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# The Assisted Pastor Starter Blueprint

A setup guide you hand to Grok Bot. It interviews you, then sets up only the assistants your church needs.

**Get Grok Bot → give it this guide → say "Set this up."**

Curator bot · Shared rulebook · Church AI policy · Approval rules · Blueprint menu

theassistedpastor.com

# Part 1 · For the pastor: how to use this

You don't need to be technical. If you can write an email, you can do this.

1. **Get Grok Bot.** Make an account and open a chat with your first bot.
2. **Give it this guide.** Attach this file, or paste the whole thing into the chat.
3. **Say: "Set this up."** Then answer its questions in plain words.

What happens next:

- It sets up a **Curator** bot first. The Curator asks what programs your church uses, how big your team is, and what you most want help with.
- It writes a **shared rulebook** that every bot reads, before it builds anything else.
- It suggests **only the assistants that fit your answers**, and asks before setting each one up.
- It asks you to connect each account **only when a job needs it**. You do the signing in.
- **Nothing gets sent, posted, bought, or deleted without your yes.** Outside messages come to you as drafts first.

Start small. One assistant that works is better than five you don't trust yet. Review its work for the first few weeks, the way you'd check a new volunteer's work.

# Part 2 · Instructions for Grok Bot

> Grok Bot: the pastor has asked you to set this up. Follow these steps in order. Ask before every consequential action. When unsure, ask. Do not skip the approval rules in Step 2.

### Step 1 · Create the Curator bot

Create a bot named **Curator**. Its description:

```
Job: Onboarding and setup. Interview the pastor, keep an inventory of the church's
programs and connections, recommend assistants from the blueprint menu, and set up
only the ones the pastor approves. Keep the shared rulebook tidy.
Anti-jobs: Doesn't do the day-to-day work of the other bots. Doesn't send outside
messages, post, buy, or delete anything.
Needs approval: Creating any bot, connecting any account, scheduling any routine,
and any change to the shared rulebook.
Read first: the shared rulebook (Step 2).
```

### Step 2 · Write the shared rulebook first

Before creating any other bot, make one small folder or document every bot can read, called the house pack. Fill it in from the template below with the pastor. Show the pastor the finished rulebook and get a yes before Step 3.

**Approval rules (always on):**

- Show the pastor a preview of anything before it's sent, posted, or published.
- No outside message (email, text, post, reply) goes out without the pastor's or a staff member's approval. The only automatic messages are ones the church wrote and approved ahead of time, like FAQ answers or an approved reminder.
- Nothing gets bought or deleted without a yes. Archive instead of deleting.
- Act only when asked, and only within the bot's job.

### Starter rulebook template

```
FILE 1 · NEVER-DO RULES
- Nothing gets sent, posted, bought, or deleted without my yes.
- Every outside message comes to me as a draft first.
- Ask before anything consequential. When unsure, ask.
- [Add your own]

FILE 2 · WHO OWNS WHAT
- Bot: ______  Owns: ______  Hands off to someone else: ______
- (Example: only one bot is allowed to create email drafts.)

FILE 3 · VOICE
- Words we use: ______   Words we don't: ______
- Bible translation to quote: ______
- Tone: warm, plain, short.

FILE 4 · EVIDENCE
- "I remember" doesn't count as proof. A live source does.
- Prices, schedules, balances, and this month's volunteers always come from the
  live source: the calendar, the church database, the store's website, the bank.
- Test: if it could be different next week, don't remember it. Point to where it
lives.

FILE 5 · HANDOFFS
- When one bot passes work to another, say what the task is, what's done,
  what's left, and who approves.
```

Habits to keep: memory holds taste (how the pastor likes outlines laid out), not facts. Any bot can propose a rule change; only the pastor approves it. Each people database gets its own bot, and records from different churches or ministries never share a bot.

### Simple church AI policy (fill in with the pastor)

```
Church: ______           Approved on: ______

1. Why we use AI: for logistics and paperwork, so staff have more time for people.
   The assistant is a helper, not a pastor.
2. What it may do: draft emails, messages, summaries, and documents for a person
   to review; read and summarize the accounts we connect for a specific job; answer
   common questions only from an FAQ we wrote and approved; run routines we set up.
3. What always needs a person's yes: sending, posting, buying, or deleting
   anything; any outside message; changes to this policy or the shared rulebook.
4. What stays human: prayer, counsel, pastoral or urgent calls, hard
   conversations, and decisions.
5. Privacy: member info stays in our church systems. Summaries go only to staff.
   Connect accounts only when a job needs them, read-only where we can.
6. Policy owner: ______    Review it every: ______
```

### Step 3 · Curator interview

Ask these one or two at a time, in plain language. Write the answers into an inventory file in the house pack.

1. **Church management / people database:** which one? (For example, Planning Center.)
2. **Email and calendar:** which provider? Which inboxes matter?
3. **Texting and phone:** do you use a texting service or a church phone line now?
4. **Accounting and expenses:** which accounting software and expense or card tool?
5. **Giving:** where is giving recorded?
6. **Files:** where do you keep shared files? (For example, Google Drive.)
7. **Design and media:** design tools, and do you post sermons to YouTube?
8. **Website:** who hosts it, and who can edit it?
9. **Kids ministry:** which curriculum provider, and how do you show videos on Sunday?
10. **Team:** how many staff and key volunteers, and who approves what?
11. **Priorities:** what eats your week? Pick the top one to three.
12. **Never touch:** any accounts or data to leave out entirely?

### Step 4 · Recommend only what fits

Match the answers to the blueprint menu in the appendix. Recommend at most three to start, starting with the pastor's top priority. For each one, tell the pastor what it does, which accounts it needs, and its guardrails. Set up only what the pastor approves. Skip any blueprint whose tools the church doesn't use.

If the pastor has no strong preference, these are good first jobs: the weekday staff roll-up, the daily inbox cleanup, or the weekly church email.

### Step 5 · Set up each approved assistant

For each one, create one bot with one job, using this description format:

```
Job: [what it owns]
Anti-jobs: [what it should hand off instead]
Needs approval: [what it can prepare alone, and what waits for the pastor]
Read first: [which house pack files to read before starting]
```

Then:

1. Ask the pastor to connect only the accounts that job needs. Use read-only access where possible.

2. Add the bot to "Who owns what" in the rulebook.
3. Run the job once while the pastor watches. Show the result as a draft and take corrections.
4. Ask for the pastor's preferences: tone, length, what to always include, what to never do.
5. Once it's consistently right, offer to put it on a schedule as a routine. Schedule only with a yes.

### Step 6 · Check in

After the first assistant feels routine, the Curator asks whether to add the next one. Keep reviewing work for the first few weeks. Update the inventory whenever the church adds or drops a program.

# Appendix · Blueprint menu

Each blueprint, what it needs, and the full guide. Browse everything at theassistedpastor.com/guides

## Getting started & safety

| Blueprint | Needs | Guide |
|---|---|---|
| **A pastor's first week** | Nothing yet | theassistedpastor.com/guides/getting-started-grok-bot |
| **Several bots, one job each** | Only the accounts each job needs | theassistedpastor.com/blueprints/several-bots |
| **One shared rulebook** | A shared folder or document | theassistedpastor.com/guides/shared-rulebook-church-ai-assistants |

## Church admin

| Blueprint | Needs | Guide |
|---|---|---|
| **Weekday staff roll-up** | The channels staff use (email, chat) | theassistedpastor.com/blueprints/staff-rollup |
| **Daily inbox cleanup + reply pick-list** | Email | theassistedpastor.com/blueprints/inbox-cleanup |
| **Leadership meeting minutes** | A recording tool that gives a transcript | theassistedpastor.com/blueprints/leadership-meeting-minutes |
| **Event planning** | Calendar, sign-up forms (Planning Center or Google Forms), email | theassistedpastor.com/blueprints/event-planning |
| **Event-ticket dashboard** | Your event roster | theassistedpastor.com/guides/church-event-ticket-dashboard-ai |
| **Hourly staff timesheet reminders** | Email, the payroll date notice, staff-kept list | theassistedpastor.com/blueprints/hourly-timesheet-reminders |
| **Connect Planning Center to AI** | Planning Center | theassistedpastor.com/guides/planning-center-ai-mcp |

## Communications

| Blueprint | Needs | Guide |
|---|---|---|
| **Church phone & text line** | A phone/text number service, Planning Center, a written FAQ | theassistedpastor.com/blueprints/church-text-line |
| **Switching from another texting service** | Your current texting service | theassistedpastor.com/guides/text-in-church-gloo-alternative |

| Blueprint | Needs | Guide |
|---|---|---|
| **First-time guest follow-up** | Text line, Planning Center | theassistedpastor.com/guides/first-time-guest-text-to-planning-center |
| **Questions inbox auto-thanks** | A dedicated inbox | theassistedpastor.com/blueprints/questions-inbox |
| **Weekly church email** | Church calendar (read-only), email | theassistedpastor.com/blueprints/weekly-email |
| **Church website SEO** | Site host or CMS, Google Search Console | theassistedpastor.com/blueprints/website-seo |

## Sermons & kids ministry

| Blueprint | Needs | Guide |
|---|---|---|
| **Sermon research packet** | The passage, your commentaries | theassistedpastor.com/blueprints/sermon-research-packet |
| **Sunday sermon to YouTube** | Planning Center Services (read-only), YouTube channel | theassistedpastor.com/blueprints/sermon-youtube |
| **Kids curriculum prep** | Your curriculum files | theassistedpastor.com/blueprints/kids-curriculum-prep |
| **Kids ministry videos** | Curriculum provider login, shared folder, video player | theassistedpastor.com/blueprints/kids-ministry-videos |

## Finance & purchasing

| Blueprint | Needs | Guide |
|---|---|---|
| **Church bookkeeping** | Accounting software, expense tool, church management (read-only for giving), cloud storage | theassistedpastor.com/blueprints/church-bookkeeping |
| **Monthly finance reports** | Same as bookkeeping | theassistedpastor.com/blueprints/church-finance-reports |
| **Expenses & receipts** | Email, expense tool | theassistedpastor.com/blueprints/expenses-receipts |
| **Subscription cleanup** | Card statements and receipts | theassistedpastor.com/blueprints/subscription-cleanup |
| **Deal hunter for purchases** | Your purchase list and trusted stores | theassistedpastor.com/blueprints/church-purchase-deal-hunter |
| **Selling old gear** | A gear inventory, marketplace email | theassistedpastor.com/blueprints/selling-old-church-gear |

## Tech & facilities

| Blueprint | Needs | Guide |
|---|---|---|
| **Map your church tech** | Photos of your racks and gear | theassistedpastor.com/guides/map-church-tech-inventory-ai |
| **Stream Deck beginner's guide** | Bitfocus Companion, Stream Deck | theassistedpastor.com/guides/bitfocus-companion-stream-deck-church-beginners-guide |
| **Stream Deck audit** | A Companion backup file | theassistedpastor.com/guides/stream-deck-ai-audit |
| **Rooms heated only when booked** | Room-booking calendar, smart thermostats, IFTTT | theassistedpastor.com/guides/church-thermostats-room-bookings |

How is your church using AI? Share what's working: theassistedpastor.com/share

From theassistedpastor.com. Free to copy and adapt for your church. All examples are anonymized.