

FAITHFUL AND PRACTICAL — HANDS-ON MINI-COURSE

Microsoft Copilot

The AI that is already in the tools your church uses every day.

The Problem

You Already Have AI — And You Are Not Using It

The Hidden AI in Your Microsoft 365

What most church admins do

- ✗ Read every email in a long thread to find the action points
- ✗ Type meeting minutes by hand after a Teams call
- ✗ Draft emails from scratch for routine correspondence
- ✗ Search through Word documents to find specific content

What Copilot does instead

- ✓ Summarises a 40-email thread into three key points and agreed actions in 10 seconds
- ✓ Produces draft meeting notes from a Teams recording automatically
- ✓ Drafts emails from a brief description — you review and personalise
- ✓ Answers questions about content in your OneDrive documents

↑ You may already be paying for this. Check before opening any other AI account.

The Concept

What Copilot Actually Is

AI Built Into the Tools You Already Use

- ◆ Copilot is Microsoft's AI layer built on top of GPT-4 — the same foundation as ChatGPT Plus
- ◆ Unlike ChatGPT, it works inside your existing Microsoft 365 tools — not in a separate window
- ◆ In Outlook: it can draft, summarise, and reply within your actual inbox
- ◆ In Teams: it can summarise meetings you were in — or missed
- ◆ In Word: it drafts documents from a description, inside the document you are editing
- ◆ The key advantage: it can reference your actual Microsoft 365 content — emails, documents, calendar

Demo 1 of 3

Outlook — Summarise Any Email Thread in Seconds

Demo 1 — Email Thread Summary in Outlook

- 1 Open any long email thread in Outlook (aim for 10+ emails)
- 2 Click the Copilot icon in the top-right of the reading pane
- 3 Select 'Summarise this conversation' — or type it yourself
- 4 Read the summary. Does it capture the key decisions and action points?
- 5 Use it as your briefing — then reply from your own understanding, not the summary alone

Watch for

Copilot captures what was said — not what was meant. Pastoral nuance and tone do not survive summarisation. Always read the original for sensitive conversations.

Demo 2 of 3

Word — Draft a Document from a Description

Demo 2 — Drafting a Safeguarding Policy in Word

WHAT TO TYPE IN THE COPILOT PANEL

Draft a one-page church safeguarding policy summary for volunteers. Include: the key principle (everyone is responsible for safeguarding), three things volunteers must do if they have a concern, how to report to the designated safeguarding lead, and a reminder that this is a summary only and the full policy is available from the administrator. Formal but accessible tone.

Watch for

Copilot drafts inside your Word document — not in a separate window. You can edit the output directly. Check whether it has added anything that needs legal review before distributing.

Demo 3 of 3

Teams — Meeting Notes After a Leadership Meeting

Demo 3 — Teams Meeting Notes (Live Recording Required)

- ◆ For this feature, Teams recording must be enabled during the meeting
- ◆ After the meeting ends: go to the Teams channel → meeting recording → Copilot tab
- ◆ Ask: 'What were the three main decisions made in this meeting?'
- ◆ Ask: 'What action points were agreed, and who owns each one?'
- ◆ Ask: 'Were there any unresolved issues or points that need follow-up?'
- ◆ These are different questions — Copilot answers each from the same transcript

The Most Common Mistake

✗ Assuming you already have it

Copilot is a paid add-on — not automatically included in standard Microsoft 365 plans. Many churches discover this after spending time learning the tool. The Copilot add-on costs approximately \$21/user/month (~£17) on top of your existing Microsoft 365 plan. Before spending any time on Copilot training, ask your Microsoft administrator: 'Have we purchased a Copilot add-on licence?'

✓ Fix: Check your plan before training your team. One email to your admin saves hours of confusion.

What Copilot Cannot Do

- ⚠ Copilot cannot replace pastoral judgment — it summarises what was said, not what was meant
- ⚠ Do not enter personal pastoral or confidential information unless your data protection policy explicitly covers this
- ⚠ Meeting summaries are only as good as the recording quality — background noise reduces accuracy significantly
- ⚠ The in-app Copilot (inside Word, Outlook, Teams) is far more powerful than copilot.microsoft.com — they are not the same
- ⚠ Copilot cannot access documents outside your Microsoft 365 organisation — it only sees what you have shared access to

Rule: Copilot is most valuable for administration and communications. Keep pastoral conversations in person.

Copilot — The Honest Pricing Picture

Copilot.com (free)

✓ Standalone chat — good for testing prompts, general AI use

X In-app features in Word, Outlook, and Teams — you need the add-on for those

Same underlying model as ChatGPT Plus. Useful but limited without integration.

Microsoft 365 Business Standard (~£10/user/month)

✓ Full Office suite + Copilot Chat (web-grounded, no file access)

X In-app Copilot in Word, Outlook, Teams — still needs the add-on

Copilot Chat is included. Full Copilot is not.

Copilot add-on (~\$21/user/month)

✓ Full in-app Copilot across Word, Excel, Outlook, Teams, PowerPoint

X Small churches — this may exceed the value for low-volume use

Must be added on top of an eligible Microsoft 365 base plan.

DO THIS NOW

Summarise your most cluttered email thread

- 1 Open Outlook. Find a thread with 10 or more emails — ideally a planning or admin thread
- 2 Look for the Copilot icon in the reading pane top right
- 3 If you do not see it, try copilot.microsoft.com instead as a standalone test
- 4 Ask it to summarise the thread — read the summary against the actual thread
- 5 Note: how much time did finding the key points just save you?

If this saves you 15 minutes a day, it saves 65 hours a year. Calculate that before deciding on the add-on.

Getting the Best from Copilot — What Works

- ✓ Give it specific, formatted questions — 'What were the three decisions?' outperforms 'Summarise this'
- ✓ Use it after meetings, not instead of being present — the notes are a supplement, not a substitute
- ✓ Always verify action point attribution — Copilot sometimes assigns ownership incorrectly
- ✓ For email drafts: be specific about tone ('direct and brief' vs 'warm and pastoral')
- ✓ In Word: draft in Copilot, then edit directly in the document — do not copy and paste between windows

**Copilot's biggest advantage is integration —
it works inside the tools you already use
every day.**

Also worth exploring:

- Check with your Microsoft administrator whether a Copilot licence is already purchased
- If not: start with copilot.microsoft.com (free) to learn the prompting approach