

# Emmanuel Lutheran Church Media Policy and Opt-Out Form

## EMMANUEL LUTHERAN CHURCH MEDIA POLICY

Media images and recordings bring life to and help tell the story of Emmanuel Lutheran'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 the following on our website and on Facebook:

- Media items recorded at our various ministry activities; also events and programs in church-produced materials.
- Bulletins, posters, brochures, newsletters and other printed materials, and audio/visual presentations.

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 their minor children are prominently featured to be used in 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 minor children be removed from use by submitting a request to the church office. It may take several days to process the request.
- If you submit images to be used by Emmanuel Lutheran Church, you are giving the church the right to use the photos. These images must not contain any copyrighted material without permission.

In addition to this policy being posted to the church website, the following will be published periodically in the weekly bulletin and monthly newsletter

We want to share our Emmanuel Lutheran Church story with others and so you may see photos and videos being taken and shared in multiple ways (including the website). If you don't want images of you or your minor children to be used in our story telling, please come by the office to sign the Opt-Out form or contact the church office at 704-735-9033 or by email at [lifewithemmanuel@gmail.com](mailto:lifewithemmanuel@gmail.com) to have the form e-mailed to you.

# Media Images Opt-Out Form

Submit this form only if you **DO NOT** want media images or recordings of you or your minor children used in Emmanuel Lutheran Church Publications. Please return this form to the church office.

I, \_\_\_\_\_ (please print your name) object to the release or use of any media images or recordings that will be produced, used, or distributed by Emmanuel Lutheran Church for church purposes.

Please enter first and last names of all family members to be included in the opt-out.

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SIGNED \_\_\_\_\_ Dated \_\_\_/\_\_\_/\_\_\_