

# Highway Mission

## *Policy Manual*

### 1. Purpose.

To serve the local church by mobilizing, equipping and coordinating missionaries to evangelize, minister to and integrating bikers into local churches.

### 2. Description.

Highway Mission is an independent Bible mission to bikers (motorcyclists). A board of directors oversees the mission operations and ensures financial and ministerial accountability. The mission is incorporated as a non profit corporation in the State of Missouri, under Chapter 355, Missouri Revised Statutes. Information about the mission may be obtained by visiting the website at [www.highwaymission.org](http://www.highwaymission.org) or writing Highway Mission, 218 North Highland Drive, Raymore, MO 64083.

### 3. Goals and Objectives

- To share the Gospel with bikers and their families.
- To act as Spiritual “First Responders”.
- To be a “Biblical Resource” for bikers with questions.
- To encourage fellow Christian Bikers to walk in “Christ-likeness”.
- To be available.

### 4. Core Values.

- The Word of God is our final authority
- Living a Spirit controlled life.
- Godly relationships and interdependence in ministry
- Effective communications in evangelism
- A sense of urgency in the mission
- Excellence in ministry
- Innovative thinking

### 5. Ministry Keys.

- Availability – able to respond quickly to situations
- Time to prepare (prayer/study)
- Resources – finances to “go” and to be in effective partnership with local churches and ministries for placement and referral.

6. Board of Directors

- a. The purpose of the Board of Directors, on behalf of donors, supporting churches, and constituents, is to see to it that Highway Mission appropriately achieves the stated purpose consistent with Biblical standards.
- b. The Board will govern lawfully and with integrity, with an emphasis on outward vision, diversity in viewpoints, strategic leadership, and collective decisions.
- c. In keeping with its commitment to provide proactive leadership, the Board will ensure that its decisions are well informed, normally following an intentional process of information gathering and deliberation. A standard decision making process of defining the issue, gathering data, establish criteria for assessing alternatives, developing alternatives, evaluate alternatives and making a decision will be generally followed.
- d. The Board of Directors is responsible to review and approve the Mission's budget and long range plans.
- e. See the corporate by-laws for additional information on the operation of the Board.

7. Enclosures to this document include:

- a. Corporate By-Laws
- b. Statement of Faith
- c. Annual Service Agreement
- d. Missionary Review Process

## CORPORATE BY-LAWS

### *HIGHWAY MISSION*

#### ARTICLE I -- OFFICES

Section 1. The registered office of the corporation shall be at: 218 North Highland Drive, Raymore, MO 64083.

The registered agent in charge thereof shall be: Alan Jones, 1298 W Foxwood Drive # A, Raymore, MO.

Section 2. The corporation may also have offices at such other places as the Board of Directors may from time to time appoint or the business of the corporation may require.

#### ARTICLE II -- SEAL

Section 1. The corporate seal shall have inscribed thereon the name of the corporation, the year of its organization and the words "Corporate Seal", "State".

#### ARTICLE III -- DIRECTORS

Section 1. The business and affairs of this corporation shall be managed by its Board of Directors, five in number. The directors need not be residents of this state. They shall be elected by the Directors at the fourth quarterly meeting of the fiscal year and each director shall be elected for the term of three years on a staggered basis, and until his successor shall be elected and shall qualify or until his earlier resignation or removal.

Section 2. Regular Meetings: Regular meetings of the Board shall be held at least quarterly, at the registered office of the corporation, or at such other time and place as shall be determined by the Board.

Section 3. Special Meetings: Special Meetings of the Board may be called by the Chairman on 2 days notice to each director, either personally or by mail, fax or by telegram; special meetings shall be called by the President or Secretary in like manner and on like notice on the written request of a majority of the directors in office.

Section 4. Quorum: A majority of the total number of directors shall constitute a quorum for the transaction of business.

Section 5. Consent in Lieu of Meeting: Any action required or permitted to be taken at any meeting of the Board of Directors, or of any committee thereof, may be taken without a meeting if all members of the Board of committee, as the case may be, consent thereto in writing, and the

writing or writings are filed with the minutes of proceedings of the Board or committee. The Board of Directors may hold its meetings, and have an office or offices, outside of this state.

Section 6. Conference Telephone: One or more directors may participate in a meeting of the Board, or a committee of the Board, by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other; participation in this manner shall constitute presence in person at such meeting.

Section 7. Compensation: Directors as such, shall not receive any stated salary for their services, but by resolution of the Board, a fixed sum and expenses of attendance at each regular or special meeting of the Board PROVIDED, that nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation therefore.

Section 8. Budget: The Board shall approve the annual budget and long term plans presented by the officers at the fourth quarterly meeting of the fiscal year.

Section 9. Removal: Any director may be removed, with or without cause, by a majority of a quorum of the Board at a regularly scheduled meeting.

#### ARTICLE IV -- OFFICERS

Section 1. The executive officers of the corporation shall be chosen by the directors at the fourth quarterly board meeting of the fiscal year, and shall be a Chairman, President and General Director, Secretary, and Chief Financial Officer. The Board of Directors may also choose a one or more Vice Presidents and such other officers as it shall deem necessary. Any number of offices may be held by the same person.

Section 2. Salaries: Salaries of all officers and agents of the corporation shall be fixed by the Board of Directors.

Section 3. Term of Office: The officers of the corporation shall hold office for one year and until their successors are chosen and have qualified. Any officer or agent elected or appointed by the Board may be removed by the Board of Directors whenever in its judgment the best interest of the corporation will be served thereby.

Section 4. Chairman: The Chairman shall preside at all meetings of the directors; he shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the directors to delegate any specific powers, except such as may be by statute exclusively conferred on the Chairman, to any other officer or officers of the corporation. He shall execute bonds, mortgages and other contracts requiring a seal, under the seal of the corporation. He shall be EX-OFFICIO a member of all committees.

Section 5. President and General Director: The President shall attend all sessions of the Board. The President shall be the chief executive officer of the corporation; he shall have general and

active management of the business of the corporation, subject, however, to the right of the directors to delegate any specific powers, except such as may be by statute exclusively conferred on the President, to any other officer or officers of the corporation. He shall have the general power and duties of supervision and management usually vested in the office of President of a corporation.

Section 6. Secretary: The Secretary shall attend all sessions of the Board and act as clerk thereof, and record all the votes of the corporation and the minutes of all its transactions in a book to be kept for that purpose, and shall perform like duties for all committees of the Board of Directors when required. He shall give, or cause to be given, notice of all meetings of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, and under whose supervision he shall be. He shall keep in safe custody the corporate seal of the corporation, and when authorized by the Board, affix the same to any instrument requiring it.

Section 6. Chief Financial Officer: The Chief Financial Officer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation, and shall keep the moneys of the corporation in separate account to the credit of the corporation. He shall disburse the funds of the corporation as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and directors, at the regular meetings of the Board, or whenever they may require it, an account of all his transactions as Chief Financial Officer and of the financial condition of the corporation.

#### ARTICLE V -- VACANCIES

Section 1. Any vacancy occurring in any office of the corporation by death, resignation, removal or otherwise, shall be filled by the Board of Directors. Vacancies and newly created directorships resulting from any increase in the authorized number of directors may be filled by a majority of the directors then in office, although not less than a quorum, or by a sole remaining director.

Section 2. Resignations Effective at Future Date: When one or more directors shall resign from the Board, effective at a future date, a majority of the directors then in office, including those who have so resigned, shall have power to fill such vacancy or vacancies, the vote thereon to take effect when such resignation or resignations shall become effective.

#### ARTICLE VI -- CORPORATE RECORDS

Section 1. Any donor or other interested individual, in person or by attorney or other agent, shall, upon written demand under oath stating the purpose thereof, have the right during the usual hours for business to inspect for any proper purpose the corporation's books and records, and to make copies or extracts therefrom. A proper purpose shall mean a purpose reasonably related to such person's interest as donor or other interested individual.

## ARTICLE VII -- MISCELLANEOUS PROVISIONS

Section 1. Checks: All checks or demands for money and notes of the corporation shall be signed by such officer or officers as the Board of Directors may from time to time designate.

Section 2. Fiscal Year: The fiscal year shall begin on the first day of January.

Section 3. Notice: Whenever written notice is required to be given to any person, it may be given to such person, either personally or by sending a copy thereof through the mail, by fax, or by telegram, charges prepaid, to his address appearing on the books of the corporation, or supplied by him to the corporation for the purpose of notice. If the notice is sent by mail, fax or by telegraph, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail, faxed or with a telegraph office for transmission to such person. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting of the Board of Directors, the general nature of the business to be transacted.

Section 4. Waiver of Notice: Whenever any written notice is required by statute, or by the Certificate or the By-Laws of this corporation a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at nor the purpose of the meeting need be specified in the waiver of notice of such meeting. Attendance of a person either in person or by proxy, at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

Section 5. Disallowed Compensation: Any payments made to an officer or employee of the corporation such as a salary, commission, bonus, interest, rent, travel or entertainment expense incurred by him, which shall be disallowed in whole or in part as a deductible expense by the Internal Revenue Service, shall be reimbursed by such officer or employee to the corporation to the full extent of such disallowance. It shall be the duty of the directors, as a Board, to enforce payment of each such amount disallowed. In lieu of payment by the officer or employee, subject to the determination of the directors, proportionate amounts may be withheld from his future compensation payments until the amount owed to the corporation has been recovered.

Section 6. Resignations: Any director or other officer may resign at anytime, such resignation to be in writing, and to take effect from the time of its receipt by the corporation, unless some time be fixed in the resignation and then from that date. The acceptance of a resignation shall not be required to make it effective.

Section 7. Dissolution. Any assets remaining after payment of liabilities upon dissolution will be distributed to charities chosen by the Board of Directors.

Section 8. Non-Discrimination. Highway Mission shall not discriminate against any person on the basis of race, color, gender, national origin, disability, veteran status or age.

## ARTICLE VIII -- ANNUAL STATEMENT

Section 1. The President and Board of Directors shall present at each annual meeting a full and complete statement of the business and affairs of the corporation for the preceding year. Such statement shall be prepared and presented in whatever manner the Board of Directors shall deem advisable and need not be verified by a certified public accountant.

## ARTICLE XI -- AMENDMENTS

Section 1. These By-Laws may be amended or repealed by the vote of the Board of Directors at any regular or special meeting of the Board.

## STATEMENT OF FAITH

### *HIGHWAY MISSION*

#### The Bible

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God (Matt. 5:18; 2 Tim. 3:16-17).

We hold the Bible to be inerrant in the original writings, infallible, God-breathed, and the complete and final authority for faith and practice (2 Peter 1:20-21).

#### The Godhead

We believe in one Triune God (Deut. 6:4), Creator of all (Col. 1:16), eternally existing in three distinct persons--Father, Son, and Holy Spirit (2 Cor. 13:14), yet one in being, essence, power, and glory, having the same attributes and perfections (John 10:30).

#### The Person and Work of Christ

We believe in the deity of the Lord Jesus Christ. He is very God, the express image of the Father, who, without ceasing to be God, became man in order that He might reveal God and redeem sinful man (Matt. 1:21; John 1:18; Col. 1:15).

We believe that God the Son became incarnate in the person of Jesus Christ; that He was conceived of the Holy Spirit and was born of the virgin Mary (Isa. 7:14; Matt. 1:23); that He is truly God and truly man; that He lived a perfect, sinless life; that all His teachings and utterances are true.

We believe that the Lord Jesus Christ died on the cross for all mankind (1 John 2:2) as a representative, vicarious, substitutionary sacrifice (Isa. 53:5-6).

We hold that His death is efficacious for all who believe (John 1:12; Acts 16:31); that our justification is grounded in the shedding of His blood (Rom. 5:9); and that it is attested by His literal, physical resurrection from the dead (Matt. 28:6; 1 Peter 1:3).

We believe that the Lord Jesus Christ ascended to Heaven in His glorified body (Acts 1:9-10) and is now seated at the right hand of God as our High Priest and Advocate (Rom. 8:34; Heb. 7:25).

#### The Person and Work of the Holy Spirit

We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the Evil One until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness to the truth of the Gospel in preaching and

testimony; that He is the agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer. (Matthew 28:19, 3:11; Mark 1:8; Luke 1:35, 3:16, 24:49; John 1:33, 3:5-6, 14:16-17, 26, 15:26-17, 16:8-11, 13; Acts 5:30-32, 11:16; Romans 8:16, 26-27; Ephesians 1:13-14; 2 Thessalonians 2:7-14; Hebrews 9:14; 1 Peter 1:2).

### Angels, Good and Evil

We believe in the reality and personality of angels. We believe that God created an innumerable company of these sinless, spiritual beings who were to be His messengers (Neh. 9:6; Ps. 148:2; Heb. 1:14).

We believe in the personality of Satan. He is a fallen angel who led a great company of angels into rebellion against God (Isa. 14:12-17; Ezek. 28:12-15).

He is the great enemy of God and man, and his angels are his agents in the prosecution of his unholy purposes. He shall be eternally punished in the Lake of Fire (Matt. 25:41; Rev. 20:10).

### Man

We believe that man came into being by direct creation of God and that man is made in the image and likeness of God (Gen. 1:26-27).

### Sin

We believe that the human race sinned in Adam (Rom. 5:12), that sin is universal in man (Rom. 3:23), and that it is exceedingly heinous to God.

We believe that man inherited a sinful nature, that he became alienated from God, that he became totally depraved, and that of himself, he is utterly unable to remedy his lost estate (Eph. 2:1-5, 12).

We believe that all men are guilty and in a lost condition apart from Christ.

### Salvation

We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Eph. 2:8-9). Christ shed His blood to accomplish justification through faith, propitiation to God, redemption from sin, and reconciliation of man. "Christ died for us" (Rom. 5:8-9) and "bore our sins in His own body on the tree" (1 Peter 2:24).

We believe that it is the privilege of all who are born again to rejoice in the assurance of their salvation through the testimony of God's Word (Rom. 8:16; 1 John 5:13).

We also believe that Christian liberty should never serve as an occasion to the flesh (Gal. 5:13).

We believe that the Scriptures disclose several aspects of sanctification. In addition to God's work of bringing a sinner to Christ, the sinner is set apart to God. This is positional sanctification and refers to his standing. He then undergoes a process whereby the Holy Spirit quickens his affections, desires, and attitudes, enabling him to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to his state (2 Cor. 3:18; 7:1; Gal. 5:16-25; Eph. 4:20-32; 5:25-27; Col. 3:10).

Some day his standing and his state will be brought into perfect accord. This is prospective, or ultimate, sanctification (1 Thess. 5:23; 1 John 3:2).

## The Church

We believe that the Church, which is the body and espoused bride of Christ, began at Pentecost and is a spiritual organism made up of all born-again persons of this present age (1 Cor. 12:12-14; Eph. 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 1 Tim. 3:1-13).

We believe in the ordinances of believer's water baptism as a testimony and the Lord's Supper as a remembrance in this age of Christ's death for the Church (Matt. 28:19-20; Acts 2:41-42; 18:8; 1 Cor. 11:23-26).

We believe that the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from religious apostasy, sinful pleasures, practices, and associations is commanded by God (Rom. 12:1-2; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11).

We believe in the Great Commission as the primary mission of the Church. It is the obligation of the saved to witness, by word and life, to the truths of Holy Scripture. The gospel of the grace of God is to be preached to all the world (Matt. 28:19-20; Acts 1:8; 2 Cor. 5:19-20). Converts are to be taught to obey the Lord and to testify concerning their faith in Christ as Savior in water baptism and to honor Christ by holy living and observance of the Lord's Supper (Matt. 28:19; 1 Cor. 11:23-29).

## Things to Come

We believe in the physical resurrection of Jesus Christ from the dead, that because He lives we shall live also.

We affirm the blessed hope of the personal, imminent, pre-tribulational, and pre-millennial coming of the Lord Jesus Christ for His Church, and in His subsequent return to the earth, with His saints, to establish His Millennial Kingdom. (Zechariah 14:4-11; John 14:2-3; Romans 1:4; 1 Corinthians 1:7, 15:1-58; Philippians 3:20-21; Colossians 3:5; 1 Thessalonians 4:16-17; 1 Timothy 6:14; 2 Timothy 4:1; Titus 2:13; James 5:7-9; 1 John 2:28; Revelation 3:11, 19:11-16)

ANNUAL SERVICE AGREEMENT

*HIGHWAY MISSION*

This annual service agreement is made between Highway Mission, hereinafter referred to as "Employer" and the following designated employee and is as follows:

EMPLOYEE INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

POSITION/TITLE ASSUMED BY EMPLOYEE

\_\_\_\_\_

DURATION OF SERVICE AGREED:

From: \_\_\_\_\_ to \_\_\_\_\_

SALARY AGREEMENT

The Board and the employee agree to an annual salary of \_\_\_\_\_. Details of the salary breakdown and employee budget are included at Enclosure 1. The employee is responsible to raise the salary by process of deputation. Ten percent of the amount raised shall be used to pay overhead expenses necessary to support the Mission. The employee is responsible to acquire health and disability insurance and include such in the employee budget.

PAID HOLIDAYS

The employee is entitled to \_\_\_ days paid vacation (minimum of two weeks per year). In order to encourage the employee to take the break he/she needs, not more than five unused days may be carried over into the following year, except with permission by the Board. Paid holidays will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and only such days as the Board shall determine in advance.

SALARY BY FAITH AGREEMENT

It is understood that all parties to this agreement enter into it by faith, and commit their time, energy and resources to the fulfillment of it. In the event that financial shortages prohibit the payment of salaries, the Board and the employee will evaluate the situation and if necessary temporarily reduce the salary, then work together to raise additional funds so that the full salary can be paid. Any salary agreement which varies from the amounts listed in this agreement is to be recorded in the minutes of a duly called Board meeting. Every effort will be made to pay all

unpaid salaries due as a result of financial shortages, but salary liabilities shall not exceed six month's salary.

### TERMINATION AGREEMENT

Highway Mission agrees that termination of employment will be only for cause as outlined in the Organizational Manual. If either party chooses to terminate employment, written notice will be provided at least fourteen days prior to the termination date. Upon termination, the employee agrees to relinquish all Highway Mission property including, but not limited to cars, mailing lists and all equipment belonging to Highway Mission.

Employee agrees that upon the termination of employment he or she will not use the name Highway Mission or any other form or arrangement of words, initials or trademarks which might be confused with the names and trademarks of Highway Mission.

Approved by the Board of Directors on \_\_\_\_\_

Chairman \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

I, as the President and Executive Director approve this annual service agreement.

\_\_\_\_\_  
Signature Date

I, as the employee, agree to this annual service agreement

\_\_\_\_\_  
Signature Date

## MISSIONARY REVIEW PROCESS

### *HIGHWAY MISSION*

1. Purpose. To propose a review process for endorsement and employment of full time biker missionaries.
2. The “Four C’s”. Before applying for candidate status, each potential candidate must carefully consider the following:
  - Call: Is there evidence that God is at work preparing you for service?
  - Character: Do you demonstrate attitudes reflective of growing Christ likeness?
  - Competence: Do you exhibit skills and abilities for intended service?
  - Compatibility: Are you a “fit” with Highway Mission’s values, vision and strategy?
3. Requirements.
  - a. Licensed or ordained by a local church, fellowship or denomination whose doctrinal position is consistent with that of the Highway Mission.
  - b. Minimum of an Associates degree in Bible, Christian ministry or a related field; or a minimum of 15 hours of college level Bible and/or ministry courses. This requirement may be waived at the discretion of the Board if the candidate demonstrates an effective grasp of the Scripture and mature attitude toward ministry.
  - c. Demonstrates a life above reproach. Have not used illegal drugs, habitual/excessive use of prescription drugs or alcohol in the last three years.
  - d. Willingness to accept and meet with an accountability partner agreed to between the candidate and the Board.
  - e. Free of financial debt, or able to demonstrate that a debt load will not adversely affect the family’s well or focus of ministry.
  - f. US or Canadian citizen or legal resident with an immigration status that will permit being on a payroll in the US or Canada.
4. Approval process.
  - a. A candidate will submit the following to the Board for consideration: license or ordination certificate, college transcripts, a written statement of faith, a written testimony, a proposed missionary budget, and a statement detailing the ministry envisioned.
  - b. The candidate will complete a missionary training program approved by the Board.
  - c. The Board will meet to consider a potential candidate’s application based on documentation provided. With a quorum present, a 2/3 “yes” vote is required to approve the individual as a missionary candidate.
  - d. If approved, the Board will meet with the candidate to agree on an accountability partner (who may or may not be a member of the Board), coordinate receipt, deposit

and distribution of funds designated for the candidate, and at timeline for raising support.

5. Accountability and oversight.
  - a. In coordination with the candidate, the Board will appoint an accountability partner with whom the candidate will meet regularly (at least semi-weekly) to review progress in raising support, time committed to the ministry, activities and issues that may need to be resolved. When necessary, the accountability partner may report progress or issues to the Board.
  - b. Once “on the field”, the missionary will submit an annual report through their supervisor to the board in a format prescribed. The missionary may be required to submit that report in person to the Board at a regularly scheduled or specially called Board meeting.
6. Financial Management. Funds designated for a specific candidate will be identified for that individual and placed in arrears for distribution based on an agreed payment schedule by the Chief Financial Officer in coordination with the Mission’s accountant.
7. Obligations of the biker missionary:
  - a. Approved missionaries are required to propose a budget consistent with the guidelines established by the Board.
  - b. Approved missionaries are required to raise their own support. They may make presentations to churches or organizations using Highway Mission materials. They may not use motorcycle events as opportunities to raise support. The missionary will provide a list of organizations to which they have made presentations to their board appointed supervisor prior to (if possible) such presentations.
8. Termination.
  - a. Termination of missionary status may occur due to cause, or voluntarily.
  - b. Termination for cause may occur due to failure of the missionary to maintain standards for a member as outlined in the constitution and by-laws, or to meet the conditions described in these procedures. A vote of termination for cause requires a 2/3 vote of a quorum at a regular or specially called Board meeting.
  - c. Voluntary termination may occur at the request of the missionary. The Board will be authorized to accept a missionary’s resignation without a vote of the membership.
  - d. The missionary is responsible for all termination or pending fees associated with his employment (taxes, CPA fees, etc.). The Financial Officer will notify the missionary and the Board of pending termination costs after consulting with the CPA for restitution. The Financial Officer and the CPA will then close the account.