

Welcome · Wednesday 21 October 2026

AI for church administration, planning and reporting

Good administration is ministry. Today we make it lighter, clearer and well governed.

01 Vote

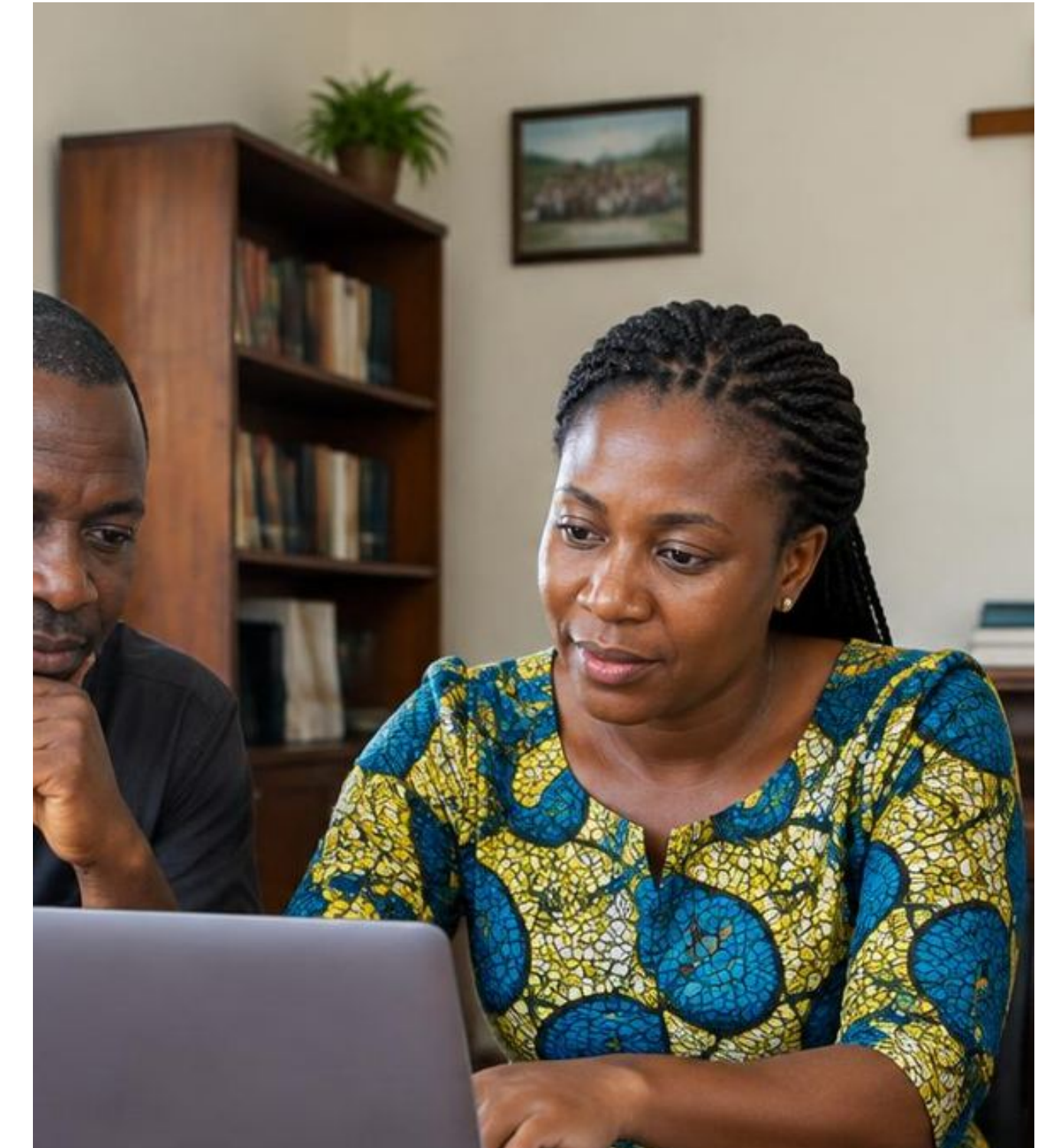
Start with a live poll: how does your church handle administration today?

02 Align

AI and technology must follow your church's policies and protect people.

03 Practise

A hands-on journey through VineOS, an AI-powered church administration platform.



MINISTRY-FIRST LEARNING

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

Opening poll · Everyone votes

How does your church handle administration today?

Scan the QR code or open the link, tap one answer, and watch the results build live.

01 Scan to vote

Point your phone camera at the QR code. One tap, no sign-in, no download.

02 Or use the link

Copy the link below and share it on your class WhatsApp group.

03 See it live

Results appear on screen as votes come in. We discuss what they tell us.

POLL LINK — COPY AND SHARE

<https://knust.learnbridge.cloud/church-poll>



SCAN TO VOTE

**One tap, no sign-in.
Results appear live.**

Why this matters

Administration is ministry

Good records, clear reports and well-run events are acts of care and stewardship.

01 Records are people

Every attendance mark and member record represents a person God has entrusted to your care.

02 Reports build trust

Clear minutes and accounts help leaders make wise, accountable decisions.

03 Time saved is ministry gained

Every hour saved on paperwork is an hour for visitation, prayer and preparation.



PEOPLE FIRST

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

01 · Policy alignment

Start with your church's own rules

Technology must serve your church's constitution and policies — never bypass them.

01 Know your governing documents

Your constitution, financial policy, data-handling rules and denominational guidelines come first.

02 Match the tool to the policy

If your policy requires two signatories on spending, no app should approve spending alone.

03 When unsure, ask

Check with your district, regional or national office before adopting a new system.



VERIFY BEFORE SHARING

Source · facts · permissions

You remain accountable

Prepare → Verify → Approve

01 · Policy alignment

Protect member data

Member details, giving records and counselling notes are sacred trusts.

01 Ghana's Data Protection Act, 2012 (Act 843)

Personal data must be collected fairly, kept secure and used only for its stated purpose.

02 Collect the minimum

Gather only what you need, with consent, and agree who may see it.

03 Never paste private data into AI tools

Practise with fictional or anonymised examples — not real member lists or giving records.



VERIFY BEFORE SHARING

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

01 · Policy alignment

Money, approvals and audit trails

AI can draft and calculate, but approval stays with appointed leaders.

01 Keep the approval chain

Budgets and reports are reviewed and signed off by the people your church appointed.

02 Demand an audit trail

Every change to records or finances should show who did what, and when.

03 Reconcile manually

Spot-check software or AI totals against your own figures before reporting them.



BRIEF → DRAFT → REVIEW

Clear instructions

Approved outputs

Prepare → Verify → Approve

02 · Use cases

Records and membership

From paper registers to living member records.

01 Attendance summaries

Turn Sunday counts into trends: growth, decline, and who has been absent for weeks.

02 Member database

Families, departments, birthdays and anniversaries in one searchable place.

03 Follow-up lists

First-time visitors and absent members flagged for a personal call or visit.



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02 · Use cases

Meetings, minutes and reports

AI turns rough notes into clear, accountable records.

01 Minutes in minutes

Paste rough notes and receive structured minutes with decisions, action owners and due dates.

02 Action tracking

Nothing agreed in a meeting is forgotten — every task has a name and a date.

03 Leadership reports

A one-page summary of attendance, finances and activities for the church council.



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02 · Use cases

Events, budgets and planning

Plan programmes with realistic budgets in Ghana cedis.

01 Event run sheets

Tasks, roles, timelines and a contingency allowance for the unexpected.

02 Budget drafting

Estimate refreshments, transport, sound and venue — then verify every price with real suppliers.

03 Procurement comparison

Compare quotes side by side and document why a supplier was chosen.



SCHEDULE → TEST → REVIEW

**Private preparation.
Confirm notifications.**

03 · Our practical journey

Meet VineOS

Open <https://vineos.cloud/> — an AI-powered church platform built with African churches in mind.

01 What it is

One platform for members, attendance, finances, events, communication and AI assistance.

02 Why we chose it

Ghanaian context: pricing in cedis from GHS 100/month, and a 30-day free trial with no credit card.

03 Our journey today

We tour the platform, then set up a fictional church together — step by step.



GOAL → STEPS → APPROVAL

Permission-limited actions

Keep a human gate

Prepare → Verify → Approve

03 · Our practical journey

A tour of the workspaces

Click through the core areas your church team would use every week.

01 Shepherd every member

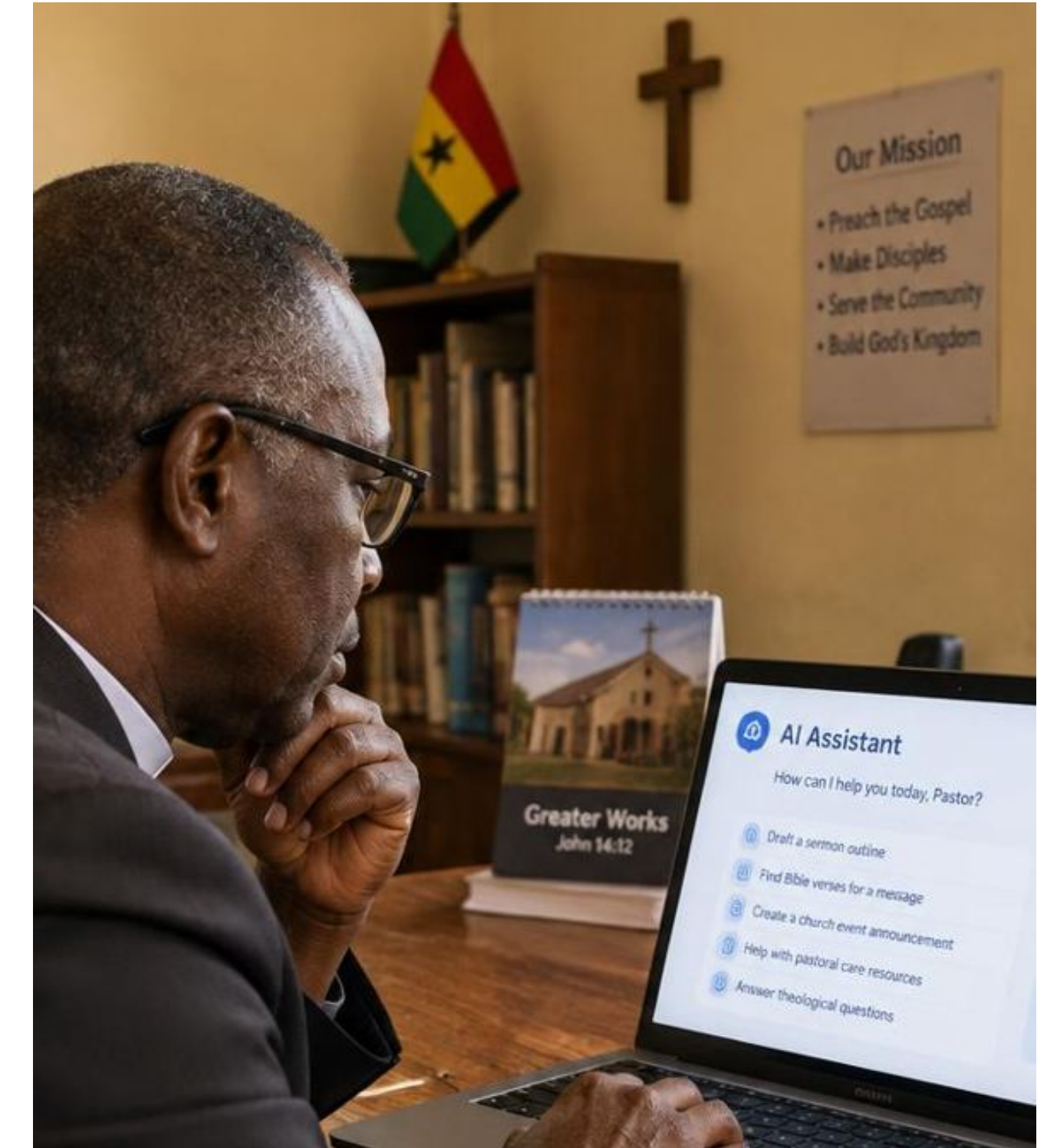
CRM profiles, QR-code attendance check-in and department rosters that keep no one overlooked.

02 Steward every cedi

Tithes, pledges, budgets and project ledgers with transparent audit trails.

03 Govern with clarity

AI-assisted minutes with action items, a policy hub and role-based permissions.



LEARNED PATTERNS

**Useful assistance.
Human judgement.**

Practical 1 · Hands-on

Set up your church profile

Start the 30-day free trial at <https://vineos.cloud/> — no credit card required.

01 Create your account

Sign up and name a practice church — for example “Grace Chapel Demo Assembly”.

02 Choose your role

Explore role permissions: Head Pastor, Finance Secretary and Department Heads each see what they need.

03 Tour the dashboard

Find attendance trends, giving summaries, open tasks and department health.



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Permission-limited actions

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Practical 2 · Hands-on

Add members and take attendance

Use fictional people only — never real member data in a practice account.

01 Add five fictional members

Create profiles with families, departments and contact details you invent.

02 Try QR check-in

Use the kiosk or QR attendance feature to record a fictional Sunday service.

03 See the insight

Watch how attendance and engagement summaries begin to build.



PEOPLE FIRST

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Human-led care.**

Practical 3 · Hands-on

Plan an event and read a report

Finish by using VineOS for planning and governance.

01 Create an event

Set up a fictional outreach event, add tasks to the Kanban board and assign owners.

02 Draft minutes with AI

Enter rough meeting notes and review the AI action items before accepting them.

03 Read the finance view

Explore the income-vs-expense ratio and budget tools — and notice the audit trail.



BRIEF → DRAFT → REVIEW

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Closing · Take it home

Your administration checklist

Let technology carry the paperwork so people can carry the ministry.

01 This week

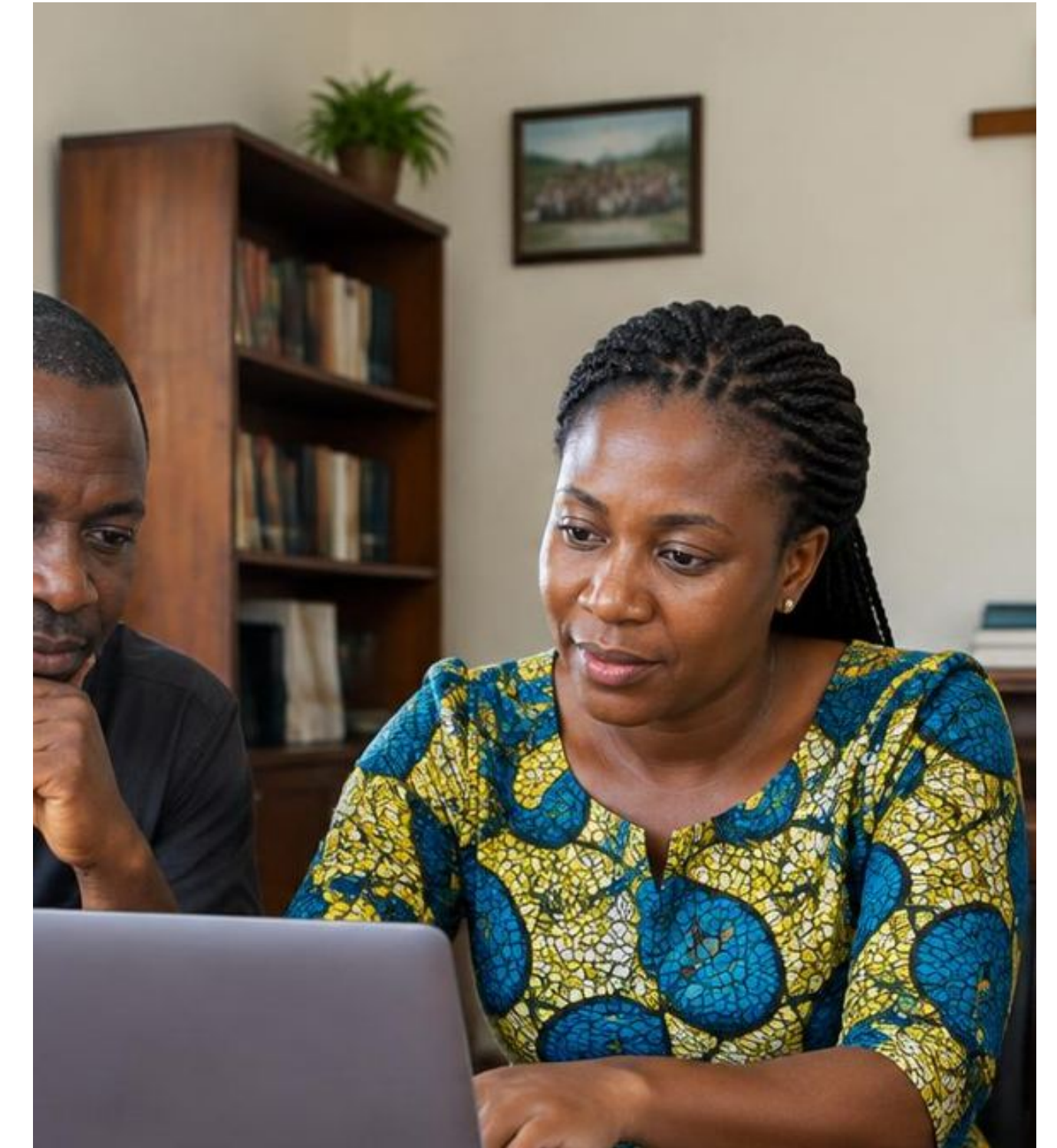
Explore VineOS with your fictional church and show one leader in your church what you built.

02 Before real data

Confirm your church's policies, get leadership approval and agree who has access.

03 Bring to Day Four

One administration task you would love to hand over to a well-governed system.



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The same responsibility.**