

FAITHFUL AND PRACTICAL — HANDS-ON MINI-COURSE

Google Gemini

The AI that is already in Gmail and Google Docs.

The Problem

Routine Emails Are Costing You Hours You Do Not Have

Where Church Administrators Lose Time

The slow way

- ✗ Writing the same types of email from scratch every week
- ✗ Re-reading long threads to remember what was agreed
- ✗ Formatting reports and documents by hand
- ✗ Drafting announcements that sound the same every week

With Gemini in Google Workspace

- ✓ 'Help me write' drafts routine emails from a two-line description
- ✓ Gemini can summarise Gmail threads and surface the key points
- ✓ Gemini in Docs drafts formatted documents from a description
- ✓ One brief → multiple formats: email, bulletin, social post

↑ Gemini is now bundled in Google Workspace Business Standard and above. You may already have it.

The Concept

Two Ways to Use Gemini

Gemini Standalone vs Gemini in Workspace — Know the Difference

- ◆ Gemini standalone (gemini.google.com): a chat interface, similar to ChatGPT — prompt and response
- ◆ Gemini in Gmail: 'Help me write' drafts emails inside your actual inbox, with your thread as context
- ◆ Gemini in Google Docs: 'Help me write' drafts content inside your actual document
- ◆ The in-Workspace version is more powerful because it can see your Gmail thread or document context
- ◆ If your church uses Google Workspace Business Standard or above, the in-app version is likely already available
- ◆ Check your admin console or ask your Google Workspace administrator

Demo 1 of 3

Gmail — Draft a Reply in Seconds

Demo 1 — Replying to a Volunteer Enquiry in Gmail

- 1 Open Gmail. Find an email that needs a reply — a volunteer enquiry works well for this demo
- 2 Click Reply. Look for the 'Help me write' button above the compose field
- 3 Describe your reply in one sentence: 'A warm thank-you for volunteering — confirm the date and ask for their availability'
- 4 Click Generate. Read the draft. Does it reflect your church's tone?
- 5 Edit one or two phrases to make it sound like you. Click Send.

Watch for

The draft is context-aware — Gemini reads the email it is replying to. But it cannot know your personal relationship with this person. That is the layer you add.

Demo 2 of 3

Google Docs — Draft a Full Document from a Description

Demo 2 — Church Event Communication in Google Docs

WHAT TO TYPE IN THE GEMINI PANEL IN DOCS

Task: As a church communications writer, draft a community outreach event announcement for our church website and weekly bulletin.

Context: Our church in North London is hosting a free community barbecue on Saturday 14 June, open to anyone in the neighbourhood. We want to reach people who have never been to church. The event runs from 2-6pm in the church grounds.

References: Warm and welcoming – sounds like a neighbour inviting a neighbour, not a church flyer. Ends with the practical details clearly laid out.

Watch for

Does the announcement avoid church jargon? Could someone with no church background read it and feel welcomed? The most important edit is removing language that assumes familiarity with church culture.

Demo 3 of 3

Gemini Standalone — When You Need a Quick Answer

Demo 3 — Research Question in Gemini Standalone

PROMPT AT GEMINI.GOOGLE.COM

I am preparing a short teaching for a church cell group on the Parable of the Sower (Matthew 13:1-23). Our group includes new Christians and people exploring faith. Give me:

1. The three most common misunderstandings people have about this parable
2. One question that helps people identify which type of soil they currently are — without making it feel like a test
3. A practical challenge for the week that connects the parable to a specific everyday situation

Watch for

Gemini in standalone mode draws from its general training — not your church's specific theology. Verify any specific claims or scripture interpretations before using them in teaching.

The Most Common Mistake

X Not enabling it in the admin console

Even on plans where Gemini is bundled, it must be enabled by a Google Workspace administrator. Many church teams have Gemini available in their plan but cannot access it because it has never been switched on. The fix is one email to your Workspace administrator: 'Can you confirm Gemini AI is enabled for our account?' This saves your whole team significant time before they even start learning the tool.

✓ Fix: Check admin console first. Training the team before enabling the tool wastes everyone's time.

What Gemini Cannot Do

- ⚠ Gemini in Workspace cannot access files in your Google Drive unless you specifically reference them
- ⚠ Like all AI, Gemini can produce confident-sounding incorrect information — verify scripture and facts
- ⚠ The standalone version (gemini.google.com) does not have access to your Gmail or Docs
- ⚠ Gemini's knowledge has a training cutoff — recent events may not be in its knowledge base
- ⚠ Do not enter personal pastoral or confidential information unless your data protection policy covers this

Rule: Gemini is excellent for communications and drafting. It is not a theological reference tool.

Gemini Pricing — What You Actually Need

Free (Google account)

✓ Learning the tool, general prompting, standalone research

X In-app Gmail and Docs features — you need Workspace for those

Access at gemini.google.com. No file or Gmail integration.

Google Workspace Business Standard (~£11/user/month)

✓ Full Gemini in Gmail, Docs, Sheets, Slides, and Meet

X Teams that only need the standalone chat — this is more than needed

Gemini is now bundled. Must be enabled in admin console.

Google AI Pro (\$19.99/month, ~£16)

✓ Individual wanting Gemini Advanced + NotebookLM Pro + 2TB storage

X Whole-church deployment — use Workspace Business Standard for teams

Best value for individuals who want the full Gemini + NotebookLM package.

DO THIS NOW

Use 'Help me write' for your next five routine emails

- 1 Open Gmail. Find five emails in your inbox that need replies
- 2 For each: click Reply → 'Help me write' → describe your reply in one sentence
- 3 Read each draft. Note which type of email produces the best output
- 4 Keep a mental note: what categories of email need the least editing?
- 5 Those categories are where Gemini saves you the most time every week

The goal is not to find out if Gemini is perfect. The goal is to find out where it saves you time.

What Good Gemini Output Looks Like

- ✓ The reply sounds like it is from your church — not a generic AI response
- ✓ It addresses the specific request in the original email — not a generic acknowledgement
- ✓ The tone matches the relationship — formal for official matters, warm for personal correspondence
- ✓ Church jargon is absent unless it was in your prompt
- ✓ The practical details are accurate — Gemini cannot know your event dates unless you told it

Gemini's biggest value is inside Gmail and Google Docs — not as a standalone chat tool.

Also worth exploring:

- [Ask your Google Workspace administrator to confirm Gemini is enabled](#)
- [Tutorial 05 \(NotebookLM\) — the best companion to Gemini for research using your own sources](#)