Church edition

Our one-page AI policy

For the staff and volunteers of [church name]. Adopted [date]. Reviewed every [six months]. AI makes the things; people make the decisions.

1 What AI is for here

We use AI tools to draft, summarize, research, translate, caption and design, so that our people have more time for people.

> **Encouraged:** first drafts of newsletters, announcements, social posts and website copy; meeting summaries; sermon research and discussion questions; graphics and video clips; translation and captions; [add your own].

2 What AI is not for here

Some work is ours alone, and AI never does it for us or in our name.

> **Off limits:** writing or delivering the sermon itself; pastoral care, condolences and crisis responses sent as-is; counseling of any kind; decisions about people (hiring, discipline, membership, benevolence); anything that speaks for the pastor on theology without the pastor's review; [add your own].

3 What never goes into an AI tool

If it would hurt someone to see it leaked, it does not go into a general AI tool, free or paid.

> **Never:** prayer requests or needs tied to names; counseling and pastoral care notes; giving and financial records; health information; anything identifying a minor; passwords and account details; [add your own]. These stay in [our church management system / secure drive].

4 Who reviews

Nothing AI helped make goes out until a person who knows our people has read it, fixed it and signed off.

> **Reviewer by channel:** newsletter and email [name] · social media [name] · website [name] · anything with Scripture or theology [pastor] · anything about kids or students [name].

5 How we tell people

We are honest about our tools. We don't present AI-made things as handmade, and we don't pretend AI wrote what a person wrote.

> **Our line:** "[Church name] uses AI tools to help draft and design some of our communications. A person reviews everything before it goes out." We say it [on the website's about page / in the newsletter footer / when asked]. AI-generated images and voices are labeled.

6 Which tools, and who pays

We use tools on accounts the church controls, with training on our data turned off where the tool allows it.

> **Approved tools:** [ChatGPT / Claude / Gemini] on [church / team] accounts; [video, design tools]. New tools are approved by [name]. Staff don't use personal accounts for church work.

Approved by (pastor or board)	Date	Next review

Nonprofit edition

Our one-page AI policy

For the staff, board and volunteers of [organization]. Adopted [date]. Reviewed every [six months]. AI makes the things; people make the decisions.

1 What AI is for here

We use AI tools to draft, summarize, research, translate, caption and design, so that our people have more time for the people we serve.

> **Encouraged:** first drafts of appeals, newsletters, social posts, grant narratives and reports; research on funders and programs; meeting and board-packet summaries; graphics and video; translation and captions; [add your own].

2 What AI is not for here

Some work is ours alone, and AI never does it for us or in our name.

> **Off limits:** decisions about clients, applicants, staff or grantees; eligibility or case determinations; responses to a crisis sent as-is; anything presented to a funder as our own work without a human author of record; invented statistics, quotes or outcomes, ever; [add your own].

3 What never goes into an AI tool

If it would hurt someone to see it leaked, it does not go into a general AI tool, free or paid.

> **Never:** client and case records; names tied to needs or services received; donor giving histories and financial details; health, immigration or legal information; anything identifying a minor; passwords and account details; [add your own]. These stay in [our CRM / case system / secure drive].

4 Who reviews

Nothing AI helped make goes out until a person who knows the work has read it, fixed it and signed off.

> **Reviewer by channel:** donor and public communications [name] · grant applications and reports [name] · program materials [name] · board materials [executive director] · anything with numbers [finance].

5 How we tell people

We disclose AI use plainly to funders, supporters and the people we serve, and we answer when asked.

> **Our line:** "[Organization] uses AI tools to help draft, design and summarize. A person reviews everything, and a human author is responsible for every application and report." On grant applications we answer the AI-use question exactly as asked. AI-generated images and voices are labeled.

6 Which tools, and who pays

We use tools on accounts the organization controls, with training on our data turned off where the tool allows it, and we keep a list.

> **Approved tools:** [ChatGPT / Claude / Gemini] on [organization] accounts; [video, design, grant tools]. New tools are approved by [name]; vendor privacy terms are checked by [name]. Staff don't use personal accounts for organization work.

Approved by (executive director or board) | Date | Next review