FREE PRINTABLE TOOLKIT

AI for Small Churches

Worksheets, checklists, and one-pagers for tired pastors, church offices, and faithful volunteers

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Inside: Weekly Time Audit · Pulpit Line Self-Check · Never-Type-This List · Quick-Start Card · Church Voice Profile · Church AI Policy Template · 4-Week Content Calendar · Scam-Safety Bulletin Insert · Time Covenant · Photo Permission Form

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“So shall it be easier for thyself, and they shall bear the burden with thee.”
Exodus 18:22

Joy Ann Collins · Small Matters Press

How to Use These Pages

Every page here comes straight from the book. Print as many copies as you like for your own church: tape the checklists by the office computer, hand the Quick-Start Card to a nervous volunteer, and slip the Scam-Safety insert into Sunday's bulletin.

A few gentle reminders:

- The intern drafts. You decide.
- Strip it first: no private names, prayer requests, health details, or giving records.
- Check every scripture in your own Bible before you print, post, or preach it.
- If it carries your voice as a pastor (sermon, prayer, counsel), it comes from you.

These printables are for use within your own congregation. Please don't resell them. If they help, the best thank-you is an honest review of the book on Amazon, so another tired servant of God can find it.

"Come ye yourselves apart into a desert place, and rest a while." (Mark 6:31)

The Weekly Time Audit

This is the worksheet from Chapter 1. Make as many copies as you need.

For one week, write down every church task you do, big or small, and roughly how long it took. At the end of the week, circle the great matters (things only you can do because of your calling) and check the small matters (routine work that needs to be done well, but doesn't need you specifically).

Task	Time spent	Great matter (circle) or small matter (check)?	Notes
Example: Typed up deacon meeting minutes	1 hr 10 min	✓ small matter	Notes were messy; took forever
Example: Visited Brother Hollis	1 hr 30 min	◯ great matter	Keep this. Always.
Total small-matter hours this week:			

Every check mark is time that can come back to you.

Pulpit Line Self-Check

When you're not sure whether a task crosses the line, ask yourself these five questions.

- 1. Is this a great matter or a small matter? Does it carry my calling, or is it routine work that just needs to be done well?
- 2. Will these words carry my spiritual authority? Will people receive them as their pastor speaking: a sermon, a prayer, counsel, a pastoral word?
- 3. Would I be comfortable if my congregation knew how this was made?
- 4. Have I checked every scripture, fact, name, date, and number?
- 5. Does the final version sound like me, and does it carry my heart?

If the answer to question 2 is yes, stop. That belongs to you.

"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." (2 Timothy 2:15)

Never-Type-This List

Post this on the wall of the church office. When in doubt, leave it out.

Never type these into an AI tool:

- Real names connected to prayer requests, health conditions, or personal struggles.
- Medical information of any kind: diagnoses, medications, mental health, pregnancies, test results.
- Counseling details: anything someone told you in a pastoral or counseling conversation.
- Legal matters: arrests, court cases, divorces, custody fights, immigration questions.
- Financial details about people: giving records, pledge amounts, benevolence requests, who's behind on rent.
- Children's information: names with ages, schools, photos, addresses, family situations, or anything about a child's safety.
- Contact information: home addresses, phone numbers, email addresses, birthdays tied to names.
- Church financial account information: bank account numbers, routing numbers, credit card numbers, passwords.
- Anything shared "in confidence" or "just between us."
- Anything that would embarrass or hurt someone if it showed up on the front page of your local paper.

The "Strip It First" Habit

Before you paste anything in, swap private details for placeholders.

Instead of: "Write a card for Sister Mae Thompson, who just found out her cancer is back."

Type this: "Write a short, gentle card for a church member who received difficult health news. I will add her name and a personal line."

Then add the name and your personal words by hand, after the tool is done.

Quick-Start Card

Print this. Laminate it if you can. Tape it next to the computer.

Getting Started in Eight Steps (from Chapter 5)

Step	What to do
1. Pick one tool	Any of the main ones will work. Don't overthink it.
2. Go to the real site or app	Official website or app store. Watch for look-alikes.
3. Create your account	Church email for church work. Free plan is fine. Write down where the login is kept.
4. Check your settings	Find privacy and history settings. Learn "New chat."
5. Type your request	Plain English, like texting a helpful friend. Use CALL: Context, Ask, Layout, Look it over.
6. Read every word	Check facts, names, dates, and scripture. Make it sound like you.
7. Ask for changes	"Shorter." "Warmer." "No exclamation points." It's a conversation.
8. Save what works	Copy good prompts into your Prompt Notebook.

Three Rules to Remember

- Strip it first: no private names, prayer requests, health details, or giving records.
- The intern drafts. You decide.
- If it carries your voice as a pastor (sermon, prayer, counsel), it comes from you.

Church Voice Profile

This is the secret ingredient from Chapter 6. Fill it out once, save it somewhere easy to find, and paste it in at the start of any AI conversation. It tells the eager intern who you are, so it stops writing like store-bought potato salad and starts writing like your church.

Copy everything in the box below, fill in the brackets, and keep it handy.

Here is information about our church. Please use it to match our voice in everything you write for us.

Church name: [NAME]. Location: [CITY/TOWN, STATE]. Size: about [NUMBER] people on a typical Sunday.

Tradition or denomination: [e.g., Missionary Baptist, AME, nondenominational, United Methodist, Church of God in Christ].

Who we are: [e.g., a mostly older congregation with a growing number of young families; a neighborhood church that has served this community since 1952].

How we talk: [e.g., warm and familiar; we call each other Brother and Sister; we say “church family”; we are friendly but not too casual].

Words and phrases we use: [e.g., “saints,” “fellowship,” “Kingdom building,” “God is able”].

Words and phrases we never use: [e.g., slang, “awesome,” corporate words like “leverage”; anything that sounds like a sales pitch].

Bible version: Quote the King James Version unless I ask otherwise.

Our pastor: [NAME AND TITLE, e.g., Pastor Renee Whitfield], who we refer to as [HOW MEMBERS ADDRESS THE PASTOR].

Our regular schedule: [SUNDAY SCHOOL, WORSHIP, BIBLE STUDY, PRAYER TIMES].

Our ministries: [LIST].

Reading level and length: Keep writing simple, clear, and easy to read aloud. Shorter is better. Many of our members are [e.g., seniors who prefer large print and plain words].

Please do not use emojis unless I ask. Please do not invent facts, names, dates, or scripture references. If you don’t know something, say so.

Church AI Policy Template

Every church that uses these tools should have a written policy. It doesn't need to be long or full of legal language. It just needs to say clearly what you will and won't do, so your staff, volunteers, and members never have to guess.

Fill in the blanks, adjust anything that doesn't fit your church, and bring it to your board for approval. Then put a copy in the office and give one to everyone who uses these tools on behalf of the church.

[CHURCH NAME] Policy on the Use of Artificial Intelligence (AI) Tools

Adopted by [BOARD/COUNCIL/CONGREGATION] on [DATE]

1. Purpose. [CHURCH NAME] uses AI writing tools to help with routine administrative and communication work, so that our pastor, staff, and volunteers have more time for prayer, study, people, and ministry. These tools are helpers. They are never a substitute for spiritual leadership, pastoral care, or human relationships.

2. Approved uses. Staff and approved volunteers may use AI tools for:

- Drafting and editing bulletins, announcements, newsletters, and calendars.
- Turning notes into meeting minutes and action lists.
- Drafting letters, emails, cards, flyers, and sign-up sheets, which a person reviews and personalizes before sending.
- Planning events, schedules, and checklists.
- Social media posts and website text about church life and events.
- Background research and organizing support for teaching, as long as all content is checked against Scripture and trusted sources.
- Other uses: [ADD ANY OTHERS YOUR CHURCH APPROVES].

3. The Pulpit Line: uses that are not allowed. AI tools will not be used to:

- Write sermons, in whole or in large part.
- Write prayers offered on behalf of the church.
- Provide pastoral counsel or decide what to say to someone in crisis.
- Make spiritual or leadership decisions for the church.
- Send personal pastoral messages without the sender's own review and personal touch.
- [ADD ANY OTHERS].

4. Privacy. The following must never be entered into an AI tool: names connected with prayer requests, health, or personal struggles; counseling notes; giving or financial records of individuals; information about children; addresses, phone numbers, birthdates, or Social Security numbers; and any information shared in confidence. Users will remove or replace private details before using any AI tool ("strip it first").

5. Accuracy. Every scripture reference, name, date, time, dollar amount, and fact produced with AI help will be checked by a person before it is printed, posted, or sent.

6. Honesty. We will not hide our use of these tools. If asked, we will explain plainly how and why we use them. Nothing will be presented as the pastor's personal words unless the pastor wrote or fully reviewed and approved it.

7. Accounts. AI tool accounts used for church business will be church-owned accounts, set up with the church email address [CHURCH EMAIL]. Login information will be kept by [ROLE, e.g., church administrator] and [ROLE, e.g., pastor]. Privacy settings will be set to the most protective options available. Accounts will be reviewed when staff or volunteers change.

7a. Verify Before You Pay. No staff member or volunteer will send money, buy gift cards, or change payment or banking details because of a text, email, call, or message alone, even if it appears to come from the pastor. Every request involving money will be confirmed through a second, known channel (such as calling the person at a number already on file), and any change to payment details requires two people to approve it.

8. Who may use these tools. [LIST ROLES, e.g., pastor, church secretary, communications volunteer, ministry leaders who have read this policy].

9. Questions and concerns. Anyone with a concern about how AI is being used at [CHURCH NAME] should speak with [NAME/ROLE].

10. Review. This policy will be reviewed every [12] months, or sooner if needed.

Approved by:

Name	Title	Signature	Date

4-Week Content Calendar

Consistency beats perfection. A small church that posts three simple things a week will reach more people than one that posts something beautiful twice a year. Fill in this calendar in one sitting, schedule the posts or set reminders, and then let it go.

Blank Calendar

Week	Monday: Encouragement	Wednesday: Church Life	Friday: Invitation
Week 1			
Week 2			
Week 3			
Week 4			

Filled-In Example

Here's what a month might look like at a church like Mount Pleasant.

Week	Monday: Encouragement	Wednesday: Church Life	Friday: Invitation
Week 1	Scripture graphic: Lamentations 3:22–23, "His compassions fail not"	Photo of the men's breakfast with a thank-you to the cooks	Invitation to Sunday worship with service time and a warm word to first-time guests
Week 2	A short quote from Sunday's sermon (from the pastor's own manuscript)	Member spotlight on a longtime usher (with permission)	Fall Festival announcement: Saturday, 4–7 p.m., chili cook-off
Week 3	"How can we pray for you?" post with a link to the private prayer request form	Behind the scenes: youth group packing food pantry boxes	Fall Festival reminder, plus a call for dessert donations
Week 4	Scripture graphic: Psalm 46:1, "God is our refuge and strength"	Fall Festival photo highlights and a thank-you to volunteers	Invitation to next week's new Bible study series

Scam-Safety Bulletin Insert

Scammers love churches, because church folks are kind and quick to help. Print this as a half-page bulletin insert, or read it from the pulpit once a quarter.

Keep Our Church Family Safe

Your pastor will never ask you to buy gift cards. Not by text, not by email, not by phone. If you get a message that looks like it's from the pastor asking for gift cards, money, or a "quick favor," it is a scam. Do not reply. Call the church office at [PHONE].

Voices can be faked now. Scammers can copy a person's voice from a short video online. If you get a frantic call from a "grandchild" or "pastor" who needs money right away, hang up and call that person back at the number you already have.

Choose a family safe word. Pick a word only your family knows. If someone calls in an "emergency," ask for the safe word.

Slow down. Scammers rush you. Real emergencies can wait five minutes while you call someone you trust.

Never give out: bank information, Social Security numbers, passwords, or the codes texted to your phone.

The church will never ask you to give by: gift card, wire transfer, cryptocurrency, or payment apps sent to a personal account. Our only giving methods are: [LIST YOUR CHURCH'S OFFICIAL GIVING METHODS].

If you think you've been scammed: don't be embarrassed. It happens to smart, careful people every day. Call your bank right away, then call [CHURCH CONTACT] so we can help and warn others.

"Be ye therefore wise as serpents, and harmless as doves." (Matthew 10:16)

My Time Covenant

From Chapter 15. Fill this in prayerfully, sign it, and give a copy to the person who will hold you to it.

My Time Covenant	My answer
With the time God has given back to me, the first three hours each week will go to:	
The great matter I have been neglecting, that I will now make room for:	
The person I will spend more time with:	
My Sabbath day, which I will protect, is:	
The small matter I am finally setting down:	
One thing I will NOT let fill my saved time:	
The person who will hold me to this:	
Signed and dated:	

"Come unto me, all ye that labour and are heavy laden, and I will give you rest." (Matthew 11:28)

Photo Permission Form

From Chapter 9. A simple form for your church office. Keep signed copies on file, and never post a child's photo without a parent or guardian's signature. (This is a plain-language starting point, not legal advice. If your church has an attorney or your denomination has its own form, use theirs.)

[CHURCH NAME] Photo and Video Permission

From time to time, [CHURCH NAME] shares photos and short videos of church life on our bulletin board, newsletter, website, and social media pages, so our church family and neighbors can see what God is doing among us.

Please check one:

- ☐ Yes. [CHURCH NAME] may use photos or video that include me (and the children listed below) in church publications and on our website and social media.
- ☐ Yes, but please do not use names with any photos.
- ☐ No. Please do not post photos or video of me (or the children listed below).

Children under 18 covered by this form: [NAMES AND AGES]

We will never post addresses, schools, or other personal details with any photo. You may change your choice at any time by letting the church office know.

Name (please print)	Signature	Date

Parent or guardian signature (for anyone under 18): _____