



All For One
MINISTRIES
www.allofusforone.org

Missions Manual 2020

All For One Ministries
PO Box 2488 Lancaster SC, 29721
(803) 287-5700

AFO MINISTRIES PROJECT MANUAL

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USE OF MANUAL

This manual has been intended to answer questions regarding conduct, culture, and guidelines for AFO Ministries mission trips. It will guide you through the mission trip process including an overview of AFO missions and outline the steps to participate in one of our mission trips. As you review, please note several key headings that will help answer questions concerning the trips.

Please feel free to contact the AFO Executive Director, Michael Anderson, if additional information is needed.

Phone Number	803.287.5700
Email Address	michael@allofusforone.org
Mailing Address	P.O. Box 2488 Lancaster SC 29721

As the trip proceeds, you will receive regular updates. All trip Team Leaders are asked to provide an e-mail address as soon as possible. In the event that any trip details should change, all Team Leaders will be notified as soon as possible. AFO is committed to helping you have a wonderful mission experience. You can help us do that by doing the following:

PRAY – Pray for AFO as we plan your upcoming trip. Pray for the communities we will be working in. Pray for God to begin preparing the hearts of individuals to hear and respond to the Gospel. Pray for your group (safety, spiritual health, etc.) as they prepare for the trip. Pray that God receives ALL of the honor and glory that He deserves through this mission project.

PREPARE – Preparing yourself and your group is critical to having a successful missions experience. This manual will give you resources and ideas to help you in the preparation process. However, these resources are only valuable if they are put into practice. Do not neglect physical and spiritual preparation.

PROMOTE – Promoting your trip is very important. Your trip needs to be promoted to your church and the specific group that is attending. AFO has resources available (Logos, Videos, Printed Materials, etc.) to help you promote your trip. AFO is also available to come to your church to help prepare your group. Call the AFO Office today for more details.

It is our prayer that God would be glorified throughout the entire mission trip process (preparation before the trip, ministry during the trip, & sharing after returning) and that His name would be made known throughout the nations. God Bless you as you begin this journey.

ABOUT AFO

We believe the Great Commission is at the forefront of God's Heart and therefore is at the heart and existence of All For One Ministries. This means we are willing to travel to places that are not easy to travel or research and pursue those places and people groups that are not easy to reach. This is an ongoing pursuit of what we do at All For One Ministries. Whether it's mowing a yard in our local community or doing a drama on a street corner in a foreign land, we seek to ensure that the proclamation of the Gospel is at the center of every avenue in which we do ministry.

What are the focal points of AFO?

There are three main focal points for each mission trip:

- **Custom Trips:** Trips are custom designed in a twofold manner. One is to contextualize the ministry projects to that of the culture, people or place where we minister. Second, we seek to customize the means in which we do ministry to the strength and makeup of each individual team member. This allows for flexibility and effective ministry to occur on whatever mission field we are privileged to serve.
- **Focused on Reaching the Unreached:** We believe the Great Commission is at the forefront of God's Heart and therefore is at the heart and existence of AFO. This means we are willing to travel to places that are not easy to travel, researching and pursuing those places and people groups that are not easy to reach. This is an ongoing pursuit of what we do at AFO Ministries. Whether it's mowing a yard in our local community or doing a drama on a street corner in a foreign land, we seek to ensure that the proclamation of the Gospel is at the center of every means in which we do ministry.
- **An Experience Like No Other:** We have an overwhelming dependence on God's Spirit while we serve Him on the field. As we share His gospel, we look for and anticipate His moving within our midst and within our hearts and even more importantly in the hearts of the locals.

ABOUT THE DIRECTOR

Michael Anderson is the Executive Director of All For One Ministries. He has been participating on short term missions since he was 18 years old. Since his first trip to Guatemala in 2000, he has been to over 12 countries crossing 5 continents helping lead teams both within the United States and abroad. He is passionate about helping churches and individuals fulfill their God-given responsibility to reach the world with the Gospel of Jesus Christ.

WHY USE AFO?

Pre-packaged trips are offered by various Missions organizations. Why use AFO for your next Mission Trip? There are several reasons that make AFO unique in comparison:

GOSPEL FOCUSED – The principal goal on all AFO Mission Trips is the proclamation of the Gospel. AFO encourages participating churches and individuals to follow the evangelism training videos and program outline prior to the trip. The main focus for the entire trip including but not limited to job sites is to share the gospel!

PROJECT DIVERSITY – AFO trips are not cookie cutter trips. We offer ministry and construction projects instead of just one type.

AFFORDABLE – AFO offers a variety of mission trips that are very reasonably priced. This enables all size church's the ability to benefit from what AFO can offer.

NO MINIMUMS – There is no minimum number of participants for scheduled mission trips from any given church. (If your church desires a custom mission trip there is a minimum of 10 people.)

EXPERIENCED LEADERSHIP – All trips are personally led by the AFO staff. Executive Director, Michael Anderson, has the leadership experience in leading National and International mission teams on trips. His experience has been earned over the last fifteen years by traveling through four continents and eleven countries.

Stay Connected to AFO! 

WEBSITE

www.allofusforone.org

www.facebook.com/allofusforone.org

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a dark blue rectangular background.

[www.michaelanderson@reachnations/
twitter](https://www.michaelanderson@reachnations/twitter)

SOCIAL MEDIA

The Twitter logo, featuring the word "twitter" in white lowercase letters and a white bird icon, set against a light blue rectangular background.

General Project Information

The primary focus for each AFO Mission Trip will be sharing the Gospel. Participants will be equipped and challenged to share the Gospel of Jesus Christ through construction and ministry projects. Participating churches will be combined into construction and ministry teams. Typically, each team will consist of students and adults from various participating churches to allow for team diversity. However, teams will have at two participants from the same church on each team. However, there is flexibility if a church would like all their members to serve together on the same team.

Construction teams will participate in projects such as: painting, carpentry, electrical, plumbing, and yard work. Ministry teams will participate in projects such as: VBS, backyard bible clubs, door to door surveys, and witnessing.

Days will be filled with productive mission work. Evenings will consist of a worship service. Free time will also be available each afternoon for participants to relax and fellowship with one another.

LODGING

Lodging varies project to project and all of the lodging is pre-visited by AFO staff to ensure standards and safety are the number one priority.

ADULT PARTICIPATION

Adults play an important role in the mission experience. Each church will have an adult Team Leader who will be the primary point of contact between the participating church and AFO. Team Leaders are responsible for preparing their participants for the upcoming AFO Mission Trip. Adults will serve as Team Leaders.

PREPARATION

The key to a successful mission project is preparation. AFO will spend countless of hours preparing for each project. We ask that participating churches also spend time preparing their participants for this important week.

Evangelism is the primary objective of every AFO Mission Trip.

To help prepare your group for the trip, consider doing a local mission project with your church or community. There are people in your community that need minor construction work or yard work. This is a great team-building activity for your group and an opportunity for witnessing. The more you share your faith, the easier it will become.

Finally, the best way that you and your group can prepare for your mission trip is to PRAY. Begin now to get your church involved in praying for your trip. Pray that plans will go smoothly and for the community you will be ministering to. Pray that God will begin to prepare hearts and open opportunities for you to share the Gospel. Pray that God gets all the glory for everything that is accomplished on your trip.

REGISTRATION

Registering for an AFO Trip is very easy. You can Sign-Up today through our “ONLINE REGISTRATION” tab at the AFO website – www.allofusforone.org. The registration fee is due to reserve spot and participate list is also due at time of initial deposits. **FINANCIAL MATTERS** See the website for each trip financial details and deadlines. By

electing to plan my mission with AFO Ministries I understand they will handle the logistics and coordination of all aspects of my trip. In consideration of these efforts, I understand my \$50 deposit is not refundable and I must take my trip within 365 days of this registration. I have read and agree to the AFO Ministries Financial Terms



LANCASTER, SC - June 25th-28th

The Importance of Biblical Evangelism

The Primary purpose of all AFO Mission Trips is Biblical Evangelism. Missions void of Evangelism is nothing more than Humanitarian Relief work. Therefore, we must share the Gospel with those we serve. AFO is not focused on the number of “decisions” we can attain during a week. Rather, we are passionate about participants knowing and sharing the Gospel in a Biblical way. We trust in the Holy Spirit to save people. Our job is merely to proclaim the Good News. AFO provides participants with Gospel Tracts to distribute throughout the project week.

Mission Training Videos



AFO requires that ALL participants prepare themselves for the Ultimate Goal of the trip – Evangelism. Please see the website instructions and training videos on the website www.allofusforone.org to complete this training.

All missionaries are required to watch ALL videos before attending an AFO trip. Videos are great to use in group settings and to generate discussion for those groups coming on an AFO trip. It is highly recommended that individuals and groups watch videos in the order in which they are labeled.

Study guides are provided with certain videos, and it is required that all missionaries download and answer questions. These relate to the videos and help ensure that quality preparation is taken to make the effectiveness and overall experience the best it can possibly be.

FUNDRAISING SUGGESTIONS

Suggested Breakdown



Finances are one of the biggest challenges for individuals and groups wanting to participate in short-term mission trips. This is especially true for International trips. With that in mind, we have suggestions to help assist you with this undertaking.

SUGGESTION #1: Start Early – It is never too early to start planning. Even if you have not solidified which trip you will take, go head and start planning and saving as soon as you know you will participate. Planning a year ahead of time will alleviate much stress in your saving plan and give you plenty of time.

SUGGESTION #2: Diversify Your Funding – It can be very overwhelming when beginning a savings plan for your mission trip. Writing out your goals and plans to accomplish will help devise an effective plan for success. I would encourage you to count on funds deriving from three main areas. The following is a good rule of thumb in breaking the total cost into those manageable parts.

1/3 Your investment: First, it is best for each missionary to invest in their own trip by planning to pay for at least a third themselves. After all, you will ask others to invest in your trip, so you should not have reservations of doing the same. This gives a sense of ownership and accountability.

1/3 Fundraising: Plan on collecting a third of your funds through fundraising. This will give you a specific dollar amount goal to focus on for the fundraising part of your plan.

1/3 Support Letters: And finally, plan the remaining third to be raised by sending out personal support letters. You should send these to family and friends who will commit to pray for and partner with you for your trip. The crucial part to good letter is to be crisp, yet sufficiently describe the reason for your trip, the goals of your trip, and the significance of their participation in your trip both prayerfully and financially. Most people who receive your letters will make a minimum donation (\$10-\$25), but some will give much more. If you work hard, you will find that your out of pocket cost will be less than the 1/3 you planned for.

SUGGESTION #3: Diversify Your Fundraising Audience – Audience diversity is an important aspect to fundraising. You do not want to keep asking the same people to help you fund your trip. Your church family may be very supportive of your upcoming trip. However, you do not want to take advantage of their generosity by focusing all of your fundraising efforts on them (i.e. – after church meals, love offerings, etc.). You need to look for fundraising opportunities that target a variety of different people (coworkers, family, the general public, etc.)

SUGGESTION #4 – Maximize Your Fundraising Potential – Being involved in many fundraisers in the past have taught me it is best to focus on two or three events very intentionally. This approach keeps you from working yourself into a frenzy trying to manage many smaller fundraiser that have low returns. Here are some examples of successful fundraisers. And feel free to contact AFO for additional fundraising suggestions and overall planning.

Fundraiser/Support Ideas:

- Ask 10 people to support you at \$10, \$15, \$20 or \$25 per month for 4 months \$25 = \$1000
- Reverse Love Offering (Church agrees to invest \$1000 to which members take a portion and invest it by baking and selling cookies, lemonade stand, etc and multiply the money and then give back)
- Sell Krispy Kreme Doughnuts and Cards
- Spaghetti dinners sell
- Sell World's Finest Chocolate Candy
- Bake Sale

● **LOGO AVAILABILITY**

AFO Logos* are available for use in promoting your trip. Please go to the AFO website at www.allofusforone.org to find these under the "Resource" tab.

**Logo designs must be used as is and not altered in any way.*

• REGULATIONS ON THE FIELD

Lifestyle and Conduct

- No use or possession of illegal drugs or tobacco products
- No abuse or distribution of prescription drugs
- No use or possession of alcohol (includes virgin drinks)
- No use or possession of weapons
- No viewing or possession of pornography
- No theft or long-term borrowing
- No profanity, gossip, slander, or dark humor (i.e. sarcasm)
- No secular music (including music on mp3/iPOD)

Group Regulations

- Never be outside the lodging complex alone
- In the lodging complex, stay in a same gender group of two at all times
- A leader must know where you are at all times
- Groups must stay together at all times regardless of time of day/night, if they are in ministry or on a Fun Day
- Kids must with an adult at all times

Dress Code

All participants must abide by the following dress code.

Female Clothing

- No short skirts (slit or length may not end above the knee)
- All shirts must cover stomach completely (with hands raised) and have a modest neckline (no cleavage should be visible). Please do not wear spaghetti straps unless it's as an undershirt.
- Shorts must be knee length.
- Modest one-piece bathing suits; you must wear a cover-up to and from the swimming area
- No nose or lip rings anytime during trip

Male Clothing

- Must wear shirts at all times unless swimming, to and from the swimming area shirts must be worn.

Overall Appearance (Male and Female)

- No bizarre head-shaving or dying hair during trip
- No shorts outside of the lodging complex when involved in ministry
- No tank tops (Sleeveless Shirts are ok)
- No clothing that advertises alcohol, tobacco products, secular bands, or has images that may offend (i.e. skulls etc).
- No new body piercing during trip

- No jewelry during ministry or ministry training
- Shoes must be worn at all times for safety. Closed toe / closed heel shoes on ministry site

Phone Calls & Cells

- Every missionary will be required to call home upon arrival for registration
- Personal cell phones may not be taken or used during ministry
- Personal cell phones can only be used during designated set times to call family members.
- Use outside of the designated time will result in forfeiture of the cell phone until the conclusion of the trip.
- Excessive use of personal phones during a trip may result in that phone being confiscated

Room Etiquette

- No guys in girls' rooms; no girls in guys' rooms
- Rooms must be clean and orderly
- Rooms should be kept locked, if possible
- No running in pool areas (where applicable)

Relationships

- No romantic dating relationships or pairing off at any time. This includes, but is not limited to holding hands, kissing, extended hugs, or communicating any intent for a romantic relationship (even in jest). Existing couples are permitted to share meal times together
- No lap sitting or back rubs (includes of the same gender)
- Everyone must sleep in their own bed (when possible) – no pairing up (includes same gender)
- Note: The most effective ministry is guys ministering to guys and girls ministering to girls

Attitude & Health

- Commit to maintaining a positive attitude regardless of circumstances
- Have responsible eating habits
- Do not share personal hygiene items
- Report any illnesses to your Team Leader

Packing List

WHAT TO BRING

*some trips may need require items, if so it will be communicated

BIBLE

Pen
Suntan lotion
Sun Glasses
Towels & washcloths
Toiletries (soap, toothbrush, etc.)
Clothes that meet dress code
Sturdy shoes or work boots
Hat or visor

Work gloves
Camera & film
Insect Repellant
Sunglasses
Socks & underwear
Bag for dirty clothes
Money
Personal family insurance card
Board games, cards, football, etc.

WHAT NOT TO BRING

Shirts or dresses with no sleeves
Shirts or dresses with spaghetti straps
Midriff shirts
Muscle shirts
Short shorts
CD players, MP3 players, or radios
(bring at your own risk)

Expensive jewelry
Expensive clothing
Fireworks
Tobacco products, alcohol or illegal drugs
Weapons of any kind

* AFO understands that students may want to bring CD players, MP3 players, or radios to listen to during the commute to and from project cities. We also understand that many students carry cell phones to contact parents and leaders in case of an emergency. However, the use of CD players, MP3 players, radios and cell phones is strictly prohibited on mission sites.

<p>IMPORTANT NOTICE: AFO, project host churches, and work site owners are not responsible for personal items that are lost or stolen at the project.</p>

Typical Daily Schedule

Provided below is a general idea of what each trip's schedule will include.

Quiet time- 7:00am-7:30am

Breakfast- 7:30am-8:00am

Ministry- 9:00am-12pm

Lunch - 12:00pm-1pm

Shower/free time- 4:00-6:00pm

Dinner 6:00-7:00pm

Worship 7:00-8:30pm

Free-Time- 8:30-10:30pm

Lights out- 10:30pm

Trip Terminology

Church Planter

National partner for stateside mission trips. This person is the liaison who assists with all logistics while onsite.

Global Partner

International partner for foreign mission trips. This person is the liaison who assists with all logistics while onsite. In addition, they provide cultural information, interpreters, safety information, etc.

Team

A group of participants who will work together to accomplish the task of the AFO Mission project. Team assignments are made and announced to participants on Sunday at the project. At least two students from a church group will be on the same crew. Adults may or may not be on a team with someone from their church.

Team Leader

The Team Leader is an adult who leads the team in getting the work done; takes the lead in all decisions; and organizes the work of the team. The Team Leader is to help the students accomplish the work for the week. The Team Leader also enlists students or Team Positions. Ministry and Construction Team Leaders will receive direction at the beginning of the trip.

Missionary

You!

LIABILITY RELEASE and MEDICAL AUTHORIZATION
Effective during project work week: January 2020 – December 2020

To Whom It May Concern:

I do hereby represent and acknowledge I am entering a missionary venture with others; as a volunteer I am paying my own expenses, including insurance, for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ; that the work may at times be hazardous and somewhat arduous and will be performed by concerned volunteers and qualified professionals trained in disaster relief work; that vehicles transporting these volunteers will be operated by licensed volunteers, who may or may not be professional drivers.

I recognize and acknowledge potential accidents at the disaster site, involving motor vehicles, in or about the living, sleeping and eating areas, or during activities of the disaster relief team; am fully aware of possible injuries to members of the disaster relief team, including myself.

Therefore, I desire to protect, release, acquit, indemnify and hold harmless from any and all claims, injuries, damages, losses, expenses or attorney fees incurred by me, my heirs, administrators, executors or assigns.

For and on behalf of myself, my heirs, administrators, executors, assigns and all other persons, firms or corporations, I do hereby release and discharge from liability all other persons on the disaster relief team with me, those who notified, selected or assigned me to the said team: AFO, LLC (its founder and staff) and participating churches, AFO Host Church, and owners of all work sites from any claims, demands, damages, actions, causes of actions which I, the undersigned, have or may hereafter, and on account of, or any way growing out of injuries or damages both to persons or property resulting or that may hereafter result from the voluntary venture.

Permission is also hereby given to administer emergency medical treatment at the most readily available licensed medical facility with the advice of competent medical authority. I also affirm that the information concerning the medications listed on the Medical Information Form is true and correct and that my child may have said medication dispensed by the trip or event sponsors. Furthermore, while sponsors and leaders of AFO may be expected to exercise reasonable care, I hereby agree not to hold them liable for any injuries or accident incurred by any event sponsored by said churches, ministries, trip, or event sponsor. I hereby personally assume full responsibility for any and all claims and for any and all hospital and medical bills for said participant. I also certify that I have obtained and will maintain in full force and effect during the AFO Mission Trip project adequate primary medical insurance for said participant.

☐ By checking here participate also gives permission for AFO to use missionary video and pictures for use in printed material, website and social media.

This waiver, release and indemnity agreement is fully understood by me and I enter the same willingly for the purpose herein above stated.

VOLUNTEER PRINT NAME _____

VOLUNTEER SIGNATURE _____

Parent's signature if under eighteen years of age

Emergency Phone Numbers:

Parent or Guardian name and number(s) _____

Other (Name, Relationship, Number) _____

This form MUST be notarized by a registered notary.

Sworn to and subscribed this _____ day of _____, 2020

Notary Public

My commission expires: _____

Bring this completed NOTARIZED form (Medical Info form printed on back) with you to the project. Do not mail in.

MEDICAL INFORMATION FORM

AFO MUST BE NOTIFIED IF THERE IS ANY CHANGE IN THIS INFORMATION.

Name _____ Age _____ Grade _____

Address _____ City _____ State _____ Zip _____

Participant Email _____ Parent/Guardian Email _____

Home Phone _____ Parent/Guardian Cell Phone _____

Emergency Phone _____ Name & Relationship to Youth _____

Family Doctor _____ Phone _____

PAST HISTORY (Please answer yes or no to the following questions.)

Heart murmur? _____ Epilepsy or convulsions? _____ Diabetes? _____ High blood pressure? _____

Allergies to medications? _____ Foods? _____ Other? _____

Explain: _____

Date of last Tetanus booster: _____

MEDICAL PROBLEMS (Please answer yes or no to the following questions.)

Does youth have any significant medical problems (i.e. heart)? _____

Are there any restrictions on physical activity? _____

If yes to either, explain: _____

Any medications being taken at present? _____ If yes, please list: _____

For minor pain, may your youth be given Tylenol/ibuprofen? _____

Please list any additional information that might be necessary or helpful in an emergency situation:

INSURANCE INFORMATION

Name of Hospital Insurance Company _____

Name of insured (parent/guardian) _____

Policy No. _____

Group No. _____

Signature _____

Relationship to Youth _____

ALL FOR ONE MINISTRIES – MISSION TRIP FINANCIAL TERMS AND DISCLAIMER

I, _____, am registering for an All for One Ministries Trip scheduled for _____ and entailing travel to _____ with a total anticipated cost of _____.

AFO Ministries is a non-profit and designates almost all of its resources toward its mission objectives in the US and abroad. Because of this unique focus, I agree to abide by the following terms and indicate my agreement by placing my initials on the line to the left of each term:

_____ I understand All for One Ministries is a non-profit with the goal of spreading God's word around the world. In furtherance of this objective, I agree to pay all costs associated with my mission trip by the designated payment deadlines.

_____ When I register for a trip, I agree to pay a non-refundable deposit fee of \$50 for domestic trips and \$200 for international trips. I understand these payments are deposits only and are not considered payment in full for the entire trip cost.

_____ I understand and agree the payments for this trip are non-refundable. If an extreme circumstance arises between the when I register and when the trip is scheduled which prevents me from taking the trip, I will notify AFO Ministries as soon as I learn of the circumstance.

_____ I may submit information regarding my cancellation to AFO Ministries at (link or address) for their review and consideration of a possible. I understand AFO Ministries will review each situation and determine if a refund is possible and refunds will only be offered in extreme and unexpected circumstances.

_____ I also understand AFO Ministries will apply any funds I pay toward a trip I subsequently cancel will be considered a general donation to AFO Ministries applied to other outreach projects. My non-refunded trip fee may be tax deductible and AFO Ministries will provide me with a receipt upon request.

_____ My deposit and trip funds must be used for a trip scheduled within 365 days of the date when I submit my registration fee. Failure to schedule and take my trip within this period of time will result in a forfeiture of my fees paid and I will not be entitled to a refund.

_____ Although AFO Ministries makes a good-faith effort to estimate total cost for the trip, I understand the cost for airfare may increase or decrease between registration and trip dates. Since AFO Ministries books my travel through third-party airlines, they do not control the price of airfare and cannot guarantee the airfare prices will not change.

_____ Print Name Signature and
date signed

FREQUENTLY ASKED QUESTIONS

Below is a list of the most commonly asked questions and answers for AFO. If your question is not listed below, feel free to call the AFO Office – 803.287.5700.

GENERAL

Who Can Go?

Most trips are family friendly with children above the age of 10-years old. If a child is younger than this they should contact AFO to ensure a certain trip would be suitable. Students having completed the 6th grade may attend trips with their parent or guardians permission by their self.

What Does the Costs Include?

The costs covers air transportation, ground transportation, food, lodging, travel insurance, free day, t-shirt, project coordination and ministry supplies.

Prices are subject to change due to airline reservations.

Is Money Refundable?

No, all monies turned into AFO Ministries are non-refundable and non-transferable. Only in the case of extreme emergency such as death will there be a consideration for a refund.

What to Expect?

For God to move in your life and the lives of those you minister too! You will be challenged to grow in your faith in a variety of ways and experience an experience like no other!

Will I be able to Contact Friends and Family Back Home?

Yes, most places have internet service to allow contact to those back home. All missionaries will contact home at least twice while traveling, once when arriving and once before returning home. Often this will be more.

Why Choose AFO Ministries?

AFO is committed to reaching the lost thru a variety of means. We do not seek projects that are just humanitarian in nature but seek to use projects as relationship builders to allow us the privilege of sharing the gospel. Trips are affordable. All details and logistics are handled to help ensure that quality ministry takes place through the missionaries once arriving.

What's the Vision of AFO Ministries?

AFO Ministries exist to simply know Him and Make Him known! Every trip and every service we offer is aimed at fulfilling this clear goal!