



# St Martin's Cambridge PCC

## Photography and Video Policy

18 June 2024

### 1. Introduction

St Martin's Church and St Thomas's Hall are used for worship services, social events and special occasions – particularly weddings and baptisms. We understand that people like to have photographs and video recordings as memories of these occasions and to share with friends and relatives. St Martin's Church also provides an online and recorded ministry for those unable to attend in person.

This policy applies to all events run by St Martins PCC. The policy is in place to ensure that photography and video recording can be used to facilitate this new expression of ministry, whilst ensuring we fulfil our legal and social obligations to safeguard vulnerable members of our community and avoiding distractions from the primary purpose of religious services to worship God.

### 2. Permission

- a. Permission to photograph or video cannot be assumed and must be requested *before* any event from the vicar or wardens or their authorised deputies
- b. Permission will be confirmed in writing.
- c. Individuals should inform the vicar, wardens, or an authorised deputy if they wish to be excluded from any photography.

### 3. General Principles

- a. Photography during church services should be avoided as it can be inappropriate, disruptive, and may be interpreted by other participants as insensitive.
- b. If there are exceptional reasons why photography is desired in a service, written permission must be obtained from the vicar or service leader beforehand.
- c. Photography before and after a service is normally permitted, provided the conditions in this policy are met and with the permission of the duty warden or deputy.
- d. Photography during other events is normally permitted, provided the conditions in this policy are met and it is as discreet as possible.
- e. Flash photography must not be used during any service and should be avoided at other times.

### 4. Children and Vulnerable Adults

- a. Photography of children must be avoided, unless there is an activity involving them (e.g. children's choir or drama, or if a child is doing a reading), in which case written permission must be obtained from the child's parent to photograph or film the child and to publish their image (if that is the intention); it must be made clear why that child's image is being used, what it will be used for and who might want to look at the pictures. Permission may be withdrawn at any time, and this must also be in writing.
- b. Children should wear suitable clothing to reduce the risk of inappropriate use, e.g. photographs of children in swim wear or when partially clothed should be avoided.
- c. When using photographs of children, it is preferable to use group pictures.
- d. If publishing press releases, online posts, articles, films, or photographs, children's names should not be used; if a child is named, a photograph should not be used. Children's names and photographs must never be published together.
- e. Corresponding principles should be followed with vulnerable adults, and permission obtained from their carers as appropriate.

## **5. Wedding Services**

- a. Photographs may be taken before and after the service by family and friends. This includes entry of the bride and exit of the married couple, unless stated otherwise at the beginning of the service.
- b. Photography may only occur during the service by a person or persons designated by the bride and groom prior to the service and in agreement with the vicar or churchwardens. Photography should take place from a fixed location where possible and should be unobtrusive.
- c. Official photographers should attend any rehearsals to ensure the terms of this policy are clearly understood.
- d. Announcements concerning the photography policy should be made at the start of the service and if possible before the arrival of the bride. The following text is suggested:

*'We are pleased that so many people are here to celebrate the wedding of [x] and [y]. A wedding service is a solemn moment as well as a time of joy and family celebration. Official photographers are here taking pictures for everyone so please just enjoy the service. I would ask you to restrict taking your own photographs to the entry of the bride and when the bride and groom leave. Please do not take pictures at any other time.'*

## **6. Baptism and Confirmation Services**

- a. Photographs and/or video recordings of a baptism/confirmation candidate may only be taken with written permission from the candidate being baptised, or their parents in the case of a child.
- b. Photography during the baptism or confirmation service itself is not permitted except by named individuals designated beforehand by the family, confirmation candidate, or St Martin's. Such photography should take place from a fixed location (specified by St Martin's) and must not cause disruption during the service.
- c. Announcements concerning the photography policy should be made at the start of the service. The following text is suggested:

*'We are pleased that so many people are here to celebrate the baptism (confirmation) of [x]. A baptism (confirmation) is a solemn moment as well as a family celebration. To respect that, please do not take photos or videos during the service. [The family has nominated official photographers – let them take pictures for everyone.] I am more than happy to pose with you after the service for any pictures if you wish.'*

## **7. Funeral and Memorial Services**

- a. Photography during a funeral or memorial service should be avoided, but the service may be made available online and recorded if requested (see point 8 below).
- b. Any photography before or after the service must be both discreet and sensitive to the situation and individuals involved.

## **8. Hybrid Services**

- a. The morning service at St Martin's is usually conducted in hybrid format: some members attend in person and others online. Two cameras and several microphones capture the video and sound from church and relay it to members attending online using Zoom video-conferencing software. Those who attend online can speak and be seen on the screens in church.
- b. St Martin's may conduct other services in this format from time to time and use different software if needed. Any such changes will be informed to the congregation in advance.
- c. The cameras focus on the lectern, music group, and communion table. It follows that anyone who faces the congregation from these positions may also be seen by members who attend online. Likewise, any online members who take part in the service (e.g. reading from the Bible) will be seen on the church screens by those who attend in person.

- d. Service leaders, preachers, musicians, and others who take part in leading services should be aware of this policy and agree to this use of video conferencing software. Any children or vulnerable adults who take part in this way must have permission from their parents or carers.
- e. On special occasions such as weddings and baptisms, the cameras may also focus on the processions and font as appropriate.
- f. There are film free areas at each side of the nave, and in the children's and café areas, for members who wish to avoid being seen online.
- g. The services are not live-streamed and may only be attended by invitation, with an attendance list of participants being kept for reference. The recordings are later shared with church members who missed the service, and it is emphasised that they are not for wider circulation.
- h. Any questions or concerns about the hybrid services should be addressed to the wardens.

## 9. Enforcement

- a. It is the responsibility of the duty warden, or their deputy at an event to enforce this policy.
- b. Requesting an individual to refrain from taking photographs or making video recordings should be done sensitively and discreetly.
- c. St Martin's reserves the right to ask an individual to leave St Martin's or St Thomas's if they persist in taking photographs or making video recordings after being requested not to do so.

## 10. Sharing and Publishing

- a. No photography by journalists or press photographers is allowed at St Martin's or St Thomas's without written permission from the vicar, wardens, or their authorised deputy.
- b. Photographs or video recordings taken at an event should not be duplicated, shared, posted online, or distributed via social media unless they meet the terms of this policy.
- c. St Martin's Church reserves the right to ensure photographs or video recordings taken at an event are deleted or removed from online systems or social media platforms if they do not meet the terms of this policy or where it is determined that individuals may be harmed by them.
- d. St Martin's Church may occasionally commission an individual to take photographs at an event for publicity purposes. This should be announced before the event and notices prominently displayed.
- e. Photographs of identifiable people must not be published without their written permission, or permission from their parents/carers.

## 11. Copyright

- a. Recording live performances may give rise to copyright issues. Permission should always be obtained from the performers and a representative of St Martin's prior to making a recording.
- b. Many musical works are subject to copyright which requires appropriate licences to be obtained before recordings are made. It is the responsibility of the individual making the recording to ensure these licences are in place (or not required) prior to making a recording. St Martin's cannot be held liable for breach of copyright caused by individuals acting without appropriate licenses.

### Document History

12 August 2018	Initial Draft
12 August 2018	Reviewed by Standing Committee
10 September 2018	Revised and extended
10 September 2019	Held in draft status due to impact of COVID
10 April 2024	Draft sent for review by PCC (to consider updates to video and online sharing)
18 June 2024	Final version approved by PCC
<i>Owner of the policy:</i>	<i>PCC of St Martin's Cambridge</i>
<i>Final authors of the policy:</i>	<i>David Lanham and David Baker</i>

## Notice for Hybrid Services

The morning service at St Martin's is usually conducted in hybrid format: some members attend in person and others online. Two cameras and several microphones capture the video and sound from church and relay it to online members using Zoom software. Those who attend online can speak and be seen on the screens in church. For your information:

- The cameras focus on the lectern, music group, and communion table. Anyone who faces the congregation from these positions may also be seen by members who attend online.
- Service leaders, preachers, musicians, and others who take part in leading services should be aware of this policy and agree to this use of video conferencing software.
- Any children or vulnerable adults who take part in this way must have permission from their parents or carers.
- On special occasions such as weddings and baptisms, the cameras may also focus on the processions and font as appropriate.
- There are film free areas at each side of the nave, and in the children's and café areas, for members who are particularly concerned to avoid being seen online.
- The services are not live-streamed and may only be attended by invitation, with an attendance list of participants being kept for reference.
- The recordings are later shared with church members who missed the service, and it is emphasised that they are not for wider circulation.
- Any questions or concerns about the hybrid services should be addressed to the wardens.