

# New St James Presbyterian Church

Phone: 519-434-1127

280 Oxford Street East

London, Ontario N6A 1V4

[www.newstjames.ca](http://www.newstjames.ca)

## **Policy re: Use of photos, videos, other images, consents & exemptions**

### **Overview:**

New St. James' printed materials such as brochures, Newsletters, the website [www.newstjames.ca](http://www.newstjames.ca) and the use of social media e.g. Facebook are important tools to promote church growth, disseminate the mission and work of New St. James and to engage others in the many activities at New St. James.

Photos, videos and other images enhance our website and publications. The old saying that "a picture is worth a thousand words" is still relevant in today's world.

According to the Presbyterian Church in Canada (PCC), churches are considered "public spaces" and by definition, there is no "reasonable expectation of privacy". Furthermore, the PCC states that "photographs and videos of adults participating in public events that take place in churches, such as worship and concerts, may be used without written permission, if the people:

- photographed are not individually identified and
- are aware that their photo may be taken."
  - PCC, Tips for the Effective Use of PHOTOGRAPHY, pg.1, (on line – 2019/08/16).

However, the PCC also cautions that not all church activities may be considered public and advises that some events especially those involving children, defined as being less than 18 years of age or vulnerable adults (see Leading with Care definition below) require **written** permission from participants or their parents/guardians, if congregations take and share photos, videos and/or other recordings such as voice statements with others.

Therefore, every reasonable effort will be taken to ensure that our process has sufficient safeguards to balance an individual's expectations of privacy, while protecting those that are considered to be at greater risk with our ability to consistently implement a policy designed to promote New St. James. Furthermore, the leadership of New St James will endeavour to make it as easy as possible for individuals to make known their wishes not to be photographed or to have their child(ren) photographed and for individuals to take personal actions that they feel most comfortable with when photos are scheduled to be taken.

### **Purpose of the Policy**

This policy is intended to:

- promote a consistent understanding of when consents are required;

- describe a reasonable process to inform those attending worship or other church events held on church property that photos or other images may be taken;
- articulate why such images are important to promote the mission and work of New St. James; and
- offer a consistent and respectful way, without prejudice, to respond to individuals who do not wish to have their or their child(ren)'s images taken.

## Procedures

1. If images are to be taken during worship or another church event held on church property where possible:
  - an announcement will be made during the worship service at least one week prior to the event
  - an advance notice will be placed in the bulletin and on the church website.
2. A notice will be placed in the bulletin (See Appendix A) and an announcement will be repeated on the day that images are being taken.
3. The above notices should also include what congregants/visitors should do if they choose not to have their image or those of their child(ren) taken (See Appendix A).
4. If an individual prefers not to have their images taken or those of their child(ren) who are less than 18 years of age, and for whom they are the legal guardian, they are invited to contact the Church Office in writing requesting that they be added to a “**Do Not Photo List**”. This designation can be changed at any time with written notification. Individuals may also speak with the Minister, an Usher /Greeter (See Appendix B), or another designated individual if they have questions or concerns.
5. The **Do Not Photo List** will be stored securely by the Office Administrator and shared in confidence with those taking the images.
6. Names or personal identifying information will not accompany any images of children, defined as being less than 18 years of age.
7. If during a service/church event, an individual does not wish to have their picture taken or those of their child(ren) for whom they are the legal guardian, and they have previously not requested to be added to the **Do Not Photo List**, they are requested to contact an usher/greeter or a designated individual.
8. When the Welcome Team receives their annual schedule, they will also receive **Guidelines for Ushers/ Greeters re Taking of Images (See Appendix B)**.
9. Written consents signed by the legal guardian will be required for children (less than 18 years of age) registering for Church School and Vacation Bible Camp and for helpers who are less than 18 years of age (**See Appendix C Sample Generic Consents**). The legal guardian has the option to consent to images or to decline. Church School and Vacation Bible Camp consents will be obtained each year and may be rescinded at any time by **the legal guardian** notifying the Church Office in writing.
10. Caution also needs to be exercised when taking the images of vulnerable adults. According to the PCC document Leading with Care ( pg. 9) <https://presbyterian.ca/leading-with-care> , a vulnerable adult is defined as:
 

“A person who, because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by persons in positions

of authority or trust relative to him/her. (Definition used in Bill C-7, proclaimed by the Government of Canada, August 1, 2000.)”.

11. Written consents are also required for adults who will be individually identified.
12. Images must be securely stored and not accessible to anyone who is not authorized to have access.
13. Images should not be used indefinitely. In accordance with PCC guidelines, images on the NSJ website should be reviewed at least once a year and updated as necessary.
14. According to the PCC, images that are more than “a couple of years old” should not be used in church publications or online. The PCC also notes that it is best practice to remove photos of anyone who is deceased from the website as soon as possible, unless otherwise instructed by their families.
15. If a request is received to remove a photo or video from the NSJ website or social media pages by someone in the image or their parent or legal guardian, the image will be removed.
16. This policy will be reviewed annually by the Media Advisory Resource Team.

Source: PCC, Tips for the effective use of PHOTOGRAPHY.  
<https://presbyterian.ca/2019/08/16/tips-for-effective-use-of-photography/>

**Date Approved by Session: March 16, 2021**

## Appendix A - Bulletin Notice for Upcoming Photo Sessions

### Upcoming Photo Session

We are planning to take photos on (specify the date) during (specify the event e.g. during Worship, Church School, Coffee Time, name specific group e.g. Highland).

Such images are important tools to promote church growth, disseminate the mission and work of New St. James and to engage others in the many activities at New St. James. Hence, these images may be included in print publications, on our website or on social media.

If you have questions or prefer that your picture or that of your child (less than 18) not be taken for whatever reason please contact the Church Office (519-434-1127/email [admin@newstjames.ca](mailto:admin@newstjames.ca)), Dr. Clark, (519-434-1127 /dclark@newstjames.ca ) an Usher/Greeter or **XX** so that you may be added to our “**Do Not Photo List**”.

Thank you  
Session, New St. James Presbyterian Church

## Appendix B- Guidelines for Ushers/Greeters

### Taking of Images

#### Guidelines for Ushers/Greeters

**If images are to be taken during** or after service, during Church School or at a specific event on church property etc., a notice will appear in the Bulletin and/or an announcement will be made.

**If a congregant or visitor approaches you and does not wish to be photographed or does not wish to have their child(ren) photographed :**

1. Please thank them for sharing their concern and please do not ask questions about why they chose not to participate in the photo session or to have their child(ren) participate.
2. Advise the photographer/videographer as discreetly as possible of the request not to be photographed.
3. Invite the congregant or visitor to notify the Church Office re their preference for future photo sessions at [admin@newstjames.ca](mailto:admin@newstjames.ca) 519-434-1127 (this contact info is included in the Church Bulletin) so that they may be added to a “**Do Not Photo List**” and that the photographer may be informed for future reference. This designation can be changed at the request of the individual in writing at any time.
4. If further questions, please encourage the individual to speak with Dr. Clark or to contact the Church Office as above for further information.

Thank you.

**Appendix C**

**New St. James Presbyterian Church**

**Individual Consent & Release Form to Use Images**

**Please Note:**

**Written Consents are required:**

- by a parent/legal guardian for children less than 18 years of age;
- for adults if there is a reasonable expectation of privacy e.g. support groups, prayer meetings, church events held in an individual’s personal residence or programs involving vulnerable populations ; and
- for adults who will be individually identified.

- Presbyterian Church in Canada (PCC), Tips for the Effective Use of Photography , (2019/08/16)

New St. James uses images e.g. photos, videos, voice recordings to promote programs and the mission and work of the Church.

The images may be used for printed material such as brochures, flyers and newsletters, posted on the New St. James’ website [www.newstjames.ca](http://www.newstjames.ca) or on social media e.g. Facebook.

No identifying information, including names will be used with the images of children.

On behalf of myself **OR** the child(ren) identified below for whom I am the parent or legal guardian, I hereby:

1. consent to the use of my name, photograph, video image, voice, statements (the “Materials”) by New St. James Presbyterian Church for any promotional, publicity, programming or communications purposes in any media, in perpetuity without compensation or notice;
2. consent to the use of my child(ren)’s photograph, video image, voice, statements (the “Materials”) by New St. James Presbyterian Church for any promotional, publicity, programming or communications purposes in any media, in perpetuity without compensation or notice;
3. release New St. James Presbyterian Church, its administrators, partners, affiliates, employees, representatives and agents from any liability or claims that relate in any way to the use of the Materials in the manner described above;
4. understand that I may revoke my consent at any time by contacting the Church Office in writing at [admin@newstjames.ca](mailto:admin@newstjames.ca) or by Canada Post;
5. have had my questions regarding this consent answered; and
6. understand that if I have questions in the future, I can contact the Church Office at [admin@newstjames.ca](mailto:admin@newstjames.ca) or 519-434-1127.

Name (**please print**): \_\_\_\_\_

Child(ren)’s Names (**if applicable**): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date (Year/Month/Day): \_\_\_\_\_

\_\_\_\_\_

Signature of Witness: \_\_\_\_\_

\_\_\_\_\_

Name of Witness (**please print**): \_\_\_\_\_

\_\_\_\_\_