

# Photo and Video Media Policy

Purpose: Guidelines for including photos and videos through various diocesan, congregation, and ministry communications channels of parishioners and events throughout The Episcopal Church in Colorado.

## 1. Public Events

- 1.1 Photos and videos may be posted on diocesan, congregation, or ministry websites, Facebook pages, Instagram, or other social media venues used in printed materials, or submitted with press releases to local publications to illustrate community for potential visitors.
- 1.2 Photos/videos may be taken of people in public spaces and/or at public events. Congregations and/or ministries shall not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in a photo/video.
- 1.3 Congregations and/or ministries shall have a media consent / photo release for all events and programs that include children where there is a reasonable expectation of privacy; for example, in classrooms, at a camp event, at a youth retreat, or participation in any children's programming event in a church.
  - a. Minor children shall never be identified by name without the written consent of parent or guardian.
  - b. Adults may be identified only if prior written permission is given.
- 1.4 The Diocese, congregation, or ministry shall remove any photo/video upon request in writing from an individual clearly identifiable in a picture or video.

## 2. Copyrighted Material

- 2.1 If copyright for a photo/video is held by someone other than The Episcopal Church in Colorado or a congregation or a ministry in The Episcopal Church in Colorado, copyright permission must be received in writing in order to publish said photo or video.
  - a. Photo or video credit must be provided if required by copyright.
- 2.2 Unless otherwise indicated, photographs and videos featured within/on publications, promotional materials, displays, websites, social media outlets including Facebook, and in media coverage including newspapers or television organized or authorized by The Episcopal Church in Colorado or subsequent churches or organizations within the Diocese are the property of and are copyrighted by The Episcopal Church in Colorado and may not be used for any purpose (including but not limited to: downloading, printing, distributing, linking) without written permission from The Episcopal Church in Colorado.
  - a. Congregations and Ministries may copyright photographs and/or videos and include article 2.2 in a congregation or ministry policy of the same.

\_\_\_\_\_  
Originally Approved by:

\_\_\_\_\_  
Date

Annual Review date and authorizing initials

Date

Initials

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_____	_____
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## Appendix A to Photo and Media

### Example of Media Consent:

\_\_\_ Yes, I give permission for my child's photo to appear in publications, promotional materials, displays, websites, social media outlets including Facebook, or media coverage including newspapers or television organized or authorized by The Episcopal Church in Colorado or subsequent churches or organizations within the diocese. The Episcopal Church in Colorado will never publish the name of a child with a photo.

\_\_\_ No, I do not give permission for my child's name or photo to appear in any publications, promotional materials, displays, websites, social media outlets including Facebook, or media coverage including newspapers or television organized or authorized by The Episcopal Church in Colorado. I understand that it is my responsibility to instruct my child not to take part in group photos for publication, nor to be interviewed by media representatives.

Best practices for photography of children are to 1) avoid children's faces if possible, 2) photograph the backs of children's heads or their hands engaged in an activity, or 3) keep them in the background of the photo (in the depth of field).