



# Summer Planning Guide

## Wheelwright Campus 2023

This guide is for our week-long summer missions. If you're looking for information about our Spring and Fall missions, please go to [www.bigcreekmissions.com/anytime](http://www.bigcreekmissions.com/anytime). These trips can be hosted at any time in the spring, fall, and winter!

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# Checklist & Timeline

## HOW TO GET STARTED

- Print this checklist and hang it somewhere noticeable!
- Collect \$50 deposits from your group!
- Register your group online at [www.bigcreekmissions.com/register](http://www.bigcreekmissions.com/register) **Be sure to select Wheelwright!**
  - We encourage you to only register those who've paid deposits to you. Please don't overestimate numbers.
  - Hand out the "Info & How to Register" page to potential participants
  - Instruct them to register themselves as part of your group at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)
  - You can register yourself and manage your group registrations at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)
  - **Start planning transportation (Rent or Secure Your Vehicles):** Trucks, Cars, & Vans are GREAT! Mini-buses (26 or less) will likely be used for children's ministry only
  - Plan your calendar & travels: arrive at Big Creek between 3-4 pm Eastern on your Sunday arrival day!

## DEPOSIT AND PAYMENT DETAILS

- Your initial payment of \$50 per person is paid online. This payment is not refundable but may apply to future trips\*
  - \*If you lower your numbers before January 15<sup>th</sup>, we will apply all deposits to your final balance
  - \*Spaces that are claimed, but not filled, after January 15<sup>th</sup>, will lose their deposits.
  - \*IF you lower your numbers in the registration system & we are able to fill those spots, those deposits can be refunded.
- Please estimate your attendance reasonably. You can always add more later!

## TELL YOUR PARTICIPANTS TO REGISTER ASAP

- All participants should register at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go) You can login and see who's registered!  
If everyone's registered 30 days before, and balances are paid, all participants receive a \$10 Big Creek Store gift card!
- List your drivers and vehicles in the system. You can do this on the "Drivers" tab
- On the "Roster" page, tell us which participants to "keep together" (or keep separate!)

## 30 DAYS BEFORE YOUR TRIP

- Mail your final payment to: Big Creek Missions - PO BOX 211 – Bear Branch KY 41714 (no credit cards)
- Ask each student to bring you a copy of their permission form (printed from the website) and copy of an insurance card
- Map your driving route! We have suggested routes at [www.bigcreekmissions.com/driving](http://www.bigcreekmissions.com/driving) Plan to arrive between 3-4 pm EST Plan extra time for traffic! Our Address: 1369 KY-306 Wheelwright, KY 41669
- Check your travel vehicles for safety! Check those tires, seat belts, lights, and all the fluids.

## DAY OF YOUR TRIP

- Gather your permission forms, insurance cards, and bring them with you!
- Let us know of any delays by texting 251-591-0471

## QUESTIONS?

Join and ask questions on the 2023 Group Leaders Facebook page ([WE WILL SEND THE INFO ONCE REGISTERED](#))

Registration questions? [jordan@bigcreekmissions.com](mailto:jordan@bigcreekmissions.com) Financial questions? [accounting@bigcreekmissions.com](mailto:accounting@bigcreekmissions.com)

Construction questions? [bubba@bigcreekmissions.com](mailto:bubba@bigcreekmissions.com) Children's ministry questions: [tammy@bigcreekmissions.com](mailto:tammy@bigcreekmissions.com)

Other questions? [bubba@bigcreekmissions.com](mailto:bubba@bigcreekmissions.com)

**Mailing address for payments:** Big Creek Missions, PO BOX 211, Bear Branch KY 41714



# Simple Southern Summary

Sometimes reading is just real hard. Here's a quick summary to get ya started. These are the main points, so make sure ya read the rest of this guide when ya get a minute.



At Big Creek, we talk a lot about Jesus! We're gonna worship by workin hard, servin Jesus, and servin others. Ain't nobody got time for laziness!



Y'all got three choices for ministry: Children's, construction, and community. Stick with one choice for the entire week!



If you're gonna contact us, please read this whole document before askin your questions! Its probably already here!



If ya wanna do kids ministry, we hope you'll help us plan and gather up supplies! Check out our kids ministry page – it's got good details after January 1!



If you do contact us, email is best! Or, try askin your question on the Facebook leaders' group! Join it today!



The daily schedule is pretty full...make sure to get here on Sunday between 3-4 pm EST. Otherwise, you'll be rushed, stressed & won't know what's goin on.



Don't go reservin' a bunch of spots unless yer folks have given you deposit money. Don't assume they're going, cause you gotta pay for them spots! See, if they back out, they lose their own money, not yours!



Wednesday night is your night "out." So you can support our town economy. Just go, eat, and enjoy our community. We'll talk about places when y'all get here!



30 days before the trip your final payment is due and your entire team needs to be registered online. We can't tell ya what you're doing until you tell us who's a comin!



Your group probably won't work together, unless everybody picks the same ministry. You'll meet some great new people. However, You will have a private church group time!



12-15 passenger vans are good! Parking is at a premium at our location! Trucks are REALLY good for construction! Leave an empty seat for every 7-8 folks! Mini-buses (26 or less) will be used for children's ministry! Tell us who your drivers are 30 days before!



Y'all can tell us who to keep together in the registration system online! Do it early, don't wait till the last minute.



We believe in southern hospitality. Our food's pretty good! If ya got allergies, check out the menu in this guide



One suggestion for ya: plan an info meeting with all your potential participants! Have laptops so folks can register there!



Bring good adults! This ain't just a youth trip. If ya bring a bunch of youngin's, they can't do as much & our staff ain't baby sitters. Bring enough adults to lead the mission trip. We need their smarts!



If your folks ain't got insurance, that ain't good, but they can come on. It's just a bit risky for all of us, cause somebody's gotta pay them medical bills.



It's gonna be a great mission trip. Just come ready to serve, bless and be blessed



# Welcome to Wheelwright

We look forward to serving with you this summer! Big Creek's Wheelwright campus is located in Floyd County, Kentucky. Our area has been hit hard by the decline of the coal industry and the lack of good paying jobs. Drug use is destroying families, children are hurting, and many residents are suffering. We believe the Lord has put us here to help our local churches minister to the needs in their local community.

## OUR MESSAGE

Our message at Big Creek missions will always be the Gospel of Jesus Christ. With Jesus as our our message, lives will be changed as a result of His power working in and through us. As humans, we are capable of doing some really good things and accomplishing some great works. However, it is only when those works are accomplished in His name and His power that those work have eternal value. Therefore, we live out the following at Big Creek missions:

**It's about worship - not work.** Although mission trips are always a time where we work very hard and get dirty, Christians are never called to work in order to gain Gods favor. We are called to worship Him as a response to being saved by grace through faith. One of the ways we worship Him is by living a missional life. We don't serve on missions so we can brag about ourselves or our church "mission program," but rather, we serve on mission so people will worship Jesus. Jesus is the focus, and Jesus gets the Glory.

**It's about surrender - not self-righteousness.** Big Creek doesn't exist to glorify itself or our staff. We give Glory to Jesus for enabling and empowering us to do His work in and through our lives. Often, Christians have a "holier-than-thou" attitude when serving on missions. They have this subtle "superior" mindset that invites others to "look at me" and "see what I'm doing" and "give me a pat on the back." We often think that people need US, and we think that our skills matter. No: the people need Jesus, not us. We do not exist to lift up any man or ministry, but the name of Jesus. When serving on mission, we must adopt the attitude of a surrendered servant.

**It's about people - not projects and programs.** We must remember that our purpose on earth is not to build physical buildings. The projects we do, the homes we renovate, and the programs we offer are not our priority. The PEOPLE we serve are our priority. We must never lose sight of why we are here – to share with those people the life-changing message of Jesus. Our projects are only tools to share His truth.

## OUR METHODS

**Doctrine:** We respect the differences between denominations and churches and when teaching strive to focus on the common truths of scripture. Please read our statement of beliefs at: [www.bigcreekmissions.com](http://www.bigcreekmissions.com) under the "about us" tab. We're all different, and we are sensitive to these differences. We are united in the name of Jesus! We ask groups to support and communicate the beliefs of our mission center while serving in our community.

**Worship Services:** We offer worship services every morning and evening. You'll find that our worship services blend brand new worship songs with some timeless hymns (often musically updated.) Our teaching will challenge your participants to live a missional life obedient to Christ! We typically offer a worship leader, and our services last less than one hour so your group has time to gather privately.

**Evangelism:** We are an evangelical ministry and encourage volunteers to share their testimony through word and action as the Spirit leads. We are bold, but not annoying. We trust the spirit to lead others to saving faith.

# REGISTRATION SUMMARY

## What does our donation of \$259 per person include?

- \***Staffing:** (Mission directors, ministry coordinators, worship leader (staff led), and staff “guides”)
- \***Meals:** 5 hot cafeteria style breakfasts, 5 sack (or sometimes hot) lunches, and 5 cafeteria style hot (full) dinners
- \***Lodging:** Bunkrooms with bunk beds, mattresses, private dressing area, mattresses, A/C, 8 private showers.
- \***Worship Services:** Morning and nightly worship services
- \***Worksite materials and pre-project planning** (construction materials, tools, day camp materials as needed)
- \***5 Days of ministry in the community** (Monday – Friday) from about 9:30am-4pm
- \***BONUS:** if your (1) payments are made on time and (2) entire group is registered 30 days prior: your team members will all receive a \$10 gift card to our Big Creek Store to purchase t-shirts and more!

## **What do groups (you) provide?**

- \*Transportation and fuel for your work teams. Plan 1-2 tanks of gas per vehicle while here.
- \*Adults and Chaperones: 1:4 ratio recommended for High School. 1:3 recommended for Middle School.
- \*Talented adults: Children’s ministry pros, Construction pros, Ministry pros! Bring more adults!
- \*Donations: All donations (supplies, monetary) help us expand our ministry here in Leslie and Clay County!
- \*Children’s Ministry Planning: We ask our teams to help us plan amazing daycamps for kids! Check out our children’s ministry info at [www.bigcreekmissions.com/volunteerinfo](http://www.bigcreekmissions.com/volunteerinfo) (password is kids2023)

## **WHO CAN ATTEND?**

Anyone can attend! Churches, families, schools, colleges, social groups. All ages and group types are welcome.

SMALL GROUPS are welcome! If you don’t have a lot of students register – that’s ok! Bring who desires to come, as those who come will grow in grace and maturity!

## **WHO SHOULDN’T ATTEND?**

We recommend you set requirements for attendance, host a training and set a high standard. Although we do desire to be a training ground for missions, we know a bad example can lead someone AWAY from Jesus.

Please make sure your participants can handle responsibility, work hard, and lead when necessary. Consider hosting a “mission training day” as a requirement for the trip. If a student can pay attention and complete the tasks (mowing a lawn, teaching a lesson, painting a wall) – then bring them on. **If a student whines, needs constant attention, creates distractions, needs discipline, and can’t stay focused on the task, perhaps they’re not quite ready for a mission trip. Keep training them and try again next time!**

## **LOCATION, ARRIVAL TIMES, AND DATES**

**Wheelwright Campus Address: 1369 KY-306 Wheelwright, KY 41669**

Full week groups arrive Sunday between 3-4 pm EST, and Depart Saturday morning by 8 am

**May Weeks: May 28-June 3**

**June Weeks: June 4-10, June 11-17, June 18-24, June 25-July 1**

**July Weeks: July 2-8, July 9-15, July 16-22, July 23-29, July 30-August 5**

Please contact us if: your group cannot stay the entire week!

# **PAYMENTS AND POLICIES**

Before we talk finances, please know this: We're not here to make a lot of money. If we were, we'd be charging as much as most other mission organizations (\$350+). These trips are a major investment for our mission, even prior to your arrival. That's why we have strict payment policies. The global pandemic created unanticipated challenges for every ministry. We have adapted our policies to address the possibility of this type of cancellation.

## **PAYMENTS**

Your initial payment of \$50 per person was due upon initial registration. This is payable via credit card.

Your FINAL payment of \$209 per person can (only) be mailed via check. No credit cards are accepted for final payments due to excessive fees. Mail to: Big Creek Missions, PO BOX 211, Bear Branch KY 41714

## **POLICIES**

- 1) **Register only those who have paid you deposits.** Deposits are refundable until January 15<sup>th</sup>. After that point, your deposits are non-refundable. Please don't overestimate!
- 2) **The Number you register determines the final balance you owe.** That means, if you commit to bringing 15 people, we ask you to pay for 15 people. If two back out last minute, we still ask you to pay for 15. Please hold your team members financially responsible for their commitment to attend. We recommend that you maintain a "waiting list" so you can fill empty spots if needed.
- 3) **If you find out you are bringing less than anticipated, please update your numbers in the registration system.** If your week is full, and we can fill those empty spots, we will reimburse deposits and lower your final invoice amount! \*Our prime registration period for summer is February and March. If you lower your numbers before then, it's likely we can fill your spots!
- 4) **You may substitute participants at any time (even up until the day you leave!)** Example. If Susie drops out, you can replace her with Sarah! Using the registration system, you can delete and add participants as necessary.
- 5) **If you drop your numbers, and we can't fill those spaces, remember, the final balance will not change. Consider the "lost payments" a donation to Big Creek! We'll use those funds to continue doing ministry after your groups leave!**

We are an independent mission, not a big fancy corporate camp. We keep our prices FAR lower than other mission trips for YOUR benefit. Cancellations and reductions in numbers affect our ability to serve our community.

## **OUR COMMITMENT TO YOU:**

\*\*In the event that Big Creek Missions is incapable of providing a mission experience to you, we will apply your funds towards a future mission trip within 18 months of cancellation. (Example: Covid 19 cancellation)

\*\*If we have overbooked a week, or if we have a waiting list for a week, we will allow groups to lower their numbers without any penalty (first come first served)

\*\*We are sensitive to the needs of our participants: should there be a legitimate family emergency or illness, or other unforeseen event, Please email us if this is the case to discuss refunds.

# TRANSPORTATION

You'll be using your own vehicles to transport your work teams to mission sites. **The vehicles may get dirty!**

**What type vehicles should we bring?** We love **TRUCKS, CARS, MINI-VANS, and VANS**

**Cars (and their drivers)** are assigned generally to all three ministries

**Trucks (and their drivers)** are really needed in construction!

**Mini-vans (and their drivers)** are assigned generally to all three ministries

**12-15 passenger vans (and their drivers)** are assigned generally to all three ministries

**Mini-buses (and their drivers)** are almost always assigned to children's ministry

**Please plan for 1 empty seat per 8 volunteers.** This leaves room for our staff to ride along!

**Buses with 26+ passengers are not recommended.** Our roads are great for vans and smaller vehicles, but buses larger than 26 passengers may be limited in use, & drivers will typically be assigned to Children's ministry.

**Capable Drivers:** *If your drivers aren't comfortable driving 12 or 15 passenger vans, use mini-vans or personal cars instead. For flat-landers, sometimes our mountain roads are scary!*

**Multiple Drivers:** Please try to have backup drivers for each vehicle. That way, we can switch vehicles to different ministries instead of switching a driver to a different ministry.

Example: Let's say Bob is driving a 15 passenger van – but signed up to work in construction. We may need that van in children's ministry. If Bob's the only driver for that van, we have to move Bob to children's ministry so that van's available! BUT ----- Brenda is assigned to that children's group. If Brenda is listed as a backup driver, SHE can drive that van – and Bob can stay in construction ministry!

**Drivers Safety:** Drivers should be responsible and comfortable with the vehicle they are driving, and should be willing to enforce ALL seat belt rules and drive safely while transporting students. Drivers are not to do anything that could compromise the safety of the volunteers they transport, including, but not limited to: Chinese fire-drills, donuts, unnecessarily fast acceleration or deceleration, and other actions that are dangerous or illegal.

**Vehicle Safety:** Please perform a safety check on your vehicles: Belts, hoses, tires, seat belts, lights, and more! We know church vans can tend to sit a lot ... so drive that thing around several hours before leaving to make sure it's ready for the trip.

**Driving Distances:** Because we serve in two counties, drivers should be prepared to travel distances of close to 20 miles each way to their sites per day depending on your location.

**Our Roads:** We are located in the mountains. Most of the main travel roads to our mission are wide, paved, and well-marked. HOWEVER, as we go out to do ministry, you'll find that many of our roads are narrow, winding, and some are gravel. We ask that each driver be VERY comfortable driving the vehicle they're assigned to: please encourage your folks to practice driving their vehicles prior to arriving at the mission.

**Use of Spotters:** While serving at Big Creek, we require that ANY vehicle backing up use a spotter to prevent accidents AND to avoid ditches.

# Contacting Us

We are happy to help you! However, most of your questions are typically answered in this guide OR the FAQ section at [www.bigcreekmissions.com/summer](http://www.bigcreekmissions.com/summer) Check there before you contact us!

Again, we hope you'll read this guide thoroughly prior to contacting us with common questions!

## BY EMAIL

Email is always a great contact method! Phone calls will take much longer for a response, as we are constantly in and out of the mission center.

### Registration & Numbers Questions

[jordan@bigcreekmissions.com](mailto:jordan@bigcreekmissions.com)

### Financial Questions

[accounting@bigcreekmissions.com](mailto:accounting@bigcreekmissions.com)

### Children's Ministry Questions

[tammy@bigcreekmissions.com](mailto:tammy@bigcreekmissions.com)

### Construction Ministry Questions

[bubba@bigcreekmissions.com](mailto:bubba@bigcreekmissions.com)

### Community / General Ministry Questions

[tammy@bigcreekmissions.com](mailto:tammy@bigcreekmissions.com)

### Director's contact info:

[bubba@bigcreekmissions.com](mailto:bubba@bigcreekmissions.com)

## BY MAIL

Our mailing address is: PO BOX 73 Wheelwright, KY 41669

## ON FACEBOOK

Many of your questions can be answered on the "Big Creek Missions Wheelwright Leaders 2023"

## BY PHONE (you may wait a little longer for a response using the phone!)

Our phone number is 606-452-4770.

Please understand that our phone coverage is weird up here, so emails are always best!!!

Again, we hope you'll read the planning guide & website. If you have questions after reading these feel free to email us!



# PLAN A PRE-TRIP TRAINING MEETING

We encourage you to host an informational meeting at your church. With this meeting, you can present information about the mission trip and allow folks to sign up!

Handouts for the meeting are located at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)

## MEETING AGENDA:

- Distribute the following documents:
    - Page 22 of this manual: (tells how to sign up)
    - Info for all participants / What to Bring (located at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go))
    - Expectations (located at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go))
  - Show Promo / ministry videos (available at [www.bigcreekmissions.com/summer](http://www.bigcreekmissions.com/summer) - bottom of the page)
  - Discuss / handout the 3 ministry options (next page)
  - Discuss / handout the daily schedule
- Have laptops available, and direct students AND adults to [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go) to sign up for their ministry choices and complete their permission form online. They can print their permission forms right there!
- Tell parents about our emergency contact information:
    - Phone: 606-452-4770: this rings our office phone.
    - UPS / FEDEX & Physical Address: 1369 KY-306 Wheelwright, KY 41669
    - US Postal Service Mail Address: PO BOX 73 Wheelwright, KY 41669

## ADDITIONAL TRAINING MEETING IDEAS:

- \*Teach students the basics of the Gospel message, and train students how to share their testimony
- \*Train students how to use basic power tools and lawn equipment
- \*Train students how to clean a bathroom (or simply use a broom and mop!)
- \*Train students how to communicate with residents in nursing homes
- \*Challenge students to view their work as worship: we are serving Jesus !!
- \*Spend time working with students who do NOT have a strong work ethic!
- \*If participants don't desire to work, serve, or follow instructions, encourage them to stay home this year.

## DO STUDENTS NEED HEALTH INSURANCE

We do not limit a person's participation at Big Creek even if they do not have personal health insurance. However, we HIGHLY recommend each participant does have some sort of accident coverage. Your church insurance company may offer a temporary plan for participants. Check with your insurance agent for details.

## MEDICAL EMERGENCIES & INSURANCE

Participant medical insurance is the primary coverage for medical emergencies. Please bring copies of medical insurance cards! We have multiple clinics addition to three hospitals nearby.

**WHEELWRIGHT ARH CLINIC: 0.75 MILES, 2 MINUTE DRIVE**

**MCDOWELL ARH HOSPITAL: 14 MILES, 25 MINUTE DRIVE**

**PIKEVILLE MEDICAL CENTER: 25 MILES, 35 MINUTE DRIVE**

We have multiple pharmacies available.

# WHAT ARE YOUR MINISTRY OPTIONS?

Your participants can choose their ministry options using our registration system at (register at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)). Most of our participants receive their first choice. We ask our participants to stick with one ministry for the entire week so we can build relationships with local residents!

## ***Children's Ministries: Kids, Teens, & Summer Feeding***

In an area where there's not a lot going on – we desire to create a daycamp environment that is exciting, excellent, and educational. We need volunteers who are excited about Jesus and excited about life – so we can share this excitement with our children. The Gospel is not boring – nor should it be presented in a boring way. So, get ready to join us as we present the message of Jesus Christ in a captivating way! We need your group to come up with some creative ways to minister. **Would your team like to adopt a daycamp or provide a special outreach ministry for our kids (Examples: basketball camp, sewing classes, archery class, etc) PLEASE email [tammy@bigcreekmissions.com](mailto:tammy@bigcreekmissions.com) to let us know!**

We will offer a basic curriculum and framework and your volunteers will add their own talents to the curriculum we provide. The daycamps will begin at around 11:00 am each day, and we will provide a full lunch and about 4 hours of programming to the children each day. Drivers, be prepared to help us pick up some children who, because of transportation limitations, would not be able to attend! Daycamps are located throughout three counties – some are located in “town” settings, and some may be located way back in the hills with between 10 and 50 participants.

***TEEN MINISTRIES:*** The teen ministry is for a select group of leaders age 17+. The teen outreach is a 4 hour daily program with activities, fieldtrips and more. If you're interested in serving with teens, please email [tammy@bigcreekmissions.com](mailto:tammy@bigcreekmissions.com). You may also recommend specific students for this task.

## ***Community Ministries***

Big Creek works with various local organizations to help meet the needs of residents in our community. If your volunteers choose the community track, they will be serving in the community in a variety of ways.

- \*Food Pantries
- \*Clothing Centers
- \*Painting
- \*Mobile Feeding truck
- \*Mowing Lawns
- \*Adult Day Centers / Assisted Living
- \*Local Outreaches (car washes, etc)
- \*Other ministries

Community volunteers will need to bring some long pants and be prepared for outdoor work! Volunteers who choose community ministries will have the most variety in ministry at Big Creek. This is one of the favorite ministries for our volunteers because of the great exposure to the Appalachian culture.

## ***Construction Ministries***

Big Creek works with various organizations to locate families who have home-repair needs. Your volunteers will help us provide much needed repairs on local homes. Projects include: roofing, flooring, siding, porches, wheelchair ramps, doors, windows, weatherization, framing, and multiple other projects. Our three most common projects are: Metal roofs, porches and ramps, and floor and joist replacement. We do take on some major projects. Therefore, it's very important that you recruit talented construction supervisors. We always need construction crew chiefs who are experienced, creative, and ministry-minded.

# Basic Summer Schedule

This gives you a general idea of our summer schedule. Times may vary.  
(We are in the EASTERN time zone)

## **Sunday**

**3:00-4:00 pm EST:** Arrive in Kentucky, check-in & orientation.  
5:30 pm: Adult Meeting in Worship Center  
6:00 pm: Meet and Greet and Grill Out (this is where you are introduced to your groups!)  
7:00pm – 8:00 pm: Ministry Group Prep time  
8:00 pm: “Welcome to Wheelwright”  
9:00 pm: Church Groups  
10:45 pm: Lights Out

## **Monday, Tuesday, Thursday, Friday**

7:30 am: Wake-Up Call  
8:00 am: Breakfast Served.  
8:45 am: Adult Meeting with Director  
9:00 am: Morning Worship  
9:25 am: Team Meetings & Preparation Time  
4:00 pm - 4:30 pm: Return to Big Creek  
5:30 pm - 6:30 pm: Dinner  
6:45 pm - 7:15pm: Store Open  
7:15 pm - 8:45 pm: Free Time  
8:45 pm: Meet with Church Groups / Quiet Hallways  
10:45 pm: Lights Out

## **Wednesday Night Out: No Dinner or Activities at Big Creek.**

4:00 – Return from Ministry Sites  
5:00 -- Dinner & Free-Time in Community  
10:00 – Return to Big Creek, in Bed,  
10:45 – Lights Out

**Departure Day:** Depart by 8am. Continental Breakfast served. Please instruct your students to be quiet and respectful towards other groups who may sleep in later. Please clean your beds and rooms as an act of service and love towards the NEXT guests staying in your room. Instructions can be found on the checkout cart in the hallway.

# Wednesday Night Out

Wednesday night is left unscheduled so our teams can support our local economy. It's also a great opportunity to spend time with your group. **Don't worry about planning for this night out... keep it simple. We'll talk about this on Tuesday morning of your work week.**

## **What do we recommend for our night off?**

\*Stay local! Help support our local economy! That's the reason we offer the night out.

\*Take your group to one of our local restaurants to eat dinner. We have fast food and a few "sit-down" places

\*After you eat, go to the local park or pool! Keep it simple, keep it easy

## **Restaurants and Things to do in Wheelwright and Surrounding Areas:**

Fat Daddy's Diner: Pizza, Burgers, Subs, Ice Cream

Bypro Dairy Bar: Pizza, Burgers, Hotdogs, Ice Cream, Milkshakes

Me San Felipe: Full Mexican Restaurant

Dollar General

Hall's Community Market

Subway (McDowell, KY – About 15 minutes)

Fat Boy's Pizza and Grill (Martin, KY – About 20 minutes)

Dairy Queen (Martin, KY – About 20 minutes)

McDonalds (Martin, KY – About 20 minutes)

There are a few nicer sit down restaurants located in Pikeville, KY (45 minutes) and Prestonsburg, KY (40 minutes) if your group is interested.

Do not worry about trying to entertain your group or pass the time. Wheelwright is the perfect place to play a game of basketball with the locals, take a swim in the local pool, walk around and visit, and pick-up some ice cream to share. You'll love our community as much as we do.

# Will My Group Serve Together?

At Big Creek, we love seeing groups working together. We also enjoy allowing students the opportunity to step outside their typical "friend group" and meet new friends.

We also respect your role as the group leader. You will ultimately choose how your team is divided

Your participants have the choice of which ministry they serve in (construction, community, childrens). After your team has registered on our online system at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go), you will then have the opportunity to place your students into "subgroups."

## Here's how it works:

Your participants create their profile at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)

After they've completed their profile, you as the group leader can tell us who to "keep together" in your group. We can do this ANY way you like.

Let's say you bring 15 participants. 3 adults, and 12 students. 1 adult and 4 students chose construction ministry. We'd place those 5 together in a construction team along with 5-6 from another church to complete a team. If 5 chose children's we'd combine your team of 5 with others to complete a team. If 5 chose community, the same applies!

All our work teams will have a Big Creek staff member on site.

**YOU have the ultimate choice where your students are placed. You simply have to communicate your desires to us in the registration system.**

It is very important that you provide grouping information 30 days in advance of your trip. Last minute changes are very difficult.

When completing the group roster, your "Group With" column will look something like this:

Name:	Area of Ministry:	Group with: (you complete this column)
Bobby Wilson	Children	Martin Wilson
Martin Wilson	Children	Bobby Wilson
Stephen Walters	Construction	(do not pair with Brianna Smith)
Brianna Smith	Construction	(do not pair with Stephen Walters)
Walter Adams	Community	Place with anyone from our group
Chase Lewis	Community	Keep with an adult
Shawn Hart	Children	Place anywhere

**Do you want your students together in ministry tracks? We'll try to make that happen.  
Do you want your students separated or with an adult? We'll try to make that happen!**

# General Menu

## (Subject to Change)

### Breakfasts

#### Biscuit Day!

Allergies: (see below):

Biscuits & Muffins	2,3
Eggs	3,4
Sausage Patties	
Bacon Slices	
Tater Tots	

#### Biscuits & Gravy

Biscuits	2,3
Gravy	3 (GF)
Scrambled Eggs	4
French Toast	1,2,3,4
Bacon	

#### Pancakes & Waffles

Pancakes	1,2,3,4
Waffles	1,2,3,4
Scrambled Eggs	4
Sausage Links	

#### Cinnamon Rolls

Cinnamon Rolls	2,4
Bacon	
Scrambled Eggs	4
Fruits	

#### Omelets

Egg Omelets	3,4
Breakfast Potatoes	4
Bacon	
Sausage	
Peppers / Onions	

\*Breakfast always offer cereals, toast, and condiments

### Dinners (always include salad bar)

#### Burgers & BBQ

Allergies: (see below):

Buns	2
Burgers	2
Big Creek Home Smoked BBQ	
Hot Dogs (Turkey)	
Tots	
Baked Beans	

#### Country Cookin

Chicken Strips	2
Applewood Smoked Pork Loin	
Mashed Potatoes	3
Green Beans	
Corn	
Rolls	2,3,4

#### Italian Night

Regular Meat Lasagna	2,3
White Chicken Lasagna	2,3
Garlic Bread	2,3,4
Mixed Vegetables	

#### Mexican Night

Beef Taco	2,6
Fiesta Lime Chicken Taco	
Rice	
Chips w/ salsa or cheese	

#### Hibachi Night

General Tso / Orange Chicken	2
Teriyaki Chicken	1,6
Rice	
Stir Fry Veggies	
Sweet Carrots	
(or) Baked Potato	

\*Dinners always offer full salad bar and includes: spinach, romaine, tomatoes, cucumbers, cheeses, croutons, bacon bits, sunflower seeds chick peas, cranberries, carrots, dressings

### Lunches:

Volunteers will pack their own sack lunches at the sandwich station & take out on site  
Choice of Breads (white, wheat, tortillas), Meats (ham, turkey, roast beef) Cheeses, and Snacks  
Water is provided on work sites: bring your own water bottles!

### Allergy Information:

(1) Contains soy (2) Contains wheat (3) Contains Milk (4) Contains egg (5) May contain peanut traces  
(6) We can prepare plain without seasonings upon request for those with legitimate allergies

We recommend those with allergies pack substitute items and take responsibility for preparing those items. Those with allergies should check in before each meal at 4 pm to discuss options & substitutions. Our staff will do their best to assist with preparation, but an adult from the church should also be willing to assist.

# What Are Worship Services Like?

Each night during your week of missions, we will provide worship services for you and your group. The services are appropriate for ALL ages!

Our simple worship services focus on two things:

**Worship:** Life change occurs when believers recognize who Jesus is and respond to Him

**Word:** The scriptures tell us who Jesus is and how to respond to Him.

Our services are simple and good quality. We don't go overboard with exquisite stage props, fancy lighting, smoke, and graphics. We keep it simple so the focus remains on Jesus.

**The music:** will be a blend of new and common worship music, blended with a few hymns here and there. We work hard to provide good quality worship music! We don't want anyone to be surprised by our musical style. You'll hear us playing entrance / exit music written by new and emerging artists as well as "established" bands. You may hear Christian Rap, Southern Gospel, and other styles during the entrance and exit music. We are careful to choose worship songs that are supported with scripture.

If our director has completed their song choices early enough, we'll email you a list of our songs so you can share these with your students before your trip!

**The teaching:** We talk about Jesus a lot around here! The teaching will be Jesus-centered and scripture based. It is VERY important that you read over our statement of beliefs, as these beliefs will be evident through our teaching. Most likely one of our directors will be teaching each night and support staff teaching in the mornings. The Scriptures will be our focal point, not a theme, outline, or illustration. One can expect there to be some encouraging moments, some challenging moments, and even some uncomfortable moments as we explore what God's Word is saying to us. **Our teaching is NOT condemning, judgmental, or political although it does teach the truth of scriptures. We let the Holy Spirit and Scriptures do the work of transformation and do not try to play on people's emotions.** We will be sensitive to social and personal issues while staying true to the Word of God. You can expect the teachings to be both evangelistic and discipling at times. We typically use the NIV or ESV version of the Bible.

Your group will have a private meeting room for your church group time.

## **WHO LEADS BIG CREEK AND THE WHEELWRIGHT CAMPUS?**

Big Creek Missions is led by its founder and executive director, Kevin Rogers. The Wheelwright campus is lead on a day-to-day basis by Bubba and Tammy Roberson. 2023 marks their 5<sup>th</sup> summer as directors of the Wheelwright campus. They serve Floyd County year-round along with their children. The Robersons permanently relocated to Wheelwright in 2019 after serving many years in student and college ministry. As Kevin and Bubba are both former youth pastors working in big and small churches, they understand what groups are “wanting to get” out of a mission trip. The Robersons also understand the needs of the mission and community, being year-round residents and members of the community they serve. Having worked with hundreds of group leaders and volunteers, we all strives to serve for the Glory of God and the benefit of the people. We currently have 2 full time staff at the Big Creek Wheelwright campus and a group of interns and volunteers serving in various capacities.

As a ministry, we are working hard to increase the levels of accountability, transparency, and spiritual growth. To provide accountability to this ministry, we have instituted the following safeguards for our leadership and your volunteers:

- 1) All our staff (part and full time) have undergone local, state, and federal background checks.
- 2) We have instituted specific expectations for our staff and volunteers to make Big Creek a safe, secure, and healthy environment. Our facility and grounds are secured by working gates and all entrances are under video surveillance.
- 3) The overall ministry is led by a board of directors
- 4) We have strict rules for staff, adults & volunteers regarding bathrooms, dressing rooms, and accountability.

## **WHO ARE OUR SUMMER STAFF?**

Each summer, we choose several young adults to serve as summer staff at Big Creek. Our staff are NOT the construction supervisors, nor are they the “ministry pros.” Our staff are on site to help manage the students, encourage, lead, provide insight, and a consistent connection in the community. They are from churches just like yours – and were recommended by their own group leader!

### **Here are a few tips when relating to staff:**

- Big Creek is also a training ground for missions. These staffers are simply “missionaries in training.” We are working with them and teaching them skills necessary for life as an everyday missionary! They may not have the experience you do – so be patient with them as they are growing in Christ. Use this as an opportunity to mentor them! Don’t look down on them because they are young, because they are working hard to set an example in speech, life, faith, love and purity.
- The Staff are humble and willing workers! They work long hours and don’t get a lot of rest or time off.
- The staff are there to work alongside you in ministry! The staff are not dictators, and they do not know everything! However, we do spend a LOT of time in training to prepare them for the missions, and to communicate the desires and heart of Big Creek Missions. They are the “official” representatives of Big Creek on each ministry team. They will communicate the heart of the mission and it’s directors at all times.
- You’re GOING TO LOVE THE STAFF! They will impress you with their enthusiasm and willingness to serve.

**STAFF RECOMMENDATIONS?:** If you know of a young person who would be an excellent addition to our staff, feel free to pass our email along to them! We are always looking for excellent folks to serve alongside.



# WHAT DO WE EXPECT FROM OUR ADULT VOLUNTEERS?

**Background Checks:** We require churches to run background checks on all adults attending the trip. You will be able to note these checks online at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go). **We do not need copies** of these background checks, but we do need you to simply note online that you have run the checks for specific adults.

**Be passionate, flexible, and encouraging!** We ask all adult volunteers to give their best. Each adult should be prepared to serve the Lord by being an encourager, a hard worker, and mentor to the students. We hope you'll lead with integrity! **Please help us by recruiting hard-working leaders for your team!**

**Expectations:** It is important that adults set a high standard for behavior. We must guard ourselves against any accusation. Therefore, all adults are expected to follow, communicate, and enforce all written and verbal rules while on site.

Written expectations and policies are posted on the group documents page at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go). Adults are expected to participate in all worship opportunities, without question, so as to set an example for the students. Please understand that this is not camp. This is a mission center where we place strong emphasis on worship (including the teaching of God's Word) and mentoring of students and young adults. Therefore, we set a high standard for adults to lead by positive example.

Immaturity, divisiveness, disregard for mission center policies, and disrespect of designated leadership will not be tolerated. In all situations, we will follow the example Christ set forth for Biblical reconciliation in Matthew 18:15-17. Adults who choose to be belligerent or not abide by center policies will be asked to leave immediately.

**Alcohol / Tobacco products: No alcoholic beverages are allowed on site at any time for any reason.** Students are not allowed to use tobacco products (regardless of parent permission). Tobacco products are not to be used on any ministry sites. At the center, adults, only, may use tobacco products no less than 50 feet from any door and not in the view of students.

**Weapons:** Because we are a center with children of all ages, weapons must be in locked vaults, inaccessible by children. \*\*\*Active Police and Military may bring their firearms, but firearms should be kept locked in a locked vault. Please email director, [kevinr@bigcreekmissions.com](mailto:kevinr@bigcreekmissions.com) for more specific information regarding concealed carry, specific situations, and firearms.

**Valuables:** We recommend adults and students leave all valuables at home. Big Creek cannot guarantee the safety of valuables.

# WHAT IS DIFFERENT ABOUT BC WHEELWRIGHT?

## 1. This is a mission trip, NOT a summer camp!

Prior to your arrival at Big Creek, it's important to recognize some major differences between "camp" and "mission trip." We've worked with thousands of volunteers, and to be honest, the most difficult task we have is those who live in the "camp" mentality. Both the summer camp and mission trip are important parts of a student ministry. However, there are distinct differences between the two. Before signing your students up for a mission trip, make sure they understand the nature of a mission trip.

Although summer camp seeks growth through worship, games, entertainment, music, and activities, a mission trip is all about serving others. We are here to focus on our community, and you are here to assist us in reaching out to this community. We don't exist to entertain but rather to equip your team to serve in this community. With all that said, your students will fall in love with the focus and enthusiasm of this mission experience!

## 2. This is a mission center, NOT a luxury hotel!

Big Creek has been blessed with great facility. It is not a luxury hotel - but it's a GREAT place to call home for missions! It's a 75 year old church that's been thoroughly renovated to house volunteers. Here are some things to expect about living at Big Creek. . .

- It will be lively! With up to 75 volunteers sharing the same facility, it's an exciting place to be!
- Every person will have to be a part of the cleaning crew! We don't have a custodial staff. Expect to clean!
- No one will have a lot of "personal-time." There are not a lot of places to get away from people.
- Expect close quarters and busy bathrooms.

## 3. This is a place where flexibility is REQUIRED!

Here at Big Creek, and anytime you're serving on mission, it's important to realize that flexibility is of utmost importance. Here's why: Just as with any foreign or domestic mission trip, Eastern Kentucky is a different culture!

- **Construction:** You must remember that we're over 30 miles from the closest major building supply store. If you forget ONE little item on your construction site, it can cause a 3-4 hour delay! Volunteers must be willing to be flexible and patient. Those delays can be a huge blessing in ministry – as it gives us an opportunity to share with our homeowners and even their neighbors!
- **Community Ministries:** People here aren't interested in a quick, surface-level introduction. If you ask someone how they're doing, expect to sit and listen. So, plan to take extra time to share with your homeowner, or anyone else you contact. Conversations and relationships take time. Sometimes, you have to put aside time and schedules and build relationships.
- **Childrens Ministries:** We're trying to pull off a 4 hour "VBS" each day with volunteers from across the country. The logistics are near impossible! We run 6 buses to pick up kids – and sometimes buses break down. Kids have bad days. Things happen!
- **Inconveniences:** Just plan to be inconvenienced! Rough things are going to happen. That's what makes us grow when we're on a mission!

Regardless of the situation, be prepared to react with patience and kindness.

# WHAT IS THE WHEELWRIGHT CAMPUS LIKE?

You can view pictures of our facility at [www.bigcreekmissions.com/wheelwright](http://www.bigcreekmissions.com/wheelwright)

## Security

- 1) When you first arrive at Wheelwright, you'll note we are in the heart of the area we serve. Our facility is steps from the street and the folks you've come to serve! You'll love our access to the community.
- 2) We have 16 security cameras recording all entrances and interior / exterior common areas.
- 3) At night, all our exterior doors are locked and we double check to make sure the campus is secure.
- 4) As staff, we are comfortable in our community. We have the support of our neighbors, and do not fear being in the area we serve. **We simply take precautions to help prevent any security issues.**

## Outdoors

We don't have a lot of outdoor space, but we utilize the area that God has given us to it's fullest. We have 9-square, carpet ball, outdoor picnic tables, and are in walking distance to the community playgrounds and basketball courts.

## Sleeping Areas

We currently have two full bunk rooms that sleep 24 each. We also have 4 "family" style bunks that sleep from 4-8. Family accommodations are provided on a first reserve basis and are in no way guaranteed in the summer months. We will do the very best we can to accommodate all groups that serve with us.

## Worship Area

The worship area is located in the original church's old sanctuary. It is air-conditioned and serves as our worship area and group meeting space.

## Restrooms / Showers

We have them! They are adequate, clean and indoors. What more could you want?

## Washer / Dryer:

At this time, no laundry facilities are available for volunteers.

## Kitchen/Cafe

Our cafe seats approximately 45 people. We will serve dinner and breakfast at two different times to accommodate all volunteers, as needed. We also have outdoor picnic tables that accommodate an additional 20 people. Our lines typically move rather fast, and the food is served hot!

**Our refrigerator** is available for those with allergies to store food. We have a small ice machine – and we can NOT typically offer free ice for personal coolers. Our machine has a difficult time keeping up in the summer.

# WHAT ARE THE RULES FOR THE FACILITY?

**Other Groups in rooms:** While staying with us, your group may not be the only one staying in your room. We simply ask groups to get to know, love, and respect each other when sharing rooms!

## **Rooming / Sleeping:**

Your students will be housed in male OR female bunkrooms. Except for group times, we ask guys / girls to stay out of the opposite sex rooms.

**The Kitchen:** Because we are a licensed food-service facility, we must follow all rules of commercial kitchen sanitation and operations.

**Cleaning and Maintenance:** Big Creek Missions has no maintenance or custodial staff. During your week of missions, your group will assist with cleaning and maintenance of the facilities. We will all work together to provide a safe, sanitary facility. At the adult meeting on Sunday, we will offer adults the opportunity to sign up to supervise cleaning of one specific area (hallways, bathrooms, etc). The adult will be tasked with recruiting students to assist with that task.

During your stay, we may ask volunteers to assist with repairs at the facility – this is how we keep our mission costs affordable!

**Accessibility issues:** Our Wheelwright Campus is on two levels and is not fully accessible. Contact us if a member of your group needs special care. We will strive to accommodate all requests.

**Service Animals:** Trained, vested, leashed, and certified service animals are allowed. **Emotional support animals are not allowed.** Group leaders, please contact us to notify us of any service animals attending with your group, and let us know (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform?

**Telephone / Email / Internet:** Group leaders will have use of telephone and Wi-Fi as needed. We have Wi-Fi (for adults only) and free long-distance calling. Internet speeds may be very limited due to high usage.

**Staff and Director's Living Quarters:** are located in the second building and are off limits to students and adults.

**Lounging Around:** We recommend adults bring some sort of "sling chair" or "camping chair" so they can lounge around. We don't have a lot of padded, comfortable chairs or couches!

# How Can We Support the Mission?

## **Help us gather supplies!**

We hope you'll help us serve our community. Perhaps your church can host a supply drive to gather items for our community? Here are three ways you can help us gather supplies:

## **Financial Donations**

\*Please share about our mission in Kentucky to your entire church! Perhaps those who cannot attend can support the mission financially!

\*Perhaps your pastor would allow a "mission offering" prior to your departure! This offering can go towards construction materials, community ministries, or children's ministries during your week of ministry!

\*Ongoing gifts: Perhaps your church would like to support our mission on a continuing basis. We would appreciate any budgeted gifts or offerings given to Big Creek Missions.

## **Donations / Giveaways:**

\*\*STUDENT SCHOOL SUPPLIES: We hope to have a "back to school" giveaway the week prior to school starting! We have about 75 children – we'd love to provide each with great back to school items!

\*\*OTHER GIVEAWAY IDEAS:

Hygiene items

Good quality home goods / Linens

Baby Items

PLEASE DON'T BRING CLOTHES UNLESS YOU CHECK WITH US FIRST, WE HAVE LIMITED STORAGE.

## **You can donate to help us conserve much needed funds:**

### **Construction Supplies**

- a. 2" and 3" galvanized / coated decking screws
- b. ANY pressure treated lumber (2x4, 2x6, 2x8, 4x4, 5/4 decking boards)
- c. Avantek Flooring AND OSB – 1/2" or 3/4"
- d. Great Stuff Foam Sealant & Silicone Caulk
- e. LOWES GIFT CARDS!

### **Facility Supplies**

- a. Kitchen Garbage Bags: kitchen 13 gallon drawstring
- b. Large 33 Gallon Garbage Bags (Sam's Club or Costco purple box 33 gallon with drawstring)
- c. 8 ounce disposable cups (Styrofoam or plastic)
- d. Coffee & Creamers (for all the coffee drinkers!)
- e. Toilet Paper & Paper Towels

# MANAGING YOUR GROUP'S ONLINE REGISTRATION

Go to [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)

Login using the same credentials you provided to register your group

You'll have four tabs to choose from.

## 1) Register your group here

\*This tab is only for you: Your group participants won't see this tab.

Here, you can update your group registration information (address, leaders, phones, numbers). You will also make deposit payments here.

## 2) Your Personal Profile

\*Your group participants also see this tab. Here, you and each participant will register and tell us about your ministry choices, talents, and medical needs. You may also register members of your family or team who do not have internet access. Simply click, "add a new participant"

\*Please don't register the entire team under your personal profile. Let each team member register themselves!

## 3) Your Group Information

\*as group leader, you will be the only person to see this tab. This tab will consolidate all the registrations for your team. Here, you'll see all the members who have registered so far.

**Please review these important tabs: the rest of the tabs are for your records.**

- a) **Group roster:** Make sure the team members have selected appropriate ministry choices. Here, you'll also see a column titled, "Keep Together With." Use this column to tell us which team members to keep together (or keep apart) You'll simply write the name of the person in the box that you want the participant to be paired with. We will always have at least TWO people together per team, and typically will always have an adult from your team paired with students.
- b) **Drivers and Vehicles:** 30 days prior to your trip, please let us know who is driving for your team! We need to know the driver, number of seats per vehicle (including driver) and any backup drivers. **Why are backup drivers important?** Let's say Bob drove a 26 passenger bus. Buses typically are assigned to children's ministry. Bob wants construction! In that case, we'll allow the backup driver – Brenda – to drive the bus to children's ministry so Bob can have construction!
- c) **Construction and Children's Leader:** Please let us know if you have any folks in your group who would like to be your "contacts" for construction and children's ministry. This way, we can communicate details directly to them, saving your some time!

## 4) About My Trip

This will provide some simple information about your trip! It's just informational.



## **HOW TO REGISTER FOR YOUR BIG CREEK WHEELWRIGHT MISSION TRIP**

(For All Participants)

Go to [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go)

Select, "Click Here to Register for your mission trip"

If you've not registered before, click "sign up" at the bottom.

Create Your account - and select our group's code name: \_\_\_\_\_

### **When you login, you'll see 4 sections:**

- 1) Please make sure your correct code name is showing!
- 2) Add Participants:
  - a. Create your own profile – help us know who you are so we can connect you with great ministry opportunities here in Kentucky! You'll tell us your basic information, medical history, ministry skills, AND sign the permission form. If a participant is under age 18, a parent will need to create the profile and provide the signature.
  - b. Create profiles for family members or friends who don't have internet access
- 3) View your Profiles:

Here, you'll view a list of the profiles you've created. You can edit or delete these profiles
- 4) Print Your Permission Forms:

Please "view and print" each permission form and return to your group leader. The group leader will need to bring a paper copy of each form to Big Creek! Please attach a photocopy of the front and back of your insurance card to your permission form!

**Thank you for registering. We can't wait to serve with you this summer!**

# COVID-19 UPDATE

Covid 19 forced us to cancel our 2020 plans. We were able to provide summer missions in 2021 and 2022 with minimal disruptions. At the time of publishing this document, here are our current plans for summer 2023. These are subject to change:

## **Facility changes:**

- \*We will continue with reduced capacity in our facilities to provide extra space for our guests.
- \*We have added sanitizing stations.
- \*We will continue using air sanitizing foggers to enhance safety.
- \*We have improved outside air ventilation.

## **Operational changes:**

- \*We have always placed a high standard on cleanliness and sanitization. We will continue to do this.
- \*We will have capability to provide daily temperature checks for all participants as needed.
- \*We are asking all groups to check temperatures of participants prior to departure.
- \*We will have Covid rapid tests available for quick diagnosis.

## **Administrative Changes:**

- \*We have modified our deposit policy: In the event of forced closures due to pandemic or major emergency in 2022, we will apply your funds towards a mission trip for your group for 18 months past the payment date. This could be a summer, fall, winter, or spring mission trip.

Our summer missions provide most of our funding for the year. When you pay deposits, those funds are utilized immediately to prepare for your trip, pay our staff and prepare our facilities for your arrival. Please understand that your funds don't just pay for "your trip for one week" – but all of the manpower and supplies needed to support the ongoing operations of the mission AND plan for your week in advance of your arrival.

Should we be faced with forced cancellations due to forces outside our control, we ask for your patience as we figure out how to face the financial impacts of these cancellations.