

DON'T BURY IT™

TAKEAWAY COLLECTION

BONUS #7

AI STEWARDSHIP PROMPT FIELD GUIDE

*Learn to prompt with purpose — then use AI to
clarify, develop, organize, and execute without
outsourcing discernment.*

Steward what God put in your hands.

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AI Is a Tool. You Are Still the Steward.

The goal is not to make AI responsible for your assignment. The goal is to use a tool wisely so you can research faster, ask better questions, organize what you know, expose gaps, and move from idea to responsible action.

THE STEWARDSHIP RULE

Pray first. Think. Prompt. Verify. Discern. Decide. Do.

AI can assist your process; it cannot carry your obedience.

Before You Paste a Prompt

- 01 Do not paste confidential client, ministry, employee, medical, legal, financial, or personally identifying information unless you understand the platform's privacy settings and have authority to share it.
- 02 Ask AI to show assumptions, unknowns, and questions — not just answers.
- 03 Verify factual, legal, financial, medical, theological, and time-sensitive claims with reliable sources.
- 04 Do not use AI-generated Scripture quotations without checking an actual Bible.
- 05 Keep your voice. Edit the output until it sounds like you and accurately represents what you believe.

o6 Use AI to accelerate stewardship, not to manufacture expertise you do not possess.

Prompting Is Part of Stewardship

A prompt is simply the instruction, context, question, source material, and boundaries you give an AI system. The quality of the response is shaped by what you provide — but good prompting is not about finding magic words. It is about learning to communicate the work clearly.

THE BOUNDARY

Don't ask AI to tell you who God called you to be.

Use it to help you steward what you have discerned, discovered, learned, and been entrusted to develop.

Why Generic Prompts Produce Generic Work

If you give AI almost no context, it has to fill the gaps. That is where generic language, wrong assumptions, invented details, and advice that does not fit your situation can enter. Strong prompting reduces unnecessary guessing.

Watch the Prompt Grow

WEAK PROMPT

“Help me start a business.”

Why it is weak: AI does not know your experience, audience, evidence, resources, constraints, or whether a business is even the right next step.

BETTER PROMPT

“I have an idea for a business serving women. Help me identify possible problems I could solve.”

Better – but the AI is still being asked to make several assumptions.

STEWARDSHIP PROMPT

“I have experience in [X]. People regularly ask me for help with [Y]. I am exploring whether there may be an opportunity to serve [AUDIENCE]. Before suggesting a business, ask me ONE question at a time to help me determine whether there is evidence of a real problem I can responsibly solve. Separate what my answers demonstrate from what is only a hypothesis. Do not assume every gift needs to become a business.”

NOTICE WHAT CHANGED

The final prompt provides **context**, establishes **limits**, gives **evidence**, makes a specific **ask**, and tells the AI how to **review** its own assumptions. That is C.L.E.A.R. prompting in practice.

The C.L.E.A.R. Prompt Formula

C — Context What is happening? Who is involved? What are you trying to accomplish?

L — Limits What should the AI not assume, invent, change, or decide? What constraints matter?

E — Evidence What notes, examples, data, source material, experience, or requirements are you giving it?

A — Ask What exact job should the AI perform? Ask for one clear output or sequence of outputs.

R — Review How should the AI expose assumptions, uncertainty, gaps, risks, or next steps before you use the result?

Prompt Chaining

One giant prompt can create one giant pile of output. Prompt chaining breaks the work into stages so you can review, correct, and make decisions before moving forward.

STAGE

QUESTION

1. Discover

What is already in my hand?

2. Clarify

What pattern, problem, or opportunity deserves attention?

3. Research

What evidence supports or challenges what I think?

4. Develop

What skill, knowledge, system, or capacity am I missing?

5. Build

What is the smallest responsible version I can create or test?

6. Execute

What are my next 7, 30, and 90 days?

7. Review

What happened, what did I learn, and what needs to change?

How to Correct AI When the First Answer Isn't Good

Do not throw away the conversation immediately. Correct the work. Good AI use is iterative.

TOO GENERIC

“That answer is too broad. Use only the information I provided. Ask me 3 questions that would make the recommendation more specific.”

MADE AN ASSUMPTION

“You assumed [X]. I did not provide evidence for that. Remove the assumption and show me what information you need from me.”

DOESN'T SOUND LIKE ME

“Preserve my meaning but remove generic corporate or AI language. Do not add claims, emotions, testimony, or phrases I did not give you.”

TOO MUCH AT ONCE

“Reduce this to the three highest-priority actions I can realistically complete this week. Explain why each comes first.”

NEEDS EVIDENCE

“Separate verified facts, my supplied information, your inference, and items that require outside verification.”

I DISAGREE

“Challenge my position fairly. Give me the strongest case against this recommendation, then identify what evidence would help me decide.”

Which Tool Should I Use?

Keep these prompts platform-neutral whenever possible. Use the tool that fits the job, your privacy needs, and the material you are working with.

ChatGPT / Claude	Strong starting points for thinking, drafting, planning, document work, iteration, and most prompts in this guide.
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Gemini	Useful general AI option, especially for people working heavily in Google's ecosystem.
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Perplexity	Reach for it when the job requires current web research and source discovery; still open and verify the sources.
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NotebookLM	Use NotebookLM when the work begins with a collection of sources you already have — such as PDFs, articles, notes, reports, teaching materials, or study documents. It is especially useful for comparing sources, tracing themes, asking questions grounded in the supplied material, and preparing to teach or learn from a source set.
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STEWARDSHIP NOTE Source-grounded does not mean source-proven. Verify the quality, context, and trustworthiness of the materials you give it.

Canva / Adobe Express	Use after the substance is clear, to turn content into visual resources, presentations, graphics, and branded materials.
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TwinMind / Plaud

Use when the raw material is a conversation, meeting, interview, voice note, or teaching you have permission to record.

COMPANION RESOURCE

For the curated tool list, free options, current pricing, official websites, and Fredlena's stewardship tips, use **Bonus #8: Fredlena's AI Stewardship Resource Guide**.

Your Prompt-Building Worksheet

CONTEXT

What is happening, and what outcome am I trying to reach?

LIMITS

What should AI not assume, invent, decide, or change?

EVIDENCE

What information, notes, examples, or source material am I providing?

ASK

What specific job do I need AI to perform?

REVIEW

How should the response identify uncertainty, assumptions, gaps, or next steps?

The Prompt Library

Copy, personalize, and use these prompts as starting points. Bracketed text is where you add your own information.

O1 DISCOVER

Inventory What Is Already in My Hand

Use this when you feel like you have nothing to start with.

Act as a thoughtful stewardship coach. Help me inventory what is already in my hand before suggesting anything new. Ask me ONE question at a time about: skills, spiritual gifts I believe I may have, work experience, lived experience, education, relationships, resources, tools, recurring problems people ask me to solve, things I learn quickly, and unfinished ideas. Do not flatter me or assign a calling to me. After my answers, organize the evidence into: (1) demonstrated strengths, (2) possible gifts or capacities to test, (3) resources already available, (4) patterns worth exploring, (5) gaps requiring development, and (6) three small stewardship experiments I can complete in 7 days.

DO SOMETHING WITH THE OUTPUT Choose one experiment and put it on your calendar.

O2 DISCOVER

Find the Pattern in My Experience

Use this when your history feels disconnected.

I am going to give you a list of jobs, volunteer roles, projects, responsibilities, hardships I have learned from, and things people regularly ask me for help with. Do not force a theme. Identify repeated verbs, problems solved, environments where I add value, transferable skills, and evidence of impact. Separate what is supported by my examples from what is only a hypothesis. Then give me five questions that would help me discern the pattern more clearly.

DO SOMETHING WITH THE OUTPUT Circle the patterns supported by real evidence.

03 CLARIFY

Turn a Buried Idea Into a Clear Concept

Use this when you have an idea but cannot explain it.

Help me clarify this idea without making it bigger than it is. My idea is: [PASTE IDEA]. Ask up to 7 high-value questions about who it serves, what problem it addresses, what changes for the person, what I already have, what I still need, constraints, and the smallest useful version. Then produce a one-sentence concept, a simple description, a “not this” boundary, and a first test I can run within 14 days.

DO SOMETHING WITH THE OUTPUT Test the smallest useful version before building the whole vision.

04 DEVELOP

Build a Skill Development Plan

Use this when you know what gift or capacity needs strengthening.

Create a 30-day development plan for this skill: [SKILL]. My current level is [BEGINNER / INTERMEDIATE / ADVANCED]. My real-world use is [CONTEXT]. I can give it [TIME] per week. Build four weekly outcomes, practice exercises, one real-world application each week, feedback questions, and a simple scorecard. Recommend learning categories rather than inventing credentials or claiming mastery.

DO SOMETHING WITH THE OUTPUT Practice in public service or a real project, not only in theory.

05 RESEARCH

Research a Problem Before I Build

Use this when you are tempted to build before understanding the need.

Help me research the problem “[PROBLEM]” for the audience “[AUDIENCE].” First separate what we know from what we assume. Create: 10 interview questions, 5 search queries, 5 competing explanations for the problem, signals that the problem is urgent, signals that it is not, and a research table I can fill in. Do not invent market statistics. Flag anything that requires current web research or primary-source verification.

DO SOMETHING WITH THE OUTPUT Talk to real people before deciding what they need.

06 SERVE

Translate My Gift Into Service

Use this when you know what you can do but not how it helps people.

My demonstrated strength is [STRENGTH]. Help me translate it into service without immediately turning it into a business. Give me 10 concrete ways this strength could solve, support, teach, organize, create, encourage, lead, or improve something for others. For each, name the beneficiary, the problem, the service action, and the evidence that would show it helped.

DO SOMETHING WITH THE OUTPUT Serve once before you sell.

O7 BUILD

Design a Simple Offer

Use this when you have validated a real problem.

Help me design a simple, ethical offer around this validated problem: [PROBLEM]. Audience: [AUDIENCE]. Evidence I have: [EVIDENCE]. My relevant capability: [CAPABILITY]. Build: outcome, scope, deliverables, exclusions, client responsibilities, timeline, success measures, risks, and questions I still need to answer. Do not invent pricing. Give me a pricing-research checklist instead.

DO SOMETHING WITH THE OUTPUT Make the scope clear enough that both sides know what “done” means.

O8 MINISTRY

Plan a Ministry Initiative Responsibly

Use this when you have a ministry idea.

Help me turn this ministry idea into an executable plan while respecting spiritual leadership, safeguarding, budget, volunteers, and church governance: [IDEA]. Create a planning brief with purpose, biblical and theological questions for leadership review, target participants, desired fruit, activities, roles, approvals needed, budget categories, safety and safeguarding considerations, communications, timeline, and post-event evaluation. Do not claim divine direction or speak prophetically on God's behalf.

DO SOMETHING WITH THE OUTPUT Submit the plan through the authority and approval structure of your ministry.

09 SYSTEMS

Turn What I Do Into a Repeatable Process

Use this when you keep reinventing the same task.

I will describe a task I perform repeatedly. Convert it into a draft SOP with: purpose, trigger, owner, inputs, step-by-step process, decision points, quality checks, handoffs, exceptions, records to keep, and review frequency. Ask clarifying questions wherever the process is ambiguous. Mark every assumption as ASSUMPTION so I can correct it.

DO SOMETHING WITH THE OUTPUT Run the SOP once and edit what reality exposes.

10 CONTENT

Create Content From Substance, Not Noise

Use this when you need to communicate without becoming generic.

Using ONLY the ideas I provide below, help me create a 4-week content plan. Do not invent a testimony, statistic, Scripture quotation, credential, or client result. Identify 4 teaching themes, 3 audience questions under each, and content formats that fit each idea. Preserve my core language. For every post, include one useful takeaway and one natural next action without manufactured urgency. My source notes: [PASTE NOTES].

DO SOMETHING WITH THE OUTPUT Teach what you know; do not perform expertise.

II CAPACITY

Find the Capacity Gap

Use this when your opportunity is growing faster than your systems.

My current opportunity or assignment is [DESCRIBE]. My responsibilities are [LIST]. My current resources are [LIST]. Diagnose likely capacity gaps across time, skill, knowledge, systems, money, people, emotional load, communication, and governance. Distinguish between (A) must fix now, (B) can develop while moving, and (C) not needed yet. Ask for missing information before making high-confidence recommendations.

DO SOMETHING WITH THE OUTPUT Fix the bottleneck that threatens faithful delivery — not the most exciting one.

I2 PLAN

Build My 30/60/90 Stewardship Plan

Use this when you need execution.

Turn this goal into a 90-day stewardship plan: [GOAL]. Start by testing whether the goal is specific, realistic, and actually within my control. Then create Days 1–30 Clarify & Prepare, Days 31–60 Build & Develop, Days 61–90 Release, Multiply & Evaluate. Include weekly actions, milestones, dependencies, risks, capacity development, what to measure, what to stop, and a weekly reflection question. Keep the plan lean enough to execute.

DO SOMETHING WITH THE OUTPUT Schedule Week 1 before polishing Week 12.

13 DECIDE

Challenge My Idea Before I Invest

Use this when you need a wise second look.

Be a constructive red-team reviewer. I am considering: [DECISION]. Do not simply agree with me. Identify assumptions, hidden costs, opportunity costs, ethical concerns, dependencies, failure modes, evidence I should gather, reversible versus irreversible parts, and the smallest test I can run before making a large commitment. End with questions for prayer, counsel, and practical due diligence.

DO SOMETHING WITH THE OUTPUT Do not let enthusiasm skip due diligence.

14 REVIEW

Weekly Stewardship Review

Use this when you want to learn from action.

Facilitate a weekly stewardship review. Ask me for: what I said I would do, what I completed, what I avoided, what produced fruit, what consumed capacity, what I learned, what needs repair, and what matters next. Then give me a concise review with Wins, Evidence, Gaps, Lessons, Stop / Start / Continue, and my top 3 next actions. Do not shame me or turn unfinished work into a character judgment.

DO SOMETHING WITH THE OUTPUT Carry the lesson into next week's calendar.

— SOURCE STUDY

Work From My Own Materials

Use this with NotebookLM — or another AI tool that can work directly from your supplied source set — when you need the AI to stay anchored to material you selected.

I am studying the sources I provided about [TOPIC]. Using ONLY those sources, identify the 5 most important themes or claims. For each one, show which source supports it, note where the sources agree or differ, and identify anything that is unclear, unsupported, or requires outside verification. Do not fill gaps from general knowledge unless I explicitly ask you to. End with 5 questions I should investigate before I teach, publish, or make a decision from this material.

The Better Prompt Formula

C.L.E.A.R.

CONTEXT What is happening?

LIMITS What must the AI not assume or do?

EVIDENCE What source material are you giving it?

ASK What specific job should it perform?

REVIEW How should it expose uncertainty, assumptions, and next steps?

Prompt Builder

CONTEXT

LIMITS / BOUNDARIES

EVIDENCE / SOURCE MATERIAL

SPECIFIC ASK

HOW I WANT THE OUTPUT REVIEWED

AI Stewardship Check Before You Use the Output

Is it true? ☐

Is it mine to say? ☐

Did I verify what matters? ☐

Does it reflect my actual voice and values? ☐

Does it expose assumptions and uncertainty? ☐

Would I stand behind this if AI were not mentioned? ☐

What action will I take now? ☐

FINAL REMINDER

A beautiful prompt is still buried potential if you never act on the answer. Close the laptop. Make the call. Practice the skill. Send the draft. Build the first version. Serve somebody.

Steward what God put in your hands.

