THE LARGE CHURCH COMPREHENSIVE KIT

A Note on Our Approach to Technology

At [Insert Church Name], we believe that technology is a tool that can be used for good works, but it must always be subservient to the Holy Spirit and the truths of Scripture.

We affirm that human beings are uniquely created in the Imago Dei (Image of God), possessing souls, creativity, and moral agency that artificial intelligence does not have. Therefore, we approach AI with a spirit of discernment (1 Thessalonians 5:21), ensuring that its use enhances our ministry connection rather than replacing human relationships, and upholds the dignity and privacy of the flock entrusted to our care.

This policy is intended to help us steward these new tools wisely, ensuring that "all things are done decently and in order" (1 Corinthians 14:40).

Document 1: Comprehensive AI Governance Manual

SECTION 1: GOVERNANCE & COMPLIANCE

1.1 **AI Oversight Committee** [Insert Church Name] will establish an ad-hoc committee comprised of [IT Director, Comms Director, Executive Pastor, and one Lay Elder] to review emerging AI tools and update this policy semi-annually.

1.2 **Legal & Regulatory Alignment** Our use of AI must comply with all applicable data privacy laws. We will not use AI tools that violate copyright laws or terms of service.

1.3 **Vendor Vetting** Before enterprise adoption of any AI tool, the IT Department must conduct a security audit regarding data handling, encryption, and user permissions.

SECTION 2: DATA CLASSIFICATION & SECURITY

2.1 **Data Tiers**

- **Tier 1: Public Data** (Sermon archives, website text). Approved for standard AI prompts.

- **Tier 2: Internal Operational Data** (Meeting minutes, generic budgets). Approved only for contractually secured, private AI instances (non-training models).

- **Tier 3: Restricted Pastoral Data** (Counseling notes, HR records, donor data, background checks). STRICTLY PROHIBITED from use in any generative AI tool.

SECTION 3: DEPARTMENTAL WORKFLOWS

3.1 **Creative Media & Copyright** The Creative Department will maintain a log of significant AI-generated assets used in major campaigns. We commit to not knowingly infringing on the intellectual property of living artists via AI mimicry.

3.2 **Kids & Student Ministry** AI may be used to generate curriculum ideas or games. However, NO data regarding minors (including photos for image generation) may be processed by AI tools under any circumstances.

3.3 **HR & Hiring** AI tools shall not be used to automatically filter or rank job applicants, ensuring human discernment remains central to our hiring process.

Document 2: New Tool Risk Assessment Worksheet

AI Tool Request Form

1 **Tool Information**

- Name of Tool: _____

- Department Requesting: _____

- Annual Cost: $_____

2 **Data Security Assessment**

What specific data will be entered into this tool?

- [ ] Public Marketing Data

- [ ] Internal Operations

- [ ] Congregant Data (Requires IT Approval)

Does the vendor use our data to train their models?

- [ ] Yes (High Risk)

- [ ] No (Enterprise Privacy Policy verified)

- [ ] Unsure

Halo
Heuristic
Ethical Tech & AI Guidance

4   Human Oversight

- Who is the "Human-in-the-Loop" responsible for reviewing the output of this tool?

5   Approval Department

- Head Signature: _____

- IT Security Sign-off: _____