



MEDIA POLICY AND OPT-OUT FORM

MEDIA POLICY

Media images/photos and recordings bring life to and help tell the story of Spirit of Hope UMC'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, bulletins, posters, brochures, newsletters, and other printed materials, audio/visual presentations, on the church website and social media (e.g., Facebook).

Accordingly, *participation in church activities implies permission for publication of any media recorded, unless a signed "Media Images Opt-Out Form" is on file with the church office.* While we reserve the right to photograph and record church events, in an effort to respect your privacy, we will strive to adhere to the following guidelines:

- Any adult may complete the Media Images Opt-Out Form if they do not wish for media items in which they, or the minor children* for whom they are the parent/legal guardians, are prominently featured to be used in publications produced by Spirit of Hope UMC.
- Anyone may request a particular media item, which prominently features them or their minor children* be removed from use by submitting a request to the church office. (All requests will be documented.)

SPECIAL CONSIDERATION FOR MEDIA IMAGES OF MINORS* (refer to Safe Sanctuary Policy)

- No identifying information will accompany photos, including names, addresses, email addresses, family members' names, or schools. If a child is wearing a nametag in a photo, the nametag will be removed using photo-editing software.
- Images of individual minors will not be used to advertise future events without parental consent. (Large-group photos in which individual children cannot be identified are permissible.)

***NOTE: MINOR CHILDREN FALL UNDER THE "SAFE SANCTUARY POLICY."**

With modern technology, children may be photographed or recorded while attending church activities. However, the church will obtain written consent from a child's parent/guardian before disseminating outside the church any photograph or visual/audio recording of a child either in print or electronically (i.e., posting on a website). When parent consent is obtained and a child's image is disseminated, the church will not identify any child or children by name in the disseminated material. Supervisors should not disseminate photographs/visual recordings/audio recordings of any children at church activities without the express written permission of the child's parent.

MEDIA IMAGES OPT-OUT FORM

Sign and submit this form only if you do not want media images or recordings of you or your minor children used in Spirit of Hope UMC publications.

Objection to publication of media images by Spirit of Hope UMC:

I object to the release or use of any media images or records that will be produced, used, or distributed by Spirit of Hope UMC for church purposes.

Submitted by _____

Street Address _____

City _____

State _____ Zip Code _____

FAMILY MEMBERS INCLUDED:

Please enter first and last names of all family members to be included in the opt-out, one name per line.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed _____ Date _____

Thank you.