

St. Andrew's Episcopal Church  
**Photo and Video Policy**

May 15, 2018

Photography and video recordings help St. Andrew's to tell our stories and help us grow as a faith community. Photo and video allow us to better reach out to our neighbors and to communicate our mission. They are valuable ways that we can share, now and with future generations, the work that God is doing through this body of believers.

This policy aims to encourage the appropriate use of photography and videography – in ways that bring us together, communicate our mission, and illustrate God's work among us.

St. Andrew's policy for using photos and video:

- St. Andrew's has an "opt-out" photo and video policy for adults. Photos and video that feature adults may be taken and published unless a Media Opt Out form has been received. For children under age 18, we will only post those photos/video for which we have a release on file for any minors featured in the photo or video.
- Photographers should respect that worship is an intimate experience and that some people may not want their picture taken while they are praying or receiving Eucharist.
- When posting photos/videos on our website or Facebook page, we will not include names or any other identifying information for anyone featured in the photo or video.
- We will respect the dignity of every person depicted in the image and will not knowingly post anything that would be embarrassing or hurtful to anyone.
- We will gladly remove any photo or video immediately upon request. If you see a photo of yourself or your child on our website or Facebook page that you would like removed, please contact the church office.

St. Andrew's policy for photographers/videographers:

- If you have been requested to take photos or video at a church event, please notify the church office.
- If you are shooting photos/video at an event with minors present, the parish administrator will provide you with a list of children who have a signed release form on file. If a minor is clearly identifiable in a photo, but does not have a signed release form, the photo cannot be used until a release is obtained. If it is a group shot and minors are not clearly identifiable, then a release is not required.
- When taking photos or video in services, please make sure you do not interrupt or distract from the worship experience of those around you. Use of a phone is preferred over a tablet since it can be used more discreetly. Please do not use flash.

St. Andrew's Episcopal Church  
**Social Media Policy**

May 15, 2018

Creating community – the body of Christ – is at the core of St. Andrew's ministries. In all we do, we are to reflect the love of Christ to and for the world. This applies to the content of our posting to various social media sites. As an ever increasing number of people use and prefer digital communication over other forms, it is essential that St. Andrew's enter this mission field. Social media is a useful and necessary means of developing relationships and making disciples of Jesus Christ for the transformation of the world.

In the use of social media, St. Andrew's affirms and commits to:

We will use technology, the internet and social media to promote Christian community and the building of authentic relationships.

- All church-related Facebook pages and groups must have at least two administrators. If an administrator is no longer associated with that ministry, that person's administrator status is to be revoked.
- In the case of clergy and parishioner online connections, Friend and Follow requests, etc, should be initiated by the parishioner, especially if the parishioner is a minor or vulnerable adult.
- We urge parishioners when "checking in" on Facebook, Foursquare or any other social media, to check in only yourself. Never check in minors. Be sensitive to tagging others without their permission.

We will protect the privacy and identity of all persons under age 18 and all vulnerable adults in online writings, postings, and discussions. We will maintain appropriate boundaries with children and youth.

- We will not post photos or videos of children or youth without written consent of their parents/guardian.
- We will not caption or "tag" any photos with names or any identifying information.
- All Facebook groups and pages associated with children and youth ministries will be "closed" groups, requiring all those seeking access to be approved by the page administrators.
- We will only post photos of minors, for whom we have signed consent, AFTER an event has occurred. For example, we will not post a child's photo with the date and time of any future event.

St. Andrew's Episcopal Church  
**Media Release Form**

***Opt In: For children under age 18, please complete the section below.***

I, \_\_\_\_\_, Parent/Guardian of (you may list multiple names)

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Grant permission for St. Andrew's Episcopal Church to take photos/video of my child(ren) during church events and to use these images in church publications, website and social media. I understand that photos and videos will NEVER be accompanied by captions or tags that include names or any other identifying information.

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

***Opt Out: We respect the fact that you may wish to NOT have photos or video of yourself, or your children under age 18, used for church purposes. If this is the case, please complete this Media Opt Out section below.***

I do not wish my photograph, or those which include members of my family who are listed below, to be used by St. Andrew's Episcopal Church for church purposes, including but not limited to: still photography, video, electronic and print publications and websites.

Please list all household members included in the opt out:

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return completed form to the St. Andrew's church office.***