03 · PATH B · PRACTICAL GUIDELINES

STAFF AI GUIDELINES

A lighter adoption pathway for churches not ready for a formal AI policy.

Working draft v0.2 · 22 October 2026 · For church leadership review

> **OUR PRINCIPLE**
>
> Use AI to support ministry work. Keep human relationships, judgment, truthfulness, privacy, and spiritual responsibility at the center.

OUR EVERYDAY RULES

1. Use only tools that church leadership has approved for the specific task.
2. Never paste private member, donor, personnel, counseling, health, child, or safeguarding information into unapproved AI services.
3. Check AI-produced facts, Bible passages, quotations, and citations at their original sources.
4. A person must review and own everything published or acted upon in the church's name.
5. Do not let AI impersonate ministry leaders, promise spiritual certainty, or deliver autonomous pastoral care.
6. Do not connect AI to church systems, enable transcription, or authorize automated actions without approval.
7. When in doubt, stop and ask [named owner / contact].

USAGE EXAMPLES

Usually OK with approved tools	Pause and obtain review	Never do as proposed
Public event brainstorming	Sermon research and church teaching	Unapproved counseling-data upload
Generic email wording	Meeting recording or transcription	AI impersonation of real leaders
Anonymous planning checklists	Internal records or system connections	Unapproved financial or autonomous actions

OUR LOCAL DETAILS

Approved tools _____

Questions / approval contact _____

Leadership adoption date _____ Next review _____

This one-page approach is intentionally shorter than a formal policy. It does not suspend existing child protection, privacy, employment, financial, or other church rules.