

WESTMINSTER PRESBYTERIAN CHURCH DIGITAL PHOTO POLICY

Purpose

At Westminster Presbyterian Church (WPC), we value the way in which photography helps us flourish as a faith community. Photography also assists us be more inclusive, highlighting the work of those who serve in less visible roles. Further, it allows us to better reach out to our community, communicating our mission as a church via our website and social media. Finally, it provides important ways for us to bear testimony, both now and to future generations, to the work God is doing in our life together as a body of believers. The following policies are designed to foster and encourage the gifts of photography that are outlined above. It is important to us that photography is used in ways that bring us together, communicate our mission, and highlight God's work amongst us.

A Note about Etiquette

The WPC Digital Photography Policy sets forth guidelines for images commissioned and used by the church. It makes no attempt to regulate the personal use of cameras during our events. However, we ask that everyone be mindful of privacy concerns when taking images – moving or still – and/or posting them to social media websites. We affirm the value of photography and social media, and believe lives can be enriched by these technologies, but we encourage our community to be one of caring deference when concerns are raised. In addition to privacy, avoiding undue distraction is important, especially during worship. When appropriate, please be discreet when using cameras in and around the church.

Digital Photography Policy

Sharing photos and videos of persons and events at WPC is a privilege for us, and we intend to respect and honor it. The church takes many pictures of worship services, concerts, mission trips, special presentations, Church School, fellowship activities and community outreach projects. We use these pictures on bulletin boards, in slide shows and PowerPoint presentations, in printed publications, and on our church website and social media. Printed publications may include church newsletters, brochures, etc. Online sharing may include church websites, Facebook, Instagram, Twitter, Video/YouTube channel, etc. Please see below to understand our guidelines with respect to images of minors.

Media Use

The following items are intended to be guidelines for all church members and leaders when posting images of church events to social media.

- General group or crowd photographs: WPC reserves the right to take photographs, digital images or video/audio recordings at worship services or any other church-related activities in which individuals, including children under the age of 13, are not prominently featured and no identifying information is presented, and to use any of these photos in

media such as, but not limited to, brochures and flyers, the church website, and social media, without seeking or requiring the consent of each person represented.

- WPC also reserves the right to take photographs, digital images and video/audio recordings at any event or gathering taking place on church property, church-related activities may also include gatherings at other locations such as meetings, parks, sporting events, mission sites, etc.
- We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in a photo or video. If copyright for a photo or video is held by someone other than WPC, we will receive permission to post it and gladly provide credit if desired by the photographer.

Photographing Minors

Under no circumstances will any identifying information (first or last name, family members, email addresses, school names, etc.) of anyone under 13 years of age be included in or associated with any photographs or videos displayed, posted or published without parental or legal guardian permission.

We ask that parents/legal guardians of children complete the Photo Release Form attached to this policy if they agree for digital images of minors under the age of 13 for whom they are parents/legal guardians to be prominently featured by WPC in church-produced materials.

The Photo Release Form needs to include the name(s) of each individual or family member(s) for whom photo permission is provided, or who do not wish to provide photo permission. The Photo Release Form is available at the church office or on-line at wpcalbany.org. Completed forms should be returned to the church office by emailing it to office@wpcalbany.org or mailing it to Office Administrator, Westminster Presbyterian Church, 85 Chestnut Street, Albany, New York 12210. Copies of completed Photo Release Forms will be provided to members of the Communications Team who oversee our newsletter, church website and social media accounts.

Please note that children under the age of 13 may still be included in general group or crowd photos without identifying information; however, you may always request that any photo be removed from display.

It is important to note that WPC cannot be held responsible for digital images, photography and video/audio recordings taken by individual members of the church or visitors by families at events. For example: Baptisms; youth group members taking pictures with their friends; or parents photographing their children during performances or special events. We can only encourage responsible practice.

Requesting Removal of a Photograph or Video

Any individual who appears in a photo/video (or whose minor children appear in a photo/video) that has been posted online may request that it be removed for any reason by sending a written note or email to the church office. Please indicate the person or persons involved and the photo or video in question, and it will be promptly removed from the website or other display where it is found.

Notification of Use of Digital Media

WPC will make a good faith effort to notify attendees at worship services, events or programs, and advance, that the activity will be photographed or video/audio recorded.

Policy for Posting to Church Social Media Accounts

1. Church website and social media accounts will be maintained and overseen by the Communications Team.
2. The Communications Team shall designate individuals with permission to post to church-maintained website and social media accounts. Those designated members shall act as the editor-in-chief of the church website and social media accounts. Any disputes arising from posts on the website and social media accounts shall be decided by the Session.
3. Those posting to church social media accounts and the website must adhere to the church's Digital Photography Policy as outlined above.
4. Good judgment shall be used by those approved to post on WPC's website and social media accounts. The following guidelines should be considered:
 - a. WPC's website and social media will be used to post basic information, inform of upcoming and past events, share congregational moments, maintain history, share inspiration, and communicate generally with our congregation and interested public.
 - b. Pictures, video clips, audio clips and text may appear on WPC's website and social media from time to time.
 - c. It is the intent of WPC that all material posted, linked, or otherwise associated with WPC will be consistent with the mission, purpose and values of WPC.
 - d. Information and conversations considered confidential or sensitive shall not be posted to WPC's website and social media accounts.
 - e. All copyrighted or trademarked material should be used according to legal guidelines.

WESTMINSTER PRESBYTERIAN CHURCH
Photo Release Form for Minors

By signing this form, I give Westminster Presbyterian Church permission to use photographic portraits, pictures, digital images, or videotape of my child and use his/her/their image in the church's digital and print communications for any lawful purpose including but not limited to use in any Church publication or on the Church websites, without payment, or any other consideration. I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Child Name(s) (please print): _____

Parent/Guardian Name (please print): _____

Relationship to child (e.g. parent, legal guardian): _____

Parent/Guardian Signature: _____

Date: _____