

AI in the Parish Office

Think clearly. Write confidently. Save time.

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Quickly find what helps right now

This handout is intended for quick reference — not to be worked through from cover to cover when phone, door and calendar leave little patience for theory.

Page	Topic	What it's useful for
3	Get started in 60 seconds	Choose the first small, safe use case
4	Data protection before speed	Recognize unsuitable information before it is entered
5	ChatGPT and Perplexity	Choose the right tool for the task
6	OpenAI for Nonprofits	Understand eligibility, verification and discounts
7 to 11	Prompt cards	Use texts, dictations and images directly in practical exercises
12 to 14	Sources, verification and CRAPcheck	Check important information reliably
15 to 18	Everyday routine and next week	Try things out, improve and build a routine
19	Further information and contact	Finding resources, sources and support

A

Do you need a text?

Start with the prompt cards on pages 7 and 8.
State the target audience, tone and length.
Then only review.

B

Do you need an answer that must be correct?

Start on page 11. Locate the source, open the original, and check the date and responsible authority.

The order always stays the same: clarify the assignment. Do not enter any sensitive data. Check the result.

Get started in 60 seconds

The hurdle is seldom the technology; it is the uncertainty about whether a question is "good enough". The short answer: it may begin imperfectly.

Do not choose a sensitive case or a large project. Use a general invitation, a neutral text idea or an explanation of a term. This way you quickly feel what AI does well and where you remain the final authority.

1**Small task**

Choose something general that you would do today anyway.

2**Name the context**

Say who the text is for and how it should sound.

3**Check the result**

Check facts, tone, names, times and links.

4**Refine once**

Ask for: "Shorter", "warmer" or "clearer".

01

Your sensible first prompt

START

"Draft a short, friendly invitation to the Harvest Thanksgiving service. Target audience: people from the parish. Tone: warm, clear and not promotional. Please use a maximum of 100 words. Do not invent any details."

Then check: Date, time, location, registration and contact person. AI provides a draft. You decide whether it may be shared publicly.

Key takeaway: A small, well-checked use case builds more trust than a big AI idea that no one opens on Tuesday morning.

Privacy before speed

Is this about a specific person named by name? Then do not input it. Is it about a general pattern, without names and without details? Then the task is usually appropriate.

The real problem is not the AI, but the reflex to copy a real situation with its details into a new tool. In parish daily work confidential information comes together quickly: names, pastoral concerns, health information, donations, personnel matters or conflicts. These pieces of information do not belong in public AI services.

Work with **sample cases**, not with original cases. From "Frau Meier kann wegen einer Operation nicht kommen" becomes "a person cannot participate for health reasons". Often even that detail is unnecessary.

Category	Examples	Working method
Generally suitable	general invitation, neutral image idea, explanation of a term	Use without names and internal documents.
Only anonymized	Draft reply, general conflict case, unpublished concept	Remove names, places, dates and identifiable details.
Do not input	Pastoral notes, health data, personnel issues, donation and membership data, passwords	Do not copy into public AI tools.

Important: This rule of thumb is a practical precaution for the workshop, not legal advice on data protection. If in doubt, follow the safer office rule: ask first, then send.

Two tools, two tasks

Not every tool needs to do everything. The crucial distinction is between **Drafting** and **Reviewing**.

A

ChatGPT

Good for text drafts, tone, explanations, images and spoken notes. ChatGPT can generate images from text descriptions and modify existing images on request.[1]

Control question: Does this sound like us? Is every detail correct?

B

Perplexity

Good for current rules, dates, figures and research. Perplexity shows, according to its own help page, numbered references to original sources.[3]

Check question: Is the source appropriate and up to date?

ChatGPT helps with phrasing. Perplexity helps with finding and sourcing. Both are useful, but neither replaces verification. A link is a starting point, not proof.

Task	First pass	Your final pass
Invitation from keywords	ChatGPT	Check facts and tone
Image idea for a notice	ChatGPT	Check dignity, suitability and rights
Look up the current guideline	Perplexity	Open and read the original source
Understand the technical term	ChatGPT	Supplement with the source for important applications

Short version: ChatGPT for drafting. Perplexity for research. You are responsible.

Check discounted Business licences

OpenAI offers eligible nonprofit organisations discounted ChatGPT Business Standard licences. A parish or church community is not eligible because of its name, but only if the verification confirms it.[7] [8]

A

What OpenAI offers

For verified nonprofits, ChatGPT Business Standard costs USD 8 per user per month when billed annually, or USD 10 when billed monthly. Premium licences are not eligible for the discount.[7]

B

For larger organisations

Larger nonprofit organisations can ask the sales team for up to 75% off ChatGPT Enterprise. This is an individual assessment, not a blanket commitment.[7]

For parishes and church communities: potential eligibility depends in particular on legal form, recognition by local authorities, operating on a not-for-profit basis and public benefit. Goodstack also checks the applicant's association with the organisation and its regulatory standing.[8]

1

Clarify the legal form

Identify which organisation is legally responsible for the workspace.

2

Verify officially

Start the OpenAI form using the email address intended for the workspace.

3

Prepare documentation

Verification may require proof about the organisation and the applicant's connection to it.[8]

4

Subscribe afterwards

After approval, the discount is applied to Standard licences.[7]

The real issue is not the discount, but a mistaken assumption about eligibility. Clarify the legal form and responsibility first, then start the application.

Final eligibility is determined in the specific Goodstack process. This information is neither legal advice nor a promise for a particular parish or church community.

How a good prompt works

A prompt is not a magic spell. It is a work instruction. The clearer your request, the less the system has to guess.

Building block	Question to ask yourself	Example
Goal	What should be produced?	An invitation
Context	Purpose and audience?	Harvest Thanksgiving for the parish
Tone	How should it come across?	Warm, clear, non-promotional
Format	How long and in what form?	90 words, with subject line
Check	What must not happen?	Do not invent information

02

Template for copying

GOAL + CONTEXT + TONE + FORMAT

"Create [result] for [target audience / occasion]. Consider [key points]. Tone: [tone]. Format: [length / structure]. Use Swiss Standard German. Do not invent any information. Ask if an important piece of information is missing."

Too vague

"Make a nice text for our event."

Better

"Draft an invitation for the seniors' afternoon. 90 words, warm tone, no exclamation marks, with clear registration details."

Tip: Do not write "make it pretty." Beauty is, as everyone knows, a tricky colleague. Write exactly what you want: calm, dignified, maximum 120 words, with a clear subject line.

Turn keywords into a text

AI is especially strong when the facts are already available and only the form is missing. That saves wording time, not thinking time.

03

Draft an invitation

TEXT

"From these keywords, draft a friendly invitation: [date], [time], [place], [occasion], [note]. Target audience: parishioners. Tone: warm, clear and not overly formal. Swiss Standard German. Please include a subject line and a maximum of 120 words. Do not invent missing information."

Check before sending: Date, time, location, registration, accessibility and contact person.

04

Newsletter from notes

TEXT

"Turn these keywords into a short newsletter section for our parish: [key points]. Start with a clear headline. Write two short paragraphs and finish with a concrete next step. Tone: calm, welcoming and factual."

Important: Do not enter a full internal protocol. Note only the publishable key points, such as the occasion, benefit, date/time and registration.

The consequence is: AI may construct the sentences. The choice of what should be shared externally remains with you.

Improve tone and clarity

A text does not need to be completely rewritten just because it sounds awkward. Often a clear revision is sufficient. This is especially useful for information that is factually correct but comes across as too long or too bureaucratic.

05

Polish existing text

REVISE

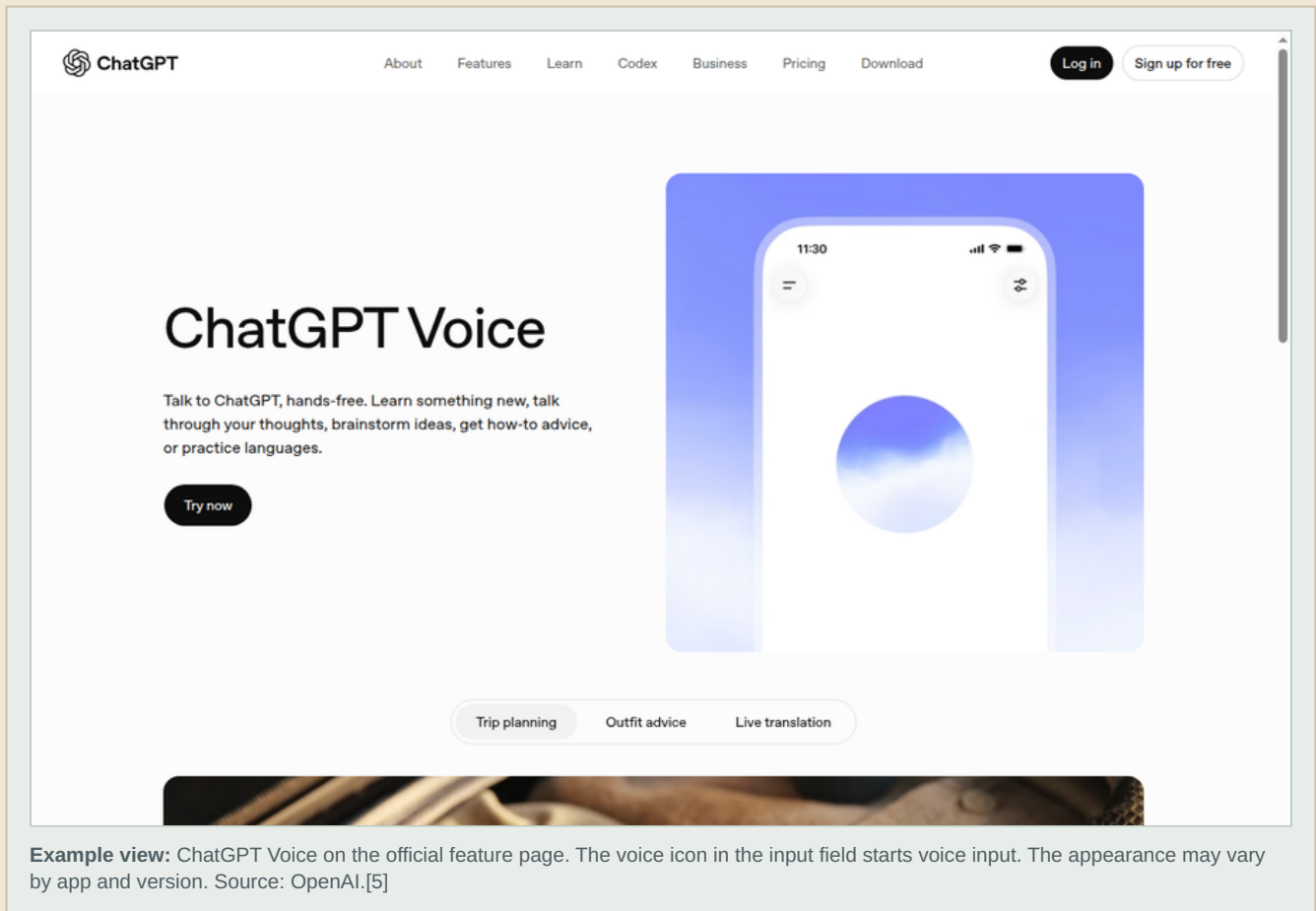
"Revise this text into Swiss Standard German. Target audience: people without specialist knowledge. Tone: friendly, clear and respectful. Keep all facts. Shorten unnecessary repetitions. Use short paragraphs and no promotional phrases: [text without personal data]"

If the text ...	Add
should be shortened	"Shorten to a maximum of 90 words."
should sound warmer	"Phrase it in a human and welcoming way without becoming sentimental."
should sound more binding	"Write directly and clearly without creating pressure."
should be easier to understand	"Briefly explain specialist terms or replace them."

Facts remain facts: Compare the original and the new version sentence by sentence when information is included. Language may be smoothed by AI. Facts need your sign-off.

Dictate instead of typing

A spoken note can be created faster than a carefully typed draft. What matters is checking it before sending.



06

Turn a note into an email

DICTATION

"Listen to my spoken message and turn it into a polished, ready-to-send email for [recipients]. Tone: grateful, clear and not promotional. Structure the text into subject line, salutation, two short paragraphs and closing salutation. Use Swiss High German. Show the transcription first so I can review it."

Three rules: Speak in short units of thought. State [recipients] first. Always check names, numbers and dates yourself, because a transcription is not necessarily verbatim.[2]

Create images with presence

Images make an immediate impression. Precisely for that reason it is worth describing the desired mood deliberately.

State the occasion, the mood, the elements, and at least once, what you **not** want. ChatGPT can generate images from a description and, if desired, modify existing images.[1]

07

Design an image for an occasion

IMAGE

"Create a warm, inviting illustration for [occasion, for example Harvest Thanksgiving]. Subject: [two or three specific details, for example a set table, candles and autumn leaves]. Style: calm, dignified, high-quality and clear. Colors: natural autumn tones. No text in the image. Not kitschy, no cartoon characters, no overloaded symbols. Format: portrait orientation for a poster."

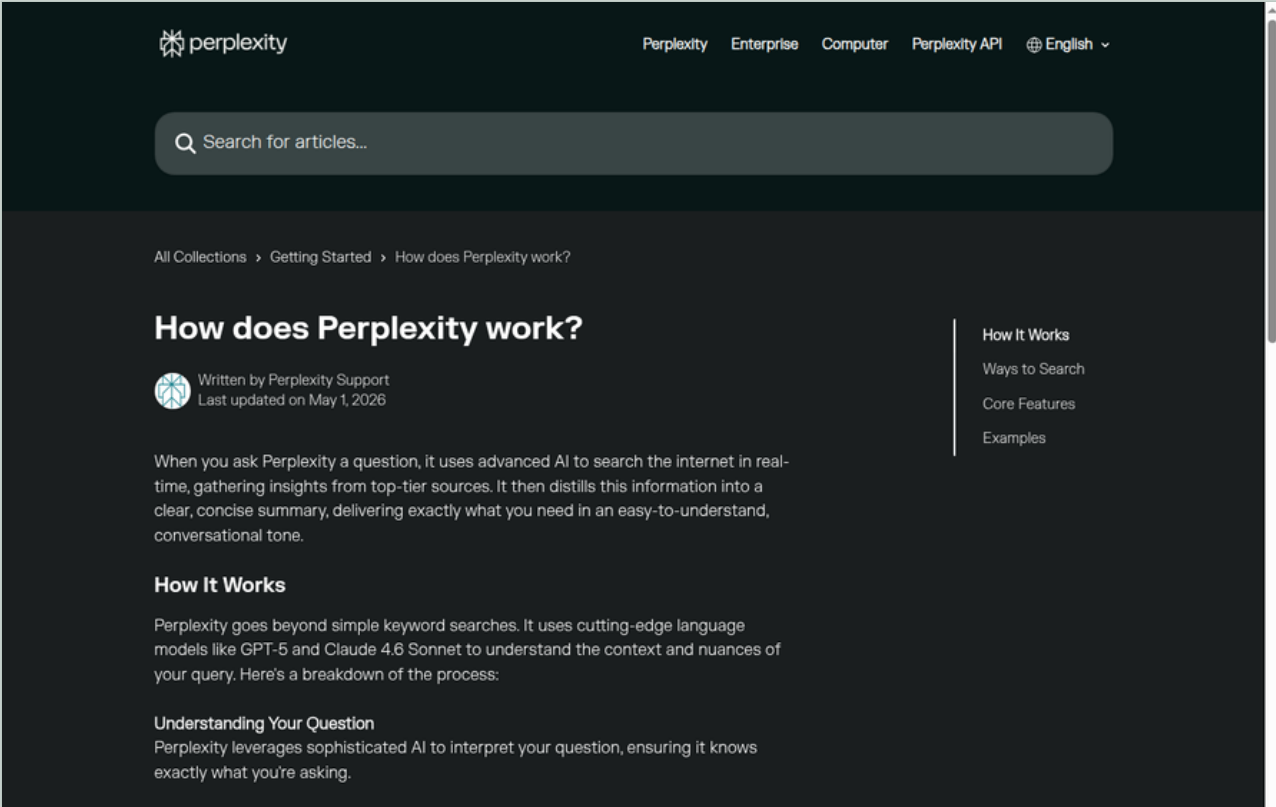
If the first image ...	Be specific ...
is too decorative	"Reduce the decoration. Make the image calmer and clearer."
is too dark	"Brighter, with warm daylight and clearly visible details."
is too kitschy	"Less symbolism, more natural scene, more restrained and dignified."
has the wrong format	"Create the design in portrait orientation for an A4 poster."

Tip: The first result is a draft, not a judgement of your taste. A good second prompt is usually wiser than starting over.

Verify facts with sources

For rules, dates, numbers or church regulations, the source is part of the answer.

According to its own help page, Perplexity shows numbered references to the respective original sources in its answers.[3] Use the tool to start your research. What remains decisive is consulting the original source.



The screenshot shows the Perplexity website's help page. At the top, there's a navigation bar with links for 'Perplexity', 'Enterprise', 'Computer', 'Perplexity API', and a language dropdown set to 'English'. Below this is a search bar with the placeholder text 'Search for articles...'. The main content area is titled 'How does Perplexity work?' and includes a sub-header 'Written by Perplexity Support' with a note 'Last updated on May 1, 2026'. The text explains that Perplexity uses advanced AI to search the internet in real-time and distill information into a clear, concise summary. A sidebar on the right lists 'How It Works', 'Ways to Search', 'Core Features', and 'Examples'. The page also includes sections for 'How It Works' and 'Understanding Your Question'.

Example view: Official Perplexity help page. It describes numbered references to original sources in answers. Source: Perplexity.[3]

08

Seeking reliable information

SOURCES

"What currently applies in [diocese / regional church] regarding [topic]? Please answer briefly. Name only sources that come from the responsible church authority, a public authority, or an official specialist office. Attach the sources directly to the statements and give the publication date, if available."

Read sources, don't just look at them.

An AI answer can sound plausible and still be wrong, outdated, or off the mark.

What matters is not whether a source is displayed. What matters is whether that source actually supports the specific claim. For important information this takes hardly three minutes and saves a lot of embarrassing follow-up later.

Minute	What to check	Warning sign
1	Sender: Is it the responsible authority?	Blog, magazine or outside adviser instead of an official authority
2	Date: Is the information still current?	no date, outdated version, unclear status
3	Claim: Is the claim actually stated there?	Headline matches, but the text says something else

09

Summarise a source clearly

CHECK

"Summarise the key statements of the linked source in three points. Clearly separate what is explicitly stated there from any possible interpretation. Give the date of the source."

Consequence: The more a piece of information affects people, rights, money, deadlines or public communication, the less adequate a neat paragraph will be. In those cases you need the original source and your own assessment of it.

Check sources before they shape decisions

CRAPcheck.ai turns a gut feeling into a clear source check. It assesses the quality of a source, not the truth of an entire claim.[6]

C

Currency

Currency. When was the information published or last updated? Especially for rules, deadlines and AI topics, an old date can invalidate the statement.

R

Reliability

Reliability. Are the data, methods and claims transparent and verifiable? Is there a primary source or only a summary?

A

Authority

Authority. Who is behind it? Does the person or organisation have relevant expertise and responsibility for the topic?

P

Purpose / POV

Purpose and perspective. Why does this content exist? Is it informing, selling something, or representing a discernible interest or point of view?

10

CRAP FACT CHECK as a table

FACT CHECK

For this source, create a CRAP FACT CHECK as a table: [URL]. Rate Currency, Reliability, Authority and Purpose/POV each with 0 to 2 points. Briefly justify each rating. Name the original source, any open uncertainties and an independent counter-source.

The crucial difference: The CRAPcheck assesses the quality and classification of a source, not the truth of an entire claim or of reality as a whole. A good score does not replace consulting the primary source or obtaining an independent second confirmation.

Each criterion receives 0 to 2 points. Use the score as a starting point for critical thinking, not as an automatic truth machine. Tool: crapcheck.ai. [6]

Three typical day-to-day workflows

1

Flyer for an event

Note the facts: event, date, time, location, target audience and contact person. First have the text drafted. Then generate a suitable image. Text and image are two separate tasks.

2

Meeting notice from notes

Dictate a neutral list of publishable information. Have an email draft created from it. Check dates. Internal discussions and personal opinions should be excluded.

3

Look up a rule or appointment

Formulate the question precisely. Open the linked original source. Save the relevant passage in the internal archive. The benefit is being able to reliably retrieve the basis later.

!

The order matters

First clarify what you are allowed to communicate. Then draft. Then design. Then check. AI can speed things up, but it does not resolve unclear responsibilities.

Process	Tool	Final check
Flyer	ChatGPT	Facts, image suitability, and readability
Meeting notice	ChatGPT with dictation	Names, dates, and tone
Look up a guideline	Perplexity	Original source and timeliness

Ten tips that really help

- ✓ **Start small.** An invitation is a good first use case.
- ✓ **Specify the target audience.** Volunteers, authorities, and parents need different language.
- ✓ **Set the length.** "Maximum 120 words" prevents walls of text.
- ✓ **Set limits.** "No invented information" is often included in the prompt.
- ✓ **Work without real personal data.** For protection and out of habit.
- ✓ **Verify facts.** Especially names, numbers, dates, times, and links.
- ✓ **Improve with follow-up questions.** 'Shorter', 'warmer' or 'clearer' often suffice.
- ✓ **Keep good prompts.** A small collection is office craft, not magic.
- ✓ **Open the sources.** Don't just read important information — cite it.
- ✓ **Keep your own voice.** If it doesn't sound like your parish, it's not finished yet.

What is often underestimated: The biggest time saving doesn't come from the fastest tool. It comes from reusable, tested procedures.

When the result isn't right

Don't stop. Be specific. A weak result rarely means the tool is unsuitable.

Context, tone or format are often missing. Ask follow-up questions instead of starting over. That's the difference between 'The AI can't do it' and 'The task wasn't clear enough'.

Observation	Better follow-up question
The text is too long	'Shorten to 80 words. Keep date, location and registration information.'
The tone is too promotional	'Use a calmer, more factual tone. No superlatives and no exclamation marks.'
Important information is missing	'Add only these details: [details]. Do not invent anything else.'
The image feels inappropriate	'Less decorative, more natural light, no people, no text.'
The facts are uncertain	'Name the original source for every key statement and flag any uncertainties.'

Good control sentence: 'Show me first which details you are missing before you write the text.'

This short follow-up brings responsibility back where it belongs: with you. It prevents a plausibly sounding placeholder text from slipping into official communication unnoticed.

NEXT STEP

Your next week

Three small routines are more valuable than a large project that disappears into the 'later' folder.

Monday

Revise an invitation text

Choose a neutral text and try a prompt from page 6 or 7. Goal: get to know the structure and tone.

Wednesday

Convert a voice note into an email.

Dictate a neutral message. Goal: consciously test voice input and check the transcription.

Friday

Research a subject-related question with sources.

Use Perplexity and open two sources. Goal: make source checking a habit.

10

Your personal starter question

REFLECTION

"Which recurring phrasing task costs me ten minutes every week, even though it basically follows the same steps? Help me turn it into a simple routine with a short checklist."

After one week you will know more than after ten hours of theory: which task really saves you time, where you need to check more carefully, and which wording suits your parish.

Keep at it without overwhelming yourself.

Good use of AI does not begin with more and more tools. It begins with a good habit: describe the task clearly, keep sensitive data out, check the result. Those who master these three steps use AI not only more quickly, but also more confidently.

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Useful links

Resource	What it is for
fragRoger.ai	Practical guidance on AI, prompting, and responsible use
ChatGPT	Draft texts, voice input and image ideas
OpenAI for Nonprofits	Check eligibility and apply for the discount through the official verification
Perplexity	Research with visible source citations
CRAPcheck.ai	Check sources using the CRAP criteria: Currency, Reliability, Authority and Purpose/POV

Sources and image credits

1. [OpenAI: Images in ChatGPT](#), accessed 1 September 2026.
2. [OpenAI: ChatGPT Voice](#), accessed 1 September 2026.
3. [Perplexity: How does Perplexity work?](#), accessed 1 September 2026.
4. [Roger Basler de Roca: Contact](#), accessed 1 September 2026.
5. [OpenAI: ChatGPT Voice Feature](#), accessed 1 September 2026.
6. [CRAPcheck.ai: CRAP test for source evaluation — CRAPcheck evaluates the quality and classification of a source, not the truth of an entire statement.](#), accessed 1 September 2026.
7. [OpenAI: OpenAI for Nonprofits](#), accessed 1 September 2026.
8. [Goodstack: What is Goodstack's verification process?](#), accessed 1 September 2026.

The screenshots and views used in this handout are provided as operational examples. Interfaces and labels may vary depending on app version, browser, operating system, language and subscription.