

FREE SAMPLE — THE AI CHURCH TOOLKIT

This is the complete Administration chapter from The AI Church Toolkit by Tov Rose, C2R Marketing, LLC — free, so you can see exactly how the guide works before you buy it.

Administration

Administration is where most ministry leaders feel the week leak away: agendas to draft, minutes to write up, newsletter items to produce from a pile of announcements. These are drafting tasks, and drafting from material you supply is a good fit for these tools: you provide the facts, the tool assembles a first draft, and you check and finish it.

You are assisting a church leader. CONTEXT: a church leadership meeting; my bullet notes are below. TASK: turn these notes into a one-page meeting agenda. CONSTRAINTS: plain language; use only what the notes contain; do not invent facts, names, dates, or decisions; flag anything unclear. FORMAT: a one-page agenda with headings. Do not ask for or use private personal details. NOTES: [notes]

You are assisting a church leader. CONTEXT: a church leadership meeting; my notes are below. TASK: turn these notes into draft minutes. CONSTRAINTS: plain language; record only what the notes support; do not invent facts, names, dates, or decisions; mark anything missing or unclear as [CONFIRM]. FORMAT: minutes with a heading for each item. Do not ask for or use private personal details. NOTES: [notes]

The [CONFIRM] instruction matters. Minutes become a record people rely on, and a tool that guesses at a missing decision invents a record that never happened. Forcing it to mark the gaps keeps you in charge of what the record says.

You are assisting a church leader. CONTEXT: our church newsletter; the announcements are below. TASK: write a 150-word newsletter item from these announcements. CONSTRAINTS: plain language; use only the facts given; do not invent dates, times, names, or details. FORMAT: one short paragraph plus a headline. Do not ask for or use private personal details. ANNOUNCEMENTS: [text]

Give the tool only the announcements themselves — the facts you already have. Then check every date, time, and name in what comes back before it goes anywhere. The tool drafts; you verify. That order never reverses.

One firm boundary

Anything policy- or legal-related goes to your leaders or to counsel — not to an AI tool. Employment questions, discipline matters, property and contract questions, child-safety policies: the tool can format a document, but it must never shape the substance. Draft the announcement of a decision with AI if you like. Make the decision with the people responsible for it.

A simple test for any admin task: if getting it wrong would only cost you an edit, it is an AI task. If getting it wrong would cost someone trust, it is not.

The [CONFIRM] habit, up close

Say your notes from a leaders' meeting say "discussed roof — J. to get quotes." A careless draft turns that into "The board approved roof repairs." Your prompt's [CONFIRM] instruction forces a better output: "Roof repairs discussed; decision not recorded [CONFIRM]. J. to gather quotes [CONFIRM: deadline]." You confirm two small things in seconds, and the minutes say only what actually happened. Multiplied across a year of meetings, that habit is what keeps your records trustworthy.

Bulletins and weekly documents

The same pattern covers the Sunday bulletin: paste the week's announcements and service details, ask for them in bulletin order, and check names and times against your source. Recurring documents are where a saved prompt pays off most — each week you are only swapping the facts.

The full guide: 11 pages of copy-paste prompts, checklists, and workflows — sermon-prep research, administration, member care, outreach, and volunteers, all on free tools. \$17 one-time at <https://ai-church-toolkit.pages.dev/>