

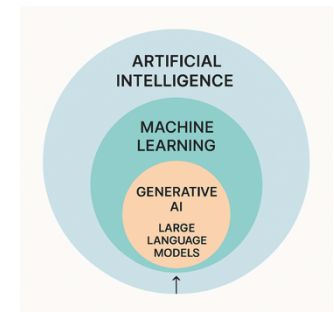
Acceptable Use of AI Tools at {{MinistryName}}

{{MinistryName}} is committed to honoring God and valuing God’s creation, while using technology to engage the world around us. {{MinistryName}} is committed to maintaining a safe and secure environment for all staff, organizations and constituents we partner with. {{MinistryName}} is committed to full compliance with applicable laws. These commitments include the responsible use of Artificial Intelligence (AI) technology.

To achieve this, we have implemented an Acceptable Use of AI Tools Policy outlining the principles and guidelines that {{MinistryName}} staff must adhere to when using AI tools. The policy aims to ensure that all {{MinistryName}} staff use AI tools that align with the organization’s values, policies, and standards. It applies to everyone at {{MinistryName}} who uses AI tools to perform their work. This Policy is not intended to address every use of AI and before any use of AI is considered at {{MinistryName}} you should consult {{AIDecisionMaker}}.

Definitions

- *Artificial Intelligence (AI)* refers to technology that enables machines to mimic human behavior to some degree, allowing them to act intelligently and autonomously in various contexts. *Examples include Siri, Alexa, Google Maps, Spotify, and Netflix.*
- *Generative AI* is a category of tools within AI that is designed to create new content. *Examples include ChatGPT, Claude AI, and Microsoft 365 Copilot.*
- *Large Language Model (LLM)* is a type of generative AI specifically designed to understand and generate human language.
- *Machine Learning* is a component of AI that focuses on building systems that can learn from data and improve over time.



Guiding Principles

The following principles must be followed when considering using an AI tools at {{MinistryName}}:

- Only human beings are created in God’s image. *Genesis 1:26-27*
- The Bible remains trustworthy and true and the only source of absolute truth that speaks with final authority concerning truth, morality, and the proper conduct of humankind. *2 Timothy 3:16-17*

- AI is not morally neutral and can be used to honor God and His creation or lead humanity further from the truth. *Exodus 31:1-11; Romans 3:23*
- Technology is incapable of possessing the capacity for moral agency or responsibility and humans cannot nor should cede our moral accountability or responsibilities. *2 Peter 1:5-8*
- AI reflects all that is good and evil in the world, including being subject to bias and all efforts should be taken to uphold human dignity and account for these biases. *Romans 12:10*
- We affirm that work is part of God's plan for human beings and human worth is not measured by our efficiency or productivity. *Ephesians 4:11-16*
- We are called not only to use AI but be actively involved in shaping the future of AI.
- AI is a tool under the dominion and stewardship of humankind as entrusted by God. *Genesis 1:28*
- AI tools chosen by {{MinistryName}} should meet all the ethical standards of fairness, transparency, accountability, privacy and safety.
- Trust but verify

Security Best Practices

All staff must follow these security practices when using AI tools:

- **Use of reputable AI tools:** Staff should only use reputable, approved AI tools that meet {{MinistryName}}'s guiding principles.
- **Evaluation of AI Tools:** The evaluation of new AI tools is the responsibility of {{AIDecisionMaker}} and/or those who have been granted authority. This includes reviewing the tool's security features, terms or service, privacy policy and alignment to {{MinistryName}}'s guiding principles.
- **Protection of confidential data:** Staff must not upload or share any personal, proprietary, or protected data without prior approval. This includes data related to staff, constituents, or partners.
- **Review Output:** Staff must review output for accuracy and relevance before using the results of generative AI. That includes generated natural language, images and code.
- **Evaluate equity, bias, and trust concerns:** As equity, bias, and trust issues arise with AI tools, it is the responsibility of staff to bring these issues to their supervisor. Further, it is the responsibility of {{AIDecisionMaker}} and/or those authorized on their behalf, to evaluate and make recommendations to the organization on using or refusing to use the AI tool.

Prohibited Uses of AI Technology

To uphold the values, security, and integrity of {{MinistryName}}, the following uses of AI tools are strictly prohibited:

- **Impersonation or Deception:** Using AI to impersonate individuals, misrepresent identity, or create misleading content (e.g., deepfakes, fake endorsements, or false testimonies).
- **Unethical Content Generation:** Generating content that is offensive, discriminatory, harassing, violent, sexually explicit, or otherwise inconsistent with our Christian values and ministry standards.
- **Unauthorized Decision-Making:** Relying solely on AI to make decisions that affect individuals' employment, ministry participation, or spiritual care without human oversight and accountability.
- **Violation of Privacy or Confidentiality:** Uploading or sharing personally identifiable information (PII), confidential ministry data, or sensitive constituent information with AI tools not explicitly approved by {{AIDecisionMaker}}.
- **Bypassing Security Controls:** Using AI to attempt to bypass security protocols, access restricted systems, or exploit vulnerabilities.
- **Training External AI Models:** Submitting ministry data to public AI tools that use inputs to train their models, unless explicitly authorized and protected under a secure enterprise agreement.
- **Plagiarism or Misattribution:** Presenting AI-generated content as original human work without proper disclosure, especially in public-facing or published materials.
- **Unapproved Integrations:** Integrating AI tools into ministry systems, workflows, or communications without prior review and approval by {{AIDecisionMaker}}.

Acceptable Use of AI Technology

- Generative AI tools should be used solely for business-related purposes and must align with {{MinistryName}}'s guiding principles.
- All assets created using generative AI tools must be professional and respectful. Staff should avoid using offensive or abusive language and engaging in any behavior that could be considered discriminatory, harassing, or biased when applying generative techniques.
- Staff should not share any confidential or sensitive information with generative AI technology, including but not limited to passwords, certificates, personally identifiable information (PII), secrets, and tokens.

- Multi-factor authentication should be in place across all third-party tools and technologies used for generative AI services.
- Generative AI tools must comply with all applicable laws and regulations, including data protection and privacy laws.
- {{MinistryName}} reserves the right to review and monitor all communications shared with generative AI tools, including but not limited to messages, prompts, attachments, and files.

Staff Responsibility When Using AI Technology

- Staff are responsible for ensuring they use generative AI technology in compliance with this Acceptable Usage Policy and any other relevant organization policies or procedures.
- Staff must clearly disclose to our staff, partners, and constituents when content shared with them has been generated in whole or in part using AI tools to maintain transparency and uphold trust.
- All staff must be aware of their responsibilities for protecting confidential and sensitive information and take all necessary steps to safeguard the privacy and security of this information when using generative AI technology.
- Managers and supervisors are responsible for ensuring their teams are aware of and comply with this policy. They must also report policy violations to {{AIDecisionMaker}} and/or their representative in AI matters.
- {{AIDecisionMaker}} is responsible for agreeing on and documenting an approved list of AI tools to ensure that only authorized applications of these technology capabilities are applied by the organization.

In using AI technology,

- Always obtain explicit consent before using AI tools to create content that involves another person.
- Create content that is appropriate and respectful towards all staff and constituents.
- Keep confidential information confidential by not sharing it with unauthorized individuals, including external parties that provide generative AI services.
- Use generative AI tools responsibly that do not compromise our organization's or its data's security or integrity.
- When using generative AI, comply with all applicable laws and regulations, including data protection and privacy laws.

Approved AI technology

Currently, over 300 widely used AI tools generate content, art, and video, so maintaining a comprehensive list is impractical. When considering using a generative AI tool, please review its policies to ensure the AI tools follow Responsible AI principles and are safe, secure, and trustworthy. For more information on acceptable review, contact {{AIDecisionMaker}}.

In general, our policy is to use AI Tools within the framework of an organization account which restricts the data shared publicly and does not use our organization's data to train its LLMs.

- Microsoft AI-capable applications and features available under the {{MinistryName}}'s Microsoft 365 tenant (CoPilot)

Training and Education

{{MinistryName}} provides a collaborative learning environment. We encourage our staff to keep updated with the ongoing AI use and adoption changes. Staff should check with their supervisors for available training resources.

Updates and Review

This Acceptable Use of AI Tools Policy will be updated periodically to reflect the dynamic and changing nature of the use of AI tools in our sector. Changes to this policy will be informed by the potential risks and biases that these tools can interject into our work and by changing cybersecurity recommendations.

Policy Change Log

Version	Date	Author	Description of Change	Approved By
1.0	2025-07-15	Jonathan Meester (CIM)	Initial draft created	