Approved by:

[Signature]

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CEO/Chairman of the Board of Directors
Christian Motorcyclists Association

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Date
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NOTE: This handbook replaces the CMA Guideline Manual and Leadership Manual.

Preface

Welcome to the Christian Motorcyclists Association’s (CMA) Handbook! Your membership in CMA makes you part of a worldwide ministry that is dedicated to reaching people for Christ in the highways and byways through the avenue of motorcycling.

CMA is not a Christian club or riding group designed to segregate Christians from the influences of the world, but rather it is a ministry designed to thrust you into the adventure of spreading the light of Jesus into dark places! We are happy to have you as a member of the CMA family. Please feel free to check out current information on our website at www.cmausa.org.

This handbook is designed to provide information and insight into CMA. Our goal is to provide a handbook that will help you take your membership and/or chapter to the next level. As you review this handbook, we pray that you will keep the following scripture in mind: *but now we have been delivered from the law, having died to what we were held by, so that we should serve in the newness of the Spirit and not in the oldness of the letter* (Romans 7:6). Our goal is to create a reference guide for our members. CMA provides freedom to its members, but with accountability. If an issue should arise that is not covered in this handbook, we encourage you to contact your state leadership for help in clarification. Your State Coordinator and National Evangelist are called by God to help lead this ministry in the vision of *changing the world, one heart at a time.*
I. National Material

CMA National Information

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**Doctrinal Statement of the Christian Motorcyclists Association**

The Christian Motorcyclists Association is interdenominational and evangelistic in nature. We believe in:

- The Bible as the inspired and infallible Word of God.
- One God, eternally existent in three persons: Father, Son, and Holy Spirit.
- The virgin birth and deity of Christ, His explicit atoning death, bodily resurrection, and ascension.
- Salvation through the blood of Jesus Christ.
- The sanctifying power of the Holy Spirit who enables a believer to live holy.
- The second coming of Jesus Christ.

**Mission Statement of the Christian Motorcyclists Association**

**Vision:** *Changing the world, one heart at a time.*

**We will accomplish our vision through:**

- Evangelistic outreach primarily, but not exclusively, to the motorcycle community.
- Run for the Son, where we will partner with ministries with world-reaching potential.
- Equipping our members in ministry training that aligns itself with Biblical truths.
- A servant’s attitude to the world and our members (i.e. *Here if you need us*).
- Quality products that aid in evangelistic outreach.
- An efficient Support Center support team.

**Mission:**

To inspire our leaders and members to be the most organized, advanced, equipped, financially stable organization, full of integrity in the motorcycling industry and the kingdom of God.
How to Become a CMA Member

CMA is an organization made up of teams of members working together to accomplish much for the Kingdom of God. The teams, or chapters, are integral in the fabric of who we are. As you seek to determine if CMA is the right organization for you, we highly encourage you to find a local chapter and attend some of their meetings and events where they do ministry. Chapter and state leader contact information can be found on our website at www.cmausa.org.

We feel it is important to provide key information about CMA and basic ministry training to anyone desiring to join this ministry, and as such, beginning January 1, 2012 anyone desiring to join CMA will need to complete a Ministry Team Training Course. This material is available for purchase at http://shop.cmausa.org or through the CMA order line at 800-300-6530. Application for membership is included in the Ministry Team Workbook.

Upon completing your Ministry Team Training Course, send the tear-out pages to the CMA International Support Center where they will be processed and a membership card will be sent to you. This card will authorize you to purchase items with the official CMA logo and the official CMA back patch.

CMA Support

CMA is a 501(c)3 nonprofit organization. We are certified by the Evangelical Council of Financial Accountability (ECFA). As a ministry, we do not send out monthly mailings seeking support. Most of our support comes through three main channels:

- contributions from our membership
- contributions through Run for the Son (RFS)
- sale of Goodie products

If you picture a wheel in your mind, CMA National would represent the hub and the chapters and members would represent the spokes. With member donations, CMA National is able to better equip and train our members to reach the lost and encourage the hurting. Without a hub, the wheel loses strength and the spokes have nothing to connect to and lose their effectiveness. Without the spokes, the wheel cannot spin. Together, we can change the world, one heart at a time. We ask that you prayerfully consider regular monthly donations to CMA National which can be accomplished by going online to shop.cmausa.org or by contacting CMA’s financial office.

Year-end donation receipts are sent out by January 20 every year via bulk mailing. This includes all donations made to CMA National except RFS donations, as money raised in RFS comes from members and sponsors. If you make personal donations towards RFS, please write yourself a donation receipt on the RFS brochure as you would a sponsor. If you make RFS donations online, you can print a receipt off the website at the time of the donation.
Run for the Son

Run for the Son (RFS) takes place the first Saturday of May each year and is CMA’s only fundraiser. Through working with our ministry partners CMA has been able to extend our outreach to millions of people throughout the world. In addition, RFS has enabled CMA to equip motorcyclists the United States and all over the world to reach the lost with the Gospel of Jesus Christ.

Those participating in this event raise money by seeking individuals to sponsor them on a ride the day of the event. The chapter or individual then collects the money and sends it to CMA National. From there all of the monies are tallied and the final total is revealed at the June National Rally where it is distributed in the following method:

- 60% is given to three world-reaching ministries:
  - 20% Missionary Ventures – places motorcycles/transportation in the hands of native pastors around the world
  - 20% Open Doors – equips/trains persecuted Christians around the world with the Word of God
  - 20% JESUS Film Project – takes the message of the Gospel of Luke, translates it into native tongues, and shows the JESUS Film to key people groups worldwide.

- 40% CMA – provides ministry materials/training for bikers in the United States and around the world. Some of this money also goes back to each state for use in local ministry efforts.

Through your efforts in RFS over:

- Over 4,000 motorcycles have been given to native pastors (Missionary Ventures).
- Over 2,200,000 Bibles have been smuggled into closed countries and placed in the hands of those looking for answers (Open Doors).
- Over 220 countries have seen the Jesus Film (Jesus Film Project).
- Over 170,000 bikers/people ministered to within the USA annually (CMA).
- Through all four ministries, over 13 million people have come to Christ.

For more information on Run for the Son, we encourage you to contact your State Coordinator and/or purchase a Run for the Son promotional DVD from our website at https://shop.cmausa.org.
Chain of Command/Communication

Please refer to the diagram for the CMA chain of command/communication. This will help you get in touch with people who are in your area that will be best equipped to answer questions and issues pertaining to your area.

Phone numbers for your State Coordinator are available in the HeartBeat and on our website at www.cmausa.org. If you have questions pertaining to this handbook, your local chapter, finding another chapter, or how you can better serve the ministry of CMA at a state level, we highly encourage you to contact your State Coordinator.

CMA Region Definitions

The ministry of CMA in the USA is divided into regions. Each region has a National Evangelist that oversees the ministry in that region. Below is a definition of those regions:

- Region 1 – West Region: Alaska, California, Idaho, Nevada, Oregon, Washington
- Region 2 – Rocky Mountain Region: Arizona, Colorado, Hawaii, Montana, New Mexico, Utah, Wyoming
- Region 3 – North Central Region: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin
- Region 4 – South Central Region: Arkansas, Kansas, Louisiana, Mississippi, Missouri, Oklahoma, Texas
- Region 5 – Northeast Region: Connecticut, Delaware, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia
- Region 6 – Southeast Region: Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee
The CMA logo is a registered trademark and is worn by CMA members who have completed the Ministry Team Training Course. People who have not completed a Ministry Team, or non-CMA members, may not purchase (excluding the small CMA decal) or wear the official CMA logo 3 ½” and larger.

Children 11 years and under may watch the CMA Kids DVD and wear the CMA Kids patch and clothing.

Students 12-17 years may complete the Youth Movement Ministry Team, and wear the CMA logo and clothing with the CMA logo. Students should place the Youth Movement rocker above their CMA logo when wearing cloth or leather patches. At age 18 or older, CMA members are required to complete a Ministry Team Training Course in order to wear the CMA logo.

Since the logo is a registered trademark, all copyrights are reserved. Purchase of any item with the CMA logo on it includes a license to use the copyrighted product for the member that purchased the product. Any item with the CMA logo may not be sold without written consent from CMA National. Members must obtain written permission from their State Coordinators, and State Coordinators must obtain written permission from their National Evangelists before reproducing the CMA logo.

Simple guidelines for CMA logo usage:

- Chapters may use the CMA logo within the chapter on ministry related items and the chapter newsletter.
- Do not place any CMA logos on clothing or items to be worn by animals.
- Do not place the CMA logo on personal or chapter checks.
- Do not use words like reverend, pastor, evangelist, denomination, church affiliation, etc. on any items containing the CMA logo (i.e. rockers, nametags, business cards, etc.).

**Definition of CMA Logo:**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triangle Shape</td>
<td>Father, Son and Holy Spirit.</td>
</tr>
<tr>
<td>Praying Hands</td>
<td>The way God would have CMA grow.</td>
</tr>
<tr>
<td>Cross</td>
<td>The message and statement of faith (I Corinthians 2:2).</td>
</tr>
<tr>
<td>Bible</td>
<td>God’s direction for CMA.</td>
</tr>
<tr>
<td>Blue Color</td>
<td>The way of the cross leads home (to Heaven).</td>
</tr>
<tr>
<td>Yellow Color</td>
<td>The crowns and rewards that will be for the faithful Christian.</td>
</tr>
<tr>
<td>Red Outline</td>
<td>The blood that makes everything it encloses effective.</td>
</tr>
</tbody>
</table>
CMA Artwork

All CMA artwork is owned, licensed, and controlled by the Christian Motorcyclists Association. It may not be copied, reproduced, republished, reprinted, or distributed in any way without written permission from the National Evangelist for your region. All trademarks, service marks, logos, and trade names are proprietary to CMA. Any submissions or concepts become CMA’s property and CMA shall not be liable for any use or disclosure of them.

Active Membership

CMA is a ministry with high standards that has gained respect and favor from the secular community. We expect our members to:

- Model a Christ-like attitude and behavior.
- Follow Biblical standards and Christian integrity in their walk and actions.
- Complete a Ministry Team Training Course. (This is a requirement to purchase or wear the official CMA logo 3 ½” and larger, excluding the small CMA decal.)
- Be part of a local chapter. (Contact information for a local chapter can be obtained through your State Coordinator. His/her phone number is listed in the HeartBeat and on our website at www.cmausa.org.)
- Support CMA prayerfully and financially at both local and national levels.
- Be 12 years or older.

Reaching the world is important to CMA and our members enable that task. Active membership at a national level is based on completing one of the following criteria in a 12-month period:

- Purchase any Goodie/ToolBox item(s) from CMA National totaling at least $20, or
- Attend a CMA National or State Rally or Seasons of Refreshing, or
- Complete a Ministry Team Training Course, or
- Donate at least $20 to CMA National or Run for the Son.

Ministry Team Training Course

CMA’s primary purpose is ministry. Through this program, we pray you will find your place in ministry. You will learn that two of the key ingredients in sharing your faith are being visible and being involved. Building relationships with others will eventually open doors for ministry in the motorcycling world as well as wherever you are. For more information on the specific training courses available, we invite you to check them out on our website at www.cmausa.org.

NOTE: As of January 1, 2012, completion of a Ministry Team Training Course is required for membership. Members who joined prior to this date must complete a Ministry Team Training Course to purchase or wear the official CMA logo.
The CMA standard for vests states that the front of a CMA member’s vest will include the CMA USA American flag on the upper left side of the vest (which places the stars closest to the heart and identifies the member’s nation). The 3” CMA logo or CMA nametag with logo is to be placed on the upper right side of the vest. Nothing is to be placed above the American flag or the 3” CMA patch/nametag.

We ask that you commit to one back patch while serving as a member of CMA. When someone looks at the back of a member’s vest, it should be easily distinguishable that the person is a CMA member. Please note that the following rockers are acceptable: name, CMA nationally appointed position, Ministry Team, and Ministry Team year. In placing these rockers on the vest, please ensure they are attached to the top and bottom of the CMA patch with no space in between. Do not include any territorial rockers (i.e. city, state, chapter, etc.) on the back of your vest. Effective January 1, 2012 CMA discontinued making available name rockers that go above the CMA back patch and custom back patches. Those members who currently have the rockers or custom back patches are not required to remove them.

Patches or pins that take you out of a neutral ministering position may not be worn on a vest with the CMA back patch or logo.

Anyone who practices by word or deed anything that would discredit the testimony of Jesus Christ or the ministry of CMA will be asked and expected to remove his or her CMA back patch. If a member is asked to remove or return their back patch, no reimbursement should be expected, nor given by CMA or its affiliates.

Representing CMA with Integrity

Listed below are several guidelines to provide a foundation for members in ministry. These procedures are in place to protect the integrity of our members and CMA. If you have any questions, please contact your State Coordinator.

- Commit to one back patch.
- Walk the Christian walk at all times, even when you are not wearing the CMA logo.
- Women minister to women and men minister to men, or couples minister together.
- Have modesty in apparel.
- Use of tobacco or alcohol by a CMA member at any CMA meeting or designated ministry area is not permitted.
- Keep tracts available for one-on-one witnessing.
- Involve only CMA members in services (including prayer) at secular events (if possible).
- Do not place the CMA logo on secular event fliers as a sponsor or promoter. The logo may only be used to announce that CMA will host a worship service or biker blessing.
- Do not share booth space with another motorcycle ministry.
• Do not use CMA to build recognition or support for another ministry.
• Do not use questionable door prizes (i.e. tattoo, body piercing, bar certificates, etc.).

CMA and the Church

CMA is an evangelistic organization with a primary focus on changing the world, one heart at a time. We believe that to be an effective CMA member, our members need to be grounded in a local church. Every effort should be made to place new Christians in a local church and healthy chapters. Our goal is to add to the local church with active ministry. Ordinances of the church (i.e. baptism, communion) should be a part of the local church.

Ministering with Accountability

CMA is an interdenominational organization. We recognize that there are differences in the doctrines and practices of our members in the local church. CMA’s ministry is one of salvation, restoration, and Christian growth through the Bible.

Listed below are several guidelines for accountability for members in ministry. These procedures are in place to provide accountability to our members and CMA. If you have any questions, please contact your State Coordinator.

• Report any ministry results or activity to your chapter secretary.
• Be active in your local chapter.
• Notify your State Coordinator if you are serving as a chaplain for a secular organization.
• Contact your State Coordinator about becoming an approved speaker to conduct services at secular events.
• Fill out an event report within 10 days of an event if you served as an approved speaker. Send the report to your National Evangelist and State Coordinator.
• Do not consume alcoholic beverages (including near beer) while wearing the CMA logo.
• Avoid usage of titles that may mistakenly identify you as a national CMA officer.
• CMA National events take priority over CMA State events and CMA State events take priority over secular events.

Ministering To Minors

CMA ministers to motorcyclists of all ages, and Youth and Children’s Ministry is a growing sector of the ministry of CMA. Jesus welcomed the children on numerous occasions and cautioned those who would hurt them (Matthew 18:6). In order to protect children and the integrity of CMA and its members, it is required that all CMA members who are involved in
ministry to minors complete the CMA Ministry Team for Children or Youth. A National Criminal background check is required for completion of these ministry teams.

### Youth Movement

**Why is CMA looking to minister to young people?**

*Because of the need.* The overwhelming need for young people to find Jesus pushes us to consider what part we should play in reaching young hearts for the Kingdom of God. Certainly, there are thousands of churches and hundreds of para-church organizations all focusing on young people, but with over 900 chapters in local areas all over the United States, CMA has a unique foundation from which to reach out to our nation’s youth population.

*Because we can make a difference.* It is not that other organizations and countless churches are not doing a good job; it is just that the job is so large. The members and families of CMA are a powerful and anointed force that can show many young people the love of Christ. Our dream is to begin a focused youth outreach in each chapter across the country. These local Youth Movements would provide teenagers with opportunities for fun, worship, discipleship, and service. Led by a CMA member from within the local chapter, the local Youth Movement would not only be an exciting youth program, it would be a valuable link to the heart, people, and ministry of CMA, bringing the generations together in attempts to work side by side in changing the world, one heart at a time. Who better to reach out to teenagers, who can at times be rebellious and hard headed, than bikers who have had their lives turned upside down by the love of Jesus?

**What is a local chapter Youth Movement?**

To a teenager, having something to do that they enjoy and believe strongly in is important, and the Youth Movement is just that. A Chapter Youth Movement is an exciting local gathering of young people that share the same love for Jesus and desire to serve Him in conjunction with their local CMA Chapter. The Youth Movement provides them not only with a community of fellow Christian teens who are involved in the same types of activities, but also with ways to use the gifts that they have been given by God in ministry. The meetings are built around living for Christ and activities that young people enjoy. There are opportunities for outreach and service that will challenge them and push them forward in their walk with Jesus. They will enjoy all the fun that they have together as well as the love and acceptance that they find in their local movement. They will also enjoy the connection to the larger national network of other local Youth Movements and to CMA. It will be something that they are proud to be a part of and excited to tell their friends about.

To the adult members of the chapter, the Youth Movement is not only an exciting and inspiring aspect to their ministry, but represents new ministry opportunities. Involvement and supporting a local CMA Youth Movement is an investment in the lives of young people and in the future of CMA.

**What can you do to get involved?**

Ministry to teenagers is an exciting and necessary endeavor. A great place to start is in prayer. Ask the Lord to give you wisdom as you consider this ministry adventure. Pray that you would clearly feel a burden for teenagers if this opportunity is right for you. Prayerfully consider how you would go about gathering young people and what your meetings and activities would look like.
like. There are resources available for more information on CMA Youth Movement at www.cmausa.org. Simply click on the Youth Movement tab and download the information sheets covering all aspects of CMA Youth Movement.

Fast Lane

The Christian Motorcyclists Association has been working to change the world, one heart at a time since 1974 and has gained an honorable reputation in the secular biking world. Since the 1980s, the motorcycling industry has been producing motorcycles focused on different styles of riding, which has created many subcultures of motorcycling. In 2003, the CMA Board of Directors felt a calling to reach into these subcultures of motorcycling, thus creating Fast Lane. Fast Lane is an extension of CMA into these motorcycling areas, which include, but are not limited to, super bikes, dual sports, and quads. These areas of motorcycling are growing rapidly, as is our need to reach into them with the gospel of Jesus Christ.

As always with the ministry of CMA, we look beyond the differences and love people as they are. It is the work of the Spirit of God to change people’s lives. God has not called us to major on the differences; He has called us to look beyond the physical and see the heart condition.

For more information on how you can be involved in the CMA Fast Lane, visit us on our website at www.cmausa.org. Just click on the Fast Lane icon to see information about Fast Lane.

CMA Applications

Beginning January 1, 2012 the requirements to become a CMA member changed, requiring those who desired to join the organization to complete a Ministry Team Training Course. With this change, CMA no longer accepts traditional membership applications that are not accompanied with a Ministry Team completion. For more information regarding membership, please see the How to Become a CMA Member section above.

CMA Websites

Unofficial websites may not use the CMA logo or any CMA trademarks found on official websites. No material from the official CMA websites may be copied, reproduced, republished, reprinted, or distributed in any way.

CMA has established a nationwide template for the regional, state, and chapter websites, along with webmasters for each level. Only these sites are official CMA websites. If your chapter is not included in the chapter websites for your state, please contact your State Coordinator for assistance. His contact information is available in the HeartBeat and on our website at www.cmausa.org.
Region, State, and Chapter Webmasters:
Guidelines are established for the official websites and can be accessed through the CMA admin tool. Please read these guidelines carefully. If you have questions about managing your site, appropriate content, etc., please contact your Regional Webmaster. If you have any questions about logging onto the CMA admin tool, please contact webteam@cmausa.org.

CMA Name Badges

CMA offers name badges for sale to its members. Below is a listing of the various badges available and their definitions:

- **Members**: Yellow name badge with black lettering and a black or metal CMA logo
- **State Coordinators**: White with red letters and a red or metal CMA logo
- **Area Reps**: White with black letters and a black or metal CMA logo
- **Goodie Reps**: White with black letters and a black or metal CMA logo
- **Support Personnel**: White with red letters and a red or metal CMA logo
- **Directors/Evangelists**: White with blue letters and a blue or metal CMA logo
II. State Material

CMA State Information

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State Leadership

State leadership is in place to help lead and coordinate the chapters and members in the individual states. They function on a volunteer basis and they are a vital part of the ministry of CMA. Due to the nature of their positions, State Coordinators and Area Representatives are not members of local chapters. This is an annual appointment.

The qualifications for anyone to be in a state leadership position are:

- Godliness
- Respected among peers
- A proven worker, an organizer and a promoter
- A regular financial supporter of CMA National (donates a portion of money to CMA National consistently)
- One who will be a positive influence both as a leader and a follower
- One who makes the ministry of CMA a high priority
- Active in the CMA vision of evangelism and Christian growth
- Involved in both secular and CMA events
- Able to encourage, correct and discipline from a scriptural basis
- Willing to step aside quietly and peacefully if working within the guidelines, responsibilities and expectations of CMA is not possible
- Does not consume alcoholic beverages nor tobacco products

Leadership qualities include:

- Believes in CMA
- Teachable spirit
- Positive influence
- Full of faith
- Full of wisdom
- Good reputation
- Strong desire to be led by the Spirit of God
- Responsible
- Leads by positive influence

*NOTE: These qualifications also apply to Goodie Reps and Approved Speakers.
State Coordinator

*State Coordinator: one who oversees and coordinates the work and ministry of CMA in the state.*

The State Coordinator is appointed by the National Evangelist after approval by CMA National and is the first point of contact for the state. The State Coordinator is responsible for coordinating the following events within the state:

- State Officers' training
- Seasons of Refreshing
- Run for the Son
- State Rally

Responsibilities of the State Coordinator to the chapters and state include:

- Allocating State Fund monies and maintaining accurate records of usage.
- Communicating with and encouraging Chapter Presidents.
- Compiling secular event information for the year and distributing it to the chapters.
- Conducting periodic meetings with chapter officers.
- Coordinating CMA involvement at major secular events in the state.
- Directing new or prospective members to local chapters.
- Encouraging chapter attendance and participation in CMA functions.
- Establishing an environment of servant-leadership within the state.
- Facilitating new chapters.
- Infusing vision in, mediating, and advising chapters.
- Promoting CMA locally, statewide, and nationally.
- Providing clarification of CMA procedures.
- Sharing state and national information with chapters.
- Supervising the content and activities of the state and chapter web pages.
- Visiting chapters.

Responsibilities of the State Coordinator to the National Evangelist include:

- Consulting with the National Evangelist on state leadership appointments (i.e. Area Reps, Approved Speakers, etc.). Use one Area Rep per five chapters as a guide.
- Notifying the National Evangelist of forming chapters.
- Submitting quarterly reports to the National Evangelist.
Area Representative

*Area Representative: Assistant to the State Coordinator.*

The Area Representative is appointed by the National Evangelist after approval by CMA National and agreement from the State Coordinator.

Responsibilities of the Area Representative to the chapters and state include:

- Encouraging chapter leadership.
- Sharing state and national information from the State Coordinator with chapters.
- Visiting chapters.

Responsibilities of the Area Representative to the State Coordinator include:

- Assisting the State Coordinator.
- Notifying the State Coordinator of chapter issues.
- Traveling with the State Coordinator to chapter events/meetings.
- Submitting quarterly reports to the National Evangelist and State Coordinator (available online).

Certain Area Reps have specific responsibilities and areas of concentration. Two of these special areas of concentration are CMA Youth Movement and Fast Lane.

Responsibilities of an Area Rep with a Youth Movement concentration include:

- Working to network local Youth Movements and local chapter Youth Movement Leaders.
- Coordinating the state Youth Movement events at the state rally.
- Working with the State Coordinator to communicate/plan state Youth Movement events.
- Representing the CMA Youth Movement at various CMA functions in your state.
- Loving young people.
- Becoming a spiritual mentor to young people.
- Finding ways to build relationships and community with young people.
- Involving young people in evangelistic interest-group outreach.
- Involving young people in CMA events/programs (i.e. Ministry Team training, state and national rallies, Run for the Son, area outreaches).
- Helping young people connect with national Youth Movement training and discipleship materials as well as Youth Movement merchandise.

Responsibilities of a State Rep with a Fast Lane concentration include:

- Working to network local Fast Lane chapters and local CMA chapters.
- Working with the State Coordinator to communicate all Fast Lane events in the state.
- Representing the Fast Lane at CMA events in your state.
- Coordinating the Fast Lane events at the state rally.
- Conducting quad sport, dual sport, sport bike rides, etc.
- Conducting seminars on what is going on with Fast Lane in your state.
- Presenting a Fast Lane update at the state leadership conference.
- Finding ways to build relationships and community with Fast Lane areas of ministry.
- Encouraging Fast Lane participants to become active in CMA events/programs (i.e. Ministry Team training, state and national rallies, Run for the Son, area outreaches).

**Goodie Representative**

*Goodie Representative: A volunteer that sells CMA Goodie and ToolBox items at CMA rallies.*

The Goodie Representative is appointed by the National Evangelist after approval by CMA National and agreement from the State Coordinator.

Responsibilities of the Goodie Representative include:

- Traveling to CMA rallies within their region.
- Communicating with CMA National regarding travel schedules.
- Carrying, selling, and inventorying Goodie and ToolBox items at CMA rallies.
- Keeping accurate records of inventory and monies received.
- Sending money collected at a rally and an inventory report to CMA National immediately following a rally.

**Approved Speaker**

*Approved Speaker: A person approved by their National Evangelist to conduct services at events.*

An Approved Speaker is under the authority of the National Evangelist and State Coordinator. He/she functions in a CMA chapter as other members do. Approved Speaker status is a one-year term, subject to annual review. For general guidelines regarding holding services at events, please refer to the Services at Non-CMA Events section.

Responsibilities of an Approved Speaker include:

- Attending his/her state’s Seasons of Refreshing and state rally.
- Submitting an event report form to the National Evangelist and State Coordinator within 10 days for services conducted at an event.
**State Treasurer**

*State Treasurer: Manages state fund monies.*

“Project State Fund” mandates the establishment and maintenance of a state fund to handle the receipt and distribution of funds at a state level. Income comes from two sources: Run for the Son and chapter contributions. This account is overseen by the State Coordinator, but administered by the State Treasurer, who is appointed by the State Coordinator with the approval of the National Evangelist. Please contact your State Coordinator for a copy of the State Treasurer Policies. Note: State Treasurers may not obtain debit cards for CMA accounts.

Qualifications for State Treasurer include:
- Serving as an active member of a local chapter.
- Experienced in financial management.
- Not a member of a state officer’s household.

Responsibilities of the State Treasurer include:
- Receiving and dispersing state fund monies.
- Maintaining accurate records of all transactions.
- Providing annual financial reports to the State Coordinator and National Evangelist.
- Acting as a team with the State Coordinator and National Evangelist.

**State Fund**

*State fund: Provides financial assistance with CMA’s participation in major secular motorcycle events and CMA events statewide.*

State Fund income comes from the following resources:
- Run for the Son “Project State Fund”: Each year, 40% of the Run for the Son money is used for CMA evangelism outreach within the United States. From this money, a fund has been set up so each state will benefit according to their participation in Run for the Son. The amount is determined based on the following example:

  If a state raised $10,000 (RFS) x 40% (CMA allotment) = $4,000
  $4,000 x 7.5% (State Fund) = $300 to the State Fund

  - Funds are distributed to the State Coordinator at the Regional Leadership Meetings.
- Chapter Contributions

Each January during a state planning meeting, the State Coordinator, Area Reps, and Chapter Presidents determine the year’s requirements for ministry activities in the state (secular and CMA). Any difference in the amount available and the amount needed is shared by the chapters and forming chapters throughout the state. Examples of expenses that may be funded by the
State Officers’ Training

State Officers’ Training: A meeting between state and chapter leadership to communicate information, needs and concerns.

This annual meeting between the newly elected officers for the coming year and the state leadership provides an opportunity for:

- Informing chapters of dates for state events
- Opening lines of communication between state and chapter leadership
- Discussing common issues and concerns
- Growing in understanding about chapter teamwork and effectiveness at rallies
- Growing from other chapters’ ideas
- Learning about chapter office duties
- Setting state goals and objectives
- Training

Seasons of Refreshing

Seasons of Refreshing: A CMA hosted conference held to equip, enable, and encourage the membership of CMA for ministry in the upcoming year.

Held yearly in each state, the Seasons of Refreshing conference sets the stage for ministry in the upcoming year. It provides great opportunities for you and your chapter to meet with your National Evangelist and state leaders, connect with other CMA’ers, and be challenged and refreshed in ministry. In the enriching training sessions, you will learn how to work toward accomplishing the vision of changing the world, one heart at a time. We strongly encourage you to pray about adding this event as well as the state rally to your schedule.

Dates for the upcoming conferences are posted in the HeartBeat and on the state websites. State Coordinators also send out fliers with detailed information to all active chapters and forming chapters. Some locations have childcare and pre-registration available. Please contact your State Coordinator for more information. His contact information can be found in the HeartBeat and at www.cmausa.org. As this is a statewide conference, the State Coordinator may utilize chapters in the state to help in various areas. See section State Rally – Registration Information for details regarding the event registration area. Detailed registration information can be obtained in the Seasons of Refreshing packet and registration file from the State Coordinator.
State Rally

State Rally: A CMA hosted rally held to equip and minister to the membership of CMA.

Held yearly in each state, the state rally is a time of encouragement, equipping, fun, and fellowship. It provides great opportunities for you and your chapter to meet with your National Evangelist, state leaders, and with other members and chapters with similar interests. We strongly encourage you to pray about adding this event, as well as the Seasons of Refreshing, to your schedule.

Dates for the upcoming rallies are posted the HeartBeat and on state websites. Some locations have childcare and pre-registration available. Please contact your State Coordinator for more information. His contact information is in the HeartBeat and at www.cmausa.org.

As this is a statewide rally, the State Coordinator will utilize chapters in the state to help in various areas. Assignments to rally responsibilities are made by the State Coordinator after input from the chapters. Each chapter will submit a work sign-up log for their area of responsibility at least three weeks prior to the rally. The State Coordinator will appoint volunteers and/or individuals for the following (and additional areas as needed) responsibilities:

- **Music Coordinator:** This person will contact and schedule active CMA members to lead praise and worship and/or special music, as approved by the National Evangelist. They will work with the State Coordinator in organizing the worship services. More detailed information can be found in the Ministering in Music at Seasons of Refreshing and State Rallies section.

- **Children’s Ministry Coordinator:** This person will contact and schedule those who have completed the Children’s Ministry Team course to provide children’s ministry at the rally. Those willing to work or help in this area must notify the Children’s Ministry Coordinator and/or the State Coordinator before the rally begins. A list of workers will be submitted to the State Coordinator three weeks prior to rally for his approval.

- **Youth Ministry Coordinator:** This person will contact and schedule those who have completed the Youth Ministry Team course to provide youth ministry at the rally. Those willing to work or help in this area must notify the Youth Ministry Coordinator and/or the State Coordinator before the rally begins. A list of workers will be submitted to the State Coordinator three weeks prior to rally for his approval.

- **Pre-registration Committee:** This team is responsible to coordinate the pre-registration of rally attendees. Responsibility will be delegated prior to the printing of the rally flyers, as they need to include the name, address, email, and phone number of the person responsible for pre-registration. This team is also responsible for getting the Seasons of Refreshing or State Rally Packet from State Coordinator along with the electronic registration form. Detailed registration instructions are in the packet.

- **Registration Committee:** This committee will be responsible for developing a schedule of members to register rally participants. More detailed information regarding registration can be found in the SOR or State Rally Packet and registration files from your State Coordinator. It is critical that the instructions in the packet are followed and that any questions are answered in advance of the event.

- **Gate duty or Greeter Committee:** This committee will be responsible for developing a schedule of members to work this area. The friendly face people see upon arrival helps
to set the mood for the entire rally. Two people are needed per shift to welcome and help guide people to where they need to go.

- **Hospitality Area Committee**: This committee will be responsible to stock the hospitality area for the rally. This area includes fresh water, coffee, snacks, etc. This area should be open when registration is open.

- **Rally setup Committee**: This committee will be responsible for the setup of chairs for worship services, tables for CMA Goodies and door prizes, chairs and tables for registration area, etc.

- **Rally cleanup Committee**: This committee will be responsible for the oversight of the facility cleanup after the rally. This committee can and should seek assistance from rally attendees. (Rally setup and rally cleanup may be assigned to the same chapter.)

- **Games Committee**: This committee will plan, set up, and conduct the games. Both on-bike and off-bike games can be planned. Contingency plans should be made in case of inclement weather. Award expenses will be paid by rally proceeds as approved by the State Coordinator.

- **First Aid Committee**: This committee will provide basic services to rally attendees for minor emergencies. All cases beyond minor first aid need to be handled by the local hospital. The first aid location needs to be clearly marked and made known to everyone as they register. Have basic supplies available at the first aid area.

The **host chapter** will be responsible for the following areas:

**Before the Rally:**
- Promote and advertise the rally in area motorcycle shops and groups.
- Check with the Chamber of Commerce and Convention & Visitors Bureau for packets with local points of interest to be given out at the rally.
- Check with local businesses for door prizes and rally bag items.
- Check on availability of ice.
- Check with local ice cream restaurants to see if any could provide ice cream treats for “ice cream runs” after the evening services. The local chapter will lead these runs.
- Notify local law enforcement agencies of the rally and increased numbers of motorcycles in the area.
- Provide information on rides with points of interest in the immediate area.
- Update the State Coordinator on all plans and preparations.

**At the Rally:**
- Post CMA road signs by noon of the first day of the rally.
- Have ample trashcans available. Schedule recycle containers for aluminum, plastic, and cardboard or paper where available.
- Have maps of restaurants, bike shops, and grocery stores printed for rally guests. Include local emergency phone numbers for quick reference.
- Provide an information booth of local information for out-of-town members and guests.
- Coordinate food preparation for a “pot-luck” supper on Friday night (if feasible and desired). Other chapters can and should be asked to assist in bringing food items.
**Registration Information**

**Registration Area:**
- Have at least four people assigned to the registration tables during the times that the tables are open (minimum of 2 for pre-registration and 2 for on-site registration).
- Set up tables and registration materials by 2pm on the first day of the rally. Registration usually opens at 3pm, but can open when workers are ready.
- Have an empty box available for lost and found items.

**Registration Rules:**
- **EVERYONE MUST REGISTER** and **SIGN THE RELEASE FORM** regardless of payment method.
- Everyone that registers receives an armband, rally pin*, rally schedule sheet and rally packets. (*Guaranteed only to pre-registrants.)
- Non-CMA members attending for the first time sign in as “Guest” and do not pay a registration fee. Other fees apply (camping, lodging, meals, t-shirts, etc.).
- CMA Rallies are open to everyone, so even non-CMA members pay registration (if it is not their first time attending). Any exception is to be authorized by the State Coordinator or National Evangelist.

**Registration Tips:**
- Review the Seasons of Refreshing or State Rally Packet several weeks in advance. This information can be obtained by your State Coordinator. You will find important information and current forms in the packet.
- Contact CMA National Events Department prior to the event with any questions well before the event dates at 870-389-6196 or events@cmausa.org.
- Have pre-registration separate from onsite registration to speed up the process.
- Take “unworkable” problems and questions to the State Coordinator.
- Have an information signup sheet available for nonmembers desiring information about CMA.
- Pay attention to details (registration information complete, checks signed, etc.) as the paperwork is sent to CMA National for processing.

**Ministering in Music at Seasons of Refreshing and State Rallies**

Below are some guidelines for ministering in music at a Seasons of Refreshing and State rally:

**Special music singers:**
- Be available to meet at a designated time before service to pray with leadership.
- Have your sound track cued and at the soundboard before service.
- Sit up front until you sing and move quickly to platform to sing.
- Limit any introductions to 30 seconds.
Praise and Worship Leaders:
- Use material that is familiar to most people.
- Be available to meet at a designated time before service to pray with leadership.
- Be prepared to lead the congregation in four to five praise/worship songs.
- Have songs ready to flow from one into another.
- Create an atmosphere for worship.
- Limit any introductions to 30 seconds.

Blessing of the Bikes

Blessing of the Bikes: An opportunity to pray with a biker for safety during the riding season and any needs that he/she may have.

This may be performed with one or many bikers as the opportunity arises. When God opens the door, be sensitive and move through the door, understanding that the opportunity is to pray and share Jesus. It is important to remind the biker that while our riding safety is imperative, it is more important that our lives be blessed.

The blessing of the bikes card is a tool that can either be read during the time of prayer or given to the individual or group to be read after the time of prayer. Remember that it is not the words you say, but what the Spirit of God does. This is not a complicated matter, but is simply an open door. As God opens the doors, then pray with men and women about the needs of their lives and their safety on the highways.

There are many methods to conduct blessing of the bikes. The method described below is one example that works well in many circumstances:
- Have the riders stand by their motorcycles.
- Choose several Christians to assist you.
- Have each Christian take cards and stickers and pray as a group.
- Pass out the cards and the stickers to the individual bikers (allowing the bikers to put the stickers on their motorcycles).
- Remind the bikers that as you are praying over them and their motorcycles that if they have any particular needs this would be a good time for them to present their needs to God as you pray.
- Pray a prayer of safety, blessing, and direction from the Spirit of God on the biker’s lives.
- Let the bikers know that if they would like individual prayer after the prayer, that they can contact you. This would be a good time to pass out Bibles, as you feel led.
Biker’s Sunday

*Biker’s Sunday: A church service where bikers are invited to attend.*

Three common purposes of a Biker’s Sunday are:
- Show support to the local church
- Provide a setting where biker friends can be invited to church
- Promote Run for the Son

Women’s Conference

*Women’s Conference: A time of ministry and teaching with women to build the body of Christ.*

Women’s conferences are held in various states and at various times throughout the year. If you are a woman and are interested in attending such a conference, please contact your State Coordinator for information on the closest conference to you. If you are interested in arranging a women’s conference in your area, please contact the State Coordinator for the necessary guidelines and forms. Contact information is located in the *HeartBeat* and on the web at [www.cmausa.org](http://www.cmausa.org).

Services at Non-CMA Events

The ability to hold services at non-CMA events is a privilege. Some guidelines to remember are:
- Remember we are guests and servants of the organization.
- Ask the organization to announce the date, time and location of services to be “conducted by CMA and all are welcome.”
- Walk around the campground and rally site to personally invite people to attend.
- Make sure the worship area is clean and presentable.
- Prepare music and sound systems before the service.
- Hold services no longer than 30 minutes, including music.
- Minister with a Christ-centered message.
- Inform attendees that CMA’ers will be available for prayer after the service if needed.
- Close the service with an invitation to know Jesus Christ.
- Do not take up a “love offering.” However, if someone insists on giving, accept the offering for Run for the Son or CMA National.
Follow-up

CMA has resources available to help disciple new believers. New Believer tri-folds and follow-up cards are available to help new believers grow in their new life. When someone accepts Christ as their Savior or recommit their life to God, give them a tri-fold, and ask them to fill out the follow-up card. You can also tell them there is information available on-line at www.cmausa.org to help them walk out this commitment.

If the person is from your area, invite them to your local chapter meeting. Take an interest in the person and offer to help them find a church, not necessarily your church. Attending CMA chapter meetings, going to church, and spending time with other believers will help them grow in Christ. Although we welcome new Christians as members, CMA is not looking to add numbers to our membership. Our goal is to add souls to Heaven. Let the person know that he/she does not need to join CMA to attend meetings, fellowship times, or rides. Always make them welcome.

If the person is from another area, take responsibility, contact the appropriate State Coordinator, and send him the follow-up card. He will see that the name gets to a local member/chapter. After an appropriate time, contact the person, ask them how they are doing, and ask if a local CMA member has contacted him or her. If not, contact the State Coordinator.
III. Chapter Material

CMA Chapter Information

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Chapter Purpose

Chapters have a three-fold purpose:

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

Every chapter member should be involved in one or more of these four areas

- Praying: sincerely seeking/lifting up (Matt. 18:19; 21:22; Acts 1:14; 1 Tim. 2:8)
- Fellowshipping: visiting and serving (1 Thes. 5:11-17; Hebrews 3:13)
- Discipling: mentoring and growing people (Matt. 28:19; 2 Tim 2:2)
- Evangelizing: going out (Matt. 28:19)

Forming a Chapter

Forming a new chapter is a process that is coordinated through the State Coordinator. He will provide you with the guidelines for forming a chapter in your area and a copy of the *Forming a CMA Chapter* presentation. This presentation explains several key points regarding the ministry of CMA and provides an informative outline for forming a successful chapter.

If you are interested in forming a chapter in your area, please contact your State Coordinator and he will be happy to assist you. His contact information is in the *HeartBeat* and on the CMA website [www.cmausa.org](http://www.cmausa.org).

Chapter Constitution

*Chapter constitutions other than the following are invalid.*

**Article 1.** The chapter shall be known as “_____” of the Christian Motorcyclists Association.

**Article 2.** All members of the chapter must be members of CMA and agree to follow the CMA Chapter Purpose.

**Article 3.** The chapter is an interdenominational organization open to all religious beliefs provided they comply with the teaching of Jesus Christ as set forth in the Bible.

**Article 4.** Chapter membership is open to all Christians regardless of national origin.
Article 5. There will be no dues/fees required for chapter membership. Chapters are to be self-supporting through donations and approved fund-raising projects. (Tax-deductible gifts can only be received through CMA National.)

Article 6. Elected chapter officers will consist of: President, Vice President, Secretary*, Treasurer*, Road Captain and Chaplain. (*The offices of Secretary and Treasurer may be combined if needed.)

Article 7. Officers’ duties are:
- **President**: preside at all chapter meetings, appoint committee chairmen, vote as a tiebreaker when necessary, serve ex-officio on all committees, call chapter business meetings, and observe and enforce the provisions of the chapter constitution and guidelines of CMA.
- **Vice President**: temporarily assume the role of President in the event of absence or vacancy, attend, and/or assist at all business and/or officers’ meetings.
- **Secretary**: record minutes of chapter and officers’ meetings, record attendance at all chapter functions, handle chapter correspondence.
  - Forms are available on your regional website.
  - Quarterly reports are due by the 10th day of the next beginning quarter.
- **Treasurer**: receive and disperse all monies, render account of all receipts and expenditures to the chapter.
- **Road Captain**: plan chapter routes for tours, runs and campouts.
- **Chaplain**: present a brief interdenominational devotion at designated chapter functions.

Article 8. A majority vote of active chapter members present at any scheduled meeting will constitute approval for all actions.

Article 9. Election of Officers:
- Nominations will be made by secret ballot one month before elections (October). Members may only make one nomination per office per person.
  - Persons nominated for office are to be notified and can accept or decline.
  - Pastors of churches are not permitted to hold an office other than Chaplain.
- Elections will take place at the November regularly scheduled chapter meeting. Terms of office will be for one year from January to December. Office is not limited to one term.

Active chapter members must be chapter members for at least six months before they are eligible for nominations and voting.
- **Active means**:
  - Having taken part in at least three chapter meetings in the previous six months.
  - Having worn only the CMA back patch or logo for a period of six months prior to an election.
• Sign in sheets from chapter meetings may be used to determine eligibility.
  – The minimum age for nominating, voting, or holding a chapter office is eighteen (18).
  – Anyone wearing any back patch (Christian or secular) other than the official CMA back patch is considered to be a guest of the local chapter.
    • Guests are welcome, but have no chapter membership privileges (i.e. nominating, voting, holding office, or any position).
  – Votes shall be cast by secret written ballot. A simple majority vote shall be necessary to fill any office.
  – Vacancies in any office shall be filled by nominations and elections from the chapter.
    • This term will be until the end of the current year.

Chapter Officers

Chapter officers are elected by the chapter to help lead and coordinate the chapters’ involvement in various activities. Chapter officers are a reflection of the CMA ministry and represent the quality of the chapter because of their visible spiritual leadership and their dedication to the ministry. They should work together as a team and promote unity throughout the chapter.

As chapter leaders, they should wear their back patch or CMA logo at all times when representing CMA, realizing the honor and integrity that it represents.

Chapter officers should take the lead in setting the example for chapter members in attendance at secular events and CMA sponsored events (i.e. Seasons of Refreshing, Run for the Son, State Rally, and planning meetings). They should also set an example of consistent financial giving to the chapter and CMA National.

The qualities of a chapter officer are:
• Godliness
• Respected among peers
• Proven worker
• One who makes the ministry of CMA a priority
• Active in the CMA vision of evangelism and Christian growth
• Involved in both secular and CMA events
• Teachable spirit
• Positive influence
• Full of faith
• Full of wisdom
• Good reputation
- Strong desire to be led by the Spirit of God
- Responsible
- Leads by positive influence
- Does the best job possible

Chapter President

Chapter President: works with the other chapter officers to determine a vision for the chapter and paves the way in leading the chapter towards that vision.

The office of Chapter President involves a commitment to both the chapter members and the secular community that your chapter touches; both are affected through your leadership. It is important that you make this position a priority in your life. You are a representative of the CMA ministry in your area and therefore need to believe in the ministry, understand it, and respect its leadership.

God has entrusted us with a mission of taking the message of hope and salvation to a lost and dying world. As Chapter President, you are God’s man or woman for the time you are in office.

Key functions of the Chapter President:
- Promote/attend CMA State and National events. Leading by example will underscore their importance to chapter members.
- Find out about and get involved with local groups and clubs in your area. Ministry opportunities come from relationships. Get involved and encourage your members to do the same.
- Communicate and be open with your members. Listen when they talk.
- Communicate and be open with your State Leadership. They will pass on information from CMA National as they receive it. Forward such information to your chapter members just as promptly. If the information is about seminars or meetings, the members need to know about it as early as possible so they can plan accordingly.

You and the State Leadership serve together in your state. You need to work together on any issues that may arise. If you cannot resolve an issue together, the State Coordinator will take it to the National Evangelist. Your chain of command is: Area Rep, State Coordinator, National Evangelist, and then CMA Support Center.

- Attend chapter meetings with a prepared agenda.
- Be committed to the chapter. Issues may arise, as a leader you need to be willing to work through them.
- Have a calendar available for scheduling activities.
- Hold monthly officer’s meetings.
- Be aware of the job functions of the other chapter officers.
- Keep chapter members informed about what is going on in the ministry.
• Promote the Ministry Team Training Course.
• Know the policy for wearing the CMA logo and make sure chapter members know and adhere to it.

**Key Leadership Principle:** You have been elected to represent and lead your members. When things go well, praise your members and give glory to God; when things do not go well, accept the blame (even if it is not your fault). By doing this you will earn the respect of not only your members but the secular motorcycling community as well. Your members will work harder and be more likely to step out of their comfort zone.

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## Chapter Vice President

*Chapter Vice President: assistant to the Chapter President.*

The office of Chapter Vice President is a supportive, yet very important role. As it closely models the guidelines for the Chapter President, make sure you are familiar with the duties and responsibilities of that office. It is important that you make this position a priority in your life. You are a representative of the CMA ministry in your area and therefore need to believe in the ministry, understand it, and respect its leadership.

God has entrusted us with a mission of taking the message of hope and salvation to a lost and dying world. As Chapter Vice President, you are God’s man or woman for the time you are in office.

**Key functions of the Chapter Vice President:**

- Communicate with the Chapter President. Work as a team and discuss any concerns or issues with him/her.
- Be available to assist other officers and fill in as necessary.
- Attend chapter and officers’ meetings.
- Welcome visitors and members at chapter meetings.
- Be familiar with CMA’s guidelines and procedures in order to ease new or prospective members’ transition into CMA.
- Promote ministry.
- Encourage chapter members.
- Your chain of command is: Chapter President, Area Rep, State Coordinator, National Evangelist, and then CMA Support Center.

**Key Leadership Principle:** You have been elected as a servant to the chapter. As a servant, you have great influence; it is up to you to determine if it will be positive or negative.
Chapter Secretary

Chapter Secretary: Note taker and record keeper for the chapter.

As Chapter Secretary, you need to be a dependable person. Your task is to record all the information for the chapter and maintain it in an organized manner. As a result, your presence at the chapter meetings, officer’s meetings and state planning meetings is critical. Many chapter decisions may be based on your records.

Key functions of the Chapter Secretary:

- Attend chapter and officers’ meetings.
- Record legible, accurate minutes of chapter meetings. It is recommended that you type the official meeting minutes and store them electronically and in a binder for ease of future reference.
  
  Tip: in taking minutes, not every word has to be written. Business motions need to be recorded – who made the motion, seconded it, etc., and if the motion passed or failed and anything that affects the chapter membership. (If your minutes are published in the newsletter, you may abbreviate the published minutes, but keep the full minutes in the chapter records.)

- Have past minutes available at chapter meetings for reference.
- Keep a record of members’ attendance at each chapter and secular meeting, function and event. This information is necessary to determine voting and nomination eligibility in chapter elections. An example of a sign in sheet is available in Appendix A.

- Electronically fill out the Chapter Quarterly Report on your region’s website and, at the approval of the Chapter President, submit the form. It will be automatically sent to your State Coordinator and National Evangelist.

  Information for this report is compiled from your monthly sign in sheets and/or the Monthly Chapter Meeting Secretary’s Summary Report. Only include the numbers for members who are qualified to wear the CMA logo. A sample of this report is available in Appendix A.

  The Chapter Quarterly Report is due by the 10th of each month following the quarter:
  1st Quarter: April 10
  2nd Quarter: July 10
  3rd Quarter: October 10
  4th Quarter: January 10

- For your records and for chapter officer information only, you can have members fill out a CMA Member Information Sheet. This form can be beneficial in helping to determine if a person is eligible to vote in chapter elections and will provide information that will help you and the other officers utilize the members in areas they are most interested in participating. This form can be found in Appendix A.

Key Leadership Principle: Organization is very important from the beginning to keep detailed and accurate records. Discuss any concerns you have with your records with the Chapter President in a timely manner and work as a team to resolve them.
Chapter Treasurer

*Chapter Treasurer: collects and maintains donations/finances for the chapter.*

Key functions of the Chapter Treasurer:

- Meet with the chapter officers to determine the amount and frequency that the chapter will donate to CMA National.
- Collect donations at the beginning of the chapter meeting.
- Inform chapter members and contributors to make checks out to the chapter that are intended for chapter use and make checks out to CMA National (with their CMA number) that are intended as a tax deductible donation for CMA National’s use. Donations cannot be split between CMA National and the chapter, therefore separate checks must be written.
- Use two envelopes to collect donations, one for chapter donations and one for CMA National donations. Please advise members to include their CMA number, when possible, on all donations to be sent to CMA National so they will receive proper credit. Mail all donations intended for CMA National to CMA National and deposit all donations intended for the chapter into the chapter bank account. (Donations for CMA National do not need to be counted or recorded by the chapter.)
- Keep accurate records of all monies the chapter receives and disperses. Keep itemized receipts for deposits and expenditures.

**Tip:** Keep all financial records separate. Make a list of intended purposes and record accordingly (i.e., postage fund, newsletter fund, Christmas fund, etc.). This way you will know what is available in which account.

- Get approval from the Chapter President for all expenditures. Inform chapter officers of these expenditures.
- Give a brief report of the past month’s expenditures and the chapter’s account status at each chapter meeting.
- Count all donations with another officer before leaving the chapter meeting.
- Attend chapter and officers’ meetings.

Setting up a chapter checking account: Obtain a federal identification number (FEIN) for the chapter from the IRS by completing an SS-4 form (available on [www.irs.gov](http://www.irs.gov)).

Fill in the coordinating blanks on the form with the following information:

- 1. Chapter name and number
- 3. Treasurer’s name
- 4a. Treasurer’s address
- 4b. Treasurer’s city, state, and zip code
- 6. Chapter charter county and state
- 7a. Chapter President’s name
- 9a. Other (specify): Branch of Non-Profit
10. Banking Purpose (specify purpose): Obtain checking account
11. Date of chapter charter
12. December
13. Enter 0
14. Check “Yes”
15. Other (specify): Chapter non-profit branch
16. No merchandise sold
17. No (if applicable)

Submit the form (keeping a copy for your records). Once you receive your number take it to the bank and use it to open a chapter checking account. **NOTE: Members cannot deduct donations made directly to the chapter.

On-line enrollment for an EIN is also available, but the questions are slightly different from the above form. To assist with on-line enrollment, first print out the SS-4 and fill in according to the above instructions as this will help in understanding the on-line questions.

General Instruction to enroll on-line:
- Use name of chapter with chapter number for name of entity.
- Use name & social security number of person making the request on-line. (This is necessary to authenticate the application.)
- Select “View Additional Types, Including Tax-Exempt and Governmental Organizations”
- Under Additional Types – Select Community or Volunteer Group

If you have any trouble, please contact the finance office at CMA National.

**IMPORTANT NOTE: Chapters are NOT non-profit. You will not be able to obtain an EIN number if you select this category. Members and other entities’ cannot deduct donations made directly to the chapter are not tax-deductible.

Key Leadership Principle: Lead by example and in humility. People are more willing to follow a leader who is already doing a task.

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**Chapter Road Captain**

*Chapter Road Captain: determines routes and leads rides for chapter rides and functions.*

As Chapter Road Captain, your ministry is to make sure that everyone has a safe and enjoyable time while riding their bikes together. You should look for different types of rides that the chapter can host (i.e. map run, scavenger hunt, etc.). Having active runs will promote chapter growth and fellowship. You are encouraged to contact other Chapter Road Captains in your state to work together on ideas for rides.
The Internet is a valuable source for safety tips. If you have internet access, we encourage you to check out www.msf-usa.org for tips from the Motorcycle Safety Foundation and http://www.msf-usa.org/downloads/Group_Ride.pdf for general guidelines on group riding. This site also provides locations for local rider education classes for those who are interested in learning to ride or improving their current riding skills.

Key functions of the Chapter Road Captain:

- Plan rides in advance. Tentatively schedule rides as far as six months in advance and present the ride plans at officer's meeting for approval. Include chapter rides to CMA and secular events when possible.
- Announce ride information (i.e. dates, departure/arrival times, locations, distance, known expenses/fees, etc.) at chapter meetings and before rides. This will help attendees make plans that are needed in order for them to participate.
- Record ride attendance if the Chapter Secretary is not present at the ride.
- Seek new ideas and routes. Store ideas and items of interest for reference in choosing the routes. Rides need to be of interest to the people participating.
- Appoint a person to ride in the rear that will take care of needs along the way. Communication capabilities between the lead and rear bikes is an asset on larger rides.
- Check the route and current road conditions before the ride.
- Practice safe riding habits.
- Write an article in the chapter newsletter each month including ride information and/or motorcycle safety tips.
- Consider scheduling a special group-ride instruction class for new or interested riders (chapter or non-chapter members).
- Attend chapter and officers’ meetings.

Key Leadership Principle: Before planning a ride or leaving on a ride, remember to pray. If God is not in our plans, we waste our time.

Chapter Chaplain

Chapter Chaplain: delivers short devotions and spiritual encouragement to the chapter.

As Chapter Chaplain, you provide spiritual encouragement to the chapter. Your role is to lead the chapter into a place where each member will be viewed as “chaplains” to the secular world. Pray for guidance and allow God to use your position for His glory.

Key functions of the Chapter Chaplain:

- Be a prayer warrior. Prayer is the single most important aspect of our chapters - it is the foundation on which our chapters must be built. Praying with the chapter and for individuals must be done with the power and discernment of the Holy Spirit. Keep prayers simple and a reflection of God’s love. You may be called upon to pray at rides or secular events; be sensitive to the differences of beliefs held by the people present.
• Assemble prayer teams. These teams are an asset to the chapter as they can pray for divine appointments for members attending secular events and other needs within the chapter, state, region, and nation.
• Be an encourager.
• Deliver short nondenominational devotions at chapter meetings. These devotions should be encouraging and challenging and should last no more than ten minutes. Pray that God will give you a thought-provoking message for the members and visitors of the chapter.
• Take prayer requests during chapter meetings.
• Establish and lead a Bible study. This is a time of chapter study, fellowship, and prayer. Seek to lead each member to a deeper understanding of and commitment to Jesus and the ministry of CMA.
• Write an article for the chapter newsletter each month that is uplifting and challenging to the readers.
• Visit the sick; encourage and pray for them.
• Accompany the president on visits to chapter guests and members.
• Attend chapter and officers’ meetings.

**Key Leadership Principle:** God’s love is what drew us to Him in the first place. Allowing God’s love to flow through you will draw people closer to Christ.

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**Miscellaneous Volunteer Chapter Positions**

*Run for the Son (RFS) Secretary*

The RFS Secretary is responsible for:

• Ordering packets and extra brochures for your chapter
• Promoting RFS fundraising activities and ideas at chapter meetings
• Keeping records of donations submitted throughout the year and reporting progress at chapter meetings monthly
• Collecting RFS donations at chapter meetings, making sure they are correctly marked with RFS and the member’s number or chapter’s number (whichever applies), recording them, and sending them to CMA National. Funds should not be deposited in a chapter account prior to sending them
• Gathering chapter members’ RFS donations on RFS Day (first Saturday in May) to submit to CMA National
• Calling in total to RFS Hotline on Run Day
• Following instructions in the Secretary’s Packet provided with your chapter’s packet order to fill out all information needed on the recap to submit the chapter’s money to CMA National by due date
• Distributing incentives earned to all chapter members according to recap or enclosed report. (Save report for future reference as it includes previous years totals, current year totals, state, regional, and national ranking)

All RFS materials are available online for printing including: all RFS secretary materials, brochures, packet envelope fronts, instructions, and more. Most items needed by members or chapter RFS Secretaries are available on our website, or by emailing rfs@cmausa.org, or calling CMA National at 870-389-6196.

Newsletter Editor:
As the Chapter Newsletter Editor, you are responsible for relaying chapter, state and national information, as well as ride and event plans, to all chapter members and selected non-members. The chapter newsletter gives you the opportunity to encourage and challenge the members through officers’ articles and others that you choose.

Newsletter Tips:
• Remember that the newsletter is a reflection of your chapter. Please review it for accuracy, professionalism, grammar, spelling, and punctuation before sending it out.
• Send the newsletter around the first of the month in order to inform members of rides and events. Please include your National Evangelist and your State Coordinator in the distribution.
• Set deadlines for yourself and for article submissions for publication.
• Promote CMA National and State events.
• Keep it positive, instructive, informative, inspirational, and entertaining.

Suggestions for content include:
• Chapter letterhead
• Time, date, and location (with simple instructions) of chapter meeting
• Name, email, and phone number of a contact person
• Articles from the Chapter President, Vice President, Chaplain, and Road Captain
• Member articles
• Praise Reports
• Prayer Requests (please use discretion with names and details)
• Members’ items for sale
• Members’ birthdates and anniversaries
• Event calendar
• Business reports (brief summary of meeting minutes, Treasurer’s report, etc.)
• Event reports

Historian
As the Chapter Historian, you collect information about chapter activities, including photos, films, and newspaper articles. Maintain them in a chapter scrapbook.
Librarian
As the Chapter Librarian, you are in charge of:

- Collecting books, audio and videotapes, and ministry team material for the chapter
- Providing a method of checking out library reference material
- Maintaining the condition of library materials and contents

Chapter Officers’ Monthly Meeting

*Holding a monthly chapter officers’ meeting is strongly suggested, but not required.*

The purpose of the chapter officers’ meeting is to allow time for the officers to get together to discuss plans for upcoming chapter meetings and events. It also allows time for the officers to build relationships and grow into a stronger team. Each officer should have time to discuss ideas, upcoming events, and concerns. We also suggest that you include prayer for the chapter leadership team and chapter during these meetings.

Any decisions made during these meetings should be supported by the team outside of the meeting. Unity among chapter leadership will allow a chapter to grow and thrive. The diversity of backgrounds and opinions of the chapter officers will provide opportunity for checks and balances in keeping the chapter on the right course.

Chapter Elections

Chapter elections are an important part of the function of a chapter. Those who are nominated for an office should be willing to take the office, not forced into it because they are the only ones who will do the job. Remember to pray for God’s direction as your chapter prepares for nominations and elections.

If you have any questions about any of the nomination/election guidelines, please feel free to contact your State Coordinator. He will be happy to assist you in any way he can. His contact information can be found in the HeartBeat and on the CMA website at [www.cmausa.org](http://www.cmausa.org). Also please refer back to Article 9: Election of Officers of the chapter constitution.

Officer Nominations:

- Determine which members (active chapter members as defined in the Chapter Constitution, Article 9) are eligible to be nominated for office before the October meeting. (The Chapter Secretary will need to review attendance sheets, membership dates and ministry team completion dates in order to determine this information.)
- Conduct nominations during the chapter’s October meeting by secret ballot.
- Review nominees with the chapter during the October meeting so that they may pray for them during the month before the elections.
Officer Elections:

- Conduct elections during the chapter’s November meeting by secret ballot.
- Voting is for active chapter members only.
- The current Chapter President votes as a member, not just a tie-breaker.
- The current Chapter Secretary will need to have preprinted ballots with all nominees listed. (Write-in nominations are not valid.)
- Elect one office at a time, in the following order: President, Vice President, Secretary and/or Treasurer, Road Captain, and Chaplain.
- Two active chapter members not running for an office will count the votes and announce the elected person and position.
- After being elected to a position, the person’s name is removed from further nomination.
- After the elections, the current Chapter Secretary will need to electronically fill out the New Chapter Officers form located on the regional website. The form will automatically be sent to CMA National, the National Evangelist and State Coordinator. This needs to be completed no later than December 1.
- Newly elected officers will take their appointed positions as of January 1.
- All exiting officers need to turn in all material pertaining to the office to the newly elected officers by January 1 (i.e. chapter attendance, chapter financial records, etc.).

Chapter Guidelines

Below are some chapter guidelines. If you have any questions about these guidelines, please contact your State Coordinator for clarification.

The chapter function should include:

- A strong spiritual foundation.
- Interest in the spiritual needs of the motorcycling community regardless of motorcycle type.
- Supporting all CMA programs and activities.
- Agreement with the heart and leadership of CMA.

Chapters:

- Are led by elected officers.
- Have decisions decided by the majority of the active CMA chapter members.
- Utilize the State Coordinator and Area Reps as needed.
- Show no preference to any denomination in the chapter name.
- Should avoid having chapter officers from one church or family.
- Are strongly discouraged from holding their regular monthly meetings in church facilities.
- Should prayerfully consider financially donating to CMA National on a regular basis.
Chapter Members:

- Cannot vote or hold office in more than one chapter at a time.
- Need to have an understanding of the CMA Handbook.
- Should prayerfully consider financially donating to CMA National individually on a regular basis.

Chapter Patches and Shirts:

- Your National Evangelist must approve state or chapter patches, shirts, etc. before being manufactured, sold, or worn. State or chapter shirts may have the desired logo on the front only, allowing members to display the CMA logo on the back while displaying the state or chapter logo on the front.

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**Chapter Fundraising**

There are times when a chapter may choose to do a fundraiser to help raise money for the chapter funds or to help offset project costs. Chapter fundraisers need to be the exception and not the norm for chapters. **Please notify the State Coordinator in advance before conducting a fundraising event.** **The annual Run for the Son is the only fundraiser that CMA endorses. CMA does not sponsor nor conduct poker runs, dances, or raffles.**

**Fundraising suggestions:**

- Auctions
- Yard sales (review items and apparel for anything that may be considered inappropriate)
- Bake sales (avoid rum-cakes, bourbon-balls, etc.)
- Car washes (be modest in your apparel)

**Door Prizes**

Door prizes can be collected from many different venues, for example: motorcycle shops, grocery stores, department stores, gas stations, video stores, restaurants, book stores, etc. Please use wisdom in obtaining door prizes and avoid items such as body piercing/tattoo, items with skulls on them, etc.
IV. Appendix A

SIGN-IN SHEET  _______________________________ IV:1
SIGN-IN SHEET (page 2) _____________________________ IV:2
MONTHLY CHAPTER MEETING SECRETARY’S SUMMARY REPORT.Invoke IV:3
CMA MEMBER INFORMATION SHEET ____________________ IV:4
SIGN-IN SHEET

Event | Date
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Location

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# SIGN-IN SHEET (page 2)

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MONTHLY CHAPTER MEETING
SECRETARY’S SUMMARY REPORT

Date:  _____
Chapter Name & Number:  _____

<table>
<thead>
<tr>
<th>Number of Attendees:</th>
<th>Members:</th>
<th>Visitors:</th>
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Members’ Names:
   _____

Visitors’ Names:
   _____

Total Offering:
   _____

Rides Scheduled for the Month:
   _____

Events or Projects the Chapter is working on:
   _____

Praise Reports:
   _____

Prayer Requests:
   _____

Additional Information:
   _____
# CMA MEMBER INFORMATION SHEET
(For Chapter Officer Use Only)

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<td>How long have you been a CMA member?</td>
<td>How long in this Chapter?</td>
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<td>How far do you travel to attend monthly chapter meetings?</td>
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<td>Ministry Team course completed? Which one?</td>
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<td>Are you active in the ministry of your church? How?</td>
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- Do you want to be contacted to help with CMA chapter events? [ ] Yes [ ] No
- Would you be willing to host a chapter bible study in your home? [ ] Yes [ ] No
- Would you be willing to have a chapter fellowship in your home? [ ] Yes [ ] No
- Would you like to be on the chapter prayer line (email)? [ ] Yes [ ] No
- Would you be willing to help at the Run for the Son ride? [ ] Yes [ ] No
- Do you belong to another motorcycle organization? [ ] Yes [ ] No
- Do you hold office in any of the motorcycle organizations? [ ] Yes [ ] No

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<td>Number of years riding?</td>
<td>Self:</td>
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- MSF Course? Self: [ ] Y [ ] N Spouse: [ ] Y [ ] N

Comments