THE ARK CHURCH

Photography & Videography

Policy and Procedures

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Purpose: It is the purpose of this policy to ensure the safety, security and definition of procedures for The Ark Church and any other business, organization or individuals who create photography, videography or other creative mediums within the property and ownership of The Ark Church or at any The Ark Church events.

Definitions:

Photography – The art or practice of taking and processing photographs.

Videography – The process or art of making video films.

Campus – the property limits of 1103 Main St, Hingham, MA 02043.

Photography and Videography Policy: The Ark Church and its associated ministries reserve the right to use and edit photographs and videography generated and created during its scheduled services as well as anytime at its campus or at any off-campus event. This is including, but not limited to public video livestreaming, photography and videography creating for advertising or production. All attendees must be aware of the possibility of their likeness appearing in video and photographic shots of the church services, grounds, offices, foyers, hallways, school, and all other interior / exterior spaces. Notices of livestreamed and photographic content being produced is provided in bulletins, signage posted outside of the sanctuary and as part of the announcement slides displayed on The Ark Church projection screens.

Child / Minor: Persons under the age of eighteen years.

Examples of signage to be placed (observable at entrances or common areas):

SMILE!

Please note photography, video recording and live streaming are in progress while you are here, and entry into the sanctuary and or church grounds signifies your consent to the possibility that your image may appear in live broadcast and promotional material for The Ark Church or its ministries.

View our policy by scanning QR code or visit thearkchurchma.org

Policy:

Photography and Videography Policy Outreaches and Special Events: The Ark Church reserves the right to use, manipulate, and edit photographs and videography generated and created during any outreach and special events hosted or attended by The Ark Church. Also, The Ark Church respects a reasonable expectation to privacy and will not identify a person's likeness or image without consent, however The Ark Church reserves the right to use photographic and videographic content generated and created on its property and during all events. The Ark Church makes efforts to notify and inform all visitors about the usage of photography and videography during its services, outreach and events. These efforts include posting of this photo and video policy on the The Ark Church website (thearkchurchma.org), requiring the use of identification worn by all photographers and videographers and high visibility vests during off site events, signage posted at entrances around the event are disclaiming photography and videography in progress, notifications of active photography and videography in event invites.

The Ark Church Official Attire for Photographers and Videographers: Photographers and videographers will wear identification labeled The Ark Church including a photo. Moreover, The Ark Church is not responsible for anyone creating photographic or videographic materials on campus or at any The Ark Church official events not acting in an official capacity and/or engaged in volunteer services on behalf of The Ark Church.

Questioning Photographers and Videographers: All official photographers and videographers of The Ark Church will direct those with questions to the thearkchurchma.org website for further clarification of the policy. This is in the interest of limiting questions and any potential conflicts that an individual might have with the photographer or videographer.

The Ark Church Official Attire for Photographers and Videographers During Off-Site and Outdoor Events: During off site or outdoor events all official photographers and videographers are required to wear and display their identification. Photographers and videographers are not permitted to remove their identification while actively serving in their official capacity.

Opt out: The Ark Church wants to do our best to accommodate those who wish their appearance and likeness to not be featured in any content or media created by The Ark Church. If an individual desires to opt out of any content or media that is created, they must contact The Ark Church Leadership Team (office@thearkchurchma.org) if they want to opt out. That individual must provide their name and/or child's name and an image that clearly identifies themselves and/or the child for the The Ark Church personnel to put on file for future reference and guidance during the creation of content and media. If an image is not provided, or the provided image does not clearly identify the individual, The Ark Church will be unable to guarantee the desired opt out policy.

An exception to the opt out policy will be if an individual approaches a photographer or videographer creating content for The Ark Church and asks for their image or likeness to not be used in any publications or content created by The Ark Church and its Creative ministry will honor this request. However, The Ark Church and its Creative ministry cannot guarantee the individual will not be photographed or featured in video in future events if the individual's face is not on record via the opt out policy.

If an individual has opted out, photographers and videographers will be required to blur/remove identifiable features from the individual if their likeness happens to be captured before any content created is published.

*Please see section on children, minors and youth and opt out.

Secure Storage Policy in Relation to Opt Out Policy: All personal information and photographs of individuals (including minors) who are actively participating in the opt out policy will be locally stored on a secure password protected computer in a password protected folder and password protected PDF managed by the current Creative ministry servant appointed for the purposes of this policy. This information will only be readily available to that appointee or the Pastoral overseer of the Creative ministry. Only photographs will be made available to video editors or photo editors volunteering or employed by The Ark Church, those individuals must be approved by the Pastoral overseer. Photographs will be stored on a restricted cloud-based storage system with restricted access to only the editor and the creative director. Access of the editor will be revoked after the completion of a task or project in relation to the opt out policy (i.e. editing photos after an outreach event or editing a video of an event held on The Ark Church campus.)

Photography and Videography Waivers: The Ark Church will introduce and execute model releases if the subject being photographed or filmed will be identified in the final product created by The Ark Church.

Children, Minors and Youth Ministry: The Ark Church takes the privacy and security of children and minors seriously and makes efforts to ensure the safety of children and minors during photographic and videographic production.

Minors (**aged 0-12 years**). The Ark Church will provide parents/guardians with information on how to review this policy as well as a written form indicating their authorization for The Ark Church to use their child or minors' likeness in but not limited to livestream services, special events, off site events, online promotion, school, and in printed media generated from the The Ark Church campus. Parents or guardians will be given the option to opt out of the policy by following the opt out procedures. Parents or guardians must provide the name and photo of the minor in question and return that information to the Children's Ministry Pastor or to be delivered to The Ark Church Leadership Team (office@thearkchurchma.org). If the parent or legal guardian has opted out of the policy and release form, photographers and videographers will be required to blur/remove identifiable features from the minor listed on the form before any content created is published. These forms will be renewed annually. For VBS, Awana and other special programs there should be a check box for parent/guardian authorization during the registration process.

Minors (**aged 13-18 years**). These minors that participate in youth ministry events, fundraisers, and any other functions in relation to that ministry give their full permission to use their minors' likeness or image by their participation. Parents or legal guardians will be advised of the option to opt out of that policy by following the procedures set forth in this policy for opting out. That parent or legal guardian must provide the name and photo of the minor in question to the Youth Ministry Leader / Youth Pastor to be delivered to The Ark Church leadership team (office@thearkchurchma.org). If the parent or legal guardian has opted out of the policy and release form, photographers and videographers will be required to blur/remove identifiable features from the minor listed on the form before any content created is published. These forms will be renewed annually.

Opt in: If an individual or parent/legal guardian wishes to opt back into The Ark Church photo and video policy after initially participating in the opt out policy, that individual must contact the Ark Church Leadership Team (office@thearkchurchma.org) to notify him of their intent to reenter and provide their name or child's name and a photo or photo of their child.

Tagging and Identification in Official Publications and Media: The Ark Church will only identify individuals in final publications and media with signed consent forms and acknowledgment from the parties identified. In addition, The Ark Church will refrain from "tagging" individuals in photographs and videography published on social media in the interest of privacy and protection of individuals.

Usage of The Ark Church Created Media and Content Created On/Off the The Ark Church Campus in Personal Portfolios, Social Media Accounts, Blogs, etc.: The Ark Church approves use by creatives and artists that volunteer or are officially employed by The Ark Church for future employment opportunities, personal portfolios, etc. Media or content that is permissible to use by those creatives and artist may include, but not be limited to, motion graphic content, graphic design media, videographic materials, and photographic content. Additionally, The Ark Church release forms and policies do not cover for the release and usage of content by creatives and artists across social media pages, portfolios, blogs, etc. that fall under the category of advertising (i.e. a photography business, social media account, videography business website, advertisement of photographic services provided by an individual.)

Content ID / Authorship and GPS: The Ark Church requires its photographers and videographers to have the copyright settings/authorship settings on their cameras set to the operator's first and last name for easy identification attached to each file created by the cameras. The Ark Church also requires the GPS settings of cameras (if capable) to be enabled by their operators to ensure that content created by the camera can be traced back to its creation on campus.

Visiting Creators / Crews on The Ark Church campus: Calvary Chapel wishes to partner with visiting creators or crews to ensure the safety and privacy of individuals attending the The Ark Church campus. The Ark Church will provide a copy of this photo and video policy to visiting creators. However, The Ark Church does not hold responsibility for visiting creators if they go outside of the boundaries of this policy. The Ark Church will suggest a merge of policies if visiting creators already have a policy in place. Visiting creators do not fall under the policies and protections of the The Ark Church photo and video policy provided to the Captured! ministry team.

Questions or Concerns about The Ark Church Photo and Video Policy: For any comments, questions or concerns about The Ark Church photo and video policy, please contact The Ark Church Leadership Team (office@thearkchurchma.org).