DIOCESE OF SAN BERNARDINO

Artificial Intelligence (AI) Guidelines

Artificial Intelligence (AI) Guidelines

DIOCESE OF SAN BERNARDINO

The Diocese of San Bernardino recognizes that the use of Generative Artificial Intelligence (GenAI) programs or tools can help increase productivity and improve the quality of ministry work. GenAI uses computer algorithms to generate new text, images, audio, video and other content in response to a user's input or question.

Given the rapidly evolving nature of this technology and moral concerns raised by the Holy Father and Catholic leaders at many levels, it is important that any GenAI used in a ministerial capacity for the Diocese of San Bernardino is safe, ethical and secure.



The purpose of this document is to provide individuals who work, volunteer or minister in the Diocese of San Bernardino with guidelines for the responsible use of GenAI.

> The use of GenAI in a ministerial setting should be grounded in the principals of Catholic Social Teaching, which emphasize the dignity of the human person, the common good and the primacy of truth. AI should never replace human discernment or pastoral care.

CORE PRINCIPLES

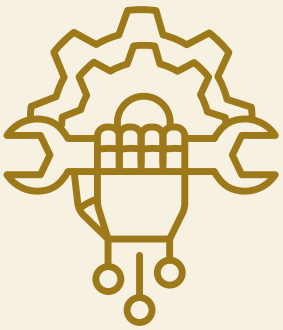
02

How to use AI:

01

Use AI as a tool, not a decision maker.

AI can be used to draft documents, but they must be reviewed by a human before publication.



02

Verify accuracy.

01 Fact-check all AI generated content

02 Correct AI errors before using information.

Following these two guidelines will ensure:

- Content accuracy and appropriateness.
- Alignment with Catholic teaching and organizational values.
- Prevention of misinformation, bias, or unintended harm.

03

Protect privacy and confidentiality.

Follow all Diocesan privacy policies.



Do not enter Personally identifiable information (PII) in an AI prompt.

Examples of PII include, but are not limited to:

Full name, Social Security Number, Taxpayer Identification Number, driver's license number, passport number, biometric data, home address, email address, bank account numbers, credit card numbers, bank routing numbers, financial transaction details, medical records.

General rule: If the information can be used to identify, contact or locate a specific person, treat it as PII.

Parishioner data must not be entered into open source or third-party AI models under any circumstances, including uploading data to external platforms or services that retain or learn from submitted content.

Data used in AI models must be anonymized where appropriate.

Use secured and approved GenAI platforms:

Microsoft 365 Copilot: Data that is entered into Copilot remains within the Diocesan MS365 account and managed cloud boundary and is not used to train public AI models.

Magisterium AI – the world's leading Catholic AI, full alignment with Church teachings using a library of over 32,000 Catholic texts.

Please contact the Office of Information Technology Services (ITS) with other specific GenAI app questions.

APPROVED PLATFORM

AI Usage with Microsoft Copilot

MS 365 Copilot is included with Diocesan Microsoft licenses and can improve the efficiency of carrying out some daily tasks:

01 / ADMINISTRATIVE

- Draft and/or edit letters, memos and emails.
- Summarize lengthy documents and reports.
- Generate meeting notes and action items from Teams meetings.
- Help with project management and scheduling.

02 / PARISH AND MINISTRY SUPPORT

- Draft parish resource materials, communications, newsletters and ministry guides.
- Help develop training materials for parish staff and ministry leaders.
- Help organize events, conferences and retreats.

03 / COMMUNICATIONS

- Draft and/or edit emails for clergy, parish leaders, donors, and community partners.
- Help with content creation for websites, social media, videos and bulletins.
- Tailor communications for different audiences.

04 / EDUCATION AND FORMATION

- Help with lesson planning.
- Draft presentations, discussion guides, and other formation materials.
- Assist in preparing workshops and training sessions.

The overall benefits of using Microsoft Copilot for some daily ministerial tasks include

Reduced administrative workload

Improved consistency and quality of communication

Allows staff and clergy to devote more time to pastoral and mission related tasks

CATHOLIC AI PLATFORM

AI Usage with Magisterium AI

Magisterium AI is a specialized AI platform that is focused on Catholic teaching, theology and Church documents. Its goal is to provide accurate, cited answers rooted in Catholic doctrine and tradition, making Catholic Church teachings more accessible to clergy, educators, students and laypeople.

32K+

World's Leading Catholic AI

Full alignment with Church teachings using a library of over 32,000 Catholic texts.

KEY FEATURES

CATHOLIC-FOCUSED AI ASSISTANT

Trained on thousands of Church documents, theological works, and other Catholic sources.

CITED RESPONSES

References source documents so users can verify answers and perform deeper research.

SCRIPTURE & THEOLOGICAL ANALYSIS TOOLS

Provides commentary on Bible passages and Church teachings

ACCESS TO RESOURCES SUCH AS:

- Papal documents
- Saints database
- Prayers and Novenas
- Ecclesiastical directories
- Church statistics and diocesan information

Multilingual support

SECURITY & ACCESS

Enterprise vs Open/Free AI Platforms

ENTERPRISE

MS COPILOT AND MAGISTERIUM

Their characteristics include access restricted to licensed users, better data security, and a certain financial cost.

OPEN / FREE

OPEN OR FREE AI PLATFORMS

Open or free AI platforms are publicly accessible, often at no cost, with minimal restrictions. Their characteristics include:

- Unclear or no data usage policy.
- Reduced or non-existent data security policy. This means that information entered into a prompt can often be accessed by anyone who also uses this platform.

Examples:

ChatGPT (free)

Conversations are stored on OpenAI servers and may be reviewed by general public human reviewers for safety and improvement purposes.

Google Gemini (free)

- Data input into prompts can be used to improve Google's AI services.
- Tied into Google's data ecosystem.
- Conversations may be viewed by human reviewers

Claude

Data input into prompts can be used for training Claude's AI responses.

Grok

- User interactions are used for AI model training by default.
- Problems with privacy related incidents involving user data exposure have been reported.

Character.AI

- Collects chat content, usage data and other user information.
- Privacy policy allows use of conversations and related data for AI model training.

*It is recommended that parish, Catholic school, and diocesan ministers whenever possible use Enterprise versions of AI applications (Copilot, Magisterium AI) for greater data security rather than open source or personal AI applications.

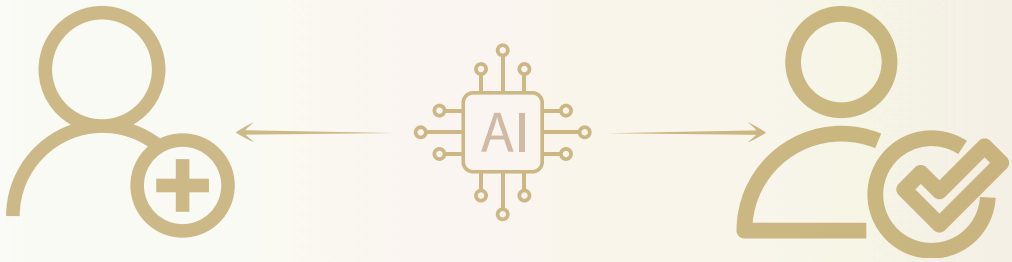
GETTING STARTED

New & Existing AI user Recommendations

01

NEW AI USER RECOMMENDATIONS

It is strongly recommended that church ministers who have not yet used AI apps for ministerial purposes but plan to start soon use Microsoft Copilot for general AI use and Magisterium AI as their AI reference for Church information.



02

EXISTING AI USER RECOMMENDATIONS

Those who have already been using other, open-source AI applications in their ministry may continue to do so as long as the app data security and sharing settings are set to **“do not share with outside parties” and “do not use data for outside model training.”**

MINISTERIAL SAFEGUARDS & RESTRICTIONS

Prohibited Uses of AI



STOP 01

Do not use an AI app that trains itself with user submitted diocesan data.

Each AI tool has a settings menu that should include an "allow sharing" on/off button

STOP 02

Do not use an AI app with unclear privacy policies.

STOP 03

Do not use AI to create deceptive content.

Do not create, distort or alter videos, audio recordings, or photographic images of clergy, parishioners, minors, saints or Church leaders.

STOP 04

Do not use AI to reconstruct or simulate the appearance of a bishop, priest, or deacon

when the result replaces their actual photograph or could be interpreted as an authentic representation of their appearance or of a situation they experienced.

STOP 05

Do not use AI to reconstruct or simulate the voice of a bishop, priest, or deacon

in a message or speech not originally delivered by them. Do not attribute to a real person an appearance, speech, action, or situation that does not correspond to reality.

STOP 06

Do not upload confidential information.

Never enter personally identifiable information (PII), sacramental records, confession related information, personnel files, sensitive student records, private pastoral counseling information, financial account details.

STOP 07

Do not violate copyright or intellectual property rights laws.

ACCOUNTABILITY & TRANSPARENCY

Authorization and Disclosure of Gen AI Use

In reflection of the teaching and guidance we continue to receive from the Holy Father, Pope Leo XIV on the use and discernment of AI, ministers of the local Church are to show accountability and transparency in their use of GenAI in the following ways.

01

NOTIFY AND RECEIVE PRIOR APPROVAL

from their supervisor of their use of GenAI for ministry activities and disclose the nature of that use.

02

30 DAYS

For those who have already begun to use AI in ministry, notification should be provided to their supervisor within 30 days of receiving this guidelines document.

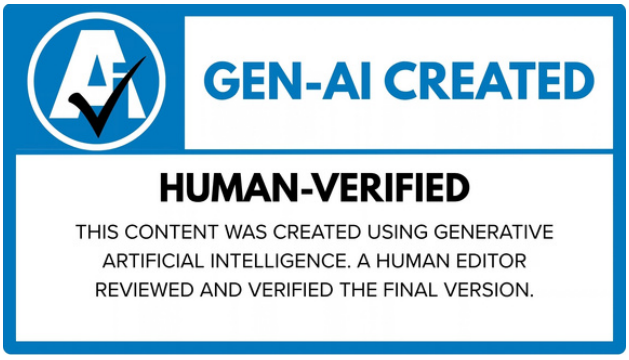
03

INSERT DISCLAIMER

All work products in which GenAI was used as the creator (including text articles, music, photos, video and other audio-visual) must be clearly labeled as such.

WORK PRODUCT ATTRIBUTION REQUIREMENT

All content created with Gen AI must include a disclosure label.



Additional resources and information to provide guidance in the responsible use of GenAI as a Catholic can be found at **sites.sbdcatholics.org/a.i**