**CGS Photo & Video Policy**

*Approved by CGS Council, October 2023*

**Purpose:** The media that our church uses in communications is an extension of the relationships that we have with each other and with our Triune God, and is an essential tool for sharing the love of God in our community. The ways that we use that media should reflect the best of aspects of our relationships including compassion, respect, and dignity. Creating a photo policy will aid us in honoring the healthy boundaries that individuals set for themselves and their families, and to build transparent, loving relationships in Christ.

**General guidelines**

* We will never intentionally post anything embarrassing, objectionable, or hurtful
* We will gladly remove any photo upon request
* We will gladly provide credit for photos if desired by the photographer
* When taking photos which we know we intend to post publicly, we will verbally make the subjects of the photo aware of this before taking the picture

**Church use of images which are publicly available online (e.g. website, social media)**

* **Adults**
	+ CGS may use photos of adults engaged in congregational activities in online publications, provided said adults are not identified by name
		- Exception: public figures, including the pastor, staff, and congregational officers may be identified by name
	+ Whenever possible, CGS staff or members taking photos of guests will ask for permission to post images of non-members
	+ Anyone who wishes to never be photographed can inform the office, and a list will be maintained to ensure images which include them are not used
* **Children**
	+ Children will not be identified by name in church publications
	+ If posting visually identifiable photos of children, staff will first show the photo to parents, explain the context of the post, and then obtain permission.
		- If they so choose, parents may also give an annual photo-use permission for their children in writing to our community coordinator

**Videography during worship**

* For our relationships with homebound members and the wider world, our worship services are live-streamed, recorded and posted publicly. For the sake of transparency, we will:
	+ Post a sign in the narthex informing worshipers the service will be recorded
	+ Provide a written notice in each bulletin
	+ Train ushers to assist people who do not wish to be on video to sit in a location unseen by the camera. Ushers will also make the pastor aware of these people, so that they can provide communion off camera as necessary.

**CGS member photography etiquette**

* Aside from staff or designated members, we discourage using cameras in worship
* When CGS members post photos taken at church on their own social media accounts, they are encouraged to follow the general guidelines above