

Eliot Chapel Publicity Procedures

Eliot Chapel publishes church activity and event information and images via multiple communication vehicles, both print and electronic. Those include public vehicles such as the church website and social media outlets.

In an effort to ensure congregant safety and safeguard personal information, the following procedures are in place:

- **Personal Contact information Procedure:** Personal contact information (phone numbers, home addresses and email addresses) of Eliot members and friends will not be published in any public vehicle (including *Greenleaves*, the newsletter of Eliot Chapel, and “This Week at Eliot”). In most cases, an Eliot Chapel email address can be provided as an alias. Contact Communications Specialist Debby Lovell (news@eliotchapel.org) to make arrangements to establish a new Eliot email address for church events.
- **Image Use Procedure:** Events may be photographed or recorded and used for congregational purposes. Images of children will not be used without consent of legal guardian.
 - The Religious Education program often takes photos of children and youth in their classes or during Chapel events to use in church publications, or for display on church bulletin boards. **Parent or guardian written permission is required before the image of any child or youth (under age 18) is published or displayed.** A release form will be presented during registration for the Religious Education program or can be obtained by contacting Director of Religious Education Scott Stewart at children@eliotchapel.org. Release forms are good for one year and should be renewed each year. Please note that children & youth are not identified by name in electronic publications unless parents/guardians are specifically contacted in advance and provide approval.
 - Any image will be removed upon request.
 - A statement of Image Use Procedure will be printed in event programs and be placed where visible near building entrances.