

Grace Lutheran Church Photo Guidelines

We want to use photos of congregation members on our websites to show the community more about the church, its members and the events we have.

We respect the privacy rights and concerns of members and church event participants, and want to protect the safety of children pictured. The following are guidelines for using photos of congregation members or event participants at Grace Lutheran Church (GLC).

Images of adults engaged in congregation activities and used to report on congregational events can be used without seeking permission. In these cases, we will let the people being photographed know that this media may be used by the congregation. With images of children (under 18 years old), or with images that are used outside the immediate activity or news story (e.g. used as part of general website design elements), permission will be sought.

Photo Guidelines:

- We try not to post anything that would be embarrassing, objectionable or hurtful to anyone in the photo.
- We do not put people's names in the description or captions with photos, except for GLC staff or other leaders at GLC who have given consent.
- We will not post images of children without the consent of a parent or guardian. Please complete the attached consent form and return to GLC. We will ask for any updates in status on an annual basis.
- On our Facebook page, we will not tag people photographed. However, people can tag themselves.
- We will not post people's e-mail addresses or phone numbers unless the person has a leadership role at Grace and has given consent.
- We will gladly provide credit for who took a particular photo if desired by the photographer, and will honor any copyright wishes or restrictions.
- If someone changes their photo release option, we will honor the request for new photos added, effective from the date the opt-out form is signed.
- We will gladly remove any photo upon request.

If someone chooses to opt-out, they should review the website, Facebook page and other social media sites where GLC has an account, and request specific photos, if any to be removed.

When member photos are not available we will use stock images:

- Photos from the ELCA Archives are free-to-use for ELCA congregations.
- Images from <http://photos.elca.org> or the ELCA Global Mission and World Hunger photo galleries.
- Stock photos from our website builder platform.

Forms attached:

Release Form for Photos of Minors

Grace Lutheran Church Wenatchee

For clarity, the term “photograph” as used herein encompasses both still photographs and video footage.

Photos of my child/children may be used by Grace Lutheran Church on their website or other social media platforms.

Names and age of children: _____

Signature _____

Date _____

Parent/Guardian Name (Please Print) _____

Please return to Grace Lutheran Church:

1408 Washington St.

Wenatchee WA 98801

office@glcwen.org

Adopted November 2017

Opt-Out Form for Photos

Grace Lutheran Church Wenatchee

For clarity, the term “photograph” as used herein encompasses both still photographs and video footage.

I do not wish for my photograph to be used by Grace Lutheran Church on their website or other social media platforms.

Signature _____

Date _____

Name (Please Print) _____

Please return to Grace Lutheran Church:
1408 Washington St.
Wenatchee WA 98801
office@glcwen.org

Adopted November 2017