

Christian Motorcyclists Association of Canada



Guideline Book

2011 Edition

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Preface

This 2011 edition of the CMA Canada “Guideline Book” has been published with the aim of providing a user-friendly operational guide for CMA chapters and members.

We trust that we have included sufficient information, in order to familiarize new CMA members with National Office guidelines, and to give veteran members a guide in their day-to-day ministry service.

We acknowledge that our main guideline book for living, as Christians, is God’s Holy Word — the Bible. However, in CMA Canada, as in any organization, a compendium of guidelines, such as this one, is necessary. We believe that no part of this Guideline Book is incompatible with God’s word. Our prayer is that it will simplify the task of each CMA member, as they work for the Lord Jesus Christ, “Changing the World, One Heart at a Time”. Certainly, any active CMA member will only benefit by becoming familiar with CMA guidelines.

May God richly bless and use each one, as you “Ride For The Son.”

Board of Directors,
Christian Motorcyclists
Association of Canada

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This 2011 edition of the Guideline Book was revised from the previous 2008 edition, with assistance from the Board of Directors and CMA staff.

PART ONE

The Christian Motorcyclists Association of Canada

The Christian Motorcyclists Association of Canada (CMA Canada) is a non-profit, inter-denominational association of Christians who ride motorcycles. It is primarily an evangelistic outreach ministry to motorcyclists, rather than a motorcycle club. CMA is not a church.

Statement of Belief

We believe that the Holy Bible is the true and infallible word of God the Father; that it was written to give the human race throughout the ages, knowledge and understanding as to the purpose and fulfillment of living a Christian life.

We believe that Jesus Christ is the Son of God, born of a virgin, to bring fulfillment of salvation to a lost and dying world; that Jesus did many signs and wonders to fulfill the Scriptures, as proof of His authority; that Christ was crucified on a cross at Calvary and raised again on the third day, taking back the powers of death, hell and the grave.

We believe that only through acknowledging and repenting of our sins, and accepting Jesus Christ as our Lord and Saviour, may we be saved (John 14:6, Acts 4:12). This is our only escape from the eternal damnation of hell, and the way to the promise of eternal life, spent worshipping the Holy God by whom everything was created.

We believe in the Holy Spirit, the third person of the Triune Godhead, that He is ever present and active in and with the Church of Christ, convincing the world of sin, regenerating those who repent and believe, and indwelling Christians to enable them to live godly lives.

Purpose

The purpose of CMA Canada is to provide Christian motorcyclists with an opportunity to combine their love of Jesus and their enthusiasm for the sport of motorcycling, in order to reach others with the gospel.

The principal goal is to encourage members of CMA to be a witness for Jesus, to motorcyclists, in particular.

As well as encouragement, CMA provides its members with effective training and tools to do the job of sharing the good news of Jesus Christ. CMA is an extension of the local church, training and equipping motorcycling church members to reach other bikers for Christ.

Method of Outreach

The task of evangelism will usually be accomplished by one-on-one contact between CMA members and other motorcyclists (or non-motorcyclists) at rides, rallies, or other motorcycle events. CMA members provide assistance where needed at motorcycling events (e.g., mechanical help, first aid, registration assistance), provide babysitting and children's ministry, provide hospitality, visit in hospitals and prisons, offer prayer and spiritual counsel to those in need, and give personal testimony about the saving grace of Jesus Christ. Outreach ministry may also be done through group activities, such as worship services, bike blessings, funerals, and prison ministry.

CMA Logo (An explanatory description)

The CMA Logo is in the form of a rounded triangle, with a banner above and below. The three-sided shape symbolizes the Triune God (Father, Son, and Holy Spirit). The colour yellow represents the Holy Spirit, red represents the blood of Christ, and blue represents the royalty of God. Contained in the triangle is a Bible which is our Christian guidebook for living, "A lamp unto our feet and a light unto our path." Superimposed on the Bible is a cross, symbolizing the cross upon which Jesus gave His life to redeem us all. At the foot of the cross, there is a pair of praying hands, symbolizing prayer, the medium by which we are able to commune with almighty God, our Heavenly Father. The banner contains the inscription, "Riding For The Son" (Jesus), which is what CMA is all about.

Structure

CMA Canada has its National Office in Red Deer, Alberta. It is governed by a Board of Directors, whose National spokesperson is the Chairman of the Board. Across the country, direction is provided to CMA chapters and members by the National Evangelist, the National Youth Coordinator, Regional Evangelists, and Regional Coordinators, assisted by Area Representatives (where applicable). Individual members are organized into “chapters,” or “ride-groups,” depending on their numbers in that particular area.

Financing

CMA Canada is a non-profit, charitable organization financed by its members, mainly through donations. Tax receipts are issued for total annual gifts to the national ministry, at the beginning of each new year.

These receipts may be issued only by the national office. Income from CMA rally fees and “goodies” sales helps to pay for rally expenses, administration and travel costs. Rally “love box” funds go where they are most needed.

As a registered charitable organization, CMA Canada has an independent financial review done each year by an outside accounting firm. Active, contributing members may request a copy of this review.

History

The Christian Motorcyclists Association was founded in 1975 in the USA by a minister, Herb Shreve, who, after attending his first motorcycle rally with his son, found a great need for someone to try to reach motorcyclists with the gospel message of Jesus Christ. Since then, CMA has spread worldwide. CMA was incorporated in Canada in 1992.

PART TWO

The CMA Member

(See also, Articles 3 and 4, of Chapter Constitution)

Qualifications

A CMA member is a Christian, and a motorcyclist, who wishes to share in the ministry-outreach of CMA. As a member of this ministry each member will agree to live and act according to biblical principles of conduct. These principles should be effective in one's daily life, and must be followed whenever a member is wearing the CMA Back Patch/logo. Many scriptures can be presented to support a godly lifestyle. The following passages are just some of many: Titus 3:1-11; Gal. 5:13; Matt. 18: 15-19; 1 Cor. 6; James 4: 1-10.

The CMA member must be a person willing to cheerfully work within the guidelines set forth by CMA Canada in this guideline book. He, or she, must be willing to work in cooperation and unity with fellow members and the leadership of CMA, at the national, regional and local level, so that the work may go forward smoothly and unimpeded.

The CMA member is expected to be faithful in support of CMA Canada, in prayer, in labour, and in financial support.

In view of the fact that CMA is not a church, each CMA member is encouraged to be an active member of a local church congregation. Being part of a church family brings many benefits, such as Christian fellowship, sound biblical teaching, accountability, a means of Christian service, and access to the ordinances of the Church — including baptism and the Lord's Supper.

The Membership Process

Potential CMA members will learn of the existence of CMA in a variety of ways. Those who are interested, and enquire about it from a member of a CMA chapter, should be dealt with as follows:

The CMA Regional Coordinator or Area Representative or the chapter president should meet with the potential member and discuss the purpose of CMA and the importance of being an active member of a Christian church, and encourage the person to attend biking events and CMA meetings for a period of time before proceeding with a membership application. When they understand CMA's ministry outreach and are interested in membership, they should be asked to complete a membership application form. The Regional Coordinator (or Area Representative) will then endorse the application and send it to national office, making sure that the chapter name and all relevant particulars are shown.

When the application has been approved by National Office, a membership package will be sent to the chapter president, who will arrange to formally welcome the new member to CMA Canada. In a case where an interested person enquires directly to National Office, and there is no chapter nearby, the membership enquiry will be referred to the appropriate Regional Coordinator.

In order to wear CMA Back Patch (see Part Six), a new member must complete ministry team training and be approved by the Regional Coordinator (see Part Seven), as well as adhere to the guidelines outlined in this Guideline Book. This also applies to anyone who may have left CMA for any period of time and decides to reapply for membership.

CMA membership is renewable, on an annual basis, as of June 1 each year. By this date, the member must have either completed a review of their ministry team training (see Part Seven) or attended a Seasons of Refreshing (see Part Nine) to remain on the membership list.

If for some reason, a member is unable to complete one of the forgoing requirements, they must contact their Regional Coordinator to explain their situation, whereupon the normal requirement might be waived for that year alone. To run for a Chapter Officer position, ministry team training must be completed annually as one requirement (see Part Three, Article 9, "Election of Officers".)

Children, aged 11 years and under, may watch the CMA Kids DVD and wear the CMA Kids Patch and clothing. However, they are not members.

Youth, aged 12 – 17 years of age may join CMA, may complete the Youth Movement Ministry Team, and may wear the CMA logo and clothing with the CMA logo. Youth should place the Youth Movement rocker above their CMA logo when wearing cloth or leather patches. However, they may not vote in a chapter.

At age 18, persons may join CMA and vote in a chapter. All new CMA members are required to complete the ministry team training program in order to wear the CMA logo. This includes those previously involved as members of the Youth Movement Ministry Team.

PART THREE

The CMA Chapter

Chapter Purpose

The basic purpose of a CMA Chapter is to support the national CMA effort of “sharing and showing the love of Jesus Christ to motorcyclists.”

This is done through the labour of the chapter members in the motorcycling community, and through regular financial support to CMA Canada. The chapter should:

- Encourage members to be active in testimony and Christian witnessing to all motorcyclists.
- Provide an evangelistic association for motorcyclists.
- Provide a Christian-fellowship ride group.

The Chapter in Action

1. All CMA chapters will meet on a regular basis. Chapter activities may include rides, rally attendance, parades, bike shows, campouts, family picnics, and concerted efforts of supporting CMA financially. The only fundraisers organized by a CMA chapter should be for CMA Canada (e.g., “Run for the Son”). Other activities might consist of motorcycle races, swap meets, joint rides with secular clubs, and visiting members’ churches. A CMA chapter must have a **strong spiritual foundation** and should be interested in the spiritual needs of the motorcycling community. This might be expressed by visiting any motorcyclist injured in an accident, or by visiting secular motorcycle clubs in the community, and by supporting appropriate activities of secular motorcycle clubs.
2. All chapter functions are to agree with the heart of CMA and its guidelines, and are to be decided by the majority of the active* CMA chapter members, not a chapter board or executive. The only recognized board in CMA Canada is the national CMA Canada Board of Directors which oversees the entire ministry. Chapters are to be led by the chapter officers and appointed committees.

*(For a definition of an “active” member, see Article 4 of the chapter constitution).

3. All CMA chapters are to identify themselves as a chapter of the Christian Motorcyclists Association, and participate in and support all CMA programs and activities (national and regional rallies, Seasons of Refreshing, and Run for the Son). When a conflict of activities occurs on a given date, national activities precede regional activities, and regional activities precede local activities.
4. The only approved chapter constitution is the one shown in this guideline book, immediately following.

The Chapter Constitution

Article 1 – CHAPTER NAME

The chapter shall be known as “_____”
_____ of the Christian Motorcyclists Association of
Canada”.

Article 2 – CHAPTER MEMBERSHIP

All members of the “_____”
chapter must be members of CMA Canada and must agree to follow the
guidelines set forth by CMA Canada, in this constitution and guideline
book.

Article 3 – MEMBER QUALIFICATIONS

The “_____” chapter is an
inter-denominational Christian group open to all Christians, regardless
of race or colour, provided that they comply with the teaching of the
Lord Jesus Christ as set forth in the Bible.

Article 4 – ACTIVE-MEMBER STATUS

To maintain one’s status as an “active chapter member,” one must
have taken part in at least three chapter meetings, or functions, in the
previous six months. National and regional rallies and impromptu rides

are excluded. Sign-in sheets from chapter meetings and road captain reports may be used to determine eligibility.

Article 5 – DUES

There shall be no dues or fees required for membership in “_____” chapter. Chapters are to be self-supporting through donations. Tax deductible gifts can only be received by CMA Canada National Office. Donation receipts are issued by the national office at the beginning of each new year.

Article 6 – CHAPTER OFFICERS

The elected officers of “_____” chapter will consist of a President, Vice-President, Secretary/Treasurer, Road Captain, and a Chaplain (optional). In addition, the chapter’s Youth Movement Leader will be an appointed officer of the chapter.

Article 7 – OFFICERS — DUTIES

The duties of CMA chapter officers are as follows:

1. President:

- a. The duties of the president shall be to preside at all meetings of the chapter; to appoint all committees necessary during his term of office; to vote only when one vote is necessary to break a tie; to serve as a member ex-officio on all committees; to call chapter business meetings on a regular basis; and to, at all times, observe and enforce the provisions of the chapter constitution and the guidelines of CMA Canada.
- b. Upon receipt of a membership package sent from National Office, the chapter president will contact the new member, arrange to welcome the new member to CMA Canada, and invite them to participate in the chapter. If the president has any cause for concern regarding this member, he or she must submit this in writing, and return the membership package to National Office immediately.

2. *Vice-President:*

The duties of the vice-president shall be to assume the role of president in the event of an absence, or vacancy, and to complete the term of the president and/or assist at all business and/or officers' meetings.

3. *Secretary/Treasurer:*

The duties of the secretary and/or treasurer (both roles may be incorporated into one office, or they may be separate) shall be to keep minutes of all chapter meetings and officers' meetings; record attendance at all chapter functions to track active members; take care of all correspondence by the chapter; receive and disperse all monies and render account of all receipts and expenditures; send quarterly reports to the Regional Coordinator, using the "CMA Chapter Activities Report Form" (quarterly reports are due ten days after the end of each quarter -- quarters are January to March, April to June, July to September, and October to December); and send the list of nominations for chapter officers to the Regional Coordinator before chapter elections are held, and subsequently, send the list of those elected. The secretary/treasurer shall be responsible for contacting National Office for any forms required, as well as the Run for the Son packages for each year.

4. *Road Captain:*

a. The duties of the road captain shall be to plan chapter routes for tours, runs and campouts. Each chapter-supported road trip should have an attendance record given to the chapter secretary to track active members. Chapters must ensure that members sign an insurance waiver form (provided by National Office) on an event basis, and are to keep the completed forms on file.

b. Whenever specific insurance information is needed by a group, the request must be made to National Office early enough to ensure that the insurance company has adequate time to send it to the party requiring it.

5. *Chaplain:*

The duties of the chaplain shall be to present a brief interdenominational devotion at designated chapter functions. (Only designated speakers (see section entitled “CMA Designated Speaker,” in Part Four) shall speak for CMA at outside events such as rallies or church services.)

6. *Youth Movement Leader:*

Due to involvement with youth, the Youth Movement Leader (YML) is an appointed position. This appointment will be made, and reviewed annually, by the National Youth Coordinator, after consulting with the Regional Coordinator and the chapter president. The duties of the YML shall be to organize youth oriented events within the chapter and be a liaison to youth organizations within the local community. The YML shall be responsible for ensuring youth activities are available at any Regional/National events hosted by the chapter.

Article 8 – VOTING

A majority vote of the “active” chapter members (see Article 4) present at any scheduled meeting will constitute approval for all actions, other than the special provision for elections, as explained in Article 9.

Article 9 – ELECTION OF OFFICERS

Nominations:

1. The active chapter membership must be provided with a list of members who are eligible for office, prior to the date of nominations. To be eligible for office, they must have been “active” members (Article 4) of the chapter for at least six months and have completed Ministry Team training for the current year. The nominations will be made by secret ballot, one month before the November election, i.e., in October. An “active” member may nominate only one person for any given office.

Elections:

2. a) Elections of officers will take place in the month of November, at a chapter business meeting called by chapter officers. (Chapters which are forming are excluded.)
- b) One must be an active chapter member for at least six months to be eligible to vote. (See Article 4 above).
- c) Votes shall be cast by secret written ballot. A majority vote shall be necessary to fill an office.
- d) If possible, there should be no more than two elected officers from any one church.
- e) In the special case where only one eligible person has been nominated for the office of president, vice-president or secretary/treasurer, the person must receive at least 51% of the votes (based on the number of eligible voters, whether present or not at the election) in order to be elected to the office. This allows God to “speak” through the secret ballot process (Prov. 16:33). Other offices may be filled by acclamation.
- f) If there is no one elected to serve as president, the chapter will become inactive until further interest is shown.
- g) Terms of office will start in January. Officers are not limited to one term.
- h) Vacancies which occur in an office, during the term, shall be filled by nomination and election from the floor. Such a term of office will run to the end of the year, completing the term of the person who vacated.

Article 10 – CONSTITUTIONAL AMENDMENTS

No amendments, or additions, are allowed to be made to this constitution without the approval of National Office.

Qualifications for Chapter Officers

(Refer to Chapter Constitution, Articles 7, 8 and 9)

In addition to qualifying as an active member, and having the abilities required to perform the duties of the position, as outlined in the aforementioned constitutional articles, a nominee for chapter office must meet the following criteria:

1. Godliness.
2. Respected among peers.
3. Completed ministry team training and renewed annually.
4. A proven worker and consistent financial supporter of CMA Canada.
5. An organizer.
6. A promoter.
7. Willing to work with the Regional Coordinator, Area Rep., and national leaders, and to follow their directions.
8. Time to devote to the office.
9. Willing to quietly and peacefully step aside if he/she cannot work within the guidelines, responsibilities and expectations of CMA Canada.

Running an Election Meeting

The primary purpose of an election meeting is to elect officers who will lead the chapter for the upcoming calendar year. The election meeting should be held in November. Business other than election business should be kept to a minimum and taken care of after elections are concluded. Nominations and voting should be done by secret ballot. This type of voting ensures a true and fair election.

The following steps are suggested for holding chapter elections:

It should be considered how you want to hold your elections, i.e., by having a written ballot already filled out for all the offices with blanks to fill in your vote, or to vote on each office, one at a time. The following can be used for singular office voting, or modified to hold elections for all offices at once.

1. All people taking part in the meeting should be members of the chapter. Ballots are given to those who qualify to vote. Visitors and guests may observe, but cannot participate in discussions, or the voting.
2. Since officers are elected by written ballots, rather than a show of hands, select a scrutineer committee to count the ballots. This committee should consist of two to four people who have no interest in running for office at that time. The committee should be selected before any voting and should consist of active members.
3. The scrutineer committee distributes the ballots, one per eligible voter. After all have filled in their ballot, the scrutineer committee will collect all ballots. The scrutineer committee will have been informed of the total number of eligible voters. Ballots are counted and the results are announced before anything else is done.
4. After an office is voted on, the acting president of the chapter can announce the newly-elected officer. If voting for one office at a time, the next office is presented with nominees given. Secret ballot voting continues. Afterwards, the ballots are destroyed
5. **Appointments for “non-voted” offices**, such as chapter newsletter editor, greeters, etc., will be made by the new executive. Appointments begin in January. As explained in Article 7 of the Chapter Constitution, the Youth Movement Leader will be appointed by the National Youth Coordinator.
6. It is important that the election meeting be conducted in an orderly manner and kept as simple as possible. Candidates, as well as voting members, will leave a well-conducted meeting feeling that there has been a fair and honest election.
7. a) It is the responsibility of the outgoing officers to hand over all chapter-related materials including the Chapter Officer’s Training tapes, Leadership Training Tapes, and Orientation Video to the newly-elected president.

b) The chapter secretary **must** turn in the CMA Chapter New Officers Form to National Office and the Regional Coordinator,

before December 30th. After the CMA Chapter New Officers Form is sent to CMA National Office, new officer training materials can be ordered, if not available from the former officers. The chapter officers training tapes should be listened to by the new officers once they receive them from the outgoing president.

Chapter Discipline Procedures

Should a member act in a manner unbecoming of a Christian, a member of their chapter executive should contact them concerning this matter. If the problem is resolved, no further action is necessary. If not, then the Regional Coordinator must be informed. It is NOT the responsibility of the chapter to discipline an errant member.

1. If an irresolvable dispute arises, inform the Regional Coordinator of the situation that is causing concern. The Regional Coordinator will investigate the concern and attempt to resolve the difficulty. He will report his finding to the Regional Evangelist.
2. The Regional Evangelist may respond with a phone call, visit, or letter, to try to resolve the problem. If no resolution is reached, the National Evangelist may choose to suspend, restrict, or terminate the offending person's membership. A written copy of the final decision will be sent to National Office. If the problem concerns a chapter, the chapter charter may be suspended.
3. National Office will notify the chapter membership of the final decision.
4. If a chapter or member is placed on suspension, the suspension will last for at least 30 days, but no longer than 90 days. At the end of the specified period, if the problem is not rectified, the Evangelist will make his recommendation to National Office and the charter or membership will be revoked. If the offense is cleared up, the suspension will be lifted.
5. a) Where a chapter charter has been revoked, a new charter will be issued to any cooperating members, if they so desire. The dissenting members will be prohibited from attending any chapter meetings, or

chapter rides, for a period of six months and will be restricted from wearing CMA Back Patch/logo.

b) Where an individual's membership has been revoked, a waiting period of six months must pass, and renewal of Ministry Team training, before new membership can be considered.

Guidelines for Forming a CMA Chapter

1. The chapter must work with, and under the guidance of, the Regional Coordinator while it is forming.
2. The chapter must consist of at least ten adult members who live in the area, and who have successfully completed Ministry Team training.
3. All members of said chapter must be members of the Christian Motorcyclists Association of Canada.
4. All chapter members must agree with the aims and objectives of CMA Canada, and agree to be governed by the guidelines of CMA Canada.
5. The members may only belong to one CMA chapter at a time. They may not vote, or hold office, in more than one chapter at a time.
6. The chapter must maintain an inter-denominational status, open to all denominations, provided they fall within the teaching of our Lord Jesus Christ, as set forth in the Holy Bible, as the only book for teaching and doctrine. (See "Statement Of Belief", page 1).
7. The chapter must be open to all Christians, regardless of national origin.
8. The chapter must have a name that shows no preference to any denomination.
9. The chapter must elect the following officers: President, Vice-President, Secretary/Treasurer, and Road Captain, with the option of a Chaplain.

10. If possible, no more than two chapter officers should be from any one church.
11. The chapter is to conduct business meetings on a regular basis, preferably once per month.
12. The chapter is to work hand-in-hand with its Area Representative, Regional Coordinator and National Office.
13. The chapter is to adopt the CMA Chapter Constitution. No other constitutions are allowed.
14. Members must have an understanding of the CMA Guidelines.

Upon having complied with the above requirements and having met as an organized ride group for a minimum of six months, the chapter may request a chapter charter application form, from the Regional Coordinator. The Regional Coordinator will then notify National Office about the group wanting to become a chartered chapter

Upon approval from National Office, the Regional Coordinator will forward the application form to National Office, for a chapter charter certificate to be issued.

After the chapter charter is presented, the new chapter may wish to open a chapter chequing account at a local financial institution. Some financial institutions offer free chequing services to non-profit organizations.

PART FOUR

CMA Canada Officers and Chain Of Responsibility

CMA Regional Coordinator

A Regional Coordinator oversees and coordinates the work and ministry of CMA Canada in his/her region, or area, acting as the link between National Office and the local chapters. The Coordinator's spouse is an important part of this leadership role and should also make the ministry a priority. The Regional Coordinator may, or may not, be assisted by one or more Area Representatives. All appointments of Coordinators will be made from National Office.

Qualifications of a Regional Coordinator

1. Godliness.
2. Respected among peers.
3. Completed Ministry Team training and renewed annually.
4. A proven worker and consistent financial supporter of CMA Canada.
5. An organizer and promoter.
6. One who can lead, as well as follow instructions.
7. One who makes the ministry of CMA a high priority in his/her life and works to further that ministry.
8. Involved in both CMA and secular events.
9. Able to encourage, correct, and discipline, from a scriptural basis.
10. Willing to quietly and peacefully step aside if he/she cannot work within the guidelines, responsibilities, and expectations of CMA Canada.

Responsibilities of a Regional Coordinator

1. Be a mediator and advisor to CMA chapters, but not the final authority in decision making.
2. Communicate blessings and/or problems to the chapter presidents.
3. Advise National Office of new chapters forming.
4. Organize new chapters.

5. Be a representative for CMA at meetings other than CMA, such as car clubs, moto-cross, swap meets, and other civic, religious or social functions, where CMA is asked to speak or be represented.
6. Meet at least annually with all chapter officers to present the CMA chapter-orientation material, making sure that all chapter officers are familiar with the orientation and officers' training tapes. It is imperative that every officer goes through this material. For those who simply cannot meet with the group, other methods of presenting the material must be made. The Coordinator is responsible for informing National Office of those who do not complete the orientation. At this meeting, time should be made for planning, improvements and helps.
7. Hold a planning meeting for the regional rally, no later than 120 days prior to the regional rally. It should involve the rally committees and as many other involved people as possible. The proposed regional rally dates for the year should be sent to National Office for approval before January 15.
8. Encourage, and utilize, chapters to become involved in secular motorcycle activities in the area.
9. Encourage CMA membership attendance at other regional rallies and other CMA functions, or opportunities, within the area or region.
10. Have chapters share newsletters and ideas with other chapters. Each chapter should mail their newsletter to National Office.
11. Explain and promote the purpose of a chapter, among members of chapters.
12. Regional Coordinators will not have any authority within a local chapter unless directed by National Office.
13. Neither Regional Coordinators, nor their spouses, may hold a chapter office or be chapter members.
14. Visit chapters in your area of responsibility.
15. Develop a communicating relationship with chapter officers, holding periodic meetings with them.
16. Be a promoter of CMA — locally, regionally and nationally.
17. Submit Regional Coordinator Activities Quarterly Reports to National Office. Each report should be sent within 15 days after the quarter ends.
18. Do what needs to be done and expect to be held accountable.
19. Wisely use any budgeted funds given to Coordinators by National Office.

20. By November 1, if possible, inform National Office of the dates of regional or national secular rallies to be held in your region in the upcoming year.

Regional Coordinators have the authority to make decisions needed to ensure the continuation of operations of the CMA ministry in the area for which they are responsible. They must be able to produce a sound reason for those decisions and be responsible for the action taken. This does not eliminate the necessity of keeping National Office informed, and working with the National Evangelist. Any action taken by the Coordinator is subject to review by National Office and may be amended by National Office, following the review.

CMA Area Representative

CMA Canada “Area Representatives” are appointed by the National Evangelist, in consultation with the Regional Coordinators, to assist Regional Coordinators within their areas of responsibility. The Area Representative’s spouse is an important part of this leadership role and should also make the ministry a priority. Neither Area Representatives nor their spouses may hold a chapter office.

Qualifications for Area Representatives

1. Godliness.
2. Respected among peers.
3. Completed Ministry Team training and renewed annually.
4. A proven worker and consistent financial supporter of CMA Canada.
5. An organizer and promoter.
6. One who can lead as well as follow instructions.
7. One who makes the ministry of CMA a high priority in his/her life.
8. Active in the CMA vision of evangelism and Christian growth.
9. Involved in both secular and CMA events.
10. Willing to quietly and peacefully step aside if they cannot work within the guidelines, responsibilities and expectations of CMA.

CMA Designated Speaker/ Lay Evangelist

Designated speakers and Lay Evangelists represent CMA publicly at secular rallies, campouts, churches, etc., when requested by National Office to speak or hold worship services. They have to be pre-approved by the National or Regional Evangelist before each event, before speaking on behalf of CMA. They must be under the authority of National Office and their Regional Coordinator. They have no more authority in chapter matters than any other CMA member. These positions are appointed by the National Evangelist, in consultation with the relevant Regional Coordinator. The annual requirements for these positions are to attend a minimum of one Seasons of Refreshing rally, one CMA regional or national rally, and to renew their ministry team training. They are to return an “Event Report Form” to National Office for every event at which they speak or conduct a CMA service. The designated speaker is a non-staff position.

Chain of Responsibility

Chapter members are responsible to chapter presidents. Chapter presidents are responsible to area representatives, if applicable. Area representatives are responsible to Regional Coordinators. Regional Coordinators are responsible to their Regional Evangelist, if applicable, who is responsible to the National Evangelist, who reports to the Board of Directors of CMA Canada.

PART FIVE

Communications, Media Exposure and Public Relations

In CMA Canada, as in any organization, it is necessary to maintain a high-quality, accurate system of communications, in order that members may be kept informed of current happenings, and the public may be accurately informed of the nature of the organization and its work. This can only be done if there is control and accountability. In CMA Canada information is disseminated through the following channels:

Internal Communications — for the membership

1. At Seasons of Refreshing, and at national rallies, announcements will be made, primarily by the National Evangelist, or his designate, regarding annual plans, themes, and matters of interest to the membership.
2. Information will be channeled to the chapters, from National Office, via the Regional Coordinators, on an “as-needed” basis.
3. The CMA Canada newsletter, *Christian Motorcyclist*, is sent to all new members, as well as to current CMA Canada members.
4. A national CMA Canada website is maintained for the information of CMA members (or anybody wishing to access that site): www.cmacanada.ca.

External Communications — to the public

1. **Media inquiries** can be dealt with by the Chapter President, Area Representative, or the Regional Coordinator, provided that the queries concern the local chapter only. Individual members may make comments concerning their opinions of local events in which they are involved, as long as they speak on their own behalf and make it clear that they are not representing the opinion of CMA Canada. Any information regarding the operation of CMA Canada

must come directly from National Office. Members should not hesitate to refer questions to National Office.

2. **At secular functions**, e.g., “bike blessings” and rallies, only “designated speakers” are permitted to speak for CMA when requested by National Office.
3. Active members may **speak at churches**, on behalf of their work with CMA, in their area, and to promote Run for the Son. Speakers are permitted to share a short testimony of their life before and after becoming a Christian, using the CMA testimony guidelines (“A Successful Witness,” Appendix A). However, preaching can only be done by CMA designated speakers, when requested by National Office.
4. In respect for the wide variety of denominations represented within the CMA Canada membership, speakers are not permitted to discuss denominational doctrines, or any topic which would lead to hurt feelings, doctrinal dispute, or dissension.

Websites

Besides the national CMA Canada website, only chapters, coordinators, and evangelists are permitted to have a CMA-related website. Chapters may develop websites to reach local motorcyclists, subject to the following rules and limitations:

1. National Office must approve the website.
2. The chapter may not link their website to unfavourable biker organizations or businesses.
3. Chapters may offer to accept prayer requests, but they are not to post them on their site.
4. Inasmuch as CMA Canada believes in protecting the privacy of our members, it is recommended that addresses and phone numbers not be posted on the website. E-mail addresses are an alternative.
5. Information on the website must pertain only to the chapter and its activities — not about CMA Canada. Instead, provide a link to the CMA Canada website.
6. The chapter website address must be submitted to National Office.
7. If a chapter website does not meet the CMA Canada criteria, the chapter will be required to change, or cancel it.

PART SIX

CMA Back Patch and Logo

Control and Guidelines for Use

A very close relationship exists between the subject of the CMA Logo and the subject of public relations, above. We will, in many cases, be identified as members of CMA by our Back Patch or logo. CMA will be judged by our actions while wearing them. Therefore, it is obvious that there must be regulations and controls established with regard to who wears the logo and Back Patch and how they are used. It is mandatory that members of CMA Canada familiarize themselves with the CMA Canada Logo policy, as follows:

1. The CMA Logo not only represents the Lord Jesus Christ — it also represents a ministry that has gained respect and favour from the secular community, through being worn by those careful to follow biblical standards in their walk, and Christian integrity in their actions. Before you put on the Back Patch, realize the importance of all it signifies. The perceived level of integrity of CMA, and the witness of Jesus Christ will be determined by your actions while wearing the Back Patch.
2. If you do not “walk the walk,” you should remove the CMA Back Patch. If you do not, you will be asked, and expected, to remove it until the necessary corrections have been made. Because of the years of respect and recognition the Logo has earned, your wearing it will identify you with a ministry of integrity and one which has opened doors of opportunity. We hope that you will take advantage of these opportunities and bring glory to the Heavenly Father and His Son, Jesus.
3. The CMA Logo is a registered trademark and is to be worn by CMA members only. The Back Patch, or any other item with the CMA Logo on it, may only be purchased by members who have completed the ministry team training course and received their certificate for it. Only those obtained through CMA are to be worn.
4. The large major CMA back patch (also referred to as “Colours”) is not to be shared with any other back patch. No rocker arms are allowed on the back of the vest, unless it is one that identifies the

member's name, or ministry team. No type of patch which advertises any kind of organization, or business, may be worn on the back of a vest (or other garment) which displays the CMA Back Patch.

5. Chapter patches and Canada flag patches are to be worn on the front of the vest only. To adhere to international protocol, a member wearing the Canada flag patch must place it in the spot designated by CMA: "The flag patch is to be worn on the left side of your vest above the pocket; no patches or pins are to be placed above the flag patch."
6. No animal is to wear the CMA Logo.
7. No one is to wear the CMA Logo while consuming alcohol, dancing, partaking in immoral activity, or practicing by word and deed anything that would discredit the ministry of CMA, or the testimony of Jesus Christ.
8. The CMA Logo remains the property of CMA Canada and must be returned immediately upon request. No reimbursement should be expected, or given by CMA Canada or its affiliates.
9. CMA logos are not to be used on personal, or chapter, cheques.
10. When using the CMA logo on business cards or stationery, there is to be no use of words like reverend, pastor, evangelist, etc., unless you are a CMA staff evangelist. There is also to be no mention of home church, denomination, or personal business, if the CMA logo is used.
11. Members are not permitted to produce any items with the CMA name, logo, or patch design on them, without prior written permission from the CMA Canada Board of Directors.
12. Personalized approved cards are available through the National Office. Write to: CMA CANADA, P.O. Box 521, Red Deer, AB T4N 5G1

PART SEVEN

Ministry Team Training

Purpose of Ministry Team Training

“Ministry Team Training” is very desirable for CMA members, in that it gives practical instruction to enable individual members to witness for Jesus in whatever milieu they may find themselves. Indeed, it is considered so important that new members will not be granted the privilege of wearing the CMA Logo until they have successfully completed a training course and been approved by the Regional Coordinator.

Ministry Team training material includes practical teaching and illustrations, which demonstrate the importance of using one’s abilities to reach others with the gospel. Listening and working through the material teaches that two of the key ingredients in sharing one’s faith are to be visible and to be involved. They show that building relationships with others will eventually open doors for ministry in the motorcycling world.

The training format includes a generalized “**Basic Course,**” which is necessary for all members taking the training. Also included is a more **specialized portion,** which will allow a member to work in an area which is related to a special interest, or talent, which they may have. When taking Ministry Team training, the candidate will need to choose which specialty they wish to take. The course will include both the basic portion and the specialized portion.

CMA Canada expects members to commit to whichever ministry team they choose for one full year, and to either renew the same team each year, or take training for a new team.

Ministry Team training material may be ordered from National Office.

Individual Training Courses

The specialized courses include:

1. Children's Ministry Team: For those who like to work with children, and have been screened by a criminal record check, this training will teach what children like to do, and what will keep their attention. A criminal record check is valid for a maximum of three years.
2. First-Aid Ministry Team: For those who already have a certificate in CPR, or First Aid, this course will show how to offer basic first aid services to rally participants, etc.
3. Hospitality Ministry Team: For those who naturally seem to draw a crowd around their camp, this course will show how hospitality will lead to relationships and a chance to share Jesus.
4. Mechanical Ministry Team: For the person with mechanical abilities, this training shows how to use one's mechanical abilities to assist motorcyclists attending rallies, rides, etc.
5. Music Ministry Team: This course trains members with musical abilities to use those talents at services, sing-alongs, etc.
6. Prayer Ministry Team: This course teaches the basics of praying for people's needs while doing hospital visitation, or praying for any need which may arise.
7. Prison Ministry Team: This course demonstrates the principles of prison ministry, in order to make a visit inside a prison effective.
8. Servant's Ministry Team: This course is designed for people willing to be used in a variety of practical ways.
9. Women's Ministry Team: This course teaches how to build relationships with women, and how to open doors for meeting women's spiritual needs.
10. Youth Ministry Team: For those who like to work with youth, and have been screened by a criminal record check, this training shows how to build relationships with youth, and how to open the door to share Jesus. A criminal record check is valid for a maximum of three years.

PART EIGHT

CMA Goodies and Toolbox Items

Definitions and Availability

CMA Canada provides opportunity for its members to avail themselves of a wide variety of practical and novelty items which can be purchased from National Office. These items, as well as being sold from National Office by order, are also made available at Seasons of Refreshing, Regional and National CMA rallies.

The term “Goodies” refers, rather broadly, to Christian, motorcycling, or personal items, such as, items of clothing, etc. The term “Toolbox” usually refers, as the name suggests, to items which may be used in a ministry-related context, i.e., tracts, etc. A catalogue, listing all items for sale, may be obtained from National Office. Orders may be made by mail, phone, fax, email or on-line. Selected “specials” are featured from time to time in the *Christian Motorcyclist*.

It is important to remember that items having the CMA Logo on them may be purchased only by members who have successfully completed a Ministry Team training course.

Profits realized by CMA Canada from the sale of Goodies and Toolbox items are used to help finance the day-to-day operation of the National Office facilities in Red Deer.

PART NINE

CMA Canada Annual and Special Events

CMA members attend, and are encouraged to attend, many motorcycling events. Attendance at both CMA and secular events is encouraged. There are certain CMA events which are highlights of each year, and in which members are highly encouraged to participate. These include:

Seasons of Refreshing

“Seasons of Refreshing” is an annual start-of-the-season rally. It is held early in the year, usually in February, March, or April, depending on the region of Canada in which one lives.

The locations and times are determined by the National Evangelist. An effort is made to hold them in locations which facilitate maximum attendance by members of that region.

The purpose of “Seasons” is to allow the National Evangelist to communicate information of current interest to the membership, to introduce the ministry theme for the upcoming riding season, and for members to get together and generally be refreshed, encouraged and challenged.

Run for the Son

CMA Canada sponsors an annual “Run for the Son” campaign, which supports the work of its ministry in Canada and abroad. This is the only fundraiser that CMA Canada endorses.

Through the funds raised in this annual campaign, CMA Canada provides motorcycles for native Christian leaders in underdeveloped countries, using the expertise of Missionary Ventures, and supplies Bibles and study material to the persecuted church, using the experience of Open Doors with Brother Andrew.

A portion of the funds also contributes to the support of our national evangelistic work of spreading the gospel message to the motorcycling community and in prisons, by supporting the work of the National Evangelist and providing evangelistic materials for our members.

Regional Rallies

Regional rallies are held, as the name implies, by region. These rallies are held during the riding season, at suitable locations within the relevant area. They serve as an opportunity for each of us to meet members of other chapters, and to gain from that fellowship. The rally is an opportunity for all of us to gain encouragement and information from the National Evangelist, in addition to that received at “Seasons.”

Most importantly, these regional rallies serve as a ministry outreach, since members are encouraged to invite motorcycling friends, which they have met elsewhere, perhaps at secular rallies.

They serve to help the CMA member grow spiritually, to reach out to others, and to just plain have fun.

National Rallies

National Rallies are held in a location decided by National Office. They serve, generally speaking, the same purpose as a regional rally, but with a broader scope.

PART TEN

Guidelines for Rallies, Campouts and Other Events

How to Run a Successful CMA Event

Introduction

Chapters sponsoring CMA rallies will sign an agreement to conduct the rally according to the guidelines set forth by National Office. Rally pins will not be provided until agreements are received.

Purpose of CMA Rally

1. Fellowship.
2. Spiritual growth.
3. Outreach to the unbeliever.
4. Financial assistance to the ministry of CMA.

Dates for CMA Events

Have all proposed rally dates, campouts, mini-rallies, and seminars approved by National Office, taking into consideration:

1. Mileage between events;
2. Secular rallies (try not to conflict with secular rallies in your area);
3. Other adjoining regional events; and
4. Other adjoining chapter events.

Potential rally dates must be coordinated with Regional Coordinators, who, in turn, will have the proposed dates approved by National Office. Proposed dates of rallies for the year should be sent to National Office by January 15.

Campgrounds (required amenities)

1. Campgrounds should have adequate shower and restroom facilities.
2. Restaurants and motels should be located nearby.
3. Campsites should be easily accessible to full-dress bikes and those heavily loaded, or pulling trailers.
4. Campground must have a good, enclosed, or well-covered and secure worship facility, with enough seats to accommodate the anticipated number of rally participants.
5. Location of the rally site should be clearly detailed in publicity.
6. Send National Office the phone number where the Evangelist can be reached, at the campground during the weekend.

Evangelist Responsibilities for CMA Rallies and Seasons of Refreshing

1. National Office will appoint speakers for all CMA rallies, campouts, seminars, Seasons of Refreshing, etc.
2. The National Evangelist, or the Regional Coordinator, is in charge of all worship services and Christian activities such as seminars, music, etc. Please work with National Office, or your Regional Coordinator in planning your program.
3. Evangelists for rallies or campouts, other than a CMA Evangelist, must be cleared through National Office.

Music

1. Musical groups, or individuals, singing at rallies or Seasons of Refreshing, will receive no remuneration.
2. Singers will be approved CMA singers. Contact National Office for singers in your region.
3. Musical groups and their style must be suitable for the expected audience. When possible, groups must present a music tape to National Office and be approved by them before the rally date. The use of CMA talent should be encouraged.
4. Gospel music groups should be groups who minister, not entertain, or preach. Songs for group singing should be chosen which are familiar to the audience.

5. If an evening concert is held, it should be after the evening service, with a short break between events, and not over one hour in length, so as not to keep people late into the night.
6. The sound amplitude of musical groups should be set to a level which is not offensive to the majority of people.
7. Musical groups must be set up early enough to not interfere with the worship service.
8. Musical groups must attend the worship service. They must understand this prior to being scheduled.
9. Afternoon concerts are to be over by 4:00 p.m., so that everyone will have sufficient time to eat and be back at the evening service.

Door Prizes

1. Solicitation of door prizes should be handled with discretion, because CMA is not a begging organization. A good way to distribute them is to give them to winners of games.
2. Door prizes that are donated, or offered, without solicitation are acceptable. Please use your Christian judgment and discretion regarding the nature of the item, especially if there is printing on it.

Trophies

1. Trophy winners will be decided by CMA staff. Host chapter(s) are not eligible for trophies.
2. Trophies will be awarded for the following:
 - Long distance rider solo (male and female).
 - Long distance rider two-up.
 - Largest chapter registered and attending.
 - Oldest rider (male and female).
3. All long-distance trophies are to be decided on the basis of the most direct and practical land-surface route from the rider's home city to the rally site. (In the case where a ferry is required, or is part of the most practical route, it will be considered a "land-surface" route). In case of any disagreement, a straight-line ("as-the-crow-flies") route will be used. If there is a tie, the winner will be decided by pre-registration, or earliest time of arrival. The bike must be ridden, not trailered.
4. Trophies will not be awarded on Sunday.
5. Trophies are for registered participants of the rally only.

Fees and Expenses for Rallies and Events (except National Rallies)

1. Fees are required of each person, unless they have an up-to-date rally pass. Each year, Regional Coordinators, CMA staff, and other authorized personnel are issued free rally passes. The passes are for use by their immediate family only, and are good only for registration at CMA events. Rally passes should be checked during registration.
2. Basic registration fees for CMA Canada events will be announced in the newsletter, *Christian Motorcyclist*.
3. Registration fees should not include camping fees, or meals, since some attendees do not camp, or eat, at the rally.
4. Camping and meals will be up to the individual.
5. No unauthorized expenses will be deducted from registration-fee monies. Authorized expenses are: camping deposit, rally fliers, etc. Any food expenses for the event must come out of the sale of meal tickets, and are not covered by the registration fees. If there is a question about any expense, the Regional Coordinator will contact National Office for approval. All expenses over \$100 must be pre-approved by National Office before making purchases or bookings.
6. At all regional rallies and events, love offering box(es) should be available.
7. All monies are to be turned in with a **CMA Financial Report Form** (available from the National Office) within 14 days to: CMA Canada Box 521, Red Deer, AB T4N 5G1, along with a copy of **CMA's registration form** for rally participants.
8. The CMA Financial Report Form should be used to report all income and expenses for the rally. Receipts must accompany all expenses reported. The following categories are to be reported: Income: Registration income; Love Box income; Food sales; Goody sales; Other monies collected; Total income. Expenses: Cost of rally facility; Food expenses (taken from gross sales); Flyers and postage; Other (please explain); Total Expenses. Please identify your name, chapter name, number, and total amount sent to CMA, along with the monies and appropriate expense receipts, and mail to CMA Canada National Office.

Campouts

The Regional Coordinator should be contacted concerning campouts, meals, publicity, or any other rally-promotion, or expenses before any such expenses are incurred.

After a campout date and budget is approved, publicity can begin. No registration fees have to be charged, but a love-offering box for CMA should be put out and any donations received should be sent to National Office, Box 521, Red Deer, AB T4N 5G1. The Event Report Form and the CMA Financial Report Form should be mailed to National Office within 14 days of the campout.

Free Admission Tickets

Rally coordinators for secular rallies can request “Free Admission Tickets” from CMA, to give away as door prizes during drawings at the event. This will give CMA exposure, show that CMA is a giving organization, and help build rally attendance at CMA rallies by non-CMA members.

If you are putting on a rally and someone brings a “Free Admission Ticket” to the gate, accept it as payment, give the person a pin and packet, and show hospitality to them for coming. On the back of each pass print the guest’s name, address, and phone number. At the close of the rally place the “Free Admission” passes with your financial and event report forms and mail them to National Office.

SAMPLE:

Free admission for TWO at any
Christian Motorcyclists Association of Canada Rally in 2008.
For Non-CMA members only —
Expires December 31, 2008.

CMA Canada Director

Meals at Rallies

1. No meal should be catered if the caterers must have a guaranteed number.
2. No restaurant should be used that requires a guaranteed number.

3. If the caterers can serve a good meal and you can give a number five hours before the meal, this can be a suitable situation. When you work out an agreement with the restaurant, sell your meal tickets when people register.
4. No meals have to be served at a rally.
5. CMAers wishing to cook meals at a rally and send funds to another ministry must have the approval of National Office.

Activities at CMA Rallies

1. No questionable activities are to be conducted at any CMA rally or function. Examples: 50/50 drawings, poker runs, dances, etc.
2. No alcoholic beverages or illegal drugs of any type are permitted at a CMA rally or function.
3. No smoking during services, seminars, concerts, or while working in registration area.
4. Motorcycle games should be safe games (no speed games). All laws pertaining to the province must be obeyed.
5. Provide activities for children at the rally, if possible.
6. All activities, except registration and children's ministry, are to be closed down during services.
7. CMA members must keep their moral conduct above reproach.
8. No children should be driving motorcycles or motorbikes.

Rally Committee

1. The Regional Coordinator, or his designate, is to be the chairman of the rally committee.
2. The remainder of the committee is to be determined by the chapter(s) putting on the rally.
3. All decisions are to be made with the approval of the National Office. Any decisions made, or carried out, that are not in agreement with the rally guidelines may result in a "suspension notice" and/ or failure to be able to hold future CMA rallies or events.

Committees Needed and Duties

1. Registration Committee Duties: Pre-registration needs; register people at the gate at the time of the rally; provide name tags; prepare registration packets and answer questions about rally prior

to the event; prepare and distribute program sheets and collect any donations that are made. (Prepare and place love box(es) in services and in goodies booth for donations).

2. Welcoming Committee Duties: Help registration committee when needed; have information and answer questions concerning location of rally; help have coffee and cold drinks available at all times; collect all donations; be familiar with area motels, restaurants, tourist attractions, and bike shops; organize billeting, if necessary, and let people know where they will be staying.

3. Publicity Committee Duties: Arrange for pre-rally publicity, including having registration forms at bike shops; inform public about the rally; arrange for TV, radio and newspaper coverage, where possible.

4. Ride and Cycle-Games Committee Duties: Be familiar with the area of rally sites and assist Welcoming Committee in answering questions about other places people may wish to see; arrange for some activities during the rally — may include bike games.

5. Food Committee Duties: Arrange for any meals/snacks planned for the rally; arrange to have coffee and cold drinks set up at the welcoming table at all times; arrange for the purchase and delivery of food and materials needed.

6. Set-Up Committee Duties: Set up the registration table, food table, welcoming table, and tables for the goodies sales; clean up prior to the rally; help maintain and clean grounds during the rally; help put up signs directing participants to the rally.

7. Clean-Up Committee Duties: Do general clean up during the rally; keep the grounds clean; clean up after the rally; make sure litter and garbage are picked up after the rally.

NOTE: These committees may not all be feasible for smaller chapters putting on rallies, but at least one person needs to be appointed to carry out each of these duties.

A tactful contact should be made with local law enforcement concerning the number of cycles and the type of cyclists coming into the area. Tactfully approach them for any help needed.

The chapter president must sign the “Chapters Scheduling CMA Rallies, or Campouts” report form. By signing this, he is agreeing to conduct the CMA rally according to the preceding guidelines. If one, or more, chapters are putting on the rally, each president must sign for his chapter.

National Rallies

National rally fees are required from each person. Rally passes should be checked at the gate during registration and are good for registration of immediate family members only.

Rally fees will be announced in the national newsletter, *Christian Motorcyclist*.

Appendix “A”

A Successful Witness

Initially, to prepare yourself, ask God for direction and control. Have no unconfessed sin in your life. Depend on the power of God, not your wit or eloquence. Secondly, never assume that you will not need to update your preparation. Prepare well, giving God your best.

1. **INTRODUCTION: A dynamic opening is a must.** You may have only ten seconds to capture the attention of your audience. Use either a thought-provoking question, a humorous incident, or a personal experience to allow your audience to relate to you.
2. **BEFORE YOU ACCEPTED CHRIST: Keep this brief.** The focus is on the solution, not the problem. Do not give your complete life history. Choose your illustrations carefully with just enough detail to arouse interest. Remember — the details of your life are not going to change another person.
3. **HOW YOU CAME TO CHRIST: Be specific in giving the steps to salvation.** Present Jesus, not yourself. When the members of the audience leave, they should know more about Jesus than about you. Include the gospel as found in 1 Corinthians 15: 1-4 (or Romans 3:23, 6:23, 5:8 and 10:13). Avoid Christian clichés. Be specific enough to gain their confidence, but avoid naming denominations, cults, fraternities or motorcycle clubs, or speaking negatively about your family or church. Avoid relating highly emotional experiences that accompanied your conversion, lest the listeners assume that they must experience the same.

4. **YOUR LIFE SINCE THE CHANGE: Tell of the changes Christ has made and what He means to you so that others will want to know Him.** BE REAL! The Christian life is not problem free. Remember that you are sharing, not preaching. Your use of pronouns would be “I” and “me,” not “you.”

5. **CONCLUSION: Challenge your listeners** to determine where they are today, and to consider eternity. Recap salvation. Stress the most important points, since they will respond only to a few of the ideas they hear. Close with a clear, simple prayer. Pray slowly, so that those so wishing can easily repeat after you.

When preparing your testimony, keep in mind what your purpose is, and how much time is necessary to accomplish that. You should plan for completion in no more than 15 minutes at the most, preferably less than 10 minutes. In any event, try to give fairly equal time to the three main parts of your testimony.

REMEMBER:

A successful witness is one who shares the claims of Christ in the power of the Spirit and leaves the results to GOD.