

## **The Episcopal Church of the Transfiguration's Media Policy**

Photos and other media help tell the story of our vibrant community, enhance the quality of information we provide, and help visitors have an idea of what to expect when they attend our church. We would like to share media items recorded at our various ministry activities, events, programs, and worship, in church-produced materials including, but not limited to, brochures, newsletters, social media sites, and on the church website.

Participation in church activities implies permission for publication of any media recorded, **unless** a "Media Opt-Out Form" has been submitted to the church office. While we reserve the right to photograph and record church events, in an effort to respect your privacy, we will strive to adhere to the following guidelines:

- Any adult may complete the "Media Opt-Out" form if they do not wish for media items in which they, or vulnerable adults in their charge, or minor children for whom they are the parent/legal guardian, or for grandchildren if they are in your care during worship or other church activities, to be used in hardcopy or electronic publications that are produced and distributed electronically by The Episcopal Church of the Transfiguration, including on social media outlets and the church website.
- Anyone may request a particular media item which prominently features them or those for whom they are the parent/legal guardian be removed from use by submitting a request to the church office. (All requests will be documented.)

Additionally, when it comes to sharing any media which contains minor children, we will not use identifying information, i.e. names, address, email addresses, family members' names, or schools, without the express permission of the parent/legal guardian.

**If you or those in your family would prefer to opt out of The Episcopal Church of the Transfiguration using your images and/or other personally identifiable information, please fill out the form below and mail or deliver the hard copy to the church office at 1860 Lake St. Louis Blvd., Lake St. Louis, MO 63367.**

Should you have any questions, please contact the Parish Administrator, Sr. Donna Ruth Hawk-Reinhard, AF at [parishoffice@transfigurationchurch.org](mailto:parishoffice@transfigurationchurch.org) or at 314-580-7783.

*APPROVED BY THE VESTRY OF THE EPISCOPAL CHURCH OF THE TRANSFIGURATION*

*ON NOVEMBER 17, 2021*

TRANSFIGURATION'S MEDIA POLICY AND OPT-OUT FORM ARE ADAPTED FROM POLICY AND OPT-OUT FORM IN USE AT ST. ELIZABETH'S EPISCOPAL CHURCH, RIDGEWOOD, NEW JERSEY. WRITTEN PERMISSION TO USE THIS ADAPTATION HAS BEEN OBTAINED FROM ST. ELIZABETH'S CHURCH.

**THE EPISCOPAL CHURCH OF THE TRANSFIGURATION**

**MEDIA OPT-OUT FORM**

**NAME OF PERSON REQUESTING OPT-OUT:**

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**ADDRESS:**

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**EMAIL:**

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**PRIMARY PHONE:**

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**DATE:**

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**SIGNATURE:**

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***I DO NOT GIVE PERMISSION FOR THE EPISCOPAL CHURCH OF THE TRANSFIGURATION TO DISPLAY IMAGES OR OTHER PERSONALLY IDENTIFIABLE INFORMATION FOR THE FOLLOWING PERSONS :***

**NAME:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_ (i.e. self, child, grandchild, etc.)

**NAME:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_ (i.e. self, child, grandchild, etc.)

**NAME:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_ (i.e. self, child, grandchild, etc.)

*The original signed form must be mailed or delivered to the parish office: 1860 Lake St. Louis Blvd., Lake St. Louis, MO 63367.*