



St. Martin in the Fields

EPISCOPAL CHURCH

Media Use Policy

Many photographs and videos will be taken of St. Martin in the Fields Episcopal Church's church life, baptisms, youth trips, indoor and outdoor worship services, etc. Photographs and/or videos may be used on flyers, bulletin boards, banners, and the church's website. Additionally, photographs and/or videos may be posted to St. Martin's social media channels, featured in St. Martin's e-newsletter, and printed on any promotional materials St. Martin's decides to create.

With this knowledge, St. Martin's Media Use Policy is outlined below:

- Photographs and videos of individuals will be taken in public spaces and at public church events. Note that live-streamed services are considered public church events, and therefore, your attendance at live-streamed, indoor services serves as your consent to be videoed and potentially featured on the church's Facebook and YouTube pages.
- To ensure the privacy of the individuals featured in any media, no full names and/or identifying information will be used, unless with individual's verbal or written permission.
- When adding photographs and/or videos of children online or in printed publications, **written permission** is always required from a parent or guardian.
 - a. See below for **Media Release Form**.
- Any media posted online that includes you and/or your child(ren) that you wish to be removed, simply email communications@stmartins.org. We will gladly accommodate your request.
- If you wish to not have your and/or your child(ren)'s photograph and/or video used by St. Martin in the Fields Episcopal Church, please fill out the **Media Opt-Out Form** and send to communications@stmartins.org. In the case of the church's live-streamed, indoor services, should you wish to not have yourself



and/or your child(ren) videoed, we invite you to enjoy St. Martin's live-streamed service from the comfort of your home or attend St. Martin's in-person, outdoor services that are not live-streamed.

- a. See below for **Media Opt-Out Form**.



Media Release Form

My child, _____, has my permission to

_____ be photographed

_____ be videoed

_____ be featured online [St. Martin's website, e-news, and social media channels]
and/or in any printed materials

I understand that my child's full name will not be used and/or my child will remain anonymous. Additionally, no identifying information will be released. This form will be kept on file in the Director of Communications' office, and I have the freedom to withdraw my permission at any time.

Parent/Guardian: _____
[printed]

Parent/Guardian: _____
[signature]

Date: _____



Media Opt-Out Form

This **Media Opt-Out Form** is designed for those who do not wish to have their and/or their child(ren)'s photograph and/or video used online [St. Martin's website, e-news, and social media channels] and/or in any printed materials.

Please note: This form is only intended for use by those who wish to not have their photograph and/or video used by St. Martin in the Fields Episcopal Church. Those who have no objection to St. Martin's use of their photograph and/or video do not have to fill out and sign this form.

I do not wish for my photograph and/or video, or those which include members of my family, listed below, to be used by St. Martin in the Fields Episcopal Church in any capacity.

Name: _____
[printed]

Name: _____
[signature]

Date: _____

Please list any additional family members who are to be included in this media opt-out request:

