

Welcome · Monday 19 October 2026

Understanding AI and using it responsibly in ministry

AI serves the ministry. People remain responsible.

01 Understand

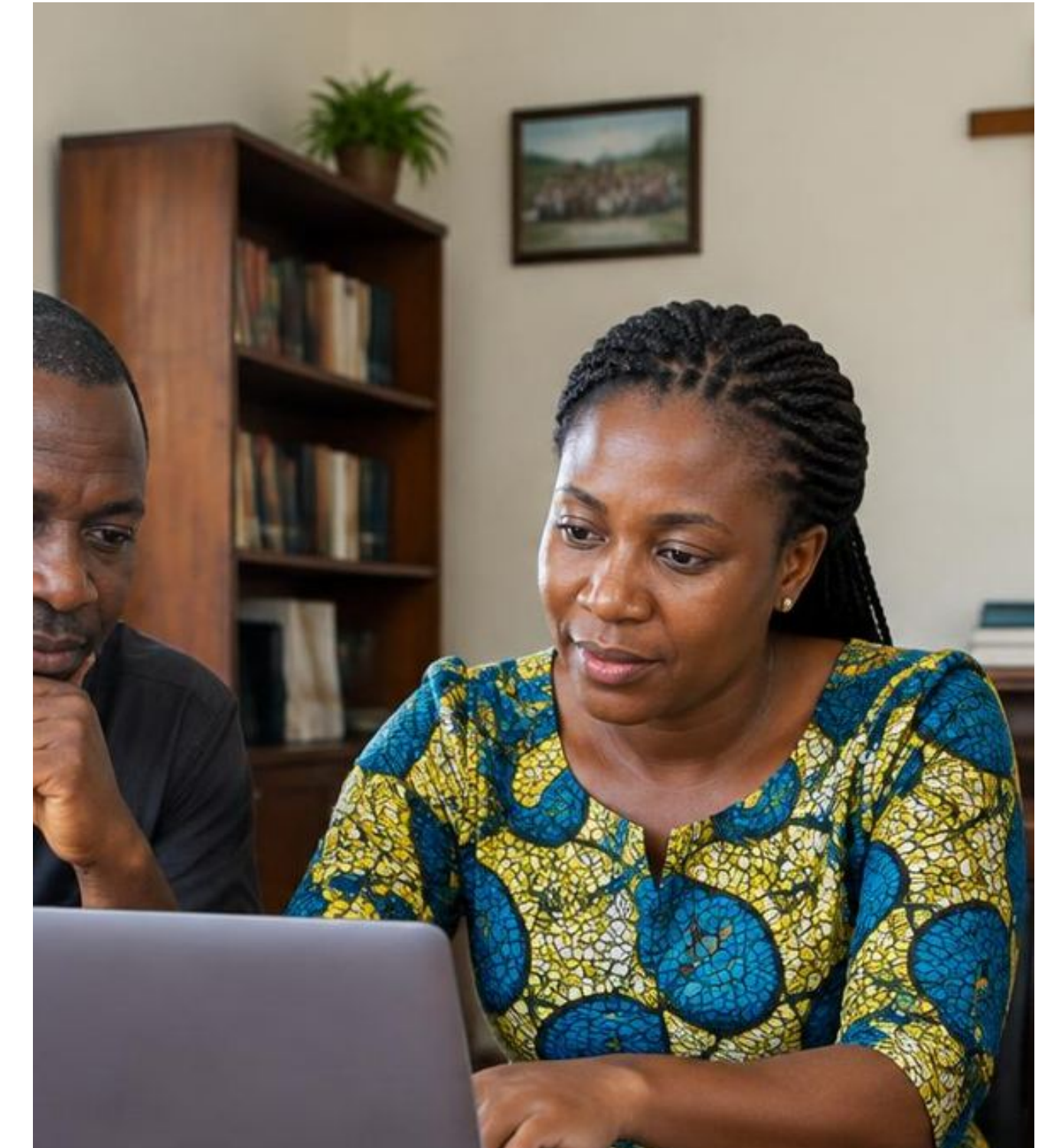
What AI is, the types you will meet and what AI agents do.

02 Apply

Recognise safe, practical uses for church administration and communication.

03 Build

One project: turn weekly sermons into reviewed social media nuggets.



MINISTRY-FIRST LEARNING

**More time for people.
The same responsibility.**

Start with people

What would you hand over — and what must stay with you?

Imagine recovering time from repetitive administration, not replacing your calling.

01 Choose three tasks

For example: formatting meeting minutes, drafting a clean-up invitation or organising a volunteer checklist.

02 Name one boundary

Prayer, counselling, spiritual discernment and personal fellowship with God are not software tasks.

03 Discuss

Which administrative task takes your time? What would you check before trusting its output?



PEOPLE FIRST

Ministry relationships

Human-led care

Prepare → Verify → Approve

01 • AI foundations

What is artificial intelligence?

Software that learns patterns from examples and uses them to produce predictions, suggestions or content.

01 A familiar example

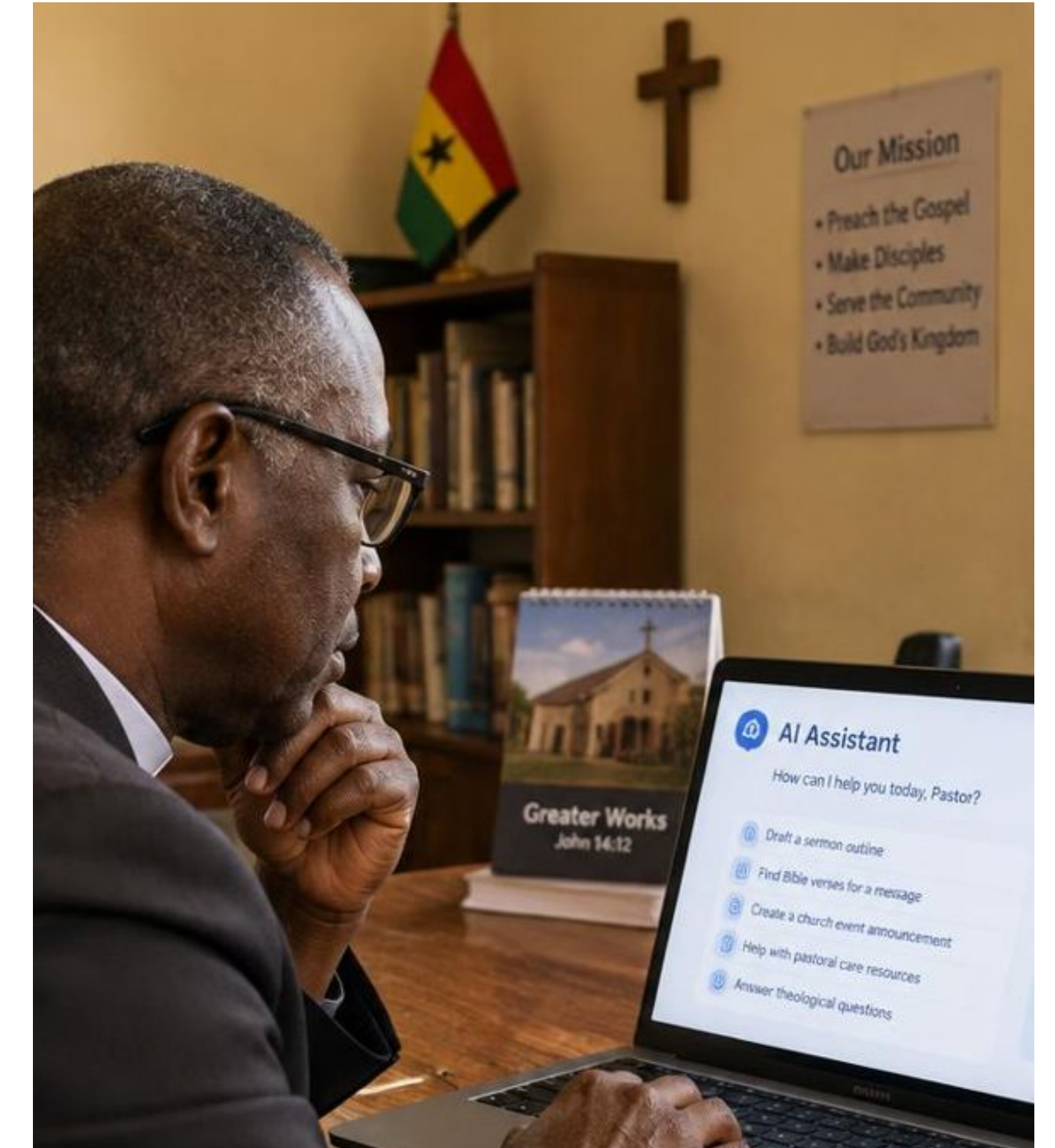
Your phone predicts the next word. A spam filter recognises suspicious messages. These are narrow AI tasks.

02 A ministry example

Give an AI assistant approved event facts; it can suggest an agenda or draft an invitation.

03 Not a person

It does not have a calling, conscience or spiritual understanding. Fluent language is not evidence of wisdom or truth.

**LEARNED PATTERNS**

**Useful assistance.
Human judgement.**

01 · Types you will meet

Predictive AI and generative AI

Different jobs require different kinds of assistance.

01 Predictive / analytical AI

Finds patterns or estimates outcomes. Example: flag recurring attendance trends from authorised, anonymous monthly totals. A trend is not an explanation of someone's faith.

02 Generative AI

Creates new text, images, audio or other content. Example: draft a youth-event notice in ChatGPT or an image concept in Gemini.

03 Use carefully

Generated content can be inaccurate; predictions can be biased. Compare with actual records and your own judgement.



RECOGNISE / CREATE

Patterns or new content

Check both

Prepare → Verify → Approve

01 · Types you will meet

Language, vision and speech AI

AI systems may work with words, pictures, speech — or several together.

01 Language models

Tools such as ChatGPT and Gemini can draft, explain and summarise text. Ask for an announcement, not a divine message.

02 Vision / multimodal AI

Some tools inspect images as well as text. Example: identify a hard-to-read date on a public flyer. Check the original yourself.

03 Speech AI

Transcription turns audio into text; speech generation reads text aloud. Get permission to record and check Ghanaian names, accents and Bible references.



WORDS · IMAGES · SPEECH

**Different inputs.
The same responsibility.**

02 · AI agents, simply

An AI agent is an assistant that can take steps

A chatbot mainly replies. An agent may plan a task and use connected tools to act.

01 Think of an office assistant

Goal: prepare an event pack. With permission, an agent might consult a calendar, draft a checklist and prepare an email.

02 Not every automation is an agent

A weekly reminder is a scheduled task. A fixed rule that forwards a form is automation. An agent chooses steps towards a goal within its permissions.

03 Boundaries first

Start with read-only access and draft-only outputs. Require approval before sending messages, changing records, booking or spending.



GOAL → STEPS → APPROVAL

Permission-limited actions

Keep a human gate

Prepare → Verify → Approve

02 · Agent example

A church-event assistant — with a human gate

Fictional example: a Cape Coast community support event.

01 Your instruction

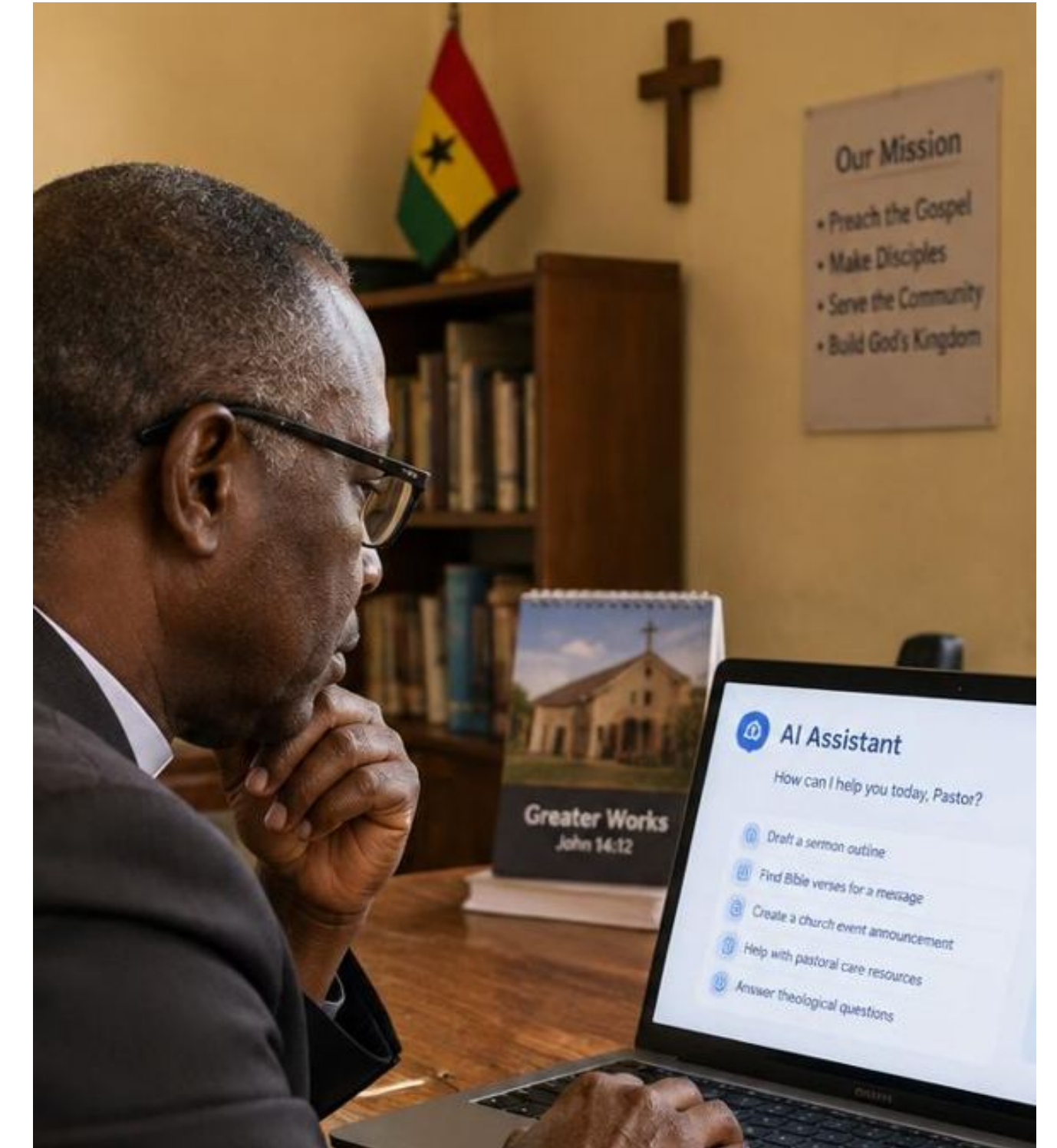
Use this approved public brief to prepare a checklist. Flag missing dates and supplier costs. Do not send anything or access member records.

02 The assistant's work

Organise tasks, draft a schedule and prepare a communication draft. You inspect what it used and the actions it proposes.

03 Your decision

Verify details and consent, then approve or reject each action. Never delegate pastoral-care responses, payments or confidential cases to an unsupervised agent.



GOAL → STEPS → APPROVAL

**Permission-limited actions.
Keep a human gate.**

03 · Church use cases

Administration that supports the ministry

Start with low-risk, repetitive work — not confidential records.

01 Committee meetings · Kumasi

Provide fictional notes. Get an agenda or action table: task, role, deadline and unresolved question. Check against actual decisions.

02 Event planning · Tema

Generate a run sheet, volunteer-role checklist and draft budget structure. Confirm supplier quotes and totals separately.

03 Leadership reports · Accra

Use authorised anonymous totals to draft a short report separating facts, interpretation and next steps. Exclude individual giving records.



BRIEF → DRAFT → REVIEW

Clear instructions

Approved outputs

Prepare → Verify → Approve

03 · Church use cases

Communication, teaching preparation and outreach

One approved message can become several carefully reviewed formats.

01 Congregation notices

Adapt approved facts for a WhatsApp notice, pulpit announcement or projection slide. Confirm names, dates, tone and accessibility.

02 Teaching preparation

Organise your own study notes and suggest discussion questions. Verify Scripture and interpretation with your Bible, trusted resources and church doctrine.

03 Language and community

Draft a simpler-English invitation or a Twi / Ga / Ewe version for local review. A fluent speaker checks meaning; ask consent before follow-up.



PEOPLE FIRST

**Ministry relationships.
Human-led care.**

04 · Safe inputs

Keep confidential ministry information out

Changing a name is not always enough to make a person unidentifiable.

01 Use in this class

Fictional meeting notes, public event details, blank templates and anonymous totals you are authorised to share.

02 Do not paste

Counselling notes, prayer requests identifying someone, children's details, member lists, giving records, passwords or private phone numbers.

03 Check your account

In ChatGPT, review Settings → Data Controls. Turning off model improvement does not make confidential uploads appropriate; Temporary Chat is not a confidentiality guarantee.



VERIFY BEFORE SHARING

Source · facts · permissions

You remain accountable

Prepare → Verify → Approve

04 · Verification

Before sharing: source → compare → approve

Fictional example: an AI draft advertises a church clean-up at 6 a.m. — your approved brief says 7 a.m.

01 Open the real source

Compare every date, time, venue and contact role against the approved brief. For a Bible quote, read the passage in the named translation.

02 Correct and re-check

Ask the tool to correct the time, then inspect the whole revised notice. A correction can introduce a new error elsewhere.

03 Human approval

Check tone, language, accessibility, image rights and permissions. Only the authorised leader approves the final communication.

**VERIFY BEFORE SHARING**

**Source · facts ·
permissions.
You remain accountable.**

05 · Prompt writing

Brief AI as clearly as you brief a volunteer

A prompt is the instruction you give the tool. Clear instructions usually produce a more useful draft.

01 Role + context + task

Say who it should assist, the Ghanaian ministry setting and the exact output you need.

02 Facts + constraints

Supply approved non-confidential details. Say: do not invent missing facts; ask questions. Specify privacy and tone boundaries.

03 Format + review

Request a table, short notice or numbered agenda. Ask for a list of facts still needing human verification.



BRIEF → DRAFT → REVIEW

**Clear instructions.
Approved outputs.**

Hands-on project

Turn weekly sermons into social media nuggets

Reuse the sermons you already preach to create short Christian content — with less manual work.

01 Sermon folder

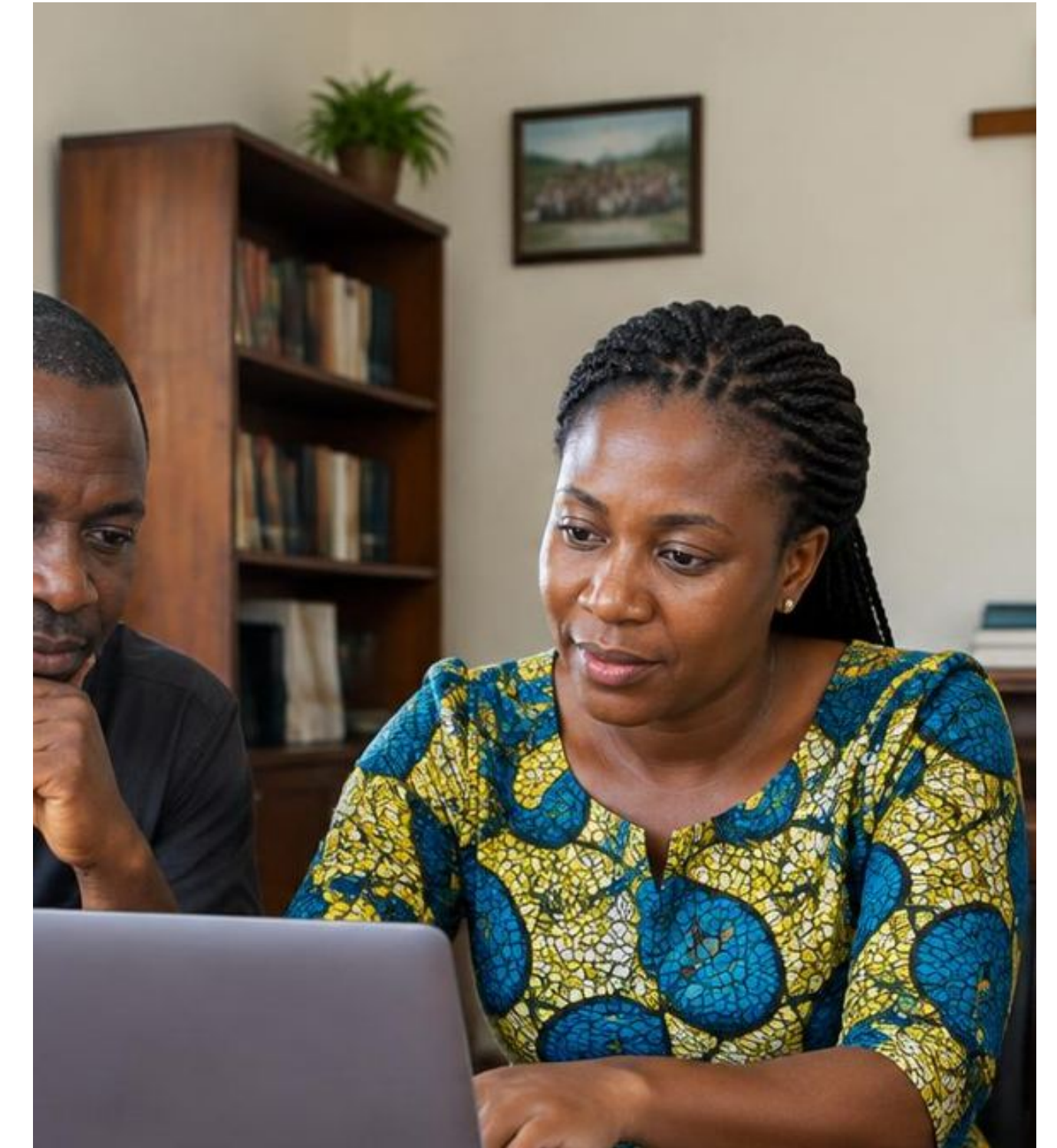
Save each week's sermon as a PDF or slide file in one folder.

02 ChatGPT Work

Reviews the files, selects one sermon and drafts a nugget, verse and caption.

03 Scheduler + approval

A weekly reminder prompts you to review, approve and publish.



MINISTRY-FIRST LEARNING

**More time for people.
The same responsibility.**

Project · Step 1

Create your Weekly Sermons folder

Keep sermons organised so the assistant can find them easily.

01 Create the folder

On your desktop, create a folder named Weekly Sermons.

02 Add two subfolders

Inside it, create PDFs and Slides.

03 Save every week

Save each sermon's notes (Word or PDF) and presentation slides in the right subfolder.



BRIEF → DRAFT → REVIEW

Clear instructions

Approved outputs

Prepare → Verify → Approve

Project · Step 2

Give ChatGPT Work access to the folder

Work can read local files on supported desktop setups when you grant permission.

01 Open the desktop app

Open the ChatGPT desktop app and select Work.

02 Choose the folder

Open your Weekly Sermons folder and grant the file permissions requested.

03 Check it can read

Ask: “List the sermon files you can see.” Confirm the right files appear.



VERIFY BEFORE SHARING

**Source · facts ·
permissions.
You remain accountable.**

Project · Step 3 · Practice prompt

Ask ChatGPT Work for one sermon nugget

Copy this prompt, then review what it proposes before using anything.

01 Expect

A title, 30–60 second script, Bible verse, caption, hashtags and video idea.

02 Check

Is the verse correct in context? Is your message represented faithfully?

YOUR PRACTICE PROMPT

Review the sermons in my Sermons folder. Select one and create one short Christian social media nugget from its main message: a catchy title, short one sentence description, one relevant Bible verse as a social media image/poster checked against the sermon, add a short caption, hashtags, with my name beneath (name here). Do not invent quotations or misrepresent my message. Show me the selected sermon and the content for approval: caption and social media poster. The social media poster should look like the inspirational image in the folder named "poster inspo".



BRIEF → DRAFT → REVIEW

Clear instructions

Approved outputs

Prepare → Verify → Approve

Project · Steps 4 & 5

Schedule the weekly post

One schedule prepares it weekly. You approve before anything is posted.

01 Create the schedule

Paste the prompt below and confirm the Monday 7:30am schedule ChatGPT shows.

02 You approve first

Nothing goes live until you read the caption and see the poster image.

03 Publish

After you approve, it goes to TikTok and Instagram. Keep a copy for records.

YOUR PRACTICE PROMPT

Every Monday at 7:30am, review the sermons in my Sermons folder and the image in my "poster inspo" folder, then create a social media post, caption and poster image as above. Prepare it for my TikTok and Instagram accounts, and allow me to approve the post before posting.



SCHEDULE → TEST → REVIEW

**Private preparation.
Confirm notifications.**

TOOLS & RESOURCES

ChatGPT Scheduled Tasks · Instagram · TikTok

Before we close

Show your nugget. Explain your checks.

Share your draft with a partner and confirm it is ready to post.

01 Faithful?

Does it reflect the sermon accurately, with no invented quotes?

02 Verified?

Is the Bible reference correct in your approved translation?

03 Approved?

Has the responsible leader approved the script, caption and video?



PEOPLE FIRST

Ministry relationships

Human-led care

Prepare → Verify → Approve

PROMPT LIBRARY · ROLE · CONTEXT · TASK · FACTS · FORMAT

Prompt examples for ministry

EVENT ANNOUNCEMENT

You are assisting the communications team of a Methodist church in Tema, Ghana. Draft a warm WhatsApp announcement (under 80 words) for our Youth Harvest on Saturday 31 October 2026, 9 a.m., at the church auditorium. Use simple English and one emoji. Do not invent any details; list anything missing that I should confirm.

EVENT PLANNING CHECKLIST

Act as an event coordinator for a church in Kumasi. Create a checklist for a community clean-up exercise for 60 volunteers: tasks, volunteer roles, materials and a timeline from 4 weeks before to the day after. Present it as a table. Flag items that need a budget.

MEETING MINUTES

You are a church secretary's assistant. Turn these fictional committee notes into formal minutes with: attendance (roles only), decisions, an action table (task, role, deadline) and unresolved questions. Keep the wording neutral. Notes: [paste notes]

BIBLE STUDY QUESTIONS

I am leading a 45-minute adult Bible study on Philippians 4:4–9. Suggest 6 discussion questions moving from observation to personal application, suitable for Ghanaian working adults. Do not quote any verse; refer to verse numbers only so I can read from our approved translation.

PROMPT LIBRARY · ROLE · CONTEXT · TASK · FACTS · FORMAT

More prompts, including your practice prompts

LEADERSHIP REPORT

Using these authorised anonymous monthly totals [paste totals], draft a one-page report for the church council. Separate: facts, possible interpretations and recommended next steps. Do not speculate about individuals. Use a short table for the figures.

SLIDE 16 PRACTICE PROMPT — ASK CHATGPT WORK FOR ONE SERMON NUGGET

Review the sermons in my Sermons folder. Select one and create one short Christian social media nugget from its main message: a catchy title, short one sentence description, one relevant Bible verse as a social media image/poster checked against the sermon, add a short caption, hashtags, with my name beneath (name here). Do not invent quotations or misrepresent my message. Show me the selected sermon and the content for approval: caption and social media poster. The social media poster should look like the inspirational image in the folder named "poster inspo".

LOCAL LANGUAGE INVITATION

Rewrite this approved invitation in simple English, then provide a Twi version. Mark the Twi version "for review by a fluent speaker before use". Invitation: [paste invitation]

SLIDE 17 PRACTICE PROMPT — SCHEDULE THE WEEKLY POST

Every Monday at 7:30am, review the sermons in my Sermons folder and the image in my "poster inspo" folder, then create a social media post, caption and poster image as above. Prepare it for my TikTok and Instagram accounts, and allow me to approve the post before posting.