

## **Procedures for Use of Photographs, Video and other Recordings Follen Community Church**

*Approved by Program Council Feb. 3, 2014*

*Following are the procedures for videos, photographs or recordings of any sort that are made or published by Follen Church Society. These procedures are in accord with the Church policy approved Jan. 23, 2014 by the Parish Board. The church has no control over photographs, videos or other recordings made or published by individuals.*

### **Recording and publication of Follen events and activities**

1. The members, friends, or employees of the Follen Church Society (hereinafter referred to as "the Church"), or agents acting on the Church's behalf, may from time to time photograph, video and/or audio record Church-sponsored or Church-related activities (hereinafter referred to as "recordings"). Such events include but are not limited to Church services, social gatherings, and fund-raising events such as the East Village Fair.

2. The Church assumes that by participating in such activities, members, friends, employees, and agents acting on the Church's behalf thereby consent to the publication or distribution of photographs or recordings (in any form) of them during any Church-sponsored activity that is open and accessible to the general public except

- a) In those cases in which the member, friend, employee, or agent has requested that his or her image and/or voice be excluded from publication and it is practical to do so and
- b) Said request has been made in writing to the Church Administrator, accompanied by one or more sample images of the person(s) to be excluded.

3. Notice of this implied consent policy is generally communicated to members, friends, and employees within three days after Labor Day each year and the full policy and procedures is available for review on the Church web site and from the Church Administrator.

4. Notice of this implied consent is also distributed periodically through Church publications such as the Follen Newsletter, the Friday Updates, and orders of service. This notice provides:

*"Follen Community Church regularly records worship services and other public events by video, audio and still photography. These recordings and images may be distributed by cable or broadcast television, posting on the church web site, church publications, or other means. By participating, you consent to the recording and use of*

*your image and voice by Follen Church. If this is a concern, please contact Sarah Garner, Church Administrator, at 781-862-3805 (Ext. 205) or sarah.garner@follen.org.”*

5. A form requesting exclusion from publication (“opt-out form”) will be available from the Church web site and through the Church Administrator.

6. The Church Administrator maintains a file of completed opt-out forms and the associated images. These will be available for use by any member, friend, employee or agent responsible for publishing material to assure that publications comply with the opt-out requests.

7. Copyright to recordings are the property of the Follen Church Society.

8. Publication or distribution includes (but is not limited to):

- Broadcast by cable, over-the-air television, radio, or streaming
- Posting on the Church web site or other web sites
- DVDs
- CDs
- Books, pamphlets, brochures, etc. in either print or electronic form
- Electronic communications by such means as email, social media, Instagram, etc.
- Church publications in either print or electronic form, such as the Follen Newsletter, the Friday Updates, orders of service, etc.

9. Recording of Church services, events and performances is permitted for personal use only. Flash photography is not permitted during services or performances in the sanctuary.

10. Services that include testimonials provided largely or exclusively by the youth in the congregation, such as the “Coming of Age” service or the FUUY service, are not intended for broadcast. Recordings of such services may be made available on request to the Church Administrator to directly associated members and friends.

11. The “Joys, Sorrows and Concerns” sections of services are not recorded or are removed prior to any publication or distribution.

12. Upon a speaker’s request to the Church Administrator, his or her participation in a Church service may be edited out of the published recordings, depending on the feasibility.

13. In addition to the general notice, contracts and agreements with Church employees who perform during services may also include language indicating that their works may be recorded and distributed as noted above, as appropriate.

14. Musical works performed as a part of Follen Church events are considered to be performed under “fair use.”

15. Sermons are the property of the ministers and/or guest speakers, and all videos and distribution copies of their sermons are protected by the applicable copyright protections, included but not limited to protections set forth in copies and on the website.

16. General copyright statement, for further clarification: Part or all of this copyright statement shall be placed on distributed material:

“Copyright, (year), Follen Church Society. All rights reserved. This video, or any portion thereof, may not be copied without the express permission of the owner. Any redistribution or reproduction of part or all of the contents in any form is prohibited other than the following:

“You may print or download to a local hard disk extracts for your personal and non-commercial use only.

“You may copy the content to individual third parties for their personal use, but only if you acknowledge the website as the source of the material.

“You may not, except with the express written permission of the Follen Church Society, distribute or commercially exploit the content. Nor may you transmit it or store it in any other website or other form of electronic retrieval system.”

17. Those who share readings during a service are encouraged to cite their sources, either in written form or orally.

18. As needed, the right rear corner of the sanctuary (facing the pulpit) is designated as a non-filmed section to honor privacy needs and personal preferences.

19. An exception to any of these provisions except Paragraph 2 can be made by the Program Council President.