



LifePointe Alliance Church Photography & Videography Policy

WWW.LIFEPOINTEALLIANCE.ORG

Written: October 11, 2022

Purpose: To ensure the safety, security, and definition of procedures for LifePointe Alliance Church, LifePointe Alliance Church's Creative Team, and other businesses or individuals who create photography, videography, or other creative mediums within the property and ownership of LifePointe Alliance Church.

Definitions:

Photography - the art or practice of taking and processing photographs.

Videography - the process or art of making video films.

Campus – the property limits of LifePointe Alliance Church Mars and Franklin Park Campuses.

LPAC Creative Team – A team formed and cleared by LifePointe Alliance Church to create content including but not limited to photography, videography, graphic design, and audio recordings. This team operates during official LifePointe Alliance Church events and campus engagements.

Photography and Videography Policy: LifePointe Alliance Church ("LPAC") reserves the right to use and edit photographs and videography generated and created during its Sunday morning services at 8:00am, 9:30am, and 11:00am and anytime at its campuses, including but not limited to public video livestreaming, photography of service events, and videography created for advertising purposes.

Our congregants must be aware of the possibility of their likeness appearing in video and photographic shots of the church services, grounds, offices, atrium, hallways, and all interior/exterior spaces.

Notices of livestreamed and photographic content being produced is provided in bulletins, signage posted outside of the sanctuary, and as part of the announcement slides displayed on LPAC's projection screens.

A handwritten signature in black ink, appearing to be 'le'.



LifePointe Alliance Church Photography & Videography Policy

WWW.LIFEPOINTEALLIANCE.ORG

Written: October 11, 2022

Purpose: To ensure the safety, security, and definition of procedures for LifePointe Alliance Church, LifePointe Alliance Church's Creative Team, and other businesses or individuals who create photography, videography, or other creative mediums within the property and ownership of LifePointe Alliance Church.

Definitions:

Photography - the art or practice of taking and processing photographs.

Videography - the process or art of making video films.

Campus – the property limits of LifePointe Alliance Church Mars and Franklin Park Campuses.

LPAC Creative Team – A team formed and cleared by LifePointe Alliance Church to create content including but not limited to photography, videography, graphic design, and audio recordings. This team operates during official LifePointe Alliance Church events and campus engagements.

Photography and Videography Policy: LifePointe Alliance Church ("LPAC") reserves the right to use and edit photographs and videography generated and created during its Sunday morning services at 8:00am, 9:30am, and 11:00am and anytime at its campuses, including but not limited to public video livestreaming, photography of service events, and videography created for advertising purposes.

Our congregants must be aware of the possibility of their likeness appearing in video and photographic shots of the church services, grounds, offices, atrium, hallways, and all interior/exterior spaces.

Notices of livestreamed and photographic content being produced is provided in bulletins, signage posted outside of the sanctuary, and as part of the announcement slides displayed on LPAC's projection screens.

Examples of signage outside of worship center/sanctuary:



Photography and Videography Policy Outreach and Special Events: LPAC reserves the right to use, manipulate, and edit photographs and videography generated and created during outreach and special events hosted by LPAC. Also, LPAC respects a reasonable expectation to privacy and will not identify a person’s likeness or image without consent, however LPAC reserves the right to use photographic and videographic content generated and created on its property during public events.

LPAC makes efforts to notify and inform potential visitors and congregation members about the usage of photography and videography during its outreach and special events. These efforts include posting LPAC’s Photo and Video policy on the website, requiring the use of identifiable lanyards worn by photographers and videographers, high visibility vests during outreach events, signage posted at entrances and around the event area disclaiming photography and videography in progress, notifications of active photography and videography in event invites.

Example of signage at entrance to outreach events:



Photographers and Videographers will be identified by lanyards labeled LifePointe Official Photographer, or LifePointe Official Videographer. Moreover, LPAC is not responsible for anyone creating photographic or videographic materials on campus or at LPAC official events not acting in an official capacity and/or engaged in volunteer services on behalf of LPAC.

LIFEPOINTE ALLIANCE OFFICIAL ATTIRE FOR PHOTOGRAPHERS AND VIDEOGRAPHERS:



INDOOR/IN-REACH EVENTS: During indoor or in-reach events LPAC requires our photographers and videographers to wear an official LifePointe lanyard that displays “LifePointe Official Photographer” or “LifePointe Official Videographer” depending on the occupation of the individual.

On the back of the identification is a scannable QR code that links to LPAC’s official photography and videography policy on its website. This is in the interest of limiting questions and potential conflict that an individual may have with said photographer or videographer about the policies and procedures of LPAC’s Creative Team.



OUTDOOR/OUTREACH EVENTS: During outdoor or outreach events that are open to the public. LPAC requires its photographers and videographers to wear an official LifePointe lanyard that displays “LifePointe Official Photographer” or “LifePointe Official Videographer” depending on the occupation of the individual.

On the back of the identification is a scannable QR code that links to LPAC’s official photography and videography policy on its website. This is in the interest of limiting questions and potential conflict that an individual may

have with said photographer or videographer about the policies and procedures of LPAC's Creative Team.

Furthermore, LPAC also requires photographers and videographers to wear high-visibility vests in an effort to be more transparent and open with the public about photo and video being taken. The high-visibility vests must be visible on the outer most layer of clothing worn by an individual. Individuals are not allowed to pocket the vests or remove them and then proceed to create photographic or videographic content.

Opt Out Policy: LPAC wants to do our best to accommodate those who wish their appearance and likeness to not be featured in any content or media created by LPAC. If an individual desires to opt out of any content or media created, they must contact the church office via email (office@lifepointealliance.org) to notify the Creative Director at LPAC that they want to opt out. That individual must provide their name and/or child's name and an image that clearly identifies themselves and/or the child for the LifePointe Creative Team to put on file for future reference and guidance during the creation of content and media. If an image is not provided, or the provided image does not clearly identify the individual, LPAC will be unable to guarantee the desired opt out policy.

An exception to the opt out policy will be if an individual approaches a photographer or videographer creating content for LPAC and asks for their image or likeness to not be used in any publications or content created by LPAC. LPAC and it's Creative Team will honor said request. However, LPAC and it's Creative Team cannot guarantee said individual will not be photographed or featured in video in future events if said individuals face is not on record via the opt-out policy.

If an individual has opted out, photographers and videographers will be required to blur/remove identifiable features from the individual if their likeness happens to be captured before any content created is published.

Secure Storage Policy in relation to Opt Out Policy:

All personal information and photographs of individuals (including minors) who are actively participating in the opt out policy will be locally stored on a secure password protected computer in a password protected folder and password protected PDF managed by the current and actively employed Creative Director of LPAC: Jacob Evans. This information will only be readily available to the Lead Pastor of LPAC: Joseph Toomey, and the Creative Director: Jacob Evans. Only photographs will be made available to video editors or photo editors volunteering or employed by LPAC, those individuals must be approved by the Creative Director of LPAC. Photographs will be stored on a restricted cloud-based storage system with restricted access to only the editor and the Creative Director. Access of the editor will be revoked after the completion of a task or project in relation to the Opt Out Policy (i.e editing photos after an outreach event or editing a video of an event held on LPAC's campus.)

Opt In Policy: If an individual or parent/legal guardian wishes to opt back into LPAC's Photo and Video Policy after initially participating in the Opt Out Policy, that individual must contact the church office



(office@lifepointealliance.org) to notify the Creative Director of their reentry and provide their name or child's name and a photo or photo of their child.

Photography and Videography Waivers: LPAC will introduce and execute model releases if the subject being photographed or filmed will be identified in the final product created by LPAC.

Definition of Child/Minor means persons under the age of eighteen years.

Children and Minors Policy: LPAC takes the privacy and security of children and minors seriously and makes efforts to ensure the safety of children and minors during photographic and videographic production. LPAC requires written acknowledged permission from a parent or legal guardian to use a child or minors' likeness in but not limited to livestreamed services on Sunday morning, outreach events, online promotion of Sunday morning Sunday school, and in printed media generated from the LPAC campus.

Parents or legal guardians will be given the option to opt out of said policy by indicating a non-consent on said form. That parent or legal guardian must provide the name and photo of the minor in question on the release form and return said release form to the Children's Ministry Pastor or Director to be delivered to the LPAC Creative Team.

If the parent or legal guardian has opted out of the policy and release form, photographers and videographers will be required to blur/remove identifiable features from the minor listed on the form before any content created is published.

These forms will be renewed annually.

Impact and Youth Ministry Policy: Minors involved and participating in IMPACT ministry events, fundraisers, and other functions in relation to IMPACT will be required to sign an official LPAC and IMPACT Ministries Videography and Photography Policy and Release form, a parent or legal guardian must also sign said release forms. Parents or legal guardians will be given the option to opt out of said policy by indicating a non-consent on said form. That parent or legal guardian must provide the name and photo of the minor in question on the release form and return said release form to the or Youth Director/Youth Pastor to be delivered to the LPAC Creative Team.

If the parent or legal guardian has opted out of the policy and release form, photographers and videographers will be required to blur/remove identifiable features from the minor listed on the form before any content created is published.

These forms will be renewed annually.

Tagging and identification in official publications and media: LPAC will only identify individuals in final publications and media with signed consent forms and acknowledgment from the parties identified.



In addition, LPAC will refrain from “tagging” individuals in photographs and videography published on social media in the interest of privacy and protection of individuals.

Usage of LifePointe created media and content created on/off the LPAC campus in personal portfolios, social media accounts, blogs, etc.: LPAC approves use by creatives and artists that volunteer or are officially employed by LPAC for future employment opportunities, personal portfolios, etc. Media or content that is permissible to use by said creatives and artists may include, but not be limited to, motion graphic content, graphic design media, videographic materials, and photographic content.

Additionally, LPAC release forms and policies do not cover for the release and usage of content by creatives and artists across social media pages, portfolios, blogs, etc. that fall under the category of advertising (i.e., a photography business social media account, videography business website, advertisement of photographic services provided by an individual.)

Retention of content created by LPAC:

LPAC’s Creative Team will hold possession of content created until they find it no longer in the creative interests of LPAC to continue possession of (i.e lack of storage space, no longer relevant content, lack of creative applications). Deletion of content will also be completed if requested by the individual primarily featured in the content in question or the request of the Creative Director of LPAC. In addition to, an individual who enters into the Opt-Out Policy after content has been created featuring their image or likeness will have their image and likeness blurred as pertaining to the procedures of the Opt-Out Policy.

Content ID/Authorship and GPS:

LPAC requires its photographers and videographers to have the copyright settings/authorship settings on their cameras set to the operator’s first and last name for easy identification attached to each file created by said cameras. LPAC also requires the GPS settings of cameras (if camera is capable) to be enabled by their operators to ensure that content created by the camera can be traced back to its creation on campus.

Visiting creators/crews on LPAC Campus:

LPAC wishes to partner with visiting creators or crews to ensure the safety and privacy of individuals attending LPAC’s campus. LPAC will provide a copy of LifePointe Alliance Church’s Photo and Video policy to visiting creators. However, LPAC does not hold responsibility for visiting creators if they go outside of the boundaries of LPAC’s policy. LPAC will suggest a merge of policies if visiting creators already have a policy in place. Visiting creators do not fall under the policies and protections of LPAC’s Photo and Video policy provided to LPAC’s Creative Team.

Questions or concerns about LPAC's Photo and Video Policy:

For any comments, questions, or concerns about LPAC's Photo and Video policy, please contact LPAC's Creative Director: Jacob Evans at jacob.evans@lifepointealliance.org

Approval and Recognition of LifePointe's Photo and Video Policy and Conditions:

My signature hereby indicates that I have read and approve of the LifePointe Alliance Church Photography and Videography Policy.

Lead Pastor Signature: Rev Joseph Toomey
Date: 10/19/2022

Creative Director Signature: Jacob C. Evans
Date: 10/19/2022

Creative Director Initials: JE