01 · AI DECISION GUIDE

CAN I USE AI FOR THIS?

Use approved tools, protect people, and keep accountable humans in control.

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THE FIVE-QUESTION CHECK

1. Is this AI tool approved for this particular use?
2. Am I sharing personal, pastoral, financial, health, or children's information?
3. Could a mistake mislead someone or cause material harm?
4. Does the task require pastoral, theological, legal, financial, or personnel judgment?
5. Will AI take an action in a church system rather than merely draft material for review?

GREEN · ROUTINE USE WITH SAFEGUARDS

Examples: brainstorm public event ideas; rewrite a generic announcement; build a volunteer event checklist; create an anonymous administrative template.

Use only approved tools, enter no sensitive data, and verify output before using it.

YELLOW · APPROVAL OR HEIGHTENED REVIEW

Examples: sermon or Bible study research; churchwide teaching content; meeting transcription; externally published synthetic media; use of internal nonpublic church information; connections to ministry systems.

Confirm who approves the tool and task, what data are permitted, and who verifies the result.

RED · DO NOT PROCEED AS PROPOSED

Examples: paste identifiable counseling notes or member medical details into an unapproved chatbot; disclose child records to an unapproved service; impersonate a pastor; allow an unapproved agent to move money, edit donor records, grant access, or deliver autonomous pastoral advice.

Stop. Escalate to the named church authority. Some uses remain prohibited even with approval.

IF UNSURE: STOP AND ASK

Policy owner _____ Contact _____

Last approved _____

This is model guidance for church adaptation. Green is not a blanket legal or theological approval. The church's safeguarding, privacy, employment, and financial policies still apply.