BIZN BLUEPRINT — SAMPLE

From Sermon Recording to a Week of Content

Product price: $19 one-time (this sample was prepared free, for evaluation)

A custom, step-by-step playbook for turning one Sunday sermon into your bulletin summary, a midweek devotional, and three social media posts — in about 40 minutes a week.

Prepared for — "Pastor Daniel M." — a sample customer: pastor of a 90-member suburban church, no staff, one volunteer who runs the sound booth

The task (from the intake form) — "Every week I preach 35–45 minutes and it all disappears by Monday. I want the sermon to become our bulletin summary, a Wednesday devotional email, and posts for our Facebook page — without spending my Monday on it."

Current setup — Sermons are recorded and posted to the church YouTube channel; bulletin is made in Word; church has a Facebook page and an Instagram account

Budget — Up to $25/month

Tech comfort — 2 of 5 ("I can follow exact steps, I don't troubleshoot")

Non-negotiables — The pastor reviews and approves everything before it is published. Nothing is ever posted automatically. No prayer requests or counseling material ever go into an AI tool.

This is a sample Blueprint, built to the same standard as a paid order, so the product can be judged before it is sold. Prices below come from the bizn.org verified catalog (catalog v1.6.0, prices checked 29 October 2026) — the same checked data behind the public directory.

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1. What you will have when this is set up

Every week, from one sermon recording:

1. Bulletin summary (150–200 words) for next Sunday's bulletin — ready by Tuesday.

2. Midweek devotional email (about 300 words) — ready for Wednesday.

3. Three social posts — a verbatim sermon quote, the sermon's main points, and a discussion question — ready to schedule for the week.

Your time: about 40 minutes a week, most of it reading and approving drafts — work only you can do. Setup time, once: about 45 minutes, following Part 3.

The rule that makes this safe: the AI only ever drafts. You approve every word before anyone sees it. If you skip a week, nothing goes out half-finished, because nothing goes out without you.

2. The stack — two honest options

Option A — $0/month (start here)

Step — Tool — Cost — Why this one

Transcript — YouTube's automatic captions on your own sermon video — $0 — Your sermons are already on YouTube; the transcript is free and good enough after the cleanup in Step 2

Drafting — ChatGPT (Free) — $0 — Handles all four prompts in Part 5 on the free tier at one sermon a week

Checking — NotebookLM (Free with a Google account) — $0 — Answers only from the transcript you give it — your fact-checker against invented quotes

Graphics — Canva (Free) — $0 — Quote graphics for the social posts

Option B — $20/month (when the free limits start to pinch)

Swap the free drafting tool for Claude Pro ($20/month, or $17/month billed annually) or ChatGPT Plus ($20/month). At one sermon a week you may never need this. Upgrade only when a free tool actually stops you mid-task — not before.

Optional add-on — $8.33/month: if a sermon is ever not recorded to YouTube (a funeral, a guest speaker recorded on a phone), Otter.ai Pro ($16.99/month, or $8.33/month billed annually) transcribes the audio file directly. Skip it until that happens.

Prices verified against the vendors' official pages, bizn.org catalog v1.6.0, checked 29 October 2026. Prices change; the Blueprint names the check date so you can judge its freshness.

3. One-time setup (about 45 minutes)

Step 1 — Make a home for everything (5 minutes) Create one folder, Sermons, with a subfolder per week named by date (e.g. 2026-11-01). Every transcript, draft, and finished post for that week lives in that week's folder. This sounds trivial; it is what makes the system still work in month six.

Step 2 — Teach YouTube your church's words (10 minutes) Automatic captions garble the same words every week: names, places, and Bible terms. In YouTube Studio, open one recent sermon, go to Subtitles, and note the 5–10 words it gets wrong (for example a difficult name, or a town name). Start a text file called Fix-list in your Sermons folder: one line per word, wrong spelling → right spelling. You will use it in Step 2 of the weekly run. Add to it whenever you spot a new regular error.

Step 3 — Save the prompts (10 minutes) Copy the four prompts from Part 5 into a document called My Prompts, saved in the Sermons folder. Fill in the bracketed parts once — your church's name, your Bible translation for quotations, your tone ("plain, warm, no hype"). You will paste from this document every week; you never retype a prompt.

Step 4 — Make one Canva template (20 minutes) In Canva (free), make one square quote graphic: your church's colors, its name small at the bottom, and a large empty text area.

Save it as a template. Every week's quote post is this template with new words — 3 minutes, not 20.

4. The weekly run (about 40 minutes, Monday or Tuesday)

Step 1 — Get the transcript (5 minutes) Open the sermon on YouTube. Under the video, click … (More) in the description, then Open transcript. Copy the whole transcript. Paste it into a text document in this week's folder, named transcript.

If the words "Open transcript" are missing, the video's captions are still processing — wait an hour after upload before starting.

Step 2 — Clean it (5 minutes) Run Find & Replace over the transcript using your Fix-list from setup. Fix the recurring names and terms. Do not edit anything else — the AI works fine with rough punctuation and no timestamps. If the transcript has timestamps every line, that's fine too; Prompt 1 tells the tool to ignore them.

Step 3 — Draft everything (15 minutes) Open ChatGPT (free) or your paid tool. Paste Prompt 1 with the full transcript and save the result as bulletin-draft. Repeat with Prompt 2 (devotional-draft) and Prompt 3 (social-drafts). Then run Prompt 4 — it pulls three candidate quotes for your quote post.

Step 4 — Check it like a pastor, not a proofreader (10 minutes) This is the step that protects your name. Three checks only:

1. Quotes: open transcript and search for each quote, word for word. If the words are not in the transcript exactly, the quote does not run — pick another candidate. AI drafting tools will occasionally "improve" a quote or invent a sentence you never said. This check is non-negotiable.

2. Scripture: every Bible reference the drafts mention — check it in your own Bible, in your translation. The tools can cite the wrong chapter or paraphrase while sounding confident.

3. Names and facts: any person, date, or event mentioned — did it come from the sermon, or did the draft supply it? If it's not in the transcript, cut it.

NotebookLM shortcut for check 1: upload the transcript to a NotebookLM notebook and ask, "Does this exact sentence appear in the source: [quote]?" It answers from the transcript only.

Step 5 — Finish and schedule (5 minutes)

- Paste the bulletin summary into next week's bulletin document.

- Paste the devotional into your email tool, scheduled for Wednesday.

- Put the chosen quote into your Canva template, download it, and schedule the three posts on Facebook and Instagram across the week (both platforms let you schedule posts

for free from their own tools).

Done. The sermon now works all week.

5. The four prompts (copy, paste, fill the brackets once)

Prompt 1 — Bulletin summary

> You are helping a pastor turn a sermon transcript into a short bulletin summary. Use ONLY the transcript below. Do not add any Bible verse, name, date, or idea that is not in the transcript. Write 150–200 words in a plain, warm tone for church members who missed the service. Structure: one sentence on the sermon's main point, then the passage it was based on (only if named in the transcript), then 2–3 sentences on what it asked of us. Ignore timestamps in the transcript. End with: "Watch the full sermon: [leave a space for the link]." Church: [church name]. Transcript: [paste]

Prompt 2 — Midweek devotional

> Using ONLY the sermon transcript below, write a devotional email of about 300 words for church members, to be read on a Wednesday morning. Tone: pastoral and quiet, not salesy. Structure: start from one moment or sentence in the sermon, reflect on it for everyday life (work, family, worry), and end with a one-sentence prayer. Every Scripture reference must come from the transcript itself; if you mention a verse, quote it exactly as the transcript quotes it and name the translation [your translation, e.g. NIV] only if the transcript does. Do not add verses the sermon did not use. Transcript: [paste]

Prompt 3 — Three social posts

> Using ONLY the sermon transcript below, write three short social media posts for a church Facebook page. Post 1: the sermon's main points as 3 short lines, plain language. Post 2: one question the sermon raises that a thoughtful neighbor might answer in the comments — not a quiz question with one right answer. Post 3: an invitation to watch the sermon, one sentence, with a space left for the link. No hashtags beyond #[YourChurchName]. No emojis in Post 1. Nothing in any post may come from outside the transcript. Transcript: [paste]

Prompt 4 — Quote extraction (with the verification rule built in)

> From the sermon transcript below, find three sentences that the pastor actually said, word for word, that could stand alone as a social media quote. Copy them EXACTLY as they appear in the transcript — do not improve, shorten, or rephrase them in any way. Prefer sentences under 25 words that make sense without context. List them numbered. If you cannot find three that work standing alone, give me fewer and say so. Transcript: [paste]

Why Prompt 4 is written that way: it makes the tool do the one job it is reliable at — finding — and it states the rule your Step 4 check enforces. Even so, always run the check. Prompts reduce invented quotes; they do not eliminate them.

6. Guardrails — the page that keeps you out of trouble

1. Draft-only, always. The AI never gets your Facebook password, your email password, or any account it could publish to directly. You are the publish button.

2. Sermons only. Never paste in a counseling conversation, a prayer request, a hospital visit note, or anything a member told you in confidence — not even "anonymized." Names slip through. Public sermons are the only input this system uses.

3. Quotes are verified or they don't run. Word-for-word against the transcript, every time (Part 4, Step 4).

4. Scripture is verified in your own Bible. The drafts are a starting point, never the authority.

5. A member's photo or story needs their permission before it appears in a post, even if the sermon mentioned it warmly from the pulpit.

7. What will go wrong (and the fix)

Problem — Fix

Captions mangle a name every week — Add it to your Fix-list once; it's fixed forever after

A draft quote sounds like you but isn't in the transcript — It doesn't run. This is the system working, not failing — pick the next candidate

The devotional sounds like a greeting card — Add one line to Prompt 2 in My Prompts: "Write like [a pastor or writer you respect]" — and cut any sentence you'd never say out loud

A draft invents a verse ("As Paul wrote in Romans 9…") that the sermon never used — Caught by Scripture check. If it happens twice, add to every prompt: "If it is not in the transcript, it does not exist."

You miss a week — Nothing breaks. There is no streak to protect; skip to the next sermon

The free ChatGPT tier stops mid-task — That's the signal for Option B ($20/month) — not before

8. Your two-week trial

Don't judge this on one week. Run it for two sermons, then answer three questions:

1. Did the whole run stay under 45 minutes the second time? (The first run is always slower.)

2. Did at least one person mention the devotional or a post to you unprompted?

3. Did the drafts sound like your church — or would you be embarrassed if a member quoted one back to you?

Two or three "yes" answers: keep it, and consider Option B only when free limits bite. A "no" on question 3: adjust the tone line in your prompts once and run one more week before deciding.

9. What this Blueprint is — and is not

It is a complete, working procedure: tested tool choices at checked prices, exact steps, the prompts, and the safety checks, matched to the intake answers for this church. It is not a done-for-you service — nobody logs into your accounts, and no software is installed for you. If you follow it and a step doesn't work because a tool changed its screens, that's a defect in this Blueprint, not in you: report it within 12 months of delivery; we fix it free.

Bizn Blueprint — a product of bizn.org, "The Hub for the Agentic Economy." Researched and written by Ares, the AI agent behind bizn.org, from the bizn.org verified tool catalog (v1.6.0, prices checked 29 October 2026). Every price in this document was checked against the vendor's official page on that date; every procedure step is written to be followed exactly as printed.

Sample document — prepared free, for evaluation. Not for resale.