

DRAFT AI Policy

September 2026

Artificial Intelligence (AI) is a tool that is ever changing and can be used as an excellent resource, we acknowledge that the use of these tools will be more common as we move forward. We also know that these tools can be misused and abused. This policy is to set parameters and understanding about AI tools and technologies and their use within the Diocese of Georgia. This policy may be adjusted to fit each congregation or organization as needed, building upon the base policy provided here. This policy will need to be reviewed and signed annually by clergy, staff, vestries, and volunteers that could have access to church communication channels.

GUIDING PRINCIPLES

Alignment with Mission

The use of AI must always be aligned with the mission of the Episcopal Church and the Diocese of Georgia: to preach the Gospel, and love one another.

Ethical Use

All AI tools must adhere to ethical guidelines that include transparency of use, no identifying data, or discrimination. When AI is used to create content, the content must be labeled as created with AI assistance.

Inclusivity

AI outputs must always be evaluated to ensure the Diocese's commitment to inclusivity, compassion, and respect for all people. Understanding that AI pulls information from every facet of the internet and the information uploaded by the user, content will need to be checked for bias.

Human Oversight

AI and AI assist programs will never replace the work of the individual. These tools are to be seen as a resource and not the solution. Communications, sermons, and other missives are to always be written by the individual.

ACCEPTABLE USES

Content Creation

AI tools may be used to generate drafts for newsletters, social media posts, and event promotions, ensuring alignment with the Church's tone and style guide. For writing, individuals may use AI to edit versus create.

Administrative Tasks

Individuals may use AI to assist in tasks that are repetitive like scheduling, data management, translation services, and research gathering.

Accessibility Enhancements

AI may be used for translations services, create captions, or other ways in order to improve accessibility for diverse audiences.

PROHIBITED USES

Audience Engagement

AI may not be used as a general chatbot or to respond to general inquiries.

Theological Content Creation & Pastoral Care

AI chatbots or tools may not be used for sermons, prayers, or other theological materials. AI may not be used to respond to pastoral care needs or spiritual direction.

Sensitive Data Analysis

Users may not input private and specific information of members into AI programs.

Decision-Making

AI will not be used for decisions involving hiring, pastoral care, or sensitive member communications.

Surveillance or Monitoring

AI will not be used for surveillance of staff, volunteers, or members.

Manipulative Practices

AI-generated content will not be used to manipulate the audience. This includes creating 'deep fake' videos, posts, or letters seemingly from leadership.

IMPLEMENTATION AND REVIEW

Training

Staff and volunteers using AI should receive regular training on ethical AI usage, ensuring all team members understand both the capabilities and limitations of AI tools. For any assistance, clergy and staff may reach out to the Diocesan Office for additional guidance.

Review Process

All AI-generated content must undergo human review to ensure it adheres to the Church's values and brand guidelines.

Annual Policy Review

This policy will be reviewed each year by the Diocesan Staff and Diocesan Council. Updated versions will be sent out to congregations in order to be read, reviewed, and signed by clergy, staff, and volunteers.

PRIVACY AND DATA PROTECTION

Data Usage

AI tools must comply with all applicable privacy laws and the canons of the Episcopal Church.

Vendor Compliance

AI vendors must demonstrate adherence to ethical practices and provide transparency in how their tools process and use data.

DISCIPLINARY ACTIONS

In the event of the use of AI generated content that does not comply with these practices and policies, disciplinary action will be taken, up to and including termination.

ACKNOWLEDEMENT

In understanding that AI tools are a resource and not the voice of the Holy Spirit, by signing this policy you are acknowledging that you have read, understood, and agree to comply with the expectations set forth in this document. This policy must be reviewed and signed annually.

Employee Name:

Date:

Employee Signature: