



AI USAGE GUIDELINES

Purpose:

Artificial Intelligence (AI) tools can improve efficiency, creativity, and organization in ministry. These guidelines help ensure AI is used responsibly by staff and ministry leaders at Crosspoint Church.

Examples of AI tools include ChatGPT, Microsoft Copilot, Google Gemini, Claude, AI writing assistants, and AI image or video generators.

AI should support ministry efforts and operational efficiency, not replace spiritual leadership or pastoral care. The Director of Operations is responsible for overseeing and maintaining these guidelines. Any violations or misuse will be addressed through the appropriate HR and Personnel Team disciplinary processes.

1. AI SUPPORTS MINISTRY; IT DOES NOT REPLACE MINISTRY

Ministry is relational and Spirit-led.

AI may assist with:

- Brainstorming ideas / Drafting internal documents / Research and study preparation / Administrative organization / Creative media concepts

AI should **not be used to replace pastoral leadership**, including:

- Allowing AI to fully write sermon for delivery / Creating pastoral counseling responses / Generating prayers for congregational use / Replacing personal pastoral care or discipleship

All AI-generated material should always be **reviewed and edited by a staff member before use.**

2. ASK FOR APPROVAL BEFORE INTEGRATING AI TOOLS

Never enter sensitive church information into “public” AI tools. If unsure: do not enter it.

This includes:

- Member contact information / Prayer requests or counseling details / Personal or family situations shared in confidence / Financial or giving records / Staff or volunteer records

3. AI TOOLS CONNECTED TO CHURCH SYSTEMS REQUIRE APPROVAL

AI tools that connect to church systems must be reviewed by Director of Operations and approved by IT.

This includes tools connected to:

- Church Management Software / Member databases / Giving platforms / Email systems / Internal documents

Approval will be requested through IT.

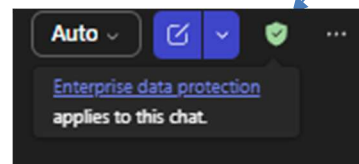
4. VERIFY AI-GENERATED CONTENT

Staff should use AI responsibly by:

- Respecting copyright and licensing / Avoiding misinformation / Protecting privacy and church data / Ensuring content reflects Wesleyan and Crosspoint biblical values

5. APPROVED AI TOOLS

- Microsoft 365 Co-pilot (Church Account)
 - When logged into your Crosspoint account, seeing “M365 Copilot” and the shield icon will verify that you are using Crosspoint’s approved General AI tool. This tool offers Enterprise Data Protection and is a good starting point if you are new to chat based generative AI tools.
- ChatGPT (paid Business Plan)
- BoodleBox (paid)



ChatGPT can make mistakes. OpenAI doesn't use Crosspoint Church workspace data to train its models.

- Staff in creative roles who use AI tools to generate creative content—such as images, videos, lyrics, music, voice, or large bodies of text—must obtain approval from the Director of Operations before using those tools. Each ministry is responsible for covering the cost of any approved AI tool subscriptions or accounts they choose to use.
 - Approved Creative AI tools: Adobe Suite and Canva