

## 1 Definition

Media: refers to an image, photograph, video or recording, commissioned and captured with the view to be used for the purpose and the mission of the Church.

## 2 Introduction

At New Life Christian Church we believe that media images and recordings help to tell the story of our mission and purpose as a Church and faith community. They bring to life the information we provide to our members and greater community, giving visitors an insight to what they may experience when they attend our church and highlighting God's work within the Church and it's members.

It is our intention to share media items recorded at our special events, worship services and various ministry activities, including, but not limited to printed materials such as, bulletins, posters, brochures and newsletters, as well as via our website, social media and other online applications.

## 3 Policy Purpose

This policy is designed to provide guidance to commissioned professionals, church members and visitors on the process and procedures around the collection and use of media, such as images, photographs, videos and recordings, commissioned and captured within, around and in association with New Life Christian Church.

## 4 Policy Statements

- 4.1 At the beginning of each financial year the church administrative assistant will email a Photo & Video Release Form to church members with children under the age of 18 years in their households. The church office will then collect and keep track of who has signed a release form.

### ***Procedure for photographers/videographers:***

- 4.2 If you have been requested to take pictures or video at a church event, please notify the office (admin@newlife.crca.org.au) at least one week in advance of the event. The church administrative assistant will then inform the ministry leadership involved that you will be present at their next meeting or event.
- 4.3 When shooting an event with children under the age of 18 years, the church's administrative assistant can provide you with a list of children who have signed release forms on file. If a child under the age of 18 years is clearly identifiable in a shot but does not have a signed a release form, the shot cannot be used until a release form is obtained. If it is a group shot and children under the age of 18 years are not clearly identifiable, a release is not needed.
- 4.4 When taking photos or video, please make sure you do not create any sort of interruption or distraction to the worship experience (applicable when shooting, for example, during a worship service, Kid's Church, etc.). You may shoot from the back of the church, without a flash, but please make sure your actions are not disruptive in any way.
- 4.5 You should abide by any requests to not take photographs of particular individuals, whether that request is made in advance from the church office or if it is made at the time of the event.

### ***Our policy for using pictures or video:***

- 4.6 Unless permission has been granted, we will not post online a photo or video with any full names or other identifying information (e.g. phone numbers, emails, addresses), with the exception of church staff, officebearers and ministry leaders. This includes, but is not limited to tagging photos on Facebook.
- 4.7 We will only post photographs or videos for which we have a signed release form on file for children

under the age of 18 years.

- 4.8 We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in the photo.
- 4.9 We will gladly remove any photo or video, as soon as possible, upon request. If you see a photo or video that includes you and/or your child and would like it removed from our website or Facebook, please contact the church office on 02 9676 7901 or email, [admin@newlife.crca.org.au](mailto:admin@newlife.crca.org.au).

## 5 Policy Scope

The New Life Christian Church Media Policy establishes guidelines for images, photographs, videos or recordings commissioned, captured and used by the church. It is unable to take responsibility for regulating the use of personal cameras and other forms of recording devices by individuals attending special events, worship services and various ministry activities run by the Church. We do however request that everyone be mindful of privacy concerns when capturing still or moving images and/or posting them on social media or for other online applications. We also request that the use of cameras and other recording devices please be discreet, so as not to cause undue distraction, especially during worship services and special events.

*If unsure of your specific individual obligations and requirements, as outlined in this policy, please contact the New Life Christian Church office on 02 9676 7901 or email [admin@newlife.crca.org.au](mailto:admin@newlife.crca.org.au).*