

AI POLICY

A worksheet for Catholic creators

Your AI policy should help you make your next creative decision.

PROJECT _____

DATE _____

01 Name the purpose

I am making _____ for _____.

I want this work to help them _____.

One conviction or creative habit I want this process to express is _____.

02 Give AI a specific role

I will use AI to _____.

Examples: question an outline, suggest an objection, compare structures, explain an unfamiliar term, or flag unclear sentences.

I will personally decide _____ and practice _____.

03 Choose what you bring into the conversation

I can supply these notes, sources or examples: _____.

Before including another person's material or private information, I will check _____.

Material I will leave out or anonymize: _____.

04 Make your responsibilities concrete

Before publishing, I will check _____ against _____.

Examples: quotations against the original passage, claims against their evidence, and interpretations against the surrounding context.

I will credit _____.

I will explain AI's contribution when _____.

A claim or passage I cannot verify will be _____.

05 Test the policy on one task

My next task is _____.

Afterward, I will ask: What became clearer? What did I accept too quickly? What habit did I practice?

I will revisit this policy on _____ or when _____.

COMPANION GUIDE

Turn your answers into a policy you can use.

Start with one project

Your AI policy should help you make your next creative decision.

Start with the work in front of you. An essay. A podcast outline. A resource you want to make useful enough that someone keeps it.

Name what you want AI to contribute, what you will bring to the work, and how you will judge the result. Those choices belong together. A faster draft matters, and so do the habits you practice while making it.

In the Cordial Creator Framework, your content systems serve the body of work you are building. Bring that same attention to AI. Who are you serving? What are you trying to understand? What kind of creator are you becoming through this process?

Choose one project. Write a first version of your policy. Use it, notice where it becomes vague, and revise it.

A filled-in example

Fictional example: a Catholic essayist preparing an essay about attention and ordinary life.

I am writing for Catholic readers who want to notice their daily lives more closely. I use AI to question my outline, suggest objections and flag unclear sentences. I bring my own observations and reading notes. I leave private conversations out and check permission before supplying someone else's unpublished work. I choose the argument, decide which experiences belong in it and approve the final wording. I check quotations and factual claims against original sources, read the surrounding passages and cite the sources I use. I remove claims I cannot support. If AI substantially shapes a published passage or argument, I describe that contribution in an author's note. I want this process to strengthen patient attention and honest interpretation. After this essay, I will ask what became clearer and where I accepted a suggestion too quickly.

Put it in one paragraph

For [project and reader], I use AI to [specific contribution]. I bring [materials and context] and protect [what stays private]. I take responsibility for [decisions], check [claims and sources], and credit [contributions]. I explain AI's role when [condition]. Through this work I want to practice [habit or conviction]. After [task or date], I will review [what I want to learn] and revise the policy.

Walk it through one task

Suppose this writer asks AI for an objection to the essay's argument. The response offers a useful objection and attributes a quotation to a theologian.

The policy gives the writer two next steps: consider the objection, then locate the quotation in its original source. If the passage cannot be found, the quotation comes out. The objection can still be examined on its merits, with evidence added where needed. The writer then decides whether it changes the argument.

That is a policy doing useful work: helping the creator make a decision in the middle of a draft.

Use AI to help you finish it

If a blank catches you, paste the worksheet and your answers into an AI conversation with this prompt:

Help me turn these answers into a personal AI policy for this project. Ask one question at a time where an answer is vague. Use only what I explicitly provide; do not infer my beliefs or commitments from past conversations. Show me choices and tradeoffs where useful. Once I have answered, draft one paragraph using my decisions. Leave unresolved questions visible for me to decide.

Read the result sentence by sentence. Keep the commitments you can explain and intend to follow. Test them on the task you named. Keep the policy beside the project so you can revise it as you learn.