

MUSTARD SEEDS AND MOUNTAINS, INC.  
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Dear Friend,

Thank you for your interest in ministering in Southern West Virginia. It would be great if God led you to work with us. We have seen God richly bless those who come, as well as use teams to create hope in a very economically depressed area. We have seen people come to a knowledge of the Savior through the efforts of groups which come here. We offer week-long trips in both Spring (March-April) and Summer and long week-end trips for smaller groups in the Fall. We also do week-end trips in April.

Typically teams are made up of Jr. High kids (4 to 1 ratio of student to adult), Sr. High kids (5 to 1 student to adult ratio), college age groups, and all-adult groups. Individuals can be attached to a larger group. We also schedule Family trips. Contact us for details.

Most teams get involved in some sort of home repair (roofing, replacing floors, walls, some plumbing, drywall, scraping/painting, etc.) but we also do community projects and work on the mission facilities. *We match groups and their skills with the tasks we have to complete. You will not be given something to do which is beyond your ability, but you may be stretched and learn new skills.* Groups are divided into 5-7 members on a team. Each youth site-team must have an adult leader. There is ample opportunity for informal youth work with local kids and many teams spend time in the evenings doing that. We emphasize servanthood, and the evening debrief/devotion times we lead are centered around being sold out to Jesus and embodying the servant lifestyle.

You would stay in either the Iona House I or II, or the Emmaus House. All three houses have bunks with mattresses, dining areas and fully equipped kitchens (including cooking and eating utensils). The Emmaus House and Iona I each have two family size fridge-freezers (like you have at home), the Iona II has one refrigerator/freezer. We can accommodate groups of 70 using all houses. In the winter/spring we only book the Emmaus House.

**You are responsible for your own food purchase and preparation.** We ask that you provide meals for the Intern or Interns (maximum of 2) living in your house(s), and lunches for family members whose homes you work on. (There will be no Interns in winter/spring.)

**The cost of the week-long (Sunday through Friday) Mission as Life Trip is \$275.00 per person** (all rates subject to change. These fees cover all materials costs, housing, staffing, and operational costs.) **College rate is still only \$200 per person.** The current rates per person for a **Servant Seminar**, a long-weekend trip, held in the Fall, are \$175.00 (2-work-day trip) and \$225.00 (3-work-day trip). **Deep Impact Seminars** are also held in the Fall when week long trips are not taking place. These 2 or 3 day trips are in a half-day work and half-day spiritual retreat format for delving deeper into the Scriptures, and spiritual reflection. For **Family rates** see Family Trip letter. Deposits (non-refundable) for all trips are \$75.00 per person (which is part of total fee) to book the trip.

**Should you definitely wish to book a trip please check with us that the week you desire is open. We must have your deposit in hand to reserve the week (see Deposits and Payment Schedule). After receipt of the deposit, you must acquire by web site download or by US mail a Team Packet** which has detailed information to prepare your group, which I'll briefly cover here.

**Biblical Foundations for the Work.** This material consists of Bible studies and other ideas to prepare your group. **We recommend a month or so before the trip you study both poverty and servanthood from the scriptures.** This framework helps to draw people back to the basics. Even though you will be primarily involved in physical labor, the work you will be doing is spiritual in nature. This reality must be kept in the forefront. The work is a vehicle for God to use to transform individuals and affect the area.

**Cultural Sensitivity.** This is a key area. Even though you may be from the U.S., each area has its own culture. Your group needs to be sensitive to and appreciative of differences.

Also included in that final packet are the **Volunteer Rules** and **What and What not to bring** with you, **Release Documents**, and other information.

We encourage groups to raise extra money for materials because sometimes teams wish to go beyond the scope of the materials budget Mustard Seeds provides when working with families. However, all decisions about extra work or purchases must be approved by Mustard Seeds' personnel.

If you have any questions, give us a call or e-mail us ([jacque@mustardseeds.org](mailto:jacque@mustardseeds.org)). We'd be glad to talk with you. Please prayerfully consider joining us on a Mission as Life Trip, Servant Seminar, or Deep Impact Seminar.

For the Kingdom,

Randy and Jacque Wallace

P.S. If you book a trip **please keep this letter for future reference as it contains important information.**

**Family Trips**

We are delighted that families want to serve the Lord together and encourage them “putting feet to their faith” by offering special *Mission as Life* Family trips as well as discount Family rates. Families come on mission trips with their church youth groups, in groups of other families and as single family units.

We have hosted both week-long and long-week-end trips (in spring and fall) for families. Young children are encouraged to participate, however, we do have some stipulations. We allow children ages 6- 12 years on *construction* work sites only if they are closely supervised, are mature enough to help out and are well behaved (work sites can be dangerous places...they are “work” sites, not play sites and we emphasize safety with our volunteers). We try to fit the kind of work to be done (not always construction) with the family dynamics as to age of children and skills of the parents.

Children under age 6 would have to be supervised by someone from your group somewhere other than the work sites, such as the housing facility or local parks. We can discuss alternative activities with you.

Summer months of June through mid-August are reserved for week-long *Mission as Life* trips/Family trips. Selected weeks/week-ends in March, April, September and October are also available for week-long or long-week-end trips. The long-week-end trips consist of 2-3 work days (arrive Wednesday or Thursday and leave Sunday.) We do not work on Sundays.

Mustard Seeds and Mountains’ Family Rates are as follows:

Week-long trip: \$226.00 per person for the first three people of each family, the rest of the children are half price (example: in a family of 4 the Dad, Mom, and first child would pay full price, the last child is \$113).

Long week-end trip/3work days: \$180.00 per person for first three people, the rest are half price (\$90.00).

Long week-end trip/2 work days: \$160.00 per person first three people, the rest are half price (\$80.00).

Note: These prices are for nuclear families. Other relatives coming along with a family unit must expect to pay the full fee.

## Deposits and Payment Schedules

### Deposits

To book a mission trip:

1. Please call or email first to be sure the dates you desire are available. All trips are booked on a first come, first served basis.
2. Initial Deposit (Part I): Send a \$750.00 non-refundable minimum deposit for the first 10 people or less. This is due within 14 days to hold your dates. Dates cannot be held without the deposit.
3. Initial Deposit (Part II): In addition, a non-refundable deposit of \$75.00 per person for each additional participant beyond 10 is required. The due date can be negotiated, *but must be paid by one month from date of booking.*
4. ***The \$750.00 minimum deposit must be received within 14 days of inquiry about booking, to hold trip dates. No trip dates will be held longer than 14 days without at least the minimum \$750.00 deposit. The balance of the Initial Deposit of \$75.00 per additional person is due as soon as possible but date is negotiable, but not longer than 1 month from date of first deposit. We can only reserve spaces for which we receive deposits.***

### Trip Payments

1. 90 days before your scheduled trip starts 1/2 of the balance due (based on rate of \$275.00 per person, minus \$75.00 already deposited. Under 10 persons, figure from \$750 deposit.) must be received in Mustard Seeds' office.
2. 60 days before your scheduled trip starts the remaining 1/2 of the balance due must be received in the Mustard Seeds' office.

### Late Fees

1. If all fees for trip have not been received by 30 days before trip, a late fee of \$200.00 will be assessed the group.

### Trip Cancellation/ Refund Policy

Should you decide to cancel your trip, we must hear from you by phone, email or letter **immediately**. The Initial Deposit is non-refundable in all cases.

1. If cancellation occurs 90-61 days from date of trip and first scheduled payment (see above) has been received, 50% of that payment will be refunded (the Initial Deposit is non-refundable).
2. If cancellation occurs 60-31 days from date of trip, 25% of total payments received to date will be refunded (the Initial Deposit is non-refundable).
3. If cancellation occurs 30 days or less from start date of trip, no refunds will be given. The Initial Deposit remains non-refundable.

### Adding or Dropping Participants

1. To add a participant, phone or email Mustard Seeds' office to be sure there is room for the additional person and submit the appropriate deposit and payment if due, required within 14 days time. Skills assessment information on new participant must be included.
2. To drop a participant, phone or email Mustard Seeds' office immediately to notify. Include the skills information being deleted from the group. The Initial Deposit of \$75.00 is non-refundable. Other refunds subject to trip cancellation policies listed above.