

Book: Poplar Springs Baptist Church Policy Manual

Section 2000 General Church Policies

Title Media Photography

Number 2470

Authority Article V Section 1 of the Church By-Laws

Adopted November 12, 2017

Section 1 Purpose

- A. Media images and recordings bring life to and help tell the story of Poplar Springs Baptist Church. Video and photographs enhance the quality of information that we provide to our members and give visitors an idea of what to expect when they attend our church. The church would like to share media items recorded at our various ministry activities, events, and programs in church produced materials and on the church website.
- B. Accordingly, participation in church activities implies permission for publication of any media recorded, unless a signed "Photography Opt-Out Form" is on file with the church office.

Section 2 Guidelines

- A. Any adult may complete the Photography Opt-Out Form if they do not wish for media items in which they or their minor children are prominently featured to be used in Poplar Springs publications, the church website, or social media sites.
- B. For the purpose of this policy a minor is defined as a person who has not yet reached his/her 18th birthday.
- C. No specific identifying information about minor children will accompany photos or video, including last names, addresses, email addresses, or schools.
- D. Any adult may request that a particular media item which prominently features them or their minor children be removed from use by submitting a request to the church office. A group picture or video of a large number of members, such as a Sunday morning service, is not considered under this policy to be prominently featuring any single person.

- E. Any member who submits images to be used by Poplar Springs Baptist Church is giving the church the right to use the photo or video. These images must not contain copyrighted material without permission.
- F. The church will not pay compensation for the use of any image or media.
- G. The church will not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in the photo.

Section 3 Activation and Notice

- A. This policy shall take effect three months after the adoption by the church.
- B. A summary of this policy will be published periodically, generally quarterly, in the weekly bulletin and newsletter.
- C. Notice of this policy will be part of the registration process for Vacation Bible School and other similar events that prominently involve minor children.