
Media Image Use Policy

Policies & Procedures

Effective 5.20.2013





PHOTO & VIDEO IMAGE USE POLICY

Effective May 20, 2013

Purpose: The purpose of this policy is to define the use of images, in photographs, video's and other recorded media at Victory Temple Christian Life Center. An image is defined as any likeness in any kind of media that is recognizably a person. We are very concerned for the safety and sensitivities of our members and guests, and thereby provide the following statement of policy which will govern image use at Victory Temple:

Victory Temple is a church where we share Real Truth for Real Life as we reach around the corner and across the nations, Winning Our World to Jesus Christ! Through various forms of media, Victory Temple may present images and recordings of worship and congregational life via: our Website, Facebook, Twitter and YouTube channels, Live Steaming, On Demand and other media such as CD's and DVD; and in addition, but not limited to, bulletins, posters, newsletters, other printed materials in brochures, directories, informational displays, special video projects and other social media networks. We do this to enhance the quality of information that we provide to our members, guests, and our community, as well as to celebrate our faith, fellowship and fun.

Respect for Privacy

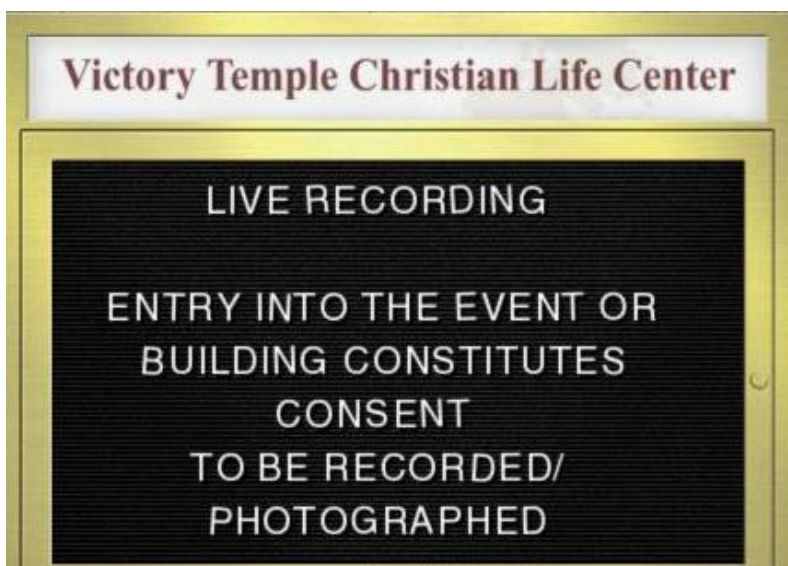
Victory Temple Christian Life Center respects the privacy of all members and guests and will not publish names [except for staff members] or personal information (including age, address, phone number, or email address) with any photos/images.

Right to Capture Images (Photo and Video)

ALL SERVICES (including various other activities) of VICTORY TEMPLE CHRISTIAN LIFE CENTER MAY BE RECORDED. Images of the people attending or participating in the service (or other activity) may be used for PUBLICATION or BROADCAST DISSEMINATION. By attending any service (or other activity) you agree to VICTORY TEMPLE using your image. ENTRY INTO THE CHURCH BUILDING OR EVENT CONSTITUTES CONSENT TO BE PHOTOGRAPHED OR RECORDED FOR CHURCH PURPOSES. By entering the service/event premises, you waive all rights you may have to any claims

for payment or royalties in connection with any exhibition, streaming, webcasting, or other publication of these materials, regardless of the purpose. You also waive any right to inspect or approve any photo, video, or audio recording taken by Victory Temple Christian Life Center or the person or entity designated to do so by Victory Temple Christian Life Center.

The Notice above will be posted on our website, included in bulletins and displayed via Media Shout. Also a **LIVE RECORDING** sign will be posted on the outside door prior to service/event's start similar to the image below:



General group or crowd photographs: Victory Temple reserves the right to take photographs or video recordings at worship services or any other church-related activities in which no identifying information is presented, and to use any of these images or recordings for ministry, fellowship or promotional purposes in media such as, but not limited to, brochures and flyers, our website, social media platforms, live streaming, on demand, recorded media such as CD's and DVD and online photo galleries, **without seeking or requiring the consent of each person represented.**

- In addition to any event or gathering taking place on church property, church-related activities also include gatherings at other locations such as parks, sporting events, small group gatherings, etc.
- Any individual who objects to potentially being photographed as part of a Victory Temple activity should notify a Pastor, an usher or event coordinator, or the photographer immediately upon arrival.

Images of Individual Adults

Adult individual: When an adult individual is photographed, whether posed or candid, each person will be asked for either written or verbal consent before any use of the photographs is made. Verbal consent will be deemed sufficient to use an adult individual photo that contains no identifying information. Written consent will be obtained for any photos that contain any identifying information.

Images of Minors

Minors: When children under the age of 18 are photographed (**except as a part of a general group or crowd photo as outlined above**), the consent of at least one parent will be obtained before their photo will be used in any way. In addition, the following guidelines will be enforced:

- Under no circumstances will any identifying information (first or last name, family members, email addresses, school names, etc.) of anyone under 18 years of age be included in or associated with any photographs or videos displayed, posted, or published in any way.
- All registration forms for events, activities or programs, such as JAM, Keep'n It Real, Kingdom Kids, etc., will contain a reference to this policy, a permission request to allow the participant to be photographed in accordance with the policy, and a clear method to allow the signing parent or guardian to "opt-out" of inclusion in any photographs or video recordings. Note that opting-out via an activity sign-up form will apply only to that activity, not as a "blanket" request.
- Opting-out: Parents/guardians who do not wish their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, should send a written note or email to media@vtclife.org or to the church office at **P O Box 380337, Duncanville, Texas, 75138** and Victory Temple will make every effort to exclude the indicated minor from any individual or small group photography. Please note that children may still be included in general group or crowd photos without identifying information; however, you may always request that a photo be removed and we will comply if any way possible.

Image Removal Policy

Requesting removal of a photograph or video: any individual who appears in a photo/video (or whose minor children appear in a photo/video) that has been posted online may request

that it be removed for any reason, even if prior permission had been granted, by sending a written note to the church address below or email to the Media Ministry at media@vtclife.org. Please indicate the person or persons involved and the photo or video in question, and it will be promptly removed from the website or other places where possible.

Copyright Policy

- Unless otherwise indicated, photographs and videos published by Victory Temple are the property of and are copyrighted or licensed by Victory Temple Christian Life Center and may not be used for any purpose (including but not limited to: downloading, printing, distributing, linking) without permission from Victory Temple Christian Life Center.
- Victory Temple will obtain permission to use any photographs and graphics from other sources before using within any publication, website or other medium.

Administrative Guidelines

1. A copy of this Image Policy will be included on the church website and a copy maintained in our Corporate Records.
2. Notice of the availability of the Victory Temple Image Use Policy and Image Removal guidelines will be publicized in the bulletin, on the website and in newsletters created by Victory Temple, at least once a year.
3. Victory Temple will not knowingly post anything that would be embarrassing, hurtful or objectionable to anyone included in the image.
4. All appropriate staff, CEO's, and ministry leaders will be required to adhere to this Image Use policy and review annually to ensure that the policy is adhered to and followed as the ministry transitions with new members and leaders.
5. In any case, where someone declines, asks or does not provide permission for a photo to be published, Victory Temple must comply immediately to refrain from taking the photo or delete or remove the image.
6. All appropriate staff, CEO's and ministry leaders will be responsible for clearing any photos from their groups or events. With the images, they should submit a signed release form (where necessary) that indicates that they have cleared the photos for publication and granting the church the right to use the photograph.
7. Internal use of photographs or videos by staff, CEO's or ministry leaders for editorial or historical purposes are exempted from this policy.

Please email us at media@vtclife.org or write to us at P. O. Box 380337, Duncanville, Texas 75138 if you have any questions or concerns about our Image Use Policy.

This Media Image Use Policy may be altered, amended in any respect, or repealed in whole or in part, or new policies may be adopted by the Board of Directors, provided, however, that notice of such alteration, amendment, repeal or adoption of new policies be contained in the notice of such meeting of the Board of Directors. All such amendments must be approved by a majority of the Board of Directors then in office. Current copies of this policy may be obtained at the church office or online at <http://www.vtclife.org/policies>.