

Parish Messaging with AI

Copilot Prompt Cheat Sheet

Log into Microsoft's AI product called Copilot here: <https://copilot.cloud.microsoft>

Privacy & Safety Notes

- Copilot does **not save your messages** or personal data.
- It's safe to use for writing and planning.
- Avoid sharing sensitive personal information (like full names or addresses).

Inspirational & Seasonal Messages 💡 *Tip: Add tone requests gentle, hopeful, or joyful.*

Use these prompts to create uplifting content for your parish app:

- "Write a short inspirational message for the first Sunday of Advent."
- "Create a reflection for Lent that encourages kindness and prayer."
- "Write a joyful message for Easter morning with a Bible verse."
- "Give me a warm message to post about our Christmas Mass schedule."

Church Announcements & Letters 💡 *Tip: Ask for more versions or request a word count.*

Let Copilot help you write clear, heartfelt communications:

- "Write a letter from the pastor inviting families to the parish picnic."
- "Create a message reminding parishioners about confession times during Advent."
- "Draft a thank-you note to volunteers who helped with the Christmas pageant."
- "Write a short bio for our new youth minister."

Extra Prompts to Explore

- "Write a prayer for parishioners facing illness."
- "Create a message for All Saints' Day."
- "Summarize this article about Pope Francis for our bulletin."

Working with Data (Optional) 💡 *Tip: upload files & ask Copilot to explain/visualize them*

If you use spreadsheets or lists, Copilot can help interpret them:

- "Summarize this spreadsheet showing Christmas Mass attendance."
- "Create a chart showing how many people attended each Advent service."
- "Organize this list of volunteers by role."

