



# Lake Edge United Church of Christ

## *Media Policy and Opt-Out Form*

### **Media Policy**

Media images and recordings bring life to and help tell the story of Lake Edge UCC's vibrant faith community. They enhance the quality of information we provide to our members and give visitors an idea of what to expect when they attend our church. Lake Edge UCC uses media images captured during our various ministry activities, events, and programs in church-produced materials such as bulletins, posters, brochures, newsletters, or other printed materials, as well as audio/visual presentations on the Lake Edge website and social media sites.

Accordingly, participation in church activities will imply permission for publication of any media recorded, unless a signed "Media Opt-Out Form" is on file with the church office. Group images or images where an individual's face is not visible are permissible and are not covered by the opt-out agreement. This includes media images and recordings of events such as worship services, children and youth events, small group activities such as the cookie walk or the annual campout, etc. While we reserve the right to photograph and record important church events, in an effort to respect your privacy, we will strive to adhere to the following guidelines:

- Any adult may complete the Media Images Opt-Out Form (paper version or online) if they do not wish for media items in which they, or the minor children for whom they are the parent/legal guardian, are prominently featured to be used in church produced materials and presentations.
- If anyone feels that a particular media item used by the church prominently features them or their minor children, they may submit to the church office a written request that the image be removed from use. Church staff will review the request and will make a decision about the image based on this media policy. All such requests will be documented.

### ***Special consideration for media images of minors:***

Unless specific authorization is granted by a parent or legal guardian:

- No identifying information will accompany photos without parental consent. This includes names, addresses, email addresses, family members' names, or schools. If a child is wearing a nametag in a photo, the nametag will be blurred using photo editing software.
- Images of individual minors will not be used to advertise future events without parental consent.
- Group photos are permissible and are not covered by the opt-out agreement.