



# Summer Planning Guide

## *Big Creek Campus*

This guide is for our week-long summer mission trips at the Big Creek Campus. For information about spring, fall, and winter mission opportunities, visit [www.bigcreekmissions.com/anytime](http://www.bigcreekmissions.com/anytime).

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# Big Creek Checklist & Timeline

## HOW TO GET STARTED

- ☐ Print this checklist and keep it handy!
- ☐ Recruit your team and collect \$50 deposits before reserving spaces
- ☐ Register your group at [www.bigcreekmissions.com/register](http://www.bigcreekmissions.com/register)
  - 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 (last page of this guide)
  - 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 deposits not paid, after January 15<sup>th</sup>, will lose their spaces
  - \*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 add more spaces later if spots are available.

## TELL YOUR PARTICIPANTS TO REGISTER ASAP

- ☐ All participants 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, balances are paid, & vehicles entered, participants receive a \$10 store credit  
After all participants register, enter your drivers and vehicles in the appropriate tab  
Use the Group Roster to tell us which participants should serve together—or separately

## 30 DAYS BEFORE YOUR TRIP

- ☐ Pay your final balance online using the registration system.
- ☐ Enter your drivers and vehicles and your "keep together" on the group roster.
- ☐ Map your driving route & adjust your departure time! We have suggested routes at [www.bigcreekmissions.com/driving](http://www.bigcreekmissions.com/driving)  
Plan to arrive between 3-4 pm **EASTERN** time. Plan extra time for traffic! I-75 and I-81 both have constant traffic!
- ☐ Confirm that your vehicles are safe and road-ready! Check those tires, seat belts, lights, and all the fluids.
- ☐ Make sure you're training your team! Yes, train the missional mindset, but don't forget to teach practical things like how to sweep, clean, operate power tools, paint, and MORE!

## DAY OF YOUR TRIP

Give plenty of time for traffic delays. Plan to arrive at Big Creek between 3-4 pm. Gate won't open until 3.  
Let us know of any delays by texting **865-705-4995**

## QUESTIONS?

Registration questions? [registration@bigcreekmissions.com](mailto:registration@bigcreekmissions.com) Financial questions? [accounting@bigcreekmissions.com](mailto:accounting@bigcreekmissions.com)  
Construction questions? [construction@bigcreekmissions.com](mailto:construction@bigcreekmissions.com) Children's ministry questions: [kids@bigcreekmissions.com](mailto:kids@bigcreekmissions.com)  
Other questions? [info@bigcreekmissions.com](mailto:info@bigcreekmissions.com)



# 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!



Before ya email us, give this guide a quick look—your answer is probably already in here!”



Email is usually best! You can call, but we're rarely sittin' in the office & mountain phone service isn't always our friend



Don't reserve a bunch of spots just hopin' folks will come. Register realistic numbers—you can always add more later if space is available!



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'!



Cars, minivans, passenger vans, and trucks work GREAT! Trucks are especially helpful for construction. Bring enough vehicles—and enough empty seats—to divide into smaller ministry teams. Empty seats are important for supplies & staff



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



If your participants don't have insurance, they can come on. Check with your insurance agent for more information



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



We all work together in kids ministry! Plan to help us lead & gather up supplies! Check out our kids ministry page – The page is usually updated by March 1.



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



Wednesday night is your night 'out.' Go eat, explore a little, and support our local community. We'll talk about places to go when y'all get here!



Your whole group may not serve together unless everyone chooses the same ministry—and that's okay! You'll meet some great new people, and your church will still have private group time.



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



We believe in Southern hospitality—and that includes good food! It's not fancy, but we think it's way better than normal camp food. Got allergies? Check the current menu at [www.bigcreekmissions.com/menu](http://www.bigcreekmissions.com/menu)



Bring GOOD adults! This isn't just a youth trip, and our staff aren't here to babysit your group. The younger your team, the more capable adult leaders you need. Your adults will supervise, teach, drive, and help lead the ministry



# *Welcome to Big Creek*

We look forward to serving with you! Big Creek's main campus is located in Leslie County, Kentucky. Like many rural Appalachian communities, our area faces real challenges, including limited economic opportunities, addiction, family struggles, and isolation. We believe God has placed us here to serve alongside local churches, families, schools, and community organizations as we meet practical needs and point people to Jesus.

## **OUR MESSAGE**

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

**It's about worship - not work.** We don't serve to earn God's favor. We serve because we've already received His grace. Mission work is one way we worship Jesus with our lives. 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. It's about surrender—not self-righteousness.** We don't come into a community believing we're the heroes or that people should be impressed by what we're doing. We come as servants. God has already been at work here long before your team arrives, and we simply get the privilege of joining Him. We want our attitude to be humble, teachable, and willing to serve wherever we're needed.

**It's about people - not projects and programs.** Houses, ramps, food boxes, daycamps, and community projects all matter, but they are never more important than the people we're serving. A finished project is great; a relationship matters even more. We want every practical act of service to be an opportunity to show compassion, build relationships, and point people toward Jesus.

## **OUR METHODS**

**Doctrine:** We serve alongside churches from many denominations and backgrounds. In our teaching, we focus on the central truths of Scripture and our shared faith in Jesus Christ. We ask every group to review and respect Big Creek's statement of beliefs while serving with us. (Find that on our website under "About Us")

**Worship Services:** Worship and teaching are an important part of the week. Services are simple, Scripture-centered, and Christ-focused, with a mix of modern worship, familiar songs, hymns, and other elements. Our goal isn't to put on a show—it's to help your team slow down, worship together, and apply what God is teaching throughout the week.

**Evangelism:** We are an evangelical Christian ministry. We encourage volunteers to share the Gospel naturally through their words, testimony, relationships, and actions as opportunities arise. Scripture repeatedly calls believers to care for people in need—to remember the poor, care for widows and orphans, welcome the stranger, show compassion, and put our faith into action. That's why practical ministry matters to us. Repairing a home, feeding a family, loving a child, or sitting with someone who is lonely can all become very real expressions of the love of Jesus.

# REGISTRATION SUMMARY

## What does our donation include?

- \***Staffing:** Mission directors, ministry coordinators, worship staff, and ministry 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, 20 private showers.
- \***Worship Services:** Morning and nightly worship services with band
- \***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 (3) driver and vehicle info provided: your team members receive a free t-shirt from our store.

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

- \*Transportation and fuel for your work teams. Plan 1-2 tanks of gas per vehicle while here.
- \***Strong Adult Leadership:** Bring enough capable adults to safely supervise, transport, & lead your team.
- \***Skilled Leaders:** Your adults provide leadership for construction, children's ministry, and community projects.
- \*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)

## WHO CAN ATTEND?

Big Creek welcomes churches, youth groups, families, schools, college teams, adult groups, and other Christ-centered organizations. Most teams include a mix of students and adults, and some are entirely adult.

Small groups are welcome too! A smaller, well-led team can accomplish a lot.

## WHO SHOULDN'T ATTEND?

Mission trips require maturity, flexibility, hard work, and the ability to follow directions. We encourage leaders to set expectations before the trip and provide some basic training.

Participants should be able to work safely, follow instructions, stay engaged, and function well as part of a team without requiring constant supervision.

If someone is not quite ready for that responsibility yet, that's okay. Keep training and encouraging them, and consider bringing them another year.

A poorly prepared group can become a burden instead of a blessing. Please train your participants and bring strong adult leadership so our time and resources can stay focused on serving the community rather than fixing avoidable mistakes or redoing work.

## LOCATION & ARRIVAL

**Big Creek Main Campus Address: 90 Bullskin Road, Bear Branch, KY 41714**

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

Please contact us if: your group cannot stay the entire week! Leaving early affects ministry assignments, transportation, and other volunteers serving alongside your group. If you absolutely must leave before the scheduled departure time, please contact us in advance. Whenever possible, we ask groups not to leave before Friday's ministry day is complete.

# PAYMENTS AND POLICIES

## PAYMENTS & POLICIES

We work hard to keep mission trips at Big Creek affordable. Because we begin planning, purchasing, staffing, and reserving resources well before your group arrives, we ask each group to register realistic numbers and carefully review the following policies.

**DEPOSITS:** A **\$50 per-person deposit** is required to reserve your group's spaces.

Deposits are due by **January 15** unless otherwise stated in your registration confirmation. Spaces that have not been secured by the required deposit may be released to another group. Deposits are non-refundable after January 15<sup>th</sup>.

**FINAL PAYMENT:** Your final balance is due **30 days before your trip**.

Please make sure your participant count is accurate before the final payment deadline. If your group size changes, update your registration as soon as possible.

## DROPPED PARTICIPANTS:

We understand that plans change. **If a participant drops, reduce your group number in the registration system as soon as possible.** We often have a waiting list of groups ready to take unused spots! After the final payment deadline, payments for dropped participants are generally non-refundable **unless we are able to fill that space with another participant or group**. If the week remains full and we are able to replace the space, applicable payments may be refunded or credited.

## SUBSTITUTIONS

You are welcome to replace a participant who drops with another participant at any time before your trip.

**PLEASE REGISTER REALISTIC NUMBERS:** Please do not reserve extra spaces "just in case."

The number you register affects housing, food, ministry assignments, staffing, supplies, transportation, and the number of other groups we are able to accept. Once deadlines have passed, your group may remain financially responsible for reserved spaces even if fewer participants ultimately attend.

## WHY ARE PAYMENTS NON-REFUNDABLE?

Big Creek begins using mission-trip funds well before your team arrives. We purchase supplies, prepare projects, hire summer staff, purchase food, maintain facilities, and make other commitments based on the number of participants registered. If a participant cancels late, those expenses have often already been incurred. Any funds retained from unused spaces remain with Big Creek Missions and are used to support the ministry and our local community.

## IF BIG CREEK MUST CANCEL

If Big Creek Missions must cancel your scheduled mission week and cannot host your group, we will work with your group to transfer applicable payments to another available mission opportunity.

## EMERGENCIES

We understand that genuine emergencies happen, including serious illness, death in the family, or other extraordinary circumstances. If your group experiences an unusual situation, please contact us. We will review those situations individually and do our best to work with your group fairly.

# TRANSPORTATION

Your group is responsible for providing transportation throughout the week.

## BRING ENOUGH VEHICLES

Cars, pickup trucks, SUVs, minivans, and passenger vans all work well. **Pickup trucks are especially helpful for ALL teams** because they allow us to move tools, lumber, supplies, and materials to job sites. Large buses are much harder to use on narrow mountain roads, so smaller vehicles are strongly preferred.

## LEAVE SOME EMPTY SEATS

Please don't arrive with every vehicle packed completely full. Your team may be divided into several ministry groups, and vehicles need enough flexibility to move participants, staff, supplies, and equipment.

As a general guide:

- **Cars & trucks:** leave at least 1 empty seat
- **Minivans/SUVs:** leave 1–2 empty seats
- **15-passenger vans:** leave 2–4 empty seats

The more flexibility you give us, the easier it is to organize your teams.

## BRING MORE THAN ONE DRIVER PER VEHICLE

This is important! Please don't plan for only one person to drive a vehicle all week. Drivers may get sick, become tired, need to stay behind with a participant, or be assigned somewhere different from their vehicle.

Whenever possible, have at least two approved drivers for each vehicle—especially passenger vans and larger vehicles. Backup drivers should be comfortable driving the actual vehicle they may be asked to use.

## CHOOSE YOUR DRIVERS CAREFULLY

Please give some thought to who you choose to drive your team. If Aunt Betty normally drives a Toyota Prius and has never driven a 15-passenger van, the Kentucky mountains may not be the best place for her first lesson!

Choose confident, experienced drivers who are comfortable with narrow, curvy mountain roads and with the size of the vehicle they'll be driving. Group leaders are responsible for making sure drivers are properly licensed, insured, and approved to drive their assigned vehicles.

## WHERE WILL OUR VEHICLES GO?

Your vehicles become part of your ministry team for the week. A truck may spend the day hauling lumber to a construction project. A minivan may take a children's ministry team to a daycamp. Another vehicle may be carrying a community team to several different projects throughout the day. Because of that, the person who normally owns or drives a vehicle may not always be serving with that vehicle. Please make sure your drivers understand that vehicles may be assigned wherever they are most useful to the ministry. **Driving Distances:** Because we serve in three counties, drivers should be prepared to travel distances of close to 30 miles each way to their sites per day depending on your location.

## ENTER YOUR VEHICLES & DRIVERS

Before your trip, enter all vehicles and approved drivers in your group registration portal. Please include backup drivers, not just the person you expect to drive most often. This information helps us divide teams and plan transportation before your group arrives. If anything changes, update your information as soon as possible.

**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're happy to help! Before emailing, please take a quick look through this guide and the FAQs at [bigcreekmissions.com/summer](http://bigcreekmissions.com/summer). Most common questions are answered there.

Email is by far the fastest way to reach us. We don't have a traditional office staff, and we're usually somewhere on campus or out serving with mission teams. Phone coverage in the mountains can be spotty too, so phone calls and voicemails may take longer for a response.

Email is our preferred method of communication!

**Phone calls and voicemails will take much longer for a response**, as we are constantly in and out of the mission center.

## Registration & Payment Questions

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

## Children's Ministry Questions

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

## Construction Ministry Questions

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

## Community / General Ministry Questions

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

## Director's contact info:

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

## Phone

888-355-4055

Again, email is usually best! If you call and don't hear back immediately, we're probably not ignoring you—we're just rarely sitting in the office.

## Mailing Address for USPS:

PO BOX 211, Bear Branch KY 41714

## UPS / FEDEX / AMAZON:

90 Bullskin Rd, Bear Branch KY 41714

# PRE TRIP TRAINING MEETING SUGGESTIONS

We strongly encourage every group to host a pre-trip meeting. Use this time to explain the mission trip, help participants register, review expectations, and begin training your team before you arrive. Handouts for the meeting are in this packet and also 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
- ☐ Discuss / handout the daily schedule
- ☐ Have laptops / tablets available, and direct students AND adults to [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go) to signup for their ministry choices and complete their permission form online.
- ☐ Tell parents about our emergency contact information:
  - Phone: 888-355-4055 x99: leave a message and this will be sent to multiple staff.
  - Physical Address: 90 Bullskin Rd, Bear Branch KY 41714 (also for UPS and FEDEX)
  - US Postal Service Mail Address: PO BOX 211 Bear Branch KY 41714
  - We do not encourage mailing letters through the post office. We check mail once per week: Packages can only be obtained from the post office 10am – 12 noon daily.

**See a list of PRACTICAL Training Meeting Ideas on the next page!**

## Common parent questions:

### DO PARTICIPANTS NEED HEALTH INSURANCE?

Big Creek does not require participants to have personal health insurance. However, we **strongly recommend** that every participant have health or accident coverage. Some church insurance policies may offer temporary mission-trip coverage, so check with your insurance provider before traveling.

### MEDICAL EMERGENCIES & INSURANCE

Participants are responsible for their own medical expenses and insurance coverage.

**Big Creek ARH Clinic:** 2 miles, 5 minute drive (Nurse practitioner)

**Grace Health Hyden:** 10 miles, 20 minute drive

**Advent Health / Manchester Memorial Hospital:** 15 miles / 25 minute drive

**Hazard ARH Hospital:** 25 miles / 35 minute drive

**Pharmacies:** We have multiple pharmacies: Walgreens in Hyden KY, Medicine Shoppe, Hyden KY, and Hometown Pharmacy, Hyden KY. Walmart in Hazard KY

### Do we have trained nurses on site?

Not officially. Big Creek does not have a nurse or medical professional on staff. However, many weeks we do have nurses, EMTs, or other medical professionals serving with volunteer groups. Their presence varies from week to week and should not be considered a substitute for your group's own medical planning.

# PRACTICAL TRAINING IDEAS

Many participants arrive with very little hands-on experience—and that's okay! But your mission week will be much more productive and enjoyable if your team practices a few basic skills before coming.

The more prepared your team is, the more time you can spend serving—and the less time you'll spend learning the basics on site.

| <b>Spiritual &amp; People</b> | <b>Cleaning &amp; Community</b> | <b>Lawn &amp; Outdoor</b> | <b>Construction</b>       |
|-------------------------------|---------------------------------|---------------------------|---------------------------|
| Share the Gospel              | Sweep a room                    | Use a push mower          | Basic Construction Safety |
| Share your testimony          | Use a push broom                | Use a string trimmer      | Use a hammer              |
| Pray with someone             | Use a dust mop                  | Use a leaf blower         | Read a tape measure       |
| Read Scripture aloud          | Sweep corners/edges             | Rake debris               | Use a cordless drill      |
| Teach a Bible lesson          | Wash a car properly             | Types of shovels & uses   | Change drill bits         |
| Lead a discussion             | Clean a bathroom                | Types of rakes and uses   | Drive/remove screws       |
| Work with children            | Clean windows/mirrors           | Using a wheelbarrow       | Use an impact driver      |
| Talk with seniors             | Sort food/clothing              | Coil extension cords      | Use a level               |
| Greet people with manners     | Take out trash                  | Roll up hoses             | Use a circular saw        |
| Active Listening              | Load/unload supplies            | Pick up sticks            | Use a reciprocating saw   |
| Follow instructions           | Pressure washing                | Trim around obstacles     | Use a utility knife       |
| Ask when unsure               | Wash a car                      | Wear safety gear          | Use a Chop / Cutoff Saw   |
| Working as a team             |                                 |                           | Use a ladder safely       |
| Encouraging others            |                                 |                           | Cut in paint              |
| Being teachable               |                                 |                           | Paint with a brush        |
| Being flexible                |                                 |                           | Paint with a roller       |
| Working hard (as a witness)   |                                 |                           | Clean paint supplies      |
| Work as worship               |                                 |                           | Caulk a joint             |
|                               |                                 |                           | Clean the jobsite         |

# WHAT ARE THE MINISTRY OPTIONS?

Participants choose their ministry area when they register at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go). Most receive their first choice. We ask participants to stay in the same ministry area for the entire week so they can build relationships and become a stronger part of their team.

## ***CHILDREN'S MINISTRIES: KIDS & TEENS***

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 [kids@bigcreekmissions.com](mailto:kids@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 out reach is a 4 hour daily program with activities, fieldtrips and more. If you're interested in leading teens, please email [kids@bigcreekmissions.com](mailto:kids@bigcreekmissions.com) It is very important that you are confident & experienced with teens if you choose to lead in this ministry area.

## ***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        | *Mowing Lawns                        |
| *Clothing Centers     | *Adult Day Centers / Assisted Living |
| *Painting             | *Local Outreaches (car washes, etc)  |
| *Mobile Feeding truck | *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. Our summer staff are not construction professionals: they are only guides to help manage students, not the project.**

# BASIC SUMMER SCHEDULE

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

## **Sunday**

|                              |                                                                                   |
|------------------------------|-----------------------------------------------------------------------------------|
| <b>3:00-4:00 pm Eastern:</b> | <i>Arrive in Kentucky, check-in &amp; orientation.</i>                            |
| 5:00 pm                      | <i>Dinner</i>                                                                     |
| 5:30 pm:                     | <i>Adult Meeting in Gym</i>                                                       |
| 6:10 pm                      | <i>"Hoedown in the Holler" (this is where you are introduced to your groups!)</i> |
| 6:20 – 8:15 pm               | <i>Ministry Group Prep time</i>                                                   |
| 8:30 pm:                     | <i>Opening worship</i>                                                            |
| 9:30 pm                      | <i>Church Groups</i>                                                              |
| 10:45 pm:                    | <i>Lights Out</i>                                                                 |

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

|                    |                                                                                    |
|--------------------|------------------------------------------------------------------------------------|
| 6:40 am:           | <i>Wake-Up Call</i>                                                                |
| 7:00 am:           | <i>Breakfast Served. <b>Doors close at 7:30</b></i>                                |
| 7:45 am:           | <i>Adult Meeting with director</i>                                                 |
| 8:00 am:           | <i>Morning Worship</i>                                                             |
| 8:25 am:           | <i>Team Meetings &amp; Preparation time</i>                                        |
| 4:30 pm            | <i>Return to Big Creek</i>                                                         |
| 5:30 pm – 6:30 pm: | <i>Dinner (Doors close at 6:15)</i>                                                |
| 6:45-7:15          | <i>Store &amp; ice cream bar open (\$.50 each to help keep our machine alive!)</i> |
| 7:20               | <i>Prayer time in gym (optional)</i>                                               |
| 7:45 pm:           | <i>Evening worship</i>                                                             |
| 8:45 pm:           | <i>Meet with church groups / quiet hallways</i>                                    |
| 10:45 pm:          | <i>Lights out</i>                                                                  |

## **Wednesday Night Out: no dinner or activities at Big Creek.**

|                                             |
|---------------------------------------------|
| 4:00 – Return from Ministry Sites           |
| 5:00 -- Dinner & free-time in the community |
| 10:00 – Return to Big Creek, in bed,        |
| 10:45 – Lights Out                          |

**Departure Day:** Depart as needed (no later than 9 am) Basic 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

By Wednesday, everybody is usually ready for a little change of pace!

Wednesday evening is your group's night to head out, grab dinner, explore a little, and enjoy some time together away from the normal mission schedule. Your group is responsible for its own meal that evening, so this is a great chance to support local restaurants and businesses. We encourage you to stay local in LESLIE COUNTY - and enjoy some of the places our community has to offer.

This is also a good opportunity for your group to slow down, talk about how the week is going, and just enjoy being together.

Please remember that Thursday morning still comes early! Make wise choices, keep track of your people, and return to campus by the designated time so everyone is ready for the next day.

**Don't worry about planning for this night out... keep it simple. We will provide addresses, reservation instructions, and basic information on Tuesday morning of your mission week.**

## What do we recommend for our night out?

\*Stay local In LESLIE COUNTY! 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

\*The local pool should be available for groups. We do ask groups to make a donation to cover the costs of lifeguards and extra time (\$100 for 2 hours). Multiple groups can split the cost for the pool!

\*Many groups order pizza and go to the pool, or order food and eat at Big Creek. Regardless, our local businesses truly appreciate your support!

\*We respectfully ask that you not travel to adjoining towns to enjoy "better" experiences and entertainment – as that defeats the purpose of our "night out" Our sole purpose is to support our local economy in Leslie County!

## Restaurants and Things to do in Hyden:

**The Well** – Coffee shop and Café (full menu with burgers, sandwiches, salads, milkshakes, smoothies, frappes)

**Sazon Mexican** – our new Mexican restaurant in Leslie is "standard" Mexican with Italian / pizzas too!

**Hyden Pizza** (take out)

**Subway**

**Hardees** (we know Hardees can be sorta sketchy sometimes... but this one's much better than normal!)

**Dairy Queen** (full menu – burgers, chicken, salads, & ice cream)

**Hyden Park**

**Hyden Pool**

**Dollar Store** (you don't have to go to Walmart!)

**Family Dollar** (really, you don't have to go to Walmart!)

# WILL MY GROUP ALL WORK TOGETHER?

At Big Creek, we love seeing people from different groups work together. We've seen the incredible benefits of students and adults serving side by side as the body of Christ. We also love giving participants the opportunity to step outside their normal friend group and meet new people.

We respect your role as the group leader. You ultimately decide how your team is divided. However, after many years of hosting mission groups, our recommendation is that you allow us to divide your team into smaller groups rather than keeping your entire group together. We typically place participants in smaller "pods" with adults so they can serve alongside people from other churches and groups.

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 participants into "subgroups."

## Here's how it works:

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

After all participants complete 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. One adult and four students choose Construction. We may place those five together with 5–6 participants from another church to form a complete construction team. If five of your participants choose Children's Ministry, we may combine them with volunteers from another group. The same applies to Community Ministry.

Most ministry teams will have a Big Creek staff member or representative assigned to help provide local direction and support.

**YOU know your group best. Tell us who should serve together, who should be separated, and which participants need to remain with an adult. We'll use that information when building ministry team**

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                         |

**Tell us what matters to you. Want certain participants together? Tell us. Need someone separated from another participant or kept with an adult? Tell us that too. We'll do our best to honor your requests when ministry space and team needs allow. We cannot guarantee that an entire group will serve together because ministry locations and team sizes are limited**

# WHAT ARE THE WORSHIP SERVICES LIKE?

## WORSHIP SERVICES & DEVOTIONS

Worship and teaching are a big part of the week at Big Creek. We talk about Jesus a LOT around here—and we mean that! Our worship services are designed for all ages and are simple, Christ-centered, and Scripture-focused. We're not trying to put on a huge production. You won't find elaborate stage sets, smoke machines, or a lot of flash. We want the focus to stay on Jesus and what Scripture is teaching us.

## THE MUSIC

Our congregational worship includes a mix of current worship songs, familiar favorites, and hymns. Most evening services at the Big Creek Campus are led by a full worship band. You may also hear a pretty wide variety of Christian music before and after services—anything from Southern Gospel to Christian rap and newer artists. Don't let that surprise you! For congregational worship, we choose songs that are consistent with Scripture and fit the message we're teaching. When possible, we'll share music information before your trip so your group can become familiar with some of the songs.

## THE TEACHING

Our teaching is Christ-centered and Scripture-based. We usually work through a passage or section of Scripture and allow the text to guide the message rather than building everything around a theme, illustration, or emotional moment. You can expect encouraging moments, challenging moments, and sometimes uncomfortable moments as we consider what God's Word is saying to us. Our goal is not to manipulate emotions, condemn people, or use worship as a political platform. We want Scripture and the Holy Spirit to do the work of conviction, encouragement, and transformation. Teaching may be evangelistic at times and focused on discipleship at others. One of our directors typically teaches during evening worship, with other staff helping lead morning teaching and devotions.

## MORNING WORSHIP & DEVOTIONS

Each ministry day begins with an upbeat and short time of worship and Scripture to help everyone start the day focused on Christ. Afterward, adults meet briefly with Big Creek directors for daily updates while students and other participants take part in a devotional or team meeting before heading out to serve.

## EVENING WORSHIP

Evening worship at Big Creek is intentionally varied. Some nights may feel energetic, some quieter, some more reflective. We don't believe worship has to look exactly the same every time.

The **songs vary**—current worship music, familiar favorites, hymns, acoustic songs, and sometimes other styles that fit the moment.

The **style varies** too. One night may include a full band; another may be more stripped down and simple. And the **methods vary**. We may use Scripture reading, prayer, testimony, responsive readings, silence, object lessons, discussion, or other creative elements to help participants engage with what God is teaching.

The goal isn't variety for variety's sake. We simply want to use different approaches to help people slow down, listen, worship, and respond to Jesus. **After worship, each church or group has private time and place together to talk through the day, pray, process what they're learning, and care for their own participants.**

# WHO LEADS BIG CREEK?

The daily operations at Big Creek Missions are led by our founder and director, **Kevin Rogers**, who has led the mission since 2003. As a “recovering” youth pastor who has served in both large and small churches, Kevin understands what groups hope to gain from a mission trip. He also understands the needs of the mission and our community, and works hard to balance the two.

Having worked with hundreds of group leaders and tens of thousands of volunteers over the years, he strives to lead Big Creek for **the glory of God and the benefit of the people we serve**.

As a ministry, we work hard to maintain strong levels of **accountability, transparency, safety, and spiritual health**. To help provide accountability for our leadership and a safe environment for volunteers, we have established the following safeguards:

1. **All Big Creek staff, both part-time and full-time, undergo local, state, and federal background checks.**
2. **We maintain specific expectations and safety policies for staff and volunteers** to help provide a safe, secure, and healthy environment. Our campus is secured by controlled gates, and entrances and common areas are monitored by video surveillance.
3. **The overall ministry is governed by a Board of Directors** that provides oversight and accountability for Big Creek Missions and its leadership.
4. **We maintain strict policies for staff, adults, and volunteers regarding bathrooms, dressing areas, sleeping areas, and personal accountability.**

# WHO ARE OUR SUMMER STAFF?

Each summer, we choose several young adults to serve on staff at Big Creek. Our summer staff are **not construction supervisors or ministry professionals**. They are here to help guide teams, encourage participants, provide local insight, assist with ministry logistics, and provide a consistent connection between your group and the community. Most of our summer staff are former participants from churches just like yours, and many were recommended by their own group leaders.

## A Few Tips for Working with Our Staff:

- **Big Creek is a training ground for missions.** Many of our staff are young adults who are still learning and growing as leaders. Think of them as “missionaries in training.” They may not have the experience you do, so be patient, encourage them, and use the week as an opportunity to mentor them. As Paul reminded Timothy, don’t look down on them because they are young—they are working hard to set an example in speech, conduct, love, faith, and purity. And yes... don’t be mean!
- **Our staff work hard.** They serve long days, carry a lot of responsibility, and often have very little downtime during the week. They are expected to be humble, flexible, and willing to serve wherever needed.
- **Our staff are there to work alongside you, not boss you around.** They do not know everything, and they are not dictators. However, we spend a lot of time training them so they understand the heart, expectations, and ministry philosophy of Big Creek Missions. They serve as the official Big Creek representative assigned to each ministry team and help communicate the direction of the mission and its directors.
- **You’re going to love our staff!** Most groups are impressed by their energy, hard work, attitude, and willingness to serve. They are one of the things that makes a week at Big Creek special.

**STAFF RECOMMENDATIONS** If you know of a young person who would be an excellent addition to our staff, feel free to forward them to our staff information located at: [www.bigcreekmissions.com/staff](http://www.bigcreekmissions.com/staff)

# WHAT DO WE EXPECT OF ADULT VOLUNTEERS?

We ask our adult volunteers to set the example in every way. We hope you will provide encouragement, guidance, love, humility, and maturity to the participants you lead. Be kind, be loving, and by all means, DON'T BE MEAN. We ask group leaders to set a high standard for every participant—but especially for the adults who are leading them.

## BACKGROUND CHECKS

We require churches and groups to run background checks on all adults attending the trip. You will confirm completion of those background checks online at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go). We do not need copies of the background checks. We simply ask you to confirm that they have been completed according to your church, school, organization, and insurance requirements.

## BE PASSIONATE, FLEXIBLE & ENCOURAGING!

We ask every adult volunteer to give their best. Come prepared to serve, encourage, work hard, mentor younger participants, and lead with integrity. Big Creek staff provide direction, local knowledge, and ministry support—but your adults provide much of the hands-on leadership for your team. Please recruit quality adults who are willing to work hard, lead well, and help your participants succeed.

## EXPECTATIONS

Adults are expected to set a high standard for behavior and help protect the safety, reputation, and integrity of both their group and Big Creek Missions. All adults are expected to:

- Follow and help enforce all written and verbal mission-center policies.
- Respect Big Creek staff, group leaders, community partners, and other volunteers.
- Participate in required worship, teaching, meetings, and group activities.
- Model maturity, humility, cooperation, and a Christlike attitude.
- Help supervise and care for the participants in their group.

Current policies and expectations are available at [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go).

Please remember: Big Creek is a mission center, not a youth camp. Worship, Scripture, discipleship, service, and leadership are important parts of the week, and we expect adults to lead by example. Immaturity, divisiveness, disregard for mission-center policies, or disrespect toward designated leadership will not be tolerated. When conflict occurs, we will seek to follow the Biblical model of reconciliation described in Matthew 18:15–17.

Adults who become belligerent, create an unsafe or disruptive environment, or refuse to follow mission-center policies may be asked to leave.

## ALCOHOL & TOBACCO

Alcoholic beverages are not permitted on Big Creek property at any time. Students may not use tobacco or nicotine products while participating in the mission trip, regardless of parental permission. Tobacco use is not permitted at ministry sites. At the mission center, adults may use tobacco only in designated areas, at least 50 feet from building entrances and out of view of students.

## WEAPONS

Because we host participants of all ages, any weapon brought onto Big Creek property must remain secured in a locked container or vault and inaccessible to other participants. Active law-enforcement officers, active-duty military personnel, or anyone with questions regarding concealed carry, firearms, or specific circumstances should contact the director in advance at [kevinr@bigcreekmissions.com](mailto:kevinr@bigcreekmissions.com)

## VALUABLES

We recommend leaving unnecessary valuables at home. Big Creek Missions cannot guarantee the security of personal belongings, cash, electronics, jewelry, or other valuables brought to campus.

# WHAT IS DIFFERENT ABOUT BIG CREEK?

## 1. THIS IS A MISSION TRIP — NOT SUMMER CAMP!

Before arriving at Big Creek, make sure your folks understand the difference between **camp** and **mission trip**. Both are valuable, but they have different purposes. Summer camp often focuses on worship, games, activities, and personal growth. A mission trip is centered on **serving others**.

Big Creek is a mission center. We are here to serve our community, and your team is coming to help us do that. We don't exist to entertain you—we're here to equip and guide your team as you serve. Don't worry, there will still be plenty of fun and laughter. But the focus is ministry.

## 2. THIS IS A MISSION CENTER — NOT A LUXURY HOTEL!

Big Creek has been blessed with a great facility. It's a renovated, 60-year-old school building and a wonderful place to call home for a week of missions—but it is not a hotel.

Here's what to expect:

- **It will be lively!** Up to 200 people may be sharing the facility.
- **Everybody helps clean.** We do not have a custodial staff.
- **There isn't much personal or quiet space.** You'll be around people most of the time.
- **Expect close quarters and busy bathrooms.**

Come ready to live simply, share space, and help take care of the facility.

## 3. FLEXIBILITY IS REQUIRED!

Mission work rarely goes exactly according to plan. Eastern Kentucky has its own geography, culture, and challenges, so patience and flexibility matter.

**Construction:** We're more than 30 miles from a major building-supply store. One forgotten item can delay a project for hours. Sometimes those delays create great opportunities to spend time with homeowners and neighbors.

**Community Ministry:** Relationships take time. If you ask someone how they're doing, be prepared to sit and listen. Sometimes the conversation is more important than staying exactly on schedule.

**Children's Ministry:** We're coordinating several hours of children's ministry each day with volunteers from many different groups. Buses run late, kids have bad days, plans change, and things happen!

And sometimes the unexpected is simply part of mission life—vehicles break down, power goes out, toilets stop up, supplies disappear, and yes, occasionally we even run out of sweet tea.

**Plan to be inconvenienced.** When things don't go as expected, respond with patience, kindness, and a good attitude. Sometimes those are the very moments God uses to teach us the most.

Sometimes plans change. Sometimes we forget something. Sometimes a project takes twice as long as expected (usually three times as long). Supply deliveries will probably be delayed. Sometimes somebody has a bad day. And yes, sometimes we just plain miss the mark.

**We won't pretend to be perfect, and we hope you won't expect us to be.** In our imperfections, we just have to laugh a little, shake our heads, learn from our mistakes, and move forward!

What we can promise is this: we'll do our very best to serve you joyfully, communicate honestly, and provide an authentic mission experience for God's glory, our community's good, and your encouragement and growth.

# WHAT IS THE BIG CREEK CAMPUS LIKE?

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

## Security

1) When you first arrive at Big Creek, you may notice that our facility looks a little intimidating! The high fences and barbed wire were placed here when Big Creek was an elementary school, so we left it. We have added a secured entry gate & entry doors to keep students on campus and restrict unauthorized entry.

2) We have 16 security cameras recording all entrances and interior / exterior common areas.

3) Typically, our doors remained locked and are opened only by keypads located at each entrance. Why? Just one extra step to secure our facility. At night, all our exterior doors are automatically 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 have several acres of open fields, carpetball, 9-square in the air, gaugau pit, horseshoes, volleyball net, a playground, ball field, and a large outdoor pavilion. We have plenty of space for flag football, ultimate Frisbee, softball, or other games. Bring your lawn games!

## Sleeping Areas

We currently have ten sleeping rooms. Nine of our rooms sleep 18 each, and one room sleeps 36. Bunkbeds were built in 2012 and new windows, and A/C units were installed in 2014/2015. Our entire facility was repainted in 2021. Our twin-sized 8" Mattresses are replaced on a rotating basis. **We do not have private accommodations for families during the summer months**

## Gymnasium / Worship Area

The gym is air-conditioned and serves as our worship area. It is not available for activities during the summer

## Restrooms / Showers

We have incredible new shower rooms, completed in summer 2017

Mens: 10 showers, 10 sinks, 6 toilets, 4 urinals. All showers and toilets have locking stall doors

Ladies: 10 showers, 10 sinks, 8 toilets. All showers and toilets have locking stall doors.

## Washer / Dryer:

At this time, no laundry facilities are available for volunteers. Our facilities are for staff / kitchen use.

## Kitchen/Cafeteria

Our cafeteria seats approximately 120 people. We will serve dinner and breakfast at two different times to accommodate all volunteers. 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 big ice machine – and we can typically offer free ice for personal coolers. NOTE: During peak (hot) times of summer, we may have to limit ice for personal coolers, as our machine may have troubles keeping up!

# 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. Your team members are welcome to come join us prep for dinner. Typically volunteers will help prep the salad bar and other fresh items.

**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 Big Creek Campus is on one level and is fully accessible. We have a fully accessible and private roll-in shower room. 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.

**Cell Service:** As of this publication (fall 2024) – ATT has the most decent coverage on campus and in the area. T-Mobile is decent on campus and in the area. Verizon stinks and keeps getting worse! If you roam off any of these carriers, the same applies to your carrier. Our mountainous terrain makes cell coverage difficult

**Staff and Director's Living Quarters:** are located in the same 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?

Check out our wishlist: [www.bigcreekmissions.com/wishlist](http://www.bigcreekmissions.com/wishlist)

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 300 children – we'd love to provide each with great back to school items!

**\*\*TEACHER SCHOOL SUPPLIES:** We would like to provide EACH teacher in our community with a back-to-school basket full of teacher supplies! We will communicate this information soon!

**\*\*SHOE GIVEAWAY:** We'd like to be able to provide several pairs of NICE shoes to our schools, so teachers have a supply of good shoes to give to needy children!

**\*\*OTHER GIVEAWAY IDEAS:**

Hygiene items. Home goods / Linens

Baby necessities

## Items 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. Ryobi One+ batteries
- e. LOWES GIFT CARDS!

### Facility Supplies

- a. Kitchen Garbage Bags: kitchen 13 gallon drawstring
- b. Large 33 Gallon Garbage Bags (Sams 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 REGISTRATION

Go to [www.bigcreekmissions.com/go](http://www.bigcreekmissions.com/go) and log in using the same credentials you created when you registered your group. Once logged in, you'll see several tabs:

## 1. MY GROUP REGISTRATION

**This tab is only visible to the group leader.** We can only offer one group leader account at this time: If you need someone to assist, like an administrative assistant, you'll need to share the password for your login. Here, you can review and update your group registration information, including your contact information, group size, leaders, and other trip details. In the **Group Management** area, please pay special attention to these sections:

### View / Edit Roster

See who has registered and review each participant's ministry choice. You'll also see a column called **"Keep Together With."** Use this area to tell us which participants should serve together—or need to be kept apart. Simply enter the name of the participant they should be paired with. We generally place at least two people from your group together and, when students are involved, try to pair them with an adult from your team.

### Drivers & Vehicles

At least **30 days before your trip**, enter the vehicles and drivers your group is bringing. We need:

- Primary driver
- Vehicle type
- Number of seats, including the driver
- Backup drivers

**Why are backup drivers important?** Let's say Bob drives your 26-passenger bus, but Bob wants to serve in Construction. If that bus is needed for Children's Ministry, having Brenda listed as an approved backup driver may allow Bob to serve in Construction while Brenda drives the bus. Please give us options! Multiple approved drivers make it MUCH easier to organize your teams.

### Financial Center

View your payment information, balances, and invoices. Make payments online at this link.

### Other Group Management Options

You'll see options to add or remove spaces (not specific participants, but reserved spaces)

You may also view basic medical information for your team, and the construction skills for your adults.

## 2. YOUR PERSONAL PROFILE

Every participant—including the group leader—will see this tab.

This is where each person completes their own registration and tells us about ministry preferences, skills, talents, medical information, and other important details. Participants age 18 and older will digitally sign their own forms. A parent or guardian must complete the required digital signatures for minors. If someone in your family or group cannot register online, you may enter them yourself by selecting **"Add a New Participant."** **Please don't register your entire team under your personal profile.** Whenever possible, let each participant complete their own registration.

## 3. ABOUT MY TRIP

This tab provides basic information about your upcoming mission trip. It's simply there as a quick reference.



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

For all participants

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

Select, "Fill out your Permission / Release Forms HERE"

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

After you've signed up, Please SIGN IN.

- 1) Under the heading, "Welcome to Big Creek, Y'all" – select "add a participant here"
  - a. You'll need our trip codename. Our trip codename for this year is: \_\_\_\_\_
  - b. Complete your basic information, medical history, ministry skills, & sign the permission form. If a participant is under age 18, a parent will need to create the profile and provide the signature.
  - c. You can create additional profiles for family members or friends who don't have internet access. The parent or adult (18+) participant must sign their own permission form.

### 2) Future Mission Trips:

This will confirm the people you've registered for future mission trips.

### 3) Past Mission Trips

Once your trip has passed, you can still view your information. Next year, you may also sign up for another mission trip using this same account!

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

**\*\*please note.** If your group leader can't find your registration, it's likely you've selected the wrong code name. Click "edit" on your future mission trips to select the correct code name!