, 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 laws of God.

The Family -

I.H.M. is a ministry that supports 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. We encourage family participation in this ministry, that's why there's a Junior Supporter patch available for those who qualify.

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 Christian motorcycle ministries and their efforts in bringing the lost into the Kingdom. We will not act in any way, which obstructs, injures or damages the testimony or work of any other motorcycle ministry. We are on the same side. This is not to say that we necessarily agree with every ministry or that we support all of their activities. Each thing done or said 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. 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. If in doubt, do without.

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? Does it follow the protocols of the motorcycle culture?” 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 disrespect. 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. The bottom line; first impressions and perceptions are very important to *all* people. So, if you’re not sure about something, then please ask.

BEING NEUTRAL

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

To start with, we are 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 or name 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 - 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.

We are reminded that, “. . . if someone asks about your Christian hope, always be ready to explain it. But do this in a gentle and respectful way.”

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 clam 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 those 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 them 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. 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'*.

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

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

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

Please be aware that the ministry name, slogan and logo are trademarked. This means they all belong to this ministry, which in turn means that great care must be taken, as to who uses what. With that, what God has given for this ministry; is that the items marked with an asterisk (*), are to be available ONLY to Fully Patched members of this ministry - no exceptions. This applies to the Supporter Patch holders as well. That's because most of them already have another back patch on. So when you do the math, doing this any other way, could make it appear as an apparent double patching conflict of interest to the people we are trying to minister to - not good. So what this simply means, is that as stewards, we must be very careful who gets what.

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

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

Please note:

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

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

PATCHES AND OFFICER PINS

For the sake of integrity and accountability, not only are all of the Iron Horse Ministries patches considered as property of I.H.M., so are the officer pins. What this means is that the officer pins are not to be kept by the previous officers, instead, they are to be handed off to the next appropriate officer within that chapter. Just think what could happen if one of the officer pins accidentally got out, and someone else outside of this ministry to put it on. Can you imagine what the enemy (Satan) could do with that?

T-SHIRTS

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

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

With that having been said, any t-shirts with the Iron Horse Ministries logo printed on them, are available *only* to fully patched members of this ministry - no exceptions, and they ***must*** be treated with the same respect as you would treat the back patch. The reason for this is that the t-shirts will only come with the small logo on the front and the large logo on the back. Therefore, they will carry the same weight and responsibility as the back patch. This means that they are ***NOT*** to be worn as a nightshirt, or a grubby shirt to work on the bike with, and most certainly not as a cleaning rag. Nor are they to be left laying around for anyone to pick up. The Iron Horse Ministries t-shirts are to be purchased and treated as a ministry tool, and they are to be worn only when and where God tells you to (e.g., very hot and/or humid days, etc.).

Please know, that 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. However, not following these protocols will only undermine the patch, and the ministry it stands for. Once again, we thank all of you for your understanding, and for using this tool appropriately.



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

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

MEMBERSHIP

WHAT'S REQUIRED

When most of us see a patch we haven't seen before, we're curious; who are they; where are they from; and what are they about? Since a patch is so important to the people that we are trying to minister to, we need to be aware of what the Iron Horse Ministries patch may represent to them. When they see you wearing the supporter patch and/or the back patch, or no patch 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 (Ephesians 6:10-18), before you suit up.

You may be asked, "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) You must be a born again believer in our Lord Jesus the Christ. And you must be ready and willing to share with anyone what happened to you, and about the hope that you now have.

2) You must be a disciplined active member of a local Christ centered, Bible believing church body. You must not forsake their fellowship - it will strengthen you.

3) You must be spending time in prayer and in God's word daily. How will you know what He wants you to do, if you're not in two way communications with Him?

4) You must be a self-starter. Nobody will be holding your hand. You also must be willing to work quietly behind the scenes (by following the leading of God's Spirit alone), without drawing *any* attention to yourself.

5) You must be willing to be held accountable to everyone, in all circumstances, and at all times. Remember, you are always being watched.

6) You must have a heart for people, especially for those that ride motorcycles. If they see your unconditional love for them, then hopefully, they'll see His.

7) You must be a legal adult to be "fully patched". Because of the nature of this kind of ministry, there are times when God will have you 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, you must complete the following questionnaire. We use it, so that we may better get to know you, and to see if you have caught God's vision for this ministry.

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



THE QUESTIONNAIRE / APPLICATION

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

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

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

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

Please note:

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

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

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

- 1) Who is Jesus to you?
- 2) What is salvation? Please share when and how you were saved.
- 3) How do you know your salvation is for real and forever?
- 4) What is water baptism? Have you been baptized as a born again believer? When?
- 5) Please share some of what Jesus has done in your life, since you've asked Him to be your Lord.
- 6) How's your prayer and devotional life these days? Are you in God's Word daily?
- 7) What do you feel God wants you to do through this ministry (visions and goals)? And at which patch "Level"; supporter patched or fully patched?
- 8) How would you explain to someone else your commitment level, your responsibilities, and your liabilities as a member of this ministry?

- 9) Have you talked with your family about being a part of this ministry? How do they feel about it?
- 10) Do you have an addiction that you battle with? How are you dealing with it? Do you have an accountability partner?

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

When the Board of Directors receives the candidates' responses to the questionnaire, personal contact information and their pastor's letter of recommendation (if required - please see a member of the board), the Senior Chaplain of the board will prayerfully and confidentially look them over, and then he will contact the candidates' pastor to verify the information. This interaction should help promote accountability between the new member and their pastor. If everything is in order, then the Chaplain will contact the board member overseeing that region. After much prayer, and with God's affirmation, that regional board member will then notify the I.H.M. chapter President or the Ministry Team Leader in that candidates' area, to inform them of the new member to be patched with this ministry. The board member will then send the new members' contact information to the national Secretary to be entered into the I.H.M. database and roster. Then, the local chapter or Ministry Team can present the patches to the new member at the next local business meeting. If the chapter or Ministry Team doesn't have enough patches, they'll need to order them from national.

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



LEVELS OF SERVICE

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

LEVEL ONE -

The first level is as a prayer and/or financial “partner”. This is ground zero. Without the faithful prayers and loving gifts from our partners, this ministry could not survive. They are our first line of defense, and a great encouragement to us all. By praying for, and building up this ministry, they are enabling us to continue to go out into the fields where God would have us go - building bridges to Christ. Remember, they don't even have to have a motorcycle to be a part of this ministry, all they need a heart for those that do, and for those who minister to them.

LEVEL TWO -

The second level is as a "supporter patch" holder. This person not only supports the ministry as mentioned above, but is also actively involved. As such, they are allowed to wear the small supporter patch on the front of their vest or jacket. Therefore, as patch holders, they are considered as active members of this ministry.

LEVEL THREE -

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



Please Note:

A "Junior Supporter" patch is also available for minor children. For more information on that, please see “The Patch” section.

GROWING THE MEMBERSHIP

(John 12:32)

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

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

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

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


So as we 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 a business card. Then you can refer them to the I.H.M. website on the card (just like you may have been). That way, as they check out the site 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 a part of it. By checking out the site, it should also help to put everyone on the same page. Don't forget to let them know that you're available if they have any questions. Then get out of the way, and let God work in their hearts. If He is speaking to their heart about this ministry, and they're listening, then they will most likely contact you. So remember to always keep them covered in prayer - just like you were.



A MEMBER IN GOOD STANDING

A member in good standing is a person who is actively involved in Iron Horse Ministries at the level God has called them in to (which also includes Junior Supporters). They are doing their best to live a Philippians 4:8 life style, and they are also trying to follow God's leading in both their personal, and public ministry life.

God knows that none of us are perfect, but there is a foundation that He has built this "behind-the-scenes" ministry on. As a result, there needs to be evidence in the lives of those He has chosen to be part of this ministry. That means that we are to be at least trying to live up to the precepts and principles that are set forth in God's Word and this manual. Bottom line: We are recognized by our fruit (Galatians 5:22-23), and as such, He blesses those that bless Him.



THE PATCH

THE MEANING OF THE PATCH

The Iron Horse Ministries patch that God has designed is like most other patches, it's full of symbolism. The person who wears it, not only represents this ministry, but they also represent the One who started it and sustains it all. So with that, if someone were to ask about the patch, all members are expected to be prepared (in season and out), to give an answer of what the patch and the ministry is all about.

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

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

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

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

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

THE BACK PATCH

Only a fully patched member ("Level Three" - wearing both the front patch as well as the back patch on a vest or jacket) is afforded the right of holding an office, either on a national or local level. We make this a requirement so as not to cause confusion. If an officer of Iron Horse Ministries is wearing an officer pin (i.e., President, Secretary, Treasurer or Chaplain), but wears the back patch of another group, they are sending the message that they are an officer of the group whose back patch they are wearing. If someone 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 group's back patch on them, is called "double patching". To most motorcycle clubs, groups and organizations, Christian and secular alike, this shows a divided loyalty and it spreads confusion - 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. They are counting on that - believe it. That's why it's such a powerful thing - never to be taken lightly.

THE FRONT OR SUPPORTER PATCH

If someone 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, they must always honor the group whose back patch they're wearing. So with that, please be sure to have them check with the powers that be first, to make sure that it's OK for them to wear this ministry's supporter patch. If so, then it is to be worn only on the front of a vest or jacket.

As a supporter patch holder, you are a member. So it doesn't matter which back patch you may be wearing, you are encouraged to attend as many I.H.M. meetings as possible. That's because of the behind-the-scenes nature of this ministry; we believe that the encouragement of the fellowship, is very important for ALL who wear the Iron Horse Ministries patch. The meetings are always 'open', so please, do all you can to be there. However, please note that the *only* thing not open to supporter patch holders, is holding an office.

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 rightful place. With that having been said, we want to encourage family participation. So, at the parents' discretion, a junior supporter patch may be issued to those kids who are over the age of accountability, and who have shown evidence of an understanding of the ministry. This is the same patch that is used as the "Supporter" or "Front" patch for adults. So, it is to be worn and treated the same way. 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 President of the local chapter on a case-by-case basis.

Because of the many changes that can take place in the life of a young person, the junior supporter patch may be 'pulled' if the child's behavior is becoming inappropriate for the patch and the ministry it represents. Once the junior supporter patch is pulled, it *will not* be reinstated. That's why it's important for both of the parents of any junior supporter patch holder, to be fully patched members in good standing, always doing their best to show by example, how to live for Christ. Now, when the child becomes an adult, and if they are interested in being a patched member of Iron Horse Ministries, then they must go through the same process as any other adult to obtain a patch.

SPECIAL SUPPORTERS

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

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

WEARING THE PATCH

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

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

The only exception, is if an American Flag patch is worn on the front of a vest or jacket. As such, flag etiquette requires it to be worn on the upper left, while the organizational patch is to be worn on the upper right (please see below). In either case, proper protocol requires that absolutely nothing is to ever be worn above either. Doing so, shows disrespect.



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

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

LEAVING ACTIVE MEMBERSHIP

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

THE LOGO

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

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

THE BOARD OF DIRECTORS

REQUIREMENTS AND TERMS

The following are the basics of how the Board of Directors is setup. The purpose for this information is to remove any mystery there may be about the board, and thus, it should help each member to better understand how this ministry operates. In addition, should God be calling a member to a position on the board, they will need to know what might be expected of them.

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

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

If a member believes that God is moving them on, and it's time for them to vacate their post on the board, then they must submit a letter of resignation to the Board of Directors stating their intent and a basic reason why.

OFFICERS OF THE BOARD

The following is a brief description and basic duties of the officers of the Board of Directors of Iron Horse Ministries. Please remember to always keep the leadership of this ministry in prayer, so that they will follow *God's* will alone - and not their own (Luke 12:48b).

CHAIRMAN - The Chairman (also known as the C.E.O.), is to oversee and lead the board by prayerful example. This means, that the Chairman is not only to be a man of God as a leader (1Timothy 3:2-7), but he also has to have fully captured God's vision for this ministry as well. Among other duties, he also is the moderator over the meetings of the board. 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 and all correspondence, given to them concerning this ministry.

CHIEF FINANCIAL OFFICER - The Chief Financial Officer (also known as the National Treasurer), is to see that this ministry handles its finances in an upright manner. Making sure that the ministry follows the stewardship principles as set forth in God's Word, as well as all of the rules and regulations setup by the state and federal governments for a 501c3 non-profit religious organization. The C.F.O. must also keep itemized receipts of deposits and expenditures made on the national level. They are also to give a report at each board meeting of the previous meetings' income and expenses as well as the ministry's current account status. In addition, the C.F.O. should work with an outside accountant to make sure that nothing was missed.

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 nation wide ministry. He is the "C to C", or the Chaplain to the Chaplains of the chartered chapters. In other words, the Chaplain is to be an accountability partner and/or sounding board for the chapter Chaplains. In addition, because the answers to the Iron Horse Ministries Questionnaire/Applications are of a spiritual and somewhat confidential nature, the National Chaplain is to be the first to receive them, and to begin to pray over them. Like the others, the Senior Chaplain is to be directly accountable to the Board of Directors.

NON-RIDER - In addition, there should be one non-rider member of the board. Although not an actual official 'office' per say, the non-rider's job is to help keep a balance of things from a non-rider's standpoint of view. We don't want to become so heavenly or biker minded, that we are no earthly good. That is to say, we don't want to lose our perspective. We need to maintain a proper balance of things.

Please note:

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

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 is to meet at least once a year. The meeting is to be held in December with the exact date, time, place and means (face to face or electronic), to be determined by the board as they see fit.

The board is to make 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 organization. In addition, the board is to also consider all applications for patched membership; the presenting or revoking of charters for I.H.M. chapters; the appointment of all chapter officers; as well as helping those officers with decisions and accountability, etc. With the board appointing the officers, this should help keep the local chapters free of disruptive politics and such, so that they may continue to be effective at the work that God has called them to do.

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

Because there is such a delicate balance at times between man's definition of things and God's, one of the most important things that the Board of Directors must do, is to do their very best to ensure that legalism *does not* slowly creep in, and over run this ministry. As the ministry grows, this will become more and more difficult. So with that, please pray for the members of the board - they're always praying for you.

THE CHAPTER FIELD REPRESENTATIVES

REQUIREMENTS AND DUTIES

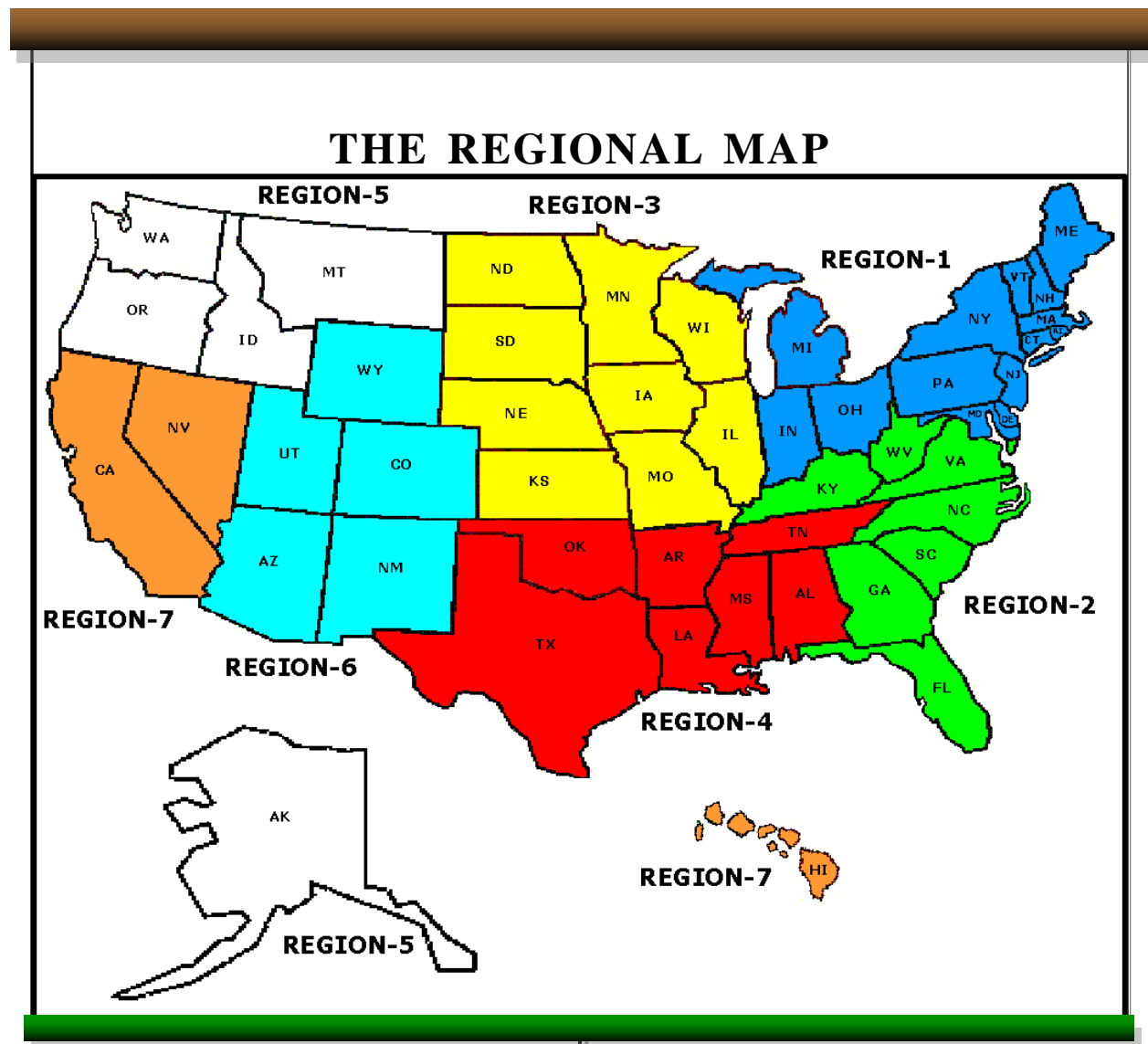
The country has been divided up into seven basic regions (please see map). Each region is overseen by a board member who may or may not reside in that region. Because each region, and each state in that region has its own distinctive character, a person from the general membership in a state within a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

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

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

If a Chapter Field Representative believes that God is moving them on, and it's time for them to vacate their post, then they must submit a letter of resignation to the Board of Directors (via e-mail is acceptable) stating their intent and a basic reason why. The board will then begin to pray about it, and following God's lead, will appoint another person to fill the position.

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



THE CHAPTER

STARTING A CHAPTER

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

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

As the Ministry Team grows, it may become a fully chartered chapter only when *God Himself* makes it clear to the Team Leader, and through them to the Board of Directors, that the officer positions are able to be filled by the people God wants. All chapter officers must be fully patched, and are not to hold an office in more than one chapter at a time. The officers are evaluated by the board on an annual basis. The annual evaluations will take place beginning in October/November, so that all of the officers will be in place by the start of the new year.

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

Please note:

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

CHAPTER MEETINGS

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

CONDUCTING MEETINGS

Each chapter may conduct their meeting as God leads. 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. The rest of the meeting can be very casual. All we ask is that during a meeting, minutes are taken, there's encouraging fellowship, and that God's work is being done.

If possible, there should be some sort of fellowship at least one other time during the month. Whether it's a ride or just getting together for a meal or a Bible study, etc. The more often you get together, the tighter you'll become.

LOCAL OFFICERS

The following are brief descriptions and duties of the local officers of both the Ministry Teams and chartered Chapters of Iron Horse Ministries. But before we go any farther, we need to cover some ground here first. If 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 are following the precepts and principles as laid out in God's Word, as well as in this Service Manual to the best of their ability. With that having been said, being in a leadership position is no small thing. So, please remember to always keep the leadership of this ministry in prayer, that they will follow *God's* will alone - and not their own (Luke 12:48b).

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

PRESIDENT - Though all members are representatives of I.H.M., the chapter President is the lead representative in their area. He is to lead his chapter by example, by being a good follower of Christ. This will enable him to be a good leader of the chapter. He needs to believe in the vision for God's ministry, and understand all of its precepts and principles. The basic duties of the president are: **1)** moderate chapter meetings with a prepared agenda; **2)** keep the chapter members informed about what is going on in the ministry; and **3)** his main job is to encourage the membership (as often, and by any means he feels necessary), to 'Go, and build bridges to Christ'.

SECRETARY - This is the note taker and record keeper for the chapter. They are to legibly record accurate minutes of the chapter meetings. The minutes of the previous meeting must be read and made available at chapter meetings for reference. They must also keep a record of members' attendance at each chapter meeting, so that someone can follow up with encouragement to those who missed the fellowship. Also, the Secretary is to handle all chapter related correspondence. They are to keep neat files of all minutes and all chapter related correspondence, making them available whenever asked upon to do so.

TREASURER - It is the Treasurer's responsibility to collect and maintain all donations to the chapter. They must keep accurate records of all monies the chapter receives and disperses, and they must maintain neat files of all receipts for deposits and expenditures. *There must be a paper trail so clear, that a blind man can see it.* The chapter President must approve all expenditures. The Treasurer must inform the other chapter officers of these expenditures as well. In addition, the Treasurer is to give a brief report of the previous months' income and expenses and the chapter's current account status at each chapter meeting. Also for the sake of integrity, the Treasurer should not be related in any way to any of the other officers of the chapter.

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

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

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



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

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



HEART CHECK

We need to stop here for just a moment, for a "Heart Check". “IT’S NOT ABOUT YOU”. When it comes to leadership, no matter what the position may be, we as Iron Horse Ministries patch holders must keep in mind, that we are all at the same level - called to serve as bond servants of the Most High God, from whom this ministry began. Therefore, there should be no attitudes of *any* kind, other than that of a Christ like love. For those that come to know this ministry and its members, they should think of it and us, as a loving family - loving everyone, just as they are. Remember, they don’t care who or what you know, until they know that you really do care.

- TO GOD BE THE GLORY -



CHAPTER/MINISTRY TEAM WEBSITES, ETC.

THE LOCAL WEBSITE

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

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

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

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

THE RESOURCES PAGE

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

THE HEADER

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



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

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

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

admin@ironhorseministries.org

E-MAILS

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

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

CALENDARS

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

calendar@ironhorseministries.org

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

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

Search My Calendars [Show Search Options](#)

Calendar Settings

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

[« Back to Calendar](#)

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING
admin@ironhorseministries.org	all none	<input checked="" type="checkbox"/> Notifications	Shared: Edit settings Delete

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

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

Other Calendars Calendars I can only view

[Browse public calendars »](#)

CALENDAR	SHOW IN LIST	NOTIFICATIONS
US Holidays US Holidays	all none	<input checked="" type="checkbox"/> Unsubscribe

[« Back to Calendar](#)

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

admin@ironhorseministries.org Details

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

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

Calendar Name:

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

Domain: Iron Horse Ministries

Description:

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

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

Embed This Calendar

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



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

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

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

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

Calendar Address: [XML](#) [ICAL](#) [HTML](#) (Calendar ID: admin@ironhorseministries.org)
[Learn more](#)
[Change sharing settings](#)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

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

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

LINKS

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

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

USERNAMES AND PASSWORDS

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

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

THE LOCAL WEBMASTER

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

THE FINANCES

HOW WE OPERATE

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

TITHING AND BENEVOLENCE

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

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

Please note:

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

On the national level, 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 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 to a Ministry Team, it must be returned. Ministry Teams are not chartered, and therefore can not have a bank account.

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

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

OPENING A CHAPTER BANK ACCOUNT

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

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

Please note:

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

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

Please note:

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

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



Finally, many ministries have been busted in recent years by the IRS because of misappropriation of funds. So because of that, the Board of Directors will run a tight ship when it comes to accountability with the finances. There MUST be a paper trail for everything - NO EXCEPTIONS. So everyone, if you would, please pray that this ministry will be a shining example of good, and appropriate financial stewardship - at all times.

DISCIPLINE

DEALING WITH DISCIPLINE

At this point, we must deal with a most difficult but essential subject - discipline. Without discipline, a ministry is set-up for failure. We trust the Holy Spirit to keep the membership on the straight and narrow. If He can't do it, then neither can we. However, when stuff happens (which it does), we hope that everyone involved is mature enough to prayerfully deal with it on a local level. But if for some reason, a problem develops where ALL possible means of reconciliation have been exhausted, and still there's no change, then a member in leadership of the local Ministry Team or Chapter should contact the Board of Directors, and then the board together with that member, will prayerfully consider how to handle it.

We all know that our humanity gets in the way sometimes, and people get offended. You know how it is, "If two or more are gathered together . . . stuff happens." In such cases, we ask that the members involved follow God's directions as laid out in Matthew 18:15-17 for solving such problems. If a member continues in the same direction and has an unrepentant heart, that member will be asked by either the Team Leader, or the chapter President (and the board if necessary), to turn in their patch or patches to the Chaplain of their local Iron Horse Ministries chapter. The exception is, if this happens within a Ministry Team. The patches then should be handed over to, and held by, the Senior Chaplain of the Board of Directors. The patches will be held until the situation is fully resolved, only then may they be returned to the patch holder. By the same token, if a member is caught in a moral sin, the same thing will happen. The Team Leader, or the chapter President (and the board if necessary), will ask that member to turn in their patch or patches to the Chaplain of their local I.H.M. chapter, who will then hold them. Again, the exception is, if this happens within a Ministry Team. The patches would then be handed over and held by the Senior Chaplain of the Board of Directors. If it has been proven that the member in question has demonstrated a full restoration, their patch or patches may be returned to them. In either case, the local membership should follow Galatians 6:1, and help restore that fallen member back to spiritual health - maybe even back into active ministry. How cool would *that* be?

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

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

Please note:

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



OUR STRUGGLES

We all struggle with sinful thoughts and behaviors in our lives. If God used only those who are without sin, we would all be useless. Thankfully, by His grace and mercy, He accepts us, and works with us where we are. With that, we know that Scripture tells us that our bodies are the temple of God (1 Corinthians 6:19). It also tells us that we shouldn't even give the appearance of sin (1 Corinthians 8:9). We are also instructed to strive for purity (2 Corinthians 7:1). With that in mind, we ask that while anyone is wearing the Iron Horse Ministries patch, that they *do not* participate in those things that can make them and this ministry ineffective. Remember, it's not about *us*, or whether *we* have the right to do what we want to do; it's about *how we are all* perceived. Even the non-believers know how a Christian should behave. Never forget, *we are always being watched*. What any one of us says and does or doesn't say and do, reflects on ALL of us.

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

If 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 be wondering, "What about my past?" Everyone has one, some 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's *always evidence* of that kind of change in a person's life. That's because they're not the same anymore, for the old life is gone, and a new life has begun (2 Corinthians 5:17).

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

FINALLY

OUR FINAL AUTHORITY

As members of Iron Horse Ministries, we believe that the Holy Bible is the inspired, inerrant, and totally trustworthy Word of God. *It is our by laws - our final authority.* As such, we trust the Holy Spirit to keep the ministry in line, and to help us follow *God's* precepts and principles only. Furthermore, we are not to impede God's work by imposing a lot of legalistic by-laws on our members.

However, this ministry may from time to time, institute some Standard Operating Procedures (SOP's) or protocols, at both the national and local levels. This will be done in order to better conduct routine business in a consistent, biblical and well-documented manner, and to meet certain legal requirements as instituted by our government. This means that the information in this manual as well as on the website, may be changed without notice. That's yet another reason why the board is counting on you to go back over the material and look for updates on a regular basis - on your own. Remember, nobody's going to holding your hand in this ministry.

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, the basic criteria that God wants, is that anyone desiring to be a member of this ministry **MUST** be a true born again believer in our Lord and Savior, Jesus the Christ, they **MUST** be called of God into this ministry, and they **MUST** have captured God's vision for His work through this ministry. All persons applying for membership in this ministry must follow all of the instructions for becoming a member (see please the Membership section).

Please note:

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

THE DISCLAIMER

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

While Iron Horse Ministries is committed to a safe motorcycling and ministry experience, Iron Horse Ministries cannot and will not be held responsible or liable; either directly, indirectly or consequentially for the actions of any individuals. Each individual is responsible for his/her own actions and the repercussions that may result from those actions, whether that person has a motorcycle or not. Motorcycle riding is by its very nature, more risky than other forms of transportation. Therefore, each rider upon joining Iron Horse Ministries, must maintain a legal motorcycle-endorsed drivers' license and current appropriate insurance coverage. In addition, they must acknowledge their own limitations when riding, and be willing to stay within them, and that ultimately they alone are responsible for their own safety and liabilities - not Iron Horse Ministries, or any other Iron Horse Ministries member or supporter.

Enough said -

LET'S RIDE!

UPDATING

HOW TO UPDATE THE GENERAL SERVICE MANUAL

EVERY patched member (whether supporter patched only or fully patched) should have an updated hard copy of the “general” Iron Horse Ministries Service Manual. There should be at least one per household. If a new member doesn’t have a hard copy of the general manual, they need to contact either their local chapter President or Ministry Team Leader, so that one can be sent out to them as soon as possible. Because of the very nature of this kind of ministry, it is imperative to stay informed and updated.

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

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



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

To print the updated pages of the manual, just click on the 'printer' icon at the top left corner of the PDF frame. When the printer function window drops down, make sure that the name of the printer that is going to be used, is in the first field. Then go down to the "Print Range" section and click on the words, "Current Page". There should be an image (on the right), of the page that will be printed. If it's the correct page, then click "OK" at the bottom, and the printer should print only that page. Repeat the same printing procedure for any other pages that may need to be updated. Then after some holes are punched into the pages on the left hand margins, you can simply replace the old pages with the new ones in your service manual binder.

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

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

Our wonderful God has really made it simple and easy, for all of us to stay on top of things in His ministry - and it doesn't cost much of anything either. How cool is that?

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

APPENDIX

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

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

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

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

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

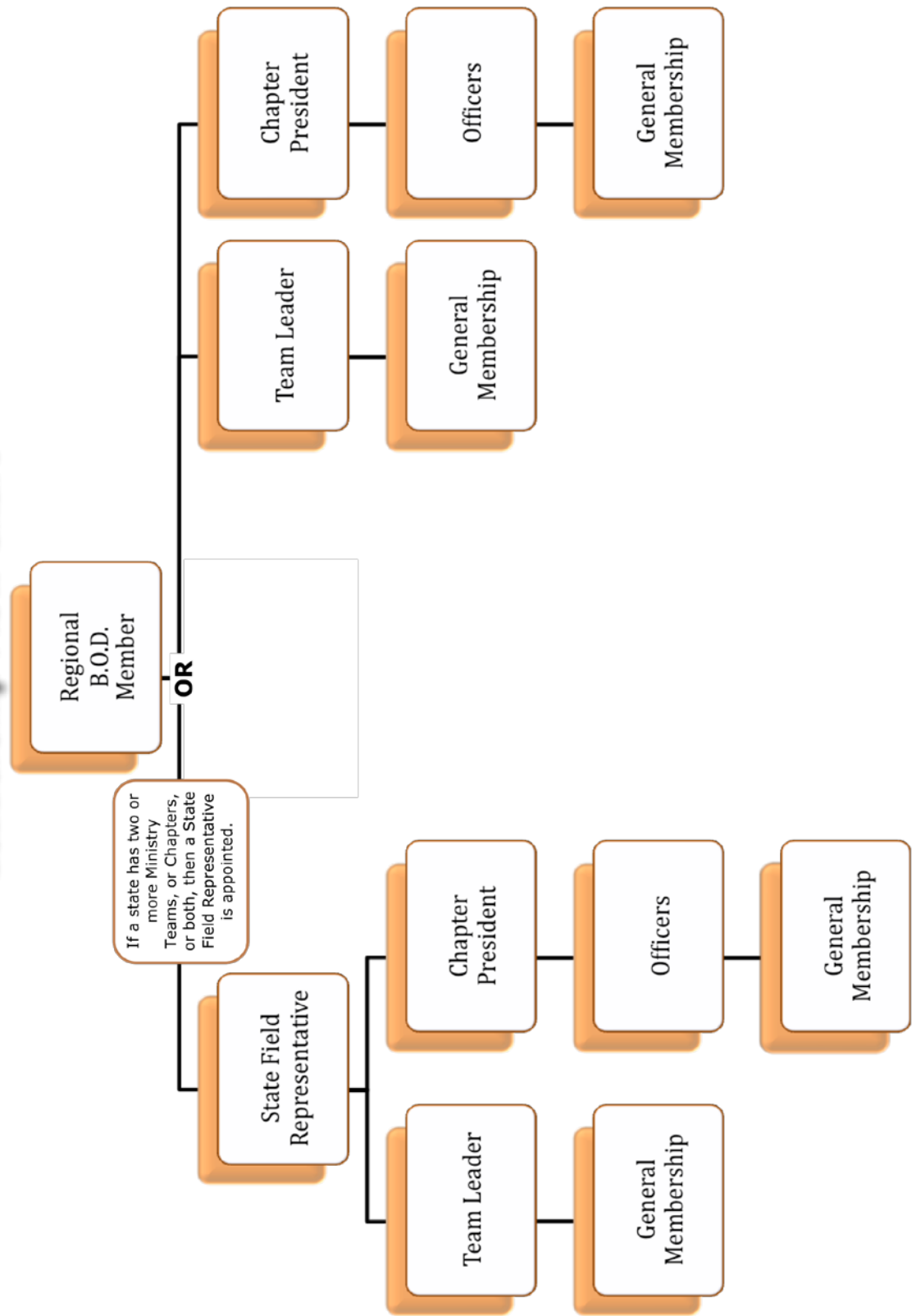
QUESTIONNAIRE/ APPLICATION - This can be printed up and given to someone that has expressed a desire to be a patch holder member of Iron Horse Ministries, but does not have a computer or printer to do it themselves.

NOTES - This page is simply provided for your convenience. However, you might find it quite useful for business meetings.

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

Iron Horse Ministries™

Leadership Flow Chart



IRON HORSE MINISTRIES™

- BUSINESS MEETING OUTLINE - (SUGGESTED)

1) CALL TO ORDER:

- a) Welcome.
- b) Opening Prayer / Pledge Of Allegiance (If A Flag Is Available).
- c) Read The Mission Statement.
(From Page 10 Of The General Service Manual).
- d) Bring A Short 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 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 Short 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 Event Opportunities.
(With Each One, Ask Who Might Be Going To That Event, Etc.)
- 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 - (A Simple Majority Wins).

I.H.M. 2000

IRON HORSE MINISTRIES™

- ORDER FORM -

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

Please Note:

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

EVENT SIGN-IN SHEET

Bike #: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

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

Group or Chapter Affiliation: _____

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

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

Please mark one box per column that applies to you.

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

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

Signature: _____ Date: _____

Co-Signature: _____ Date: _____

(NOTE: Parent or Guardian MUST co-sign if applicant listed above is under 18)

EVENT SIGN-IN SHEET

Bike #: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

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

Group or Chapter Affiliation: _____

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

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

Please mark one box per column that applies to you.

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

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

Signature: _____ Date: _____

Co-Signature: _____ Date: _____

(NOTE: Parent or Guardian MUST co-sign if applicant listed above is under 18)

IRON HORSE MINISTRIES™

PERSONAL INFORMATION

(CONFIDENTIAL)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

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

E-Mail: _____

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

- THINGS TO NOTE -

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

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

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

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

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

NOW WHAT?

- INSTRUCTIONS -

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

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

IRON HORSE MINISTRIES

P.O. Box 418043
Sacramento, CA 95841

IRON HORSE MINISTRIES

P.O. Box 11664
Lynchburg, VA 24506

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

application@ironhorseministries.org

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

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

- F.Y.I. -

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

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

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

IRON HORSE MINISTRIES™

QUESTIONNAIRE / APPLICATION

1) Who is Jesus to you?

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

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

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

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

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

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

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

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

10) Do you have an addiction that you battle with? How are you dealing with it? Do you have an accountability partner yet?

NOTES:

THE



SERVICE MANUAL