



## Auxilio & Converge — Services Overview

### Our Mission

Auxilio's calling is to free church planters and church leadership to pursue their calling to bring the gospel in word and deed to their context.

We do that by partnering with churches to provide a comprehensive business back-office. We design, implement & execute dependable, efficient, scalable and innovative business service solutions to support the work of the church.

### Our Values

- **Trusted Partnership** - It is more than processing transactions for us; Auxilio supports your calling to extend God's kingdom in your context through prayerful, strategic input and reliable service.
- **Full Transparency** - Auxilio does not use any proprietary software systems. We build your business systems using publicly available software / systems. You own all your data and always have access to it and if, for any reason, you choose not to use us, we simply turn the keys over to you.
- **Continuous Learning** - Auxilio is constantly learning from both our community of clients and the broader marketplace to take advantage of the best practices, products and systems available to enhance and support the mission of the church
- **Simplified Accountability** - Our objective is to provide the simplest way to get the job done so as to minimize or eliminate the business administrative burden for church planters and staff while ensuring the needed accountability to ensure integrity.
- **Complete Satisfaction** - There are no minimum contract periods; if at any point you wish to transition to in-house administration or another solution, a 30-day notice is all that is needed.

#### Contact Information

hello@auxilio.partners | 202.505.7289 | [auxilio.partners](http://auxilio.partners)



## Our Services

What does “business partner” mean? It means:

- **Strategic Consulting** - We want to be part of the church’s planning process, to understand your context & mission in a way that brings structure to that mission to ensure that we are prepared to support and scale.
- **Organization Setup** - Auxilio will identify and satisfy all legal, employment, banking, nonprofit & denominational requirements including but not limited to:
  - Federal EIN
  - State incorporation requirements [see Special Projects]
  - State & local employer registration requirements
  - Denominational recognition and/or assistance
- **Financial Management** - Auxilio will design, implement & manage all aspects of the financial activities of the church including but not limited to:
  - The chart of accounts - how you track income & expenses
  - Budget development - including past performance
  - Bookkeeping & accounting
  - Vendors and bill payments
  - Credit card expenses
  - Reimbursements for staff & volunteers
- **Donor & Donation Management** - External & internal donors are the financial lifeblood of your church. Auxilio helps maintain and build those relationships with:
  - Online payment processor selection
  - Online gift processing
  - Check & cash donations
  - Non-cash gifts [stock, land, business interest]
  - Recording & receipting all gifts to proper donors
  - Financial-focused donor communications including distribution of quarterly or year-end giving statements

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- Fundraising / campaign development
- **Human Resources** - Auxilio assists the church in all aspects of hiring, developing and compensating ministry personnel including:
  - Job descriptions and hiring practices
  - Onboarding new personnel / offboarding personnel leaving
  - Benefits management
  - Payroll management including tax reporting
  - Employee handbook development and maintenance
- **Data & Communications Management** - More than ever, people need tools to connect no matter where they are and take advantage of remote capabilities. Auxilio designs, builds and manages all the pieces related to:
  - Selection and setting up the appropriate communications infrastructure
  - Web domain, email, and group management
  - Secure, individual & group data storage
  - Best security practices
  - Integration of desktop, mobile and cloud systems
- **Compliance & Risk Management** - The regulatory and public expectation landscape is constantly changing. Auxilio removes that burden from by:
  - Policy
  - Process
  - Insurance
  - Registration renewals - depending on the state or locality, registrations need to be renewed or updated.
- **Reporting & Assessment** - Auxilio provides business analysis so your stakeholders understand the story behind the data.
  - Weekly - Giving vs budget or expectation
  - Monthly - financial summary & giving trends
  - Quarterly - In-depth giving analysis - new / lost givers, etc
  - Annual - Congregational report, etc
  - On-demand - data requests from lenders, churches, etc

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- **Special Projects** - Auxilio also offers In-house and preferred partner expertise to assist with:
  - Incorporation and registration
  - Logo & branding design
  - Website development
  - Fundraising campaign development
  - Financial compilations, reviews and audits

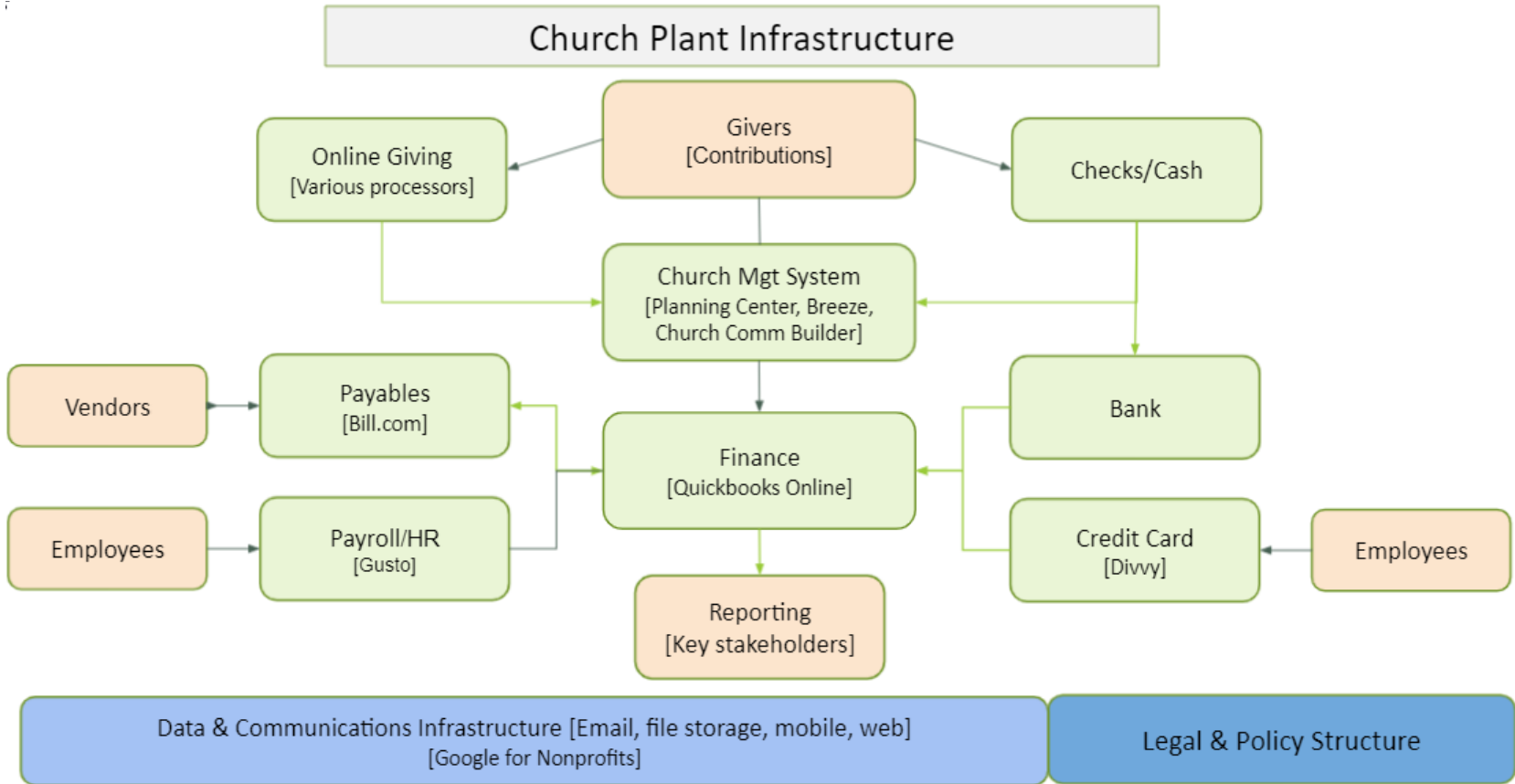
## Our Pricing

Auxilio provides a simple, transparent & predictable approach to pricing our services and related software.

- **Set-up**
  - New church plant - Free [assumes adoption of Auxilio business operations template; excludes legal costs]
  - Church with existing or custom business systems - \$125/hour; determined by scope of work.
- **Business management** (ongoing operations) - 7% of your annual operating expense budget billed monthly [Minimum - \$350/month]
- **Software** - Software used on the church's behalf will be billed at Auxilio's wholesale cost unless available at a lower nonprofit rate. [The estimated wholesale cost for all financial and HR software is between \$95-\$125 per month]
- **Special Projects** - Quoted as needed

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