

Opoho Presbyterian Church

opohochurch.org

Media Policy

We celebrate our parish life using current media while being aware of limits that need to be observed in disseminating photos and recordings.

This policy balances a worshipful focus, privacy and the freedom to share who we are as church community.

Recording in the Church:

- Please check with the Minister/worship leader beforehand if you wish to take a photograph or make an audio or video recording during a service. It may not be appropriate.
- Any photography/recording must be done discreetly and quietly, without impinging on worship.
- An announcement will be made before photography/recording takes place during a service.
- Observe copyright rules in recording any music, during or outside services, and ask permission of the musicians as well as the Minister beforehand.
- Weddings may be photographed or recorded as agreed in discussion between the Minister, photographer and wedding party beforehand.
- Public events held in the church, other than worship, may be appropriately promoted, recorded and published.
- Please be aware that some people prefer to not have photographs taken and exercise discernment especially in the case of children. If in doubt, ask the Minister/Worship leader.

Circulation

Excepting personal use, or use within the church buildings:

- Check with a church media spokesperson or the Minister before displaying, publishing online, uploading to the web, or otherwise circulating audio/visual recordings.
- Ensure the subjects of images/recordings agree to circulation. This is not required where individuals are not readily identifiable within a crowd/group.
- Permission of one or more of a child's parents/guardians should be obtained before an image/recording of that child is circulated. This is not required where a child is not readily identifiable within a crowd/group.
- Be aware of those who do not communicate online and ensure other formats are used to disseminate information.

Opoho Church Social Media and Website Presence

- No tagging identification of people online.
- Photographs are sympathetic to our purpose and ethos as a church.
- All posts are filtered by either the Web Administrator(s) or the Minister.
- Individuals objecting to the publication or online use of an image or recording of themselves or a family member should notify a church media spokesperson or the Minister.

Date: November 2019

Due of review: November 2020

- When submitting material for the Order of Service or the *Opoho Signal*, be aware of its publication online and gain permission where needed.
- Any online discussion groups adhere to the PCANZ Social Media Policy, as published in the PCANZ Safety WOF manual 6.8 (<http://pym.org.nz/skoty/wp-content/uploads/2015/04/Safety-WOF-Manual-Aug-2018.pdf>).

Distribution of the Policy

- This policy will be displayed in full in the Morrison Lounge, the church entrance foyer and on the church website.
- There will be information about this policy in the *Opoho Signal* after its update annually.

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