

Jefferson Unitarian Church

Multimedia Guidelines

1. If children under the age of 18 are going to be photographed, videotaped, or audio recorded, written permission must be obtained from a parent or legal guardian of each child.
2. If adults (18 years of age and over) are going to be photographed, videotaped or audio recorded, advertise this fact on all promotion materials for the event at which the photography or videotaping will take place.
 - a. Post this information in Order of Service, event program or sign.
 - b. By entering the event, participants are granting permission for their photos/video to be taken.
 - c. If possible, provide a seating area not visible on camera for those who wish to attend the event but not be filmed or photographed.
3. For events at which people may normally have an expectation of privacy, or events with which people may run some risk by being publicly identified, take the extra step of obtaining written permission from each person in advance of that person being videotaped or photographed.
4. If JUC receives a request from someone featured in a photograph or video segment to have that photograph or video segment removed from a congregational website, Facebook Page, etc., we will remove it. People may contact the office to communicate a request for removal. We will respond back in a timely manner and inform members and visitors of options for not being filmed.
 - a. JUC will remove any photo tags placed on church controlled social media by request.
5. When asking permission, ask for blanket permission to publish and distribute photographs, video and audio. Don't ask for permission to publish the photographs or video in only one place (i.e. just in the congregational newsletter, just on the congregational website, etc.).
6. Ask presenters for permission to use their likeness and materials.
7. Due to their sensitive and personal nature, chalice lighting and pastoral prayers will only be available to members through a password-protected section of the JUC website.
8. For adults, permission lasts for perpetuity until we are alerted by the member to opt-out. For children, we have parents sign consent forms each year with RE registration.
9. For archived photos, we will post these online but will honor any requests to remove photos. We ask that the main office be contacted and an IT Committee member will be alerted to remove the photo as soon as possible.