

**Emmanuel United Church
Policy on Collecting and Publishing Photos and Videos
(Aug 26, 2018)**

Introduction:

In the spring of 2018 videos of youth speaking in a worship service were published on Emmanuel's internal facebook site. The parents/guardians had been approached and given consent for that one instance, but it highlighted that there is a need for a formal policy around the collection and publishing of photographs and videos of youth and all people participating in Emmanuel events.

A small group of interested people (Kelly Gilroy, David Wray, Phyllis MacRae, Jim Lamb (representing JAM), Ann Frederking (representing Emmanubells) and Val Lines (representing CD) met a few times to discuss and would like to propose that the attached draft policy be accepted by Emmanuel's Council.

Definition of key terms:

- Church-sanctioned events - all events organized by one of the groups or staff of Emmanuel United Church, both on site and off site. These events include, but are not limited to, regular worship services, special worship services, musical performances, camps, fundraisers, dinners, etc.
- Social media - websites and applications that enable users to create and share content or to participate in social networking. These applications include Facebook, Twitter, Instagram, etc.
- Emmanuel United Church Website - a location connected to the Internet that maintains one or more pages on the World Wide Web, and is administered by individual(s) appointed by Emmanuel United Church for the purposes of communication and activity promotion.

Policy Regarding Members of the Congregation

- Individuals attending church-sanctioned events will be advised that these events may be photographed and / or video recorded. Those who opt not to be recorded may be invited to sit in a designated section in order to ensure they are not accidentally included in any photos or video footage.
- Individuals participating in a visible role in church-sanctioned events will be informed that they may be photographed / video recorded prior to the start of the event.
- Permission to record individuals under the age of 18 can only be given by parents / legal guardians. Permission forms for events for youth under the age of 18 will include a section for parents / legal guardians to sign that they do / do not give permission.

Musical and Other Groups Contributing to Events

- Leaders will advise members in the group that their photo and / or video footage will be shared online, namely through Emmanuel United Church Website, social media pages, and YouTube.

- Friends or family members of groups performing during church-sanctioned events should be aware that posting images or video footage of individuals under the age of 18 requires parental or guardian consent.
- The publishers for the church's sites will confirm that parents / guardians have given permission for all children included in photographs and video footage before posting.

Policy Communication

- Brief synopsis of policy:
 - Printed in the bulletin each week.
 - Printed in the program for special events.
 - Sign on the door / announcement.
- Possible synopsis wording: (Church services and other church events are routinely photographed and recorded by video for use in church publications and posted on social media. If you do not wish to be included in this recording, please ask the usher to indicate where you may sit so as not to be included in the photography / recording).
- Policy posted on Emmanuel United Church Website and social media pages.