



GUIDELINE: CHURCH MEDIA POLICY

Purpose:

The purpose of this guideline is to ensure that anyone attending New Vine Lakes services and events are aware that media images and recordings can be used for promotional purposes and to give those attending the option to opt out of the release or use of any media images or recordings.

Scope:

This guideline applies to anyone attending New Vine Lakes services or events.

Responsible Persons:

- Administration Coordinator is responsible for the implementation of this guideline.
- The Communications Team is responsible for carrying out the duties as described.
- Church attenders and visitors are responsible to complete the Media Opt-Out Form.

Guidelines:

Media images and recordings bring life to and help tell the story of New Vine Lakes Baptist Church's vibrant faith community, enhance the quality of the information we provide to our members and give visitors an idea of what to expect when they attend our church. We would like to share media items recorded at our various ministry activities, events, and programs in church-produced materials, including, but not limited to, posters, brochures, newsletters and other printed materials, and on the church website and social media channels.

Accordingly, participation in church activities implies permission for publication of any media recorded, unless a "Media Opt-Out Form" is on file with the church office, available online [here](#), or for children, a "Child Information Form" is on file with the Lakes' Kids Team. This applies to anyone who attends our church. While we reserve the right to photograph and record church events, to respect your privacy, we will strive to adhere to the following guidelines:

- Any adult may complete the "Media Opt-Out Form" or a "Child Information Form" if they do not wish for media items in which they or their **children** are prominently featured to be used in New Vine Lakes Baptist Church publications.
- No identifying information will accompany photos, including names, addresses, email addresses, family members' names, or schools.
- Anyone may request a particular media item which prominently features them, or their children be removed from use by submitting a request in writing to the church office.
- If you submit images to be used by New Vine Lakes Baptist Church, you are giving the church the right to use the photos. These images must not contain any copyrighted material without permission.



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Updated: 19 July 2022

Version: 1

New Vine Lakes
Baptist Church

- In addition to this policy being posted to the church website and a link to the “Media Opt-Out Form”, the following will be displayed in the foyer and on the screens pre and post services:



SMILE!

Please note photography and video recording may be in progress while you are here, and attendance at New Vine Lakes events signifies your release and consent to the possibility that your image may be used by New Vine Lakes Church for promotional purposes, eg social media & website.
If you would like to opt out of media images or recordings of you being used for promotional purposes please complete a form using the QR code.

