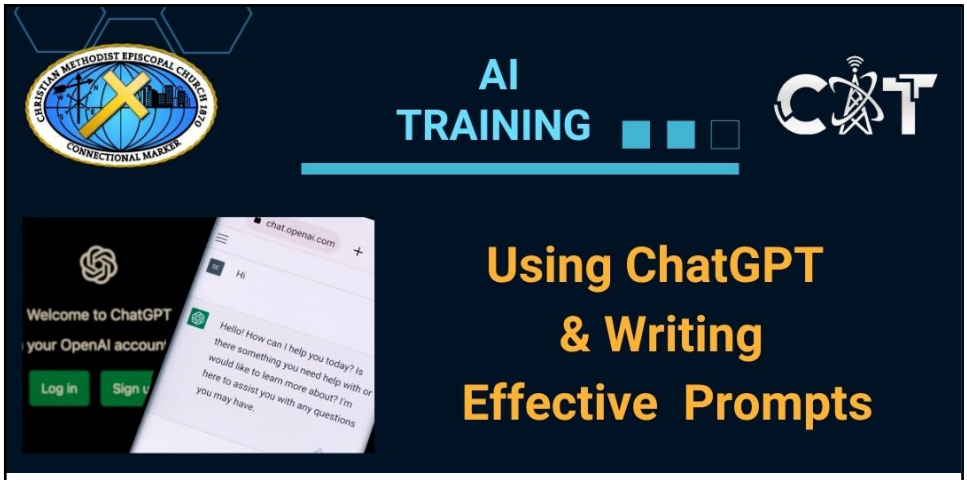


Presenter: Dr. Theresa Duhart
General Secretary/Chief Information Officer
Department of Communication & Information Technology (CIT)

Session Overview

- This 90-minute interactive session introduces participants to the practical use of ChatGPT and the art of writing effective prompts to get meaningful, accurate, and creative responses.
- Whether you're new to AI or seeking to improve your interactions with ChatGPT, this session will provide foundational knowledge and hands-on strategies to help you communicate with the tool more effectively.

Session Agenda

ChatGPT

- Introduction to ChatGPT and how it works
- Maximize your productivity with AI tools
- Prompt Engineering: learn to write clear, effective prompts for ChatGPT
- Hands-on Exercises using ChatGPT
- How learning ChatGPT helps you use other AI tools
- How ChatGPT works with other AI tools
- Ethical AI use
- Wrap-up

What is Artificial Intelligence (AI)?

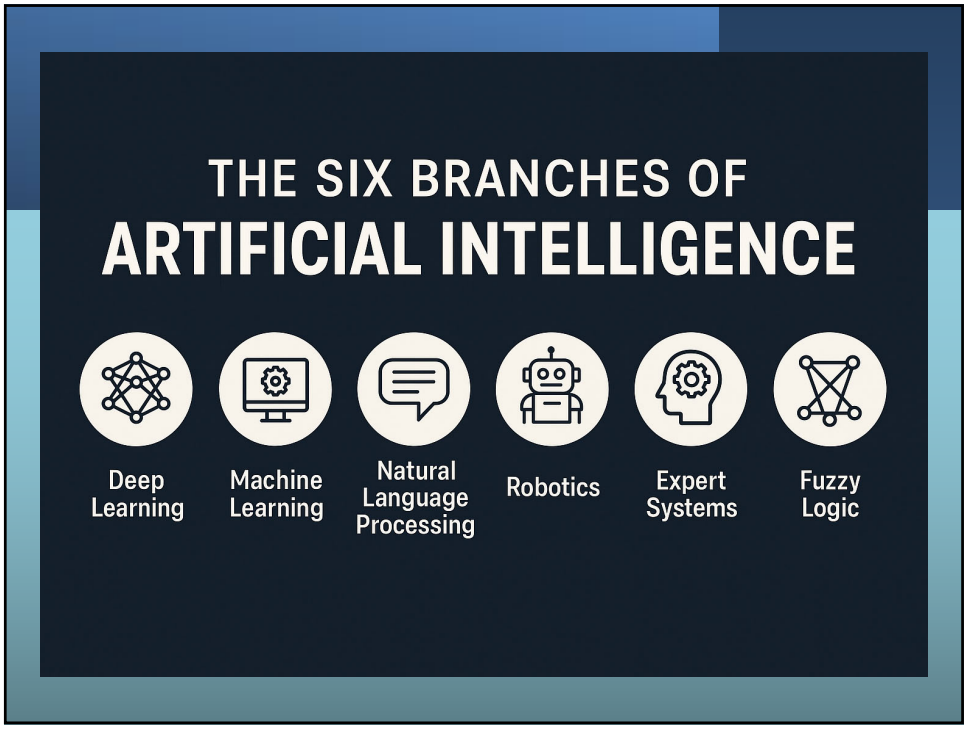
WHAT IS AI?

Artificial Intelligence is the ability for a computer to think, learn, and simulate human mental processes, such as perceiving, reasoning, and learning.

- AI can also independently perform complex tasks that once required human input.

WHAT IS AI?

- In simple terms, AI (Artificial Intelligence) is like giving computers the ability to think and learn like humans, enabling them to perform tasks that would normally require human intelligence.
- Imagine a robot that can recognize your voice, answer questions, or even play chess; that's AI in action.
- These insights can then help in designing algorithms for software and developing intelligent systems.
  - An algorithm is a well-defined set of instructions or a procedure for solving a problem or performing a task. It is a step-by-step method that defines a sequence of operations to be executed to achieve a specific goal.
  - Algorithms can be simple, like a recipe for baking a cake, or complex, like the algorithms used in computer programs to perform intricate calculations or data processing.



Main Branches of AI

1. Machine Learning (ML)

What it does: Allows computers to learn from data and improve their performance over time without being explicitly programmed.

Example: Netflix recommending shows based on what you've watched before.

Main Branches of AI

2. Deep Learning

What it does: A type of machine learning that uses layered neural networks to mimic how the human brain works.

Example: Self-driving cars recognizing stop signs and pedestrians.

Main Branches of AI

3. Natural Language Processing (NLP)

What it does: Helps machines understand, interpret, and respond to human language.

Example: Chatbots, virtual assistants like Siri or Alexa.

Main Branches of AI

4. Computer Vision

- **What it does**: Enables machines to "see" by analyzing and understanding visual information from the world (images, videos).
- **Example**: Facial recognition on your phone or automated inspection in manufacturing.

Main Branches of AI

5. Robotics

What it does: Combines AI with machines to perform physical tasks in the real world.

Example: Robots that clean floors, assemble cars, or assist in surgeries.

Main Branches of AI

6. Expert Systems

What it does: Mimics the decision-making abilities of a human expert in a specific field.

Example: Diagnostic systems used in medicine to identify illnesses based on symptoms.

Main Branches of AI

7. Reinforcement Learning

What it does: A type of machine learning where an agent learns by interacting with an environment and receiving feedback in the form of rewards or penalties.

Example: AI playing and mastering games like chess or Go.

ChatGPT

An advanced AI chatbot developed by OpenAI and introduced in November 2022.

Origin and Development

- Developer: OpenAI
- Foundation: Based on the GPT (Generative Pre-trained Transformer) architecture
- Launch Date: November 2022

Technology

- Transformer Architecture
- Training Data: Cutoff in 2023 or 2024, version-dep.
- Reinforcement Learning from Human Feedback (RLHF)

Capabilities

- Natural Language Understanding & Generation
- Multimodal Input (with GPT-4o)
- Instruction-Tuned

Applications

- Education
- Workplace Productivity
- Creative Writing
- Customer Support & Automation

ChatGPT Plus and GPT-4

- ChatGPT Plus: Subscription tier launched in early 2023
- GPT-4: Newest model as of 2024

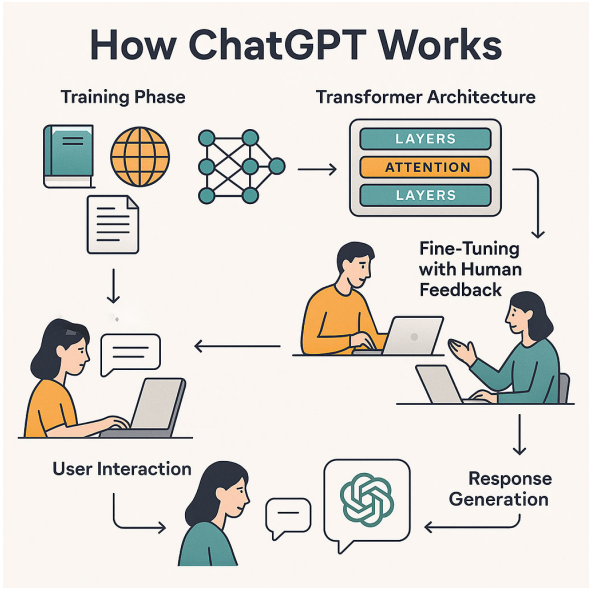
What is ChatGPT?

ChatGPT

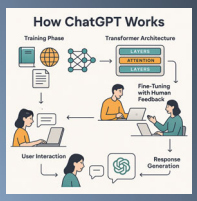
- **ChatGPT** is an advanced AI chatbot developed by OpenAI and introduced in November 2022.
- **GPT** stands for *Generative Pre-trained Transformer*, a type of AI model trained on a vast amount of text data.
- **ChatGPT** is part of a family of models based on the **GPT-4 architecture**, which is known for its ability to handle complex tasks and maintain coherent conversations.
- It's designed to understand and generate human-like text based on the input it receives.
- ChatGPT can **understand questions**, **generate responses**, **write essays**, **summarize information**, **translate languages**, **write code**, and much more.

Understanding GPT-4

- 📥 Input Layer: You type something in, and GPT-4 reads it word by word.
- 🔢 Word Understanding: It turns your words into numbers to understand them.
- 🧠 Thinking Process: It looks at all the words and figures out what matters.
- 💬 Making a Response: It guesses the best next word, one at a time.
- 📚 Learning Beforehand: Trained on books, websites, and conversations.
- 🧑‍🏫 Fine-Tuning: Humans helped guide it to be helpful and safe.



How ChatGPT Works Behind the Scenes



1. Training on Massive Text Data

- - Trained on books, websites, and articles.
- - Learns patterns in language by predicting next words.

2. Transformer Architecture

- - Uses neural networks to understand context.
- - Enables coherent and context-aware responses.

3. No Memory (Unless Enabled)

- - Each session is independent unless memory is turned on.

4. Fine-Tuning and Safety

- - Refined with human feedback.
- - Ensures helpful, safe, and aligned responses.

5. User Interaction

- - User inputs a prompt.
- - ChatGPT processes and generates a response.

ChatGPT Usage

What Can You Use ChatGPT for?

- **Writing help**: Emails, reports, stories, resumes, etc.
- **Learning**: Explaining concepts, solving math problems, language practice.
- **Productivity**: Brainstorming, summarizing meetings, creating schedules.
- **Coding**: Writing, debugging, and explaining code.
- **Fun**: Playing games, generating creative content, chatting.

ChatGPT

ChatGPT

ChatGPT

- To start using ChatGPT, open chatgpt.com
- **You can ask Chatgpt anything!**

ChatGPT

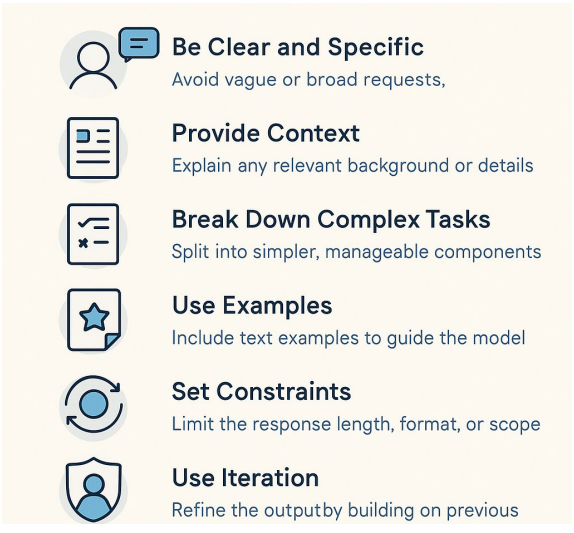
- Question: What's one task you wish an assistant could help you with every day?

Prompt Engineering

ChatGPT

- Writing effective prompts for ChatGPT is a skill called **prompt engineering**, and it can dramatically improve the quality of the responses you get.
- Here's a practical guide to help you write better prompts.

Prompt Engineering Overview



How to Write Effective Prompts for ChatGPT

- **Be Clear and Specific**
- ✅ *Good:* "Summarize this article in 3 bullet points."
- ❌ *Vague:* "Tell me about this."
- **Tip:** Include the format, tone, and length you want.

Provide Context

✅ *"You are a career coach. Help me write a resume summary for a marketing role."*

❌ *"Write a resume summary."*

Tip: Tell ChatGPT who it should "act as" or what role it should take.

Break Down Complex Tasks

✅ *"First, outline a blog post about AI in education. Then write the introduction."*

❌ *"Write a blog post."*

Tip: Use step-by-step instructions for better structure.

Use Examples

✅ *"Rewrite this sentence to sound more professional: 'I don't like this idea.'"*

❌ *"Make this better."*

Tip: Show what you want changed and how.

Set Constraints

✅ *"Write a 100-word summary in a friendly tone."*

❌ *"Summarize this."*

Tip: Specify word count, tone, or format (e.g., bullet points, table, poem).

Try Role-Based Prompts

"Act as a teacher explaining photosynthesis to a 10-year-old."

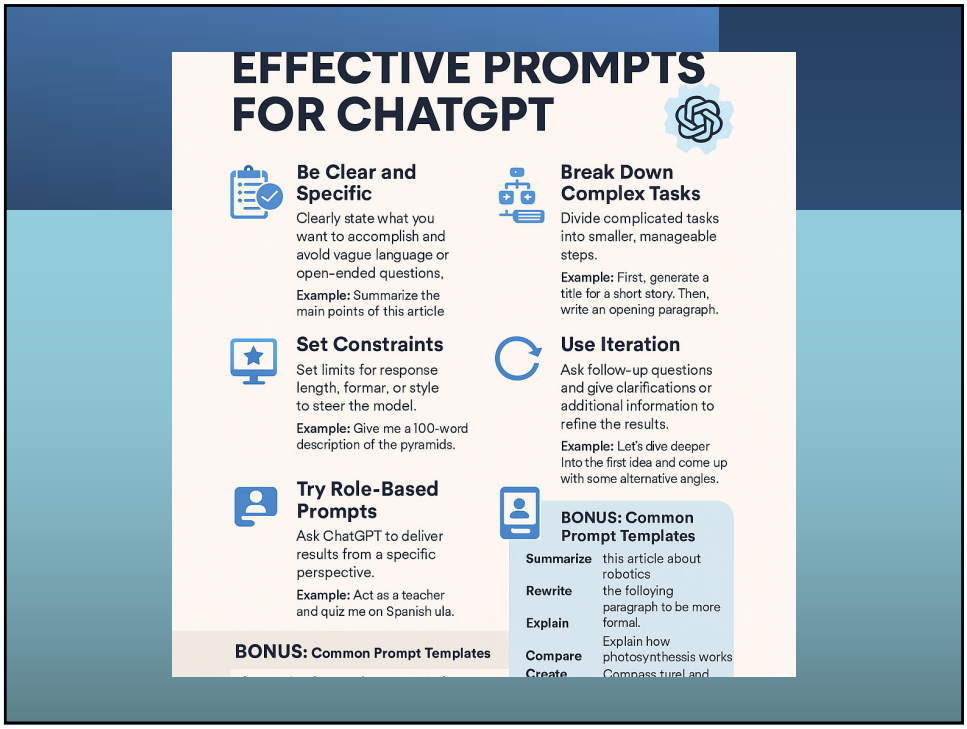
"Pretend you're a Sunday School teacher explaining the meaning of Christmas."

Use Iteration

- Start with a general prompt, then refine:
  - "Can you make it more concise?"
  - "Add a metaphor."
  - "Now translate it into Spanish."

Prompt Templates

Goal	Prompt
Summarize	"Summarize this text in 3 bullet points."
Rewrite	"Rewrite this to sound more persuasive."
Explain	"Explain this like I'm 12 years old."
Compare	"Compare the pros and cons of [X] vs [Y]."
Create	"Write a poem about [topic] in the style of [author]."



Elements of a Good Prompt

Clear – What are you asking it to do?

- Detailed – Give background/context

- Targeted – Specify format, tone, audience

- Formula: [Action] + [Topic] + [Format or Output]

Rewrite your thoughts or ideas – rewrite this followed by your writings.

Prompt Examples

Poor: 'Write about grace'

→ Better: 'Write a devotional on grace using Ephesians 2:8–9

Poor: 'Social media→

Better: 'Write an Instagram caption inviting youth to Bible Study'

Common Prompt Types

- Summarizing: Summarize Romans in 3 bullet points
- Rewriting: Make this paragraph sound more formal
- Creative: Write a poem about hope
- Planning: Create a VBS lesson plan for ages 6–9
- Emails: Write a warm invitation to a church picnic

Prompt Templates

Announcement: Write a short announcement for [event] using a [tone]

- Lesson Plan: Create a Bible study for [group] on [topic]
- Social Media: Post for [platform] about [event/scripture]
- Email: Draft an email to [audience] about [topic]

Refining Your Prompts

Ask follow-ups: 'Make it shorter', 'Add scripture'

- Change tone: 'Use a pastoral tone'
- Specify format: 'Turn this into a list'
- Example: 'Write about faith' → 'Write a motivational devotional on Hebrews 11:1 with a prayer'

Prompt Training

Most tasks will require you to prompt multiple times and refine the prompt to get an acceptable output.

Achieving the "Perfect Prompt" may only be worthwhile if you plan to use it for years to come or share it with others.

For most, a process of tweaking and refining is faster and more efficient.

Once your prompting stops resulting in greater specificity in the output you should save your effort for refining the output into your own words.

(Also, negative prompting is very effective for refining the output: "Don't use the word delve or moreover; Don't provide more than two examples per claim; Don't include any unnecessary adjectives or adverbs).

How to Use ChatGPT Most Effectively

Here are some tips to get the most out of ChatGPT:

- ✓ **Be Clear and Specific**
- Instead of: *"Tell me about history."*
- Try: *"Can you summarize the causes of World War I in 3 bullet points?"*
- ✓ **Use Follow-Up Questions**
- You can build on previous answers. For example: *"Can you explain that in simpler terms?"* or *"Give me an example."*
- ✓ **Ask for Different Formats**
- You can request: summaries, bullet points, tables, code, outlines, or even creative formats like poems or stories.
- ✓ **Use It for Brainstorming**
- Great for generating ideas for writing, projects, names, marketing, etc.
- ✓ **Combine Tasks**
- Example: *"Summarize this article, then write a tweet about it."*

Prompting Best Practices

Be specific

- Give examples
- Choose tone: formal, casual, inspiring
- Set length: '1 paragraph', '3 bullet points', etc.

Practice Prompts (Group Activity)
Ask ChatGPT to rewrite your prompt & Share it.

Select at least 2 activities to work on during this session.

- Write a 3-sentence message about your absence from work.
- Write a 3-sentence message to apologize for your absence at a meeting.
- Draft a message to reschedule a Zoom meeting for your local church's training class.
- Write a brief (1-3 sentence) welcome message for church visitors.
- Draft flyer text for VBS at your local church
  - Dates – August 4-7, 2025
  - Time: 6-8 pm
  - Include Your Church's Name, Address,
- Make an Instagram post about Sunday worship, inviting new members to your local church.

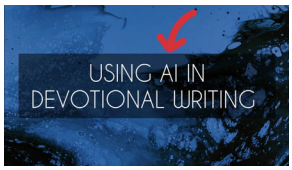
Using ChatGPT in Church Ministries

Tips for Using ChatGPT for Churches

ChatGPT

1. Engage your audience with chat prompts
2. Answer FAQs
3. Support pastoral care efforts
4. Create devotionals
5. Generate social media content
6. Suggest sermon topics
7. Develop kid's ministry content
8. Simplify communications
9. Plan and promote events
10. Strengthen fundraising efforts

ChatGPT



Create devotionals

- Churches can use AI generated content, even devotionals, that resonate with and nurture their congregants.
- The AI tool empowers pastors and ministry teams to generate consistent devotionals that expand on the current sermon series.
- Adding these devotionals to your church app or newsletter can help your members dive deeper into the Bible and deepen their faith and connection to your church.

ChatGPT

Generate social media content

- ChatGPT can generate relevant social media content that speaks directly to your audience.
- Whether it's inspirational quotes, Bible verses, or relevant topics of discussion, ChatGPT can analyze your preferences and suggest ideas that resonate with your audience.
- Technology and using ChatGPT can help to bring you closer to your congregation, help you create content that addresses their needs and interests, boost your online presence, and help your church thrive.

ChatGPT

Generate social media content

Start enhancing your digital ministry today with this ChatGPT prompt:

- *Act as a social media manager for [your church name] 's Instagram account. Your prompt is to create a post [recent sermon topic]. The post should include the following:*
- ***Caption:** The caption for your post should be engaging and authentic while staying true to the core message of the [sermon topic or bible verse]. Arrange the caption creatively – starting with a hook that draws the reader's attention towards the post, then providing the Bible verse reference, followed by a message that ties the verse with the theme.*
- ***Hashtags:** Include three relevant and popular hashtags.*

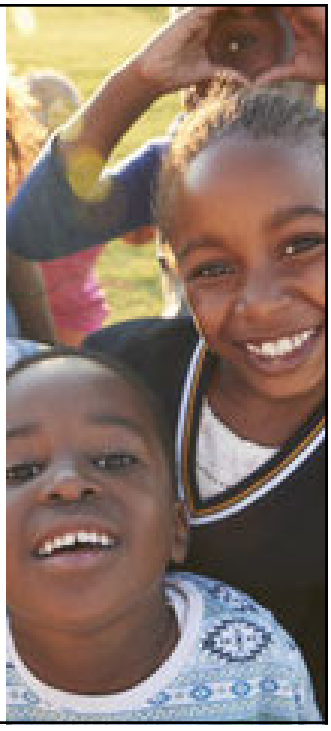
ChatGPT

Develop Kid's Ministry Content

ChatGPT can create educational materials for Sunday school classes, Vacation Bible School, Bible studies, and other church-related educational programs.

Try this by typing in prompts like:

- Write a lesson plan about the fruit of the Spirit for a children's Sunday School class.
- Develop a Bible study on the theme of forgiveness
- Create a curriculum for a Vacation Bible School program based on the life of David
- Write a lesson plan about the parables of Jesus for a youth group



ChatGPT

Simplify Communications

- Engage your church with ChatGPT-generated communications that keep members informed and engaged.
- When you put in the necessary information, ChatGPT will generate tailored content for newsletters, bulletins, announcements, push notifications, meeting agendas, and website copy.

ChatGPT

Plan and Promote Events

- ChatGPT makes it easy to get your church events noticed!
- Generate exciting descriptions, invitations, and announcements to capture your congregation's attention.
- Plus, you can create professional speaker bios in no time that can be included in your church bulletin or website.

ChatGPT

Strengthen Fundraising Efforts

- If you're looking for ways to bolster your church's fundraising efforts, ChatGPT can help with compelling, attention-grabbing content.
- Whether that's emails, social media posts, a personal message from the lead pastor, or an update sharing the impact donations have made, ChatGPT will generate content that resonates with and inspires your readers.
- The end result is a giving campaign that captures your congregants' attention, engages their hearts, and inspires them to help support your church's mission.

ChatGPT

Strengthen Fundraising Efforts

Launch your next fundraising campaign even faster with this ChatGPT prompt:

- *Act as a pastor. Write an encouraging email to your church members announcing a new giving campaign to raise funds for the construction of a new church building. The email should be heartfelt, passionate, and inspiring, making members feel excited and eager to contribute to the project. Include key details about the initiative and explain how their generous donations will make a meaningful difference. Consider the best ways to present and format the information, such as using bold and italics to highlight important points and breaking up the email into digestible sections. Remember to emphasize the importance of the church in the community and the power of coming together towards a common goal. Finally, craft a clear call-to-action that encourages members to donate and reinforces the message that every contribution counts, no matter the size.*

Ethics & Responsible Use

Do not input confidential info

Fact-check for accuracy

Use AI as a partner, not the final voice

Responsible Use

Do's:

Use it to learn and create.

Check facts from reliable sources.

Be respectful in your prompts.

Don'ts:

Don't use it to cheat on tests or plagiarize.

Don't share personal or sensitive information.

ChatGPT

ChatGPT

Final Thoughts

- As a pastor or church leader, you don't need to have all the answers or do all the work yourself. There are existing tools (and new ones being developed daily) that offer new ways to automate workflows and boost efficiency in ministry operations so you can ultimately create stronger connections with your community.
- AI tools like ChatGPT are always learning and evolving, and the Church has the opportunity to do the same! Now is a great time to explore how this cutting-edge technology can support and grow your ministry.
- ChatGPT is just **one** tool that churches can put in their digital toolkit. Discover what church leaders are saying about their priorities, concerns, and expectations for church technology today and for the future.

Why Learning ChatGPT Helps You Use Other AI Tools

1. Shared Concepts Across Tools

- Most AI tools—whether for writing, design, coding, or productivity—use similar ideas:
- **Prompting**: Giving clear instructions to get the best results.
- **Iteration**: Refining outputs through feedback or follow-up prompts.
- **Context awareness**: Understanding how the tool interprets your input.

If you've learned how to prompt ChatGPT well, you can apply that same skill to tools like:

- **DALL·E** (for images)
- **GitHub Copilot** (for code)
- **Notion AI** (for productivity)
- **Runway or Synthesia** (for video)

Why Learning ChatGPT Helps You Use Other AI Tools

2. Prompt Engineering is Transferable

Knowing how to write effective prompts in ChatGPT helps you:

Create better visuals in **image generators**

Get more accurate code suggestions in **coding assistants**

Generate smarter automations in **workflow tools** like Zapier

Why Learning ChatGPT Helps You Use Other AI Tools

3. AI Literacy Builds Confidence

Once you understand how ChatGPT works:

You're more comfortable exploring new tools.

You can evaluate which AI tools are best for your needs.

You can combine tools creatively (e.g., ChatGPT + Canva + Grammarly).

Why Learning ChatGPT Helps You Use Other AI Tools

4. Many Tools Use ChatGPT Under the Hood

Tools like **Microsoft Copilot**, **Notion AI**, and **Jasper** often use **ChatGPT or similar models** in the background.

So if you know how to use ChatGPT, you're already familiar with how those tools think.

How ChatGPT Works with Other AI Tools

1. Image Generation (e.g., DALL·E, Midjourney, Canva AI)

- **ChatGPT** can help you write detailed prompts for image generators.
- Example: "Create a fantasy landscape with floating islands and glowing trees."
- You can then use that prompt in tools like **DALL·E** or **Midjourney** to generate visuals.

2. Voice & Speech AI (e.g., ElevenLabs, Whisper, Descript)

- Use ChatGPT to **write scripts** for voiceovers or podcasts.
- Combine with **text-to-speech tools** to bring those scripts to life.
- Or use **speech-to-text tools** to transcribe audio, then ask ChatGPT to summarize or edit it.

3. Video Creation (e.g., Pika Labs, Runway, Synthesia)

- ChatGPT can help **write video scripts**, **scene descriptions**, or **dialogue**.
- These scripts can be fed into video AI tools to generate explainer videos, animations, or avatars.

How ChatGPT Works with Other AI Tools

4. Coding & Automation (e.g., GitHub Copilot, Zapier, Replit AI)

- ChatGPT can help you **write or debug code**, then you can use tools like **GitHub Copilot** inside your IDE for real-time suggestions.
- Combine with **Zapier** to automate workflows (e.g., "When I get an email, summarize it with ChatGPT and send it to Slack").

5. Productivity Tools (e.g., Microsoft Copilot, Notion AI, Grammarly)

- ChatGPT can draft content, while tools like **Grammarly** polish grammar and tone.
- Use **Notion AI** for organizing and summarizing notes, and ChatGPT for expanding ideas or writing content.

6. Data Analysis (e.g., Excel Copilot, Tableau, Python Notebooks)

- ChatGPT can help you **interpret data**, **write formulas**, or **generate Python code**.
- Combine with **Excel Copilot** or **Tableau** to visualize and analyze data more deeply.

Copilot

ChatGPT

How ChatGPT and Microsoft Co-Pilot Work Together

- **Microsoft Copilot** often uses **ChatGPT under the hood**, especially in Microsoft 365 apps.
- You can think of **ChatGPT** as the **core engine**, and **Copilot** as a **specialized interface** that brings that engine into your daily productivity tools.

Copilot

ChatGPT

How does ChatGPT differ from CoPilot?

- While **ChatGPT** and **Copilot** are both AI tools developed by **OpenAI** (and also used in Microsoft products), they serve **different purposes** and are optimized for different kinds of tasks.

ChatGPT vs. Copilot: Key Differences

Feature	ChatGPT	MS Copilot
Primary Use	General-purpose AI assistant for conversation, writing, learning, coding, etc.	AI assistant embedded in Microsoft 365 apps (Word, Excel, PowerPoint, etc.)
Interface	Chat-based (web, mobile app, desktop)	Integrated into Microsoft Office apps
Strengths	Versatile: writing, brainstorming, tutoring, coding, summarizing, etc.	Productivity-focused: document drafting, spreadsheet analysis, slide creation
Customization	Can use custom instructions and memory (if enabled)	Tailored to the context of the document or spreadsheet you're working on
Access to Files	Can analyze uploaded files (PDFs, docs, etc.)	Directly works with your current Word/Excel/PowerPoint file

ChatGPT vs. Copilot: Key Differences

Feature	ChatGPT	MS Copilot
Primary Use	General-purpose AI assistant for conversation, writing, learning, coding, etc.	AI assistant embedded in Microsoft 365 apps (Word, Excel, PowerPoint, etc.)
Integration	Standalone or integrated into apps like Slack, Teams, etc.	Deeply integrated into Microsoft 365 ecosystem
Example Use	“Write a short story about a time-traveling cat.”	“Summarize this Word document” or “Create a chart from this Excel data.”

Quick Recap

ChatGPT

- ChatGPT is a powerful everyday Open AI tool that integrates well with other Open AI tools
- Good prompts = better results
- Practice makes perfect
- Stay mindful of accuracy and integrity

Next Steps After Learning ChatGPT

- **1. Apply ChatGPT to Real Projects**
  - Draft blog posts, newsletters, or even a book.
  - Use it to study, create lesson plans, or tutor others.
  - Automate emails, reports, meeting summaries, or brainstorming sessions.

  2. Explore Advanced Prompts
  - Learn how to chain prompts for complex tasks.
  - Use role-based prompts (e.g., “Act as a career coach…”).
  - Try multi-step instructions (e.g., “Summarize this, then turn it into a tweet.”)

  3. Learn Prompt Engineering
  - Continue to learn how to craft prompts that get better, more accurate, or more creative results.
  - Experiment with formatting (e.g., bullet points, tables, markdown).

Next Steps After Learning ChatGPT

ChatGPT

- **4. Combine ChatGPT with Other Tools**
  - Use it with spreadsheets, presentation software, or coding environments.
  - Integrate it into workflows using tools Google Docs.

  5. Teach Others
  - Share what you've learned with your community.
  - Create a mini-course, workshop, or tutorial.
  - Help others use ChatGPT responsibly and creatively.

  6. Explore Other AI Tools
  -- Use ChatGPT alongside tools like Canva, Grammarly, or coding assistants.

  7. Stay Updated
  - Follow AI news and updates from OpenAI and other sources.
  - Join communities (such as LinkedIn) to learn from others.

Final Reflection

ChatGPT

- What's one way you'll use ChatGPT this week?

Please place your response in the chat section.

The General Department of Communication and Information Technology (CIT)
Dr. Theresa Duhart, General Secretary/Chief Information Officer
Bishop James B. Walker, Chair
Bishop Thomas L. Brown, Sr., Vice Chair
cio@thecmechurch.org
https://thecmechurch.org/citdepartment

Telephone: 253-376-6361

Download the presentation here
https://thecmechurch.org/cit/ChatGPT_training.pdf

THANK YOU