



PHOTO POLICY AND FORMS (LoL POLICY 11-1)

PURPOSE: Including the images of members of our church family in the newsletter; on bulletin boards and other displays; in slide shows or videos during worship and other church events; and on our web site can be a great way to motivate and encourage individuals to become more involved. It is also an excellent outreach tool for guests who may be curious about what our events and activities are like.

Lord of Life Lutheran Church realizes the importance of maintaining the privacy of the individual(s) pictured in these media. To this end, Lord of Life Lutheran Church has adopted the following policy governing the display and publication of photographs and / or video of members, guests and / or clients of church programs such as ESL, Shepherd Center, theater productions, etc.

RESPONSIBILITY: The Director, Communications, is responsible for the completion of all requirements and maintenance of all records required by this policy.

SPECIFICS: Unless an individual, family, group or other entity specifically directs Lord of Life Lutheran Church not to use photos containing their image or likeness, photographs may be made available for use in church communications. The Photo Policy Opt-Out Form (LoL Form 11-1.1) will be used to direct the church not to use such photos. Once an individual(s) has opted out of use of their image or photo, Lord of Life Lutheran Church may then only use such photos / images when specifically authorized in writing using the Photo Policy Release Form (LoL Form 11-1.2).

For those photos where it proves beneficial to the church or individual(s) in a photo to identify them by name, the Photo Policy Identification Release Form (LoL Form 11-1.3) authorizing the use of last name(s) must be signed and witnessed. The form will be signed prior to the communication or publication of any photo identifying individual(s) by last name. The staff member, volunteer or Director, Communications, desiring the use of the photo will be responsible for obtaining the appropriate Photo Policy Release Form(s).

The events covered by this policy include all events affiliated with Lord of Life Lutheran Church, and encompass the activities at all locations and any related ministries or organizations. Additionally, any event, function or activity sponsored by Lord of Life is included in this policy.

This policy applies to all media, electronic, printed, social, or any other imaging or photographic media used at and by Lord of Life Lutheran Church, specifically:

- Use and storage of any image, by means of digital or film photography, video photography, audio recording or other documentation, with respect to the activity of Lord of Life Lutheran Church.

- Use of any stored data / image(s) in printed publications of Lord of Life Lutheran Church.
- Use of any stored data / image(s) in electronic publications of Lord of Life Lutheran Church.
- Use of any stored data / image(s) in any Web site created by or for Lord of Life

BASIC REQUIREMENTS:

1. Lord of Life Lutheran Church will not display any identifiable photograph(s) of people on our web site, in any of our publications or in any other medium such as those listed above when a Photo Policy Opt-Out Form (LoL Form 11-1.1) has been signed by the individual(s) who might appear in photograph(s).
2. The name(s) of any pictured individual(s) will never be published alongside a photograph in any medium, print or online unless specifically permitted by the individual using the Photo Policy Identification Release Form (LoL Form 11-1.3).
3. In the case of photographs posted on the web site, no uploaded photo files will be identified by any configuration of the subjects' name(s) unless specifically permitted by the individual, using the Photo Policy Identification Release Form (LoL Form 11-1.3).
4. Lord of Life Lutheran Church will not identify the places in which individuals are standing in the photo(s).
5. Specific to minors, Lord of Life Lutheran Church has adopted the following policies governing the display and publication of photographs and/or video:
 - a. As with adults, Lord of Life Lutheran Church will not display any identifiable photograph(s) of minors on our web site, in any of our publications or in any other medium such as those listed above when a Photo Policy Opt-Out Form has been signed by the parent / legal guardian of the minor who might appear in photograph(s).
 - b. No identifying information about minors will be included with the use of any image(s), including name, address, school, email, phone number and name(s) of parent(s) or guardian(s) without the specific permission of the parent / legal guardian using the Photo Policy Release Form.
6. Individuals who have previously opted out of the use of their image or photograph may rescind that denial and grant permission to use images or photographs with the Photo Policy Identification Release Form.
7. These guidelines also apply to images of individual(s) that may have been taken at any event of any kind including, but not limited to, mission trips, ski trips, camping trips, beach trips, Bible study, fellowship times, picnics, pool parties, picnics, etc.
8. Anyone who discovers that photographs of himself / herself or family members have been included in Lord of Life Lutheran Church publications or on the web site that they do not wish to remain there should contact the church office by phone or email to request the photograph's immediate removal.

WRITTEN REQUIREMENTS:

1. The Director, Communications, Ministry Leaders, and / or Event, Function, and Activity Sponsors shall inform all participating adults, parents and minors of this policy.
2. The Director, Communications will ensure that the following statement is prominently posted on the Lord of Life Lutheran web site, newsletter and any other church related media. Additionally, the

Director, Communications shall ensure that the statement is periodically posted in the church bulletin.

"Unless an individual, family, group or other entity specifically directs Lord of Life Lutheran Church not to use photos containing their image or likeness, photos may be made available for use in church communications. The Photo Policy Opt-Out Form will be used to direct the church not to use such photos. Additionally, the name(s) of any pictured individual(s) will never be published alongside a photograph in any medium, print or online unless specifically permitted by the individual(s) using the Photo Policy Identification Release Form. Please refer to Lord of Life Lutheran Church Photo Policy 11-1 for detailed information."

3. The Director, Communications will maintain a record of those using either the Photo Policy Opt-Out Form (LoL Form 11-1.1); Photo Policy Release Form (LoL Form 11-1.2); or Photo Policy Identification Release Form (LoL Form 11-1.3). He / she will periodically review the forms submitted to ensure they are correct and up-to-date.
4. The Director, Communications will have available for use by members of the Lord of Life Lutheran Church staff / volunteers a list of those who have opted out of the use of their image or last name through the use of the appropriate form.
5. The Director, Communications will periodically review and, as necessary, forward amendments to this policy to the Parish Leadership Council for approval. Questions or concerns regarding this policy should be addressed to him / her.
6. Any deviation from this policy must be approved in writing by the Church Administrator and one member of the Parish Leadership Council.

APPROVED:

For the PLC:

President, PLC

January 10, 2011

PHOTO POLICY OPT-OUT FORM

[FORM 11-1.1]

Lord of Life Lutheran Church requires a signed Photo Policy Opt-Out Form from the individual(s) who specifically do not want their image or photograph used on web sites or other church publications. I / we understand that with the completion of this form, no photos or images of those listed on this form will be used on the Lord of Life Lutheran Church web site, other church related web sites, or church publications, until such time as this denial is rescinded using the Photo Policy Release Form.

I / we do not grant permission for the image or photo of any of those named below to be used in the manner described above and in Lord of Life Lutheran Church Photo Policy 11-1.

LEGAL SIGNATURE: _____ PRINTED FULL LEGAL NAME: _____

LEGAL SIGNATURE: _____ PRINTED FULL LEGAL NAME: _____

LEGAL SIGNATURE: _____ PRINTED FULL LEGAL NAME: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

ADDRESS OF THOSE LISTED: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____

NOTE: If I am signing this agreement on behalf of a minor child(ren), I hereby warrant that I am the legal parent or guardian of the child(ren) and that I have the legal authority to sign this agreement on behalf of the child(ren).

PHOTO POLICY RELEASE FORM

[FORM 11-1.2]

Lord of Life Lutheran Church requires a signed Opt-Out Form from the individual(s) who specifically do not want their image or photograph used on web sites or other church publications. Previously, I / we, and those listed on this form, had opted out of the use of my / our photos or images on the Lord of Life Lutheran Church web site, other church related web sites, or other church publications. With this form I / we rescind that denial.

I / we grant permission for the image or photo of any of those named below to be used in the manner described above and in Lord of Life Lutheran Church Photo Policy 11-1.

LEGAL SIGNATURE: _____ **PRINTED FULL LEGAL NAME:** _____

LEGAL SIGNATURE: _____ **PRINTED FULL LEGAL NAME:** _____

LEGAL SIGNATURE: _____ **PRINTED FULL LEGAL NAME:** _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

ADDRESS OF THOSE LISTED: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DATE: _____

WITNESS: LEGAL SIGNATURE: _____

PRINTED FULL LEGAL NAME: _____

NOTE: If I am signing this agreement on behalf of a minor child(ren), I hereby warrant that I am the legal parent or guardian of the child(ren) and that I have the legal authority to sign this agreement on behalf of the child(ren).

PHOTO POLICY IDENTIFICATION RELEASE FORM

[FORM 11-1.3]

Lord of Life Lutheran Church requires a signed Opt-Out Form from the individual(s) who specifically do not want their image or photograph used on web sites or other church publications. Additionally, the policy does not allow the name(s) of any pictured individual(s) to be published alongside an image and / or photograph in any medium, print or online unless specifically permitted by the individual using the Photo Policy Identification Release Form.

I / we understand that with the completion of this form, I / we are authorizing the name(s) of any pictured individual(s) named on this form to be published alongside an image and / or photograph in any medium, print or online.

I / we hereby grant permission for the image or photo of any of those named below to be used in the manner described above and in Lord of Life Lutheran Church Photo Policy 11-1.

LEGAL SIGNATURE: _____ PRINTED FULL LEGAL NAME: _____

LEGAL SIGNATURE: _____ PRINTED FULL LEGAL NAME: _____

LEGAL SIGNATURE: _____ PRINTED FULL LEGAL NAME: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

PRINTED FULL LEGAL NAME OF MINOR: _____

ADDRESS OF THOSE LISTED: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____

WITNESS: LEGAL SIGNATURE: _____

PRINTED FULL LEGAL NAME: _____

NOTE: If I am signing this agreement on behalf of a minor child(ren), I hereby warrant that I am the legal parent or guardian of the child(ren) and that I have the legal authority to sign this agreement on behalf of the child(ren).