



ANCILLA SYSTEMS

"Serving PHJC ministries to serve others"

1419 South Lake Park Avenue – Hobart, IN 46342 – www.ancilla.org – 219-947-8500



Ancilla Systems Incorporated provides administrative, management and consultative services to or for the benefit of the Ancilla Domini Sisters, Inc. and the ministries of the Poor Handmaids of Jesus Christ. Professional expertise in the areas of administration, financial strategy and management, facilities and property management, IT and web services and development services is available. These administrative support services expand the organizational capacity of the ministries and strengthen community benefits.

Mission

In the spirit of Blessed Catherine Kasper, Ancilla Systems' mission is to enhance the Poor Handmaids of Jesus Christ ministries to the poor

and underserved. Ancilla Systems, sponsored by the Poor Handmaids of Jesus Christ, provides services and support to Ancilla Domini Sisters, Inc. and to the PHJC ministries through collaboration and compassionate sharing of its talents and resources.

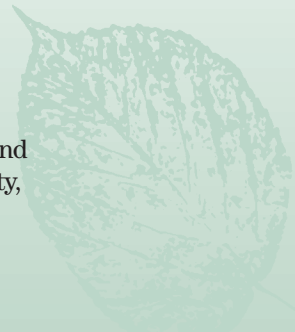
Vision

Serving PHJC ministries to serve others, guided by the PHJC values and beliefs.

Values

We believe that our four core values flow from joyful service to all, especially with the needy and underserved: Openness to the Spirit, Community, Simplicity, Dignity and Respect for All.

Mission



Administration

- Accountable for management and operations of Ancilla Systems, including vision and direction consistent with the PHJC Ministry Model
- Governance activities
- Oversee risk and insurance management program
- Provide human resources leadership in the areas of compensation and benefits, recruitment and retention, and administration of pension plans
- Manage Ancilla's obligations related to former healthcare entities



- Offer accounting and cash management services
- Provide strategic and analytical financial assessment
- Provide assistance with tax filings
- Review of current financial position

- Assess appropriateness of financial infrastructure compared to strategic initiatives
- Evaluate integrity and efficiency of financial reporting, make recommendations and support implementation
- Provide investment consulting services

Financial Strategy and Management



Facilities and Property Management

Information Technology



Facilities and Property Management

- Provide project management for new construction
- Evaluate facilities relative to renovation and repair needs; assist with completion of projects
- Assist in developing budgets for repairs and upkeep of properties
- Work with real estate agents on the purchase, lease and sale of property
- Assist with developing safety and security training programs and emergency preparedness
- Assist with routine and capital purchases

Information Technology

- Provide assistance with the purchase of computer hardware and software
- Provide coordination and assistance for computer hardware service
- Coordinate registration for Information Technology training classes
- Provide hosting for financial applications at various ministries
- Provide hands on and remote computer hardware and software support
- Provide network support
- Provide website design and development strategies and web hosting
- Support video conference systems

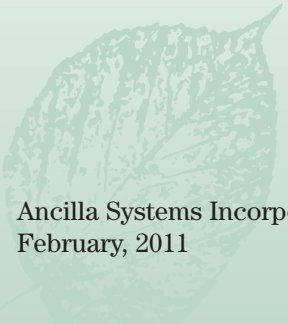
- Share best practices in the field of development
- Facilitate communication among ministries regarding development activities
- Assist with creating Case Statements & Ministry Development Plans
- Provide assistance for the creation and maintenance of the donor database
- Coordinate implementation of events
- Coordinate newsletter and distribution for Northwest Indiana ministries
- Serve as a grants resource
- Assist with donor visits
- Coordinate PHJC Capital Campaign

Development Services



Contact Us

Requests for assistance may be directed to designated ASI staff members by contacting 219-947-8500. If you prefer to send an email message, addresses are available at www.lindenleaf.org.



Ancilla Systems Incorporated
February, 2011