

Metropolitan Community Church of Washington, DC

Policy on Photography and Recording of Church Activities and Events

Purpose: MCC-DC strives to create a safe and affirming environment for its members, friends, and visitors. Those attending and participating in MCC-DC worship services and other church-sponsored events expect the church will take seriously their interest in ensuring those who are authorized to photograph or record (whether visual and/audio) will respect the privacy and any propriety interests of our worship services, our church, our members, friends, and guests. Photography, video and/or audio recordings should never result in a distraction during our worship and church activities. Therefore, care should be taken in considering requests for photography or recordings of church worship and activities.

Any deviation from the rules laid out below shall only be granted with the approval of the Board of Directors.

Photography

General Rule: Photography is not permitted during worship services or church activities and events. Photography is not permitted in the sanctuary or fellowship spaces before or after worship services or other events.

Exceptions: The following exceptions may apply ---

- 1) **MCC-DC Sponsored Photography:** MCC-DC-related photography is allowed by members of MCC-DC or contractors designated or hired by MCC-DC to take photographs for MCC-DC purposes. Such individuals shall be accountable to the Senior Pastor, or his/her staff designee or, if the Senior Pastor is unavailable, to the Board. Any person so designated or hired shall be issued appropriate MCC-DC credentials that must be displayed while engaged in approved photography. Permanent or long-term credentials may be issued at the discretion of the Senior Pastor or Vice Moderator to designated photographers who are members of MCC-DC and who are authorized to take photographs on an ongoing basis.
- 2) **Photography for Private Use:** Personal cameras may be authorized and allowed for the sole purpose of capturing special events, such as baptisms, blessings, or ordinations. Generally, such photography shall be at the request and direction of individuals participating in such events.
- 3) **Photography By a Non-MCC-DC Person or Entity:** Requests by outside persons or entities to take photography may be allowed if the following steps are taken:

- a) The request is received by the Senior Pastor, or in the event the Senior Pastor is unavailable, the Vice Moderator of the Board, no later than 3 business days prior to the church service or event;
- b) The Senior Pastor or the Vice Moderator, as the case may be, determines and verifies the identity and affiliation of the photographer(s);
- c) The Senior Pastor or Vice Moderator determines and evaluates the purpose and intention for use of the photographs and that they are consistent with the mission, goals, and interests of MCC-DC;
- d) Ground rules are established and agreed to ensure the maximum amount of privacy and respect for the worship service, event, members, friends and guests;
- e) Appropriate MCC-DC individuals are informed in a timely manner of any approval and the ground rules, including, but not limited to the Minister of Music in the event there is involvement of the music ministry in the service or event, the full Board of Directors, other staff, the ushers, and the worship coordinator;
- f) A staff member, MCC-DC Board member, or their designee is assigned to escort and monitor the photographer(s);
- g) The photographer(s) are informed that MCC-DC will have the right to ask that they refrain from taking photographs at any time.
- h) An appropriate announcement is made at the worship service or event which includes the identity of the photographer(s), their affiliation, the purpose of the photography and the ground rules.
- i) Any approved photographer(s) shall be issued and must be required to wear credentials while taking photographs. A staff member or MCC-DC Board member must be designated to collect the credentials once the authorization expires.

Recordings (Video and Audio)

General Rule: No recording (video and/or audio) is permitted during worship services or other church events or activities. Recordings are not permitted in the sanctuary or fellowship spaces before or after worship services.

Exceptions: The following exceptions may apply ---

- 1) **MCC-DC Sponsored Recordings:** MCC-DC-related recordings are allowed by members of MCC-DC or contractors designated or hired by MCC-DC to take recordings for MCC-DC purposes. Such individuals shall be accountable to the Senior Pastor, or his/her staff designee or, if the Senior Pastor is unavailable, to the Board. Such individuals shall also be accountable to the Minister of Music as it relates to music and copyright matters.
- 2) **Recordings for Private Use:** Personal video cameras may be authorized for use and allowed for the sole purpose of capturing special events, such as baptisms,

blessings, or ordinations. Generally, such recordings shall be at the request and direction of individuals participating in such events.

- 3) **Recordings By a Non-MCC-DC Person or Entity**: Requests by outside persons or entities to make audio and/or visual recordings should be generally denied. However, recordings may be allowed if the following steps are taken:
- a) The request is received by the Senior Pastor, or in the event the Senior Pastor is unavailable, the Vice Moderator of the Board, no later than 3 business days prior to the church service or event.
 - b) In the event in which there may be music or other copyrighted content captured, the request should be reviewed in consultation with the Minister of Music or his/her designee.
 - c) The Senior Pastor or the Vice Moderator, as the case may be, determines and verifies the identity and affiliation of the person or entity doing the recording;
 - d) The Senior Pastor or Vice Moderator determines and evaluates the purpose and intention for use of the recording and that they are consistent with the mission, goals, and interests of MCC-DC and do not violate church licenses related to copyrighted materials;
 - e) Ground rules are established and agreed to ensure the maximum amount of privacy and respect for the worship service, event, members, friends and guests;
 - f) Appropriate individuals are informed in a timely manner of any approval and the ground rules, including, but not limited to the Minister of Music in the event there is involvement of the music ministry in the service or event, the full Board of Directors, other staff, the ushers, and the worship coordinator;
 - g) A staff member, MCC-DC Board member, or their designee is assigned to escort and monitor the person doing the recording;
 - h) The person doing the recording is informed that MCC-DC will have the right to ask that they refrain from recording at any time.
 - i) An appropriate announcement is made at the worship service or event which includes the identity of the person(s) recording, their affiliation, the purpose of the recording and the ground rules.
 - j) Any approved person doing the recording shall be issued and must be required to wear credentials while engaged in the approved recording. A staff member or MCC-DC Board member must be designated to collect the credentials once the authorization expires.

Effective: October 20, 2009, approved by the Board of Directors.