

The Congregational Church United Church of Christ, Rochester, Minnesota

Media Policy

Media images and recordings bring life to and help tell the story of The Congregational Church United Church of Christ Rochester'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 and on the church website and various social media Internet venues.

Accordingly, participation in church activities implies permission for publication of any media recorded, unless a signed “**The Congregational Church UCC, Rochester, MN Media 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 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 guardian, are prominently featured to be used in publications produced by The Congregational Church UCC Rochester.
- Anyone may request a particular media item which prominently features them or their dependents be removed from use by submitting a request to the church office. (All requests will be documented.)
- No identifying information will accompany photos, including names, addresses, email addresses or family members' names unless permission is granted by an adult of the family that can represent other adult family members and dependents.

All church members may obtain, fill out and turn in the opt out form at any time during the year but prospective new members will get their first chance during membership classes and families registering for Sunday school will get yearly reminders at the time of registration.

At any time, an existing form on file may be replaced with a new (altered) form or simply removed from the church's file per request by an adult of the family that can represent other adult family members and dependents.

It is the responsibility of the persons providing the pictures for publication to verify the wishes documented in the forms on file are carried out.

Special consideration for media images of minors:

- If a minor is wearing a name tag that is readable in a photo, the name tag will be removed from the photo.
- 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.)