Immanuel Lutheran Church

Online Photo/Video Use Policy	
Policy Number	**HR-05**
Replaces Previous Policy	**HR-03**
Approval Date and Approving Body	**7/2026**
Version Date/Approval Date	**2026**
Next Review Date	**7/2029**
Related to Which Area of Church Business?	**Privacy/Human Resources**
Responsible/Reporting Committee	**Staff & HR Committee**
Alignment with ILC Purpose and Guiding Principles:	*Our actions reflect our Faith.*

Purpose: The Online Photo/Video Use Policy will guide Immanuel's use of photos and videos online, on our website, and newsletters) of parishioners and events at Immanuel Lutheran Church. The use of images is a privilege for Immanuel and will be respected and honored.

Background: Originally the Online Photo/Video Policy was a stand-alone policy. In 2025 it was revised and incorporated into the Human Resources Policies and made a part of the Personnel Policies Handbook. These revisions provide increased safety for children and delete references to social media as it is no longer being used by Immanuel due to hacking and security issues.

POLICY RESTATED WITH CHANGES:

7.10 Online Photo/Video General Guidelines

The purpose of this policy is to define the use of photographs and other recorded media at Immanuel Lutheran Church. This policy is faithful to the recommendations of the Evangelical Lutheran Church of America (ELCA), and may be revised without notice, subject to their recommendations.

1. Photos/videos are almost always of people in public spaces, and/or at public events.
2. No photos/videos will be knowingly posted that would be embarrassing, objectionable or hurtful to anyone in the photo/video.
3. Children or youth will not have their faces shown on the church website and will not be identified by name in the photos/videos posted online. Adults may occasionally be identified unless an opt out form is on file.
4. If copyright for a photo/video is held by someone other than Immanuel Lutheran Church, permission will be required to post it and gladly provide credit if desired.

7.11 Photo Removal Procedure

Any photo/video will gladly be removed upon request. If an individual sees a photo/video that includes them or their child and would like it removed from the site, please call 208-344-3011, and follow up with a written request or email for our records Office@ILCBoise.org. Indicate the person or persons involved and the photo or video in question, and it will be promptly removed from the website or other display where it is found. The media in question may be edited and re-posted excluding or anonymizing the individual(s) in question.

Unless otherwise indicated, photographs and videos on our website or any other authorized online account are the property of and are copyrighted by Immanuel Lutheran Church or have been used by permission and may not be used for any purpose (including but not limited to downloading, printing, distributing, linking) without permission from Immanuel Lutheran Church or the original copyright holder.

7.12 Group or Crowd Photographs

Immanuel Lutheran Church reserves the right to take photographs or video recordings at worship services or any other church-related activities in which individuals are not prominently featured and no identifying information is presented, and to use any of these photos or recordings for fellowship or promotional purposes in media such as, but not limited to, brochures and flyers, the church website, newsletters, 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, mission sites, etc.

Any individual who objects to being photographed as part of an Immanuel Lutheran Church activity should notify a member of the clergy, event coordinator, and the photographer immediately upon arrival.

Any individual who sees himself/herself or a family member in a group photo online and would like it removed may follow the photo removal procedure.

7.13 Adult individual or Small Group Photographs

When adult individuals or a small group of individuals are photographed, whether posed or candid, consent to publish according to stated policies is assumed, unless we are otherwise notified. Adult names may appear in relation to the photograph.

7.14 Photographing Minors

When individual children under the age of 18 are photographed (except as part of a general group or crowd photo as outlined above), the following guidelines will be followed: The faces of children will not be shown on the website. 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 without permission. If a parent or guardian desires to include their child's name in a website or newsletter, verbal consent, followed by written or emailed consent must be provided.

All events, activities, or programs will follow the above stated policies. The signing parent or guardian may "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 (see "Opting-out" below).

Any event-related photos including minors must have already occurred. For example, a photo of a prior-year camping trip could be posted or published, while a photo of youth who are signed up for a future camping trip could not.

7.16 Opting Out

Visiting parents/guardians who do not wish for their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, should complete the Opt-Out form or send a written note or email to the church office and Immanuel Lutheran Church will make every effort to exclude the indicated minor from any individual or small group photography. Parents/Guardians who regularly attend should indicate on the most current **CHILD AND YOUTH PARTICIPATION AGREEMENT** their media and photo release preferences. Please note that children may still be included in general group or crowd photos without identifying information; however, you may always request that any photo be removed from display as per the Photo Removal Procedure. At our discretion, the group photograph will remain, with the designated child's face anonymized/blurred.

Policy Review/Revision Tracking: The Personnel Policies Handbook was originally approved by the Church Congregational Council 11/19/2015 and revisions approved on 11/14/2016 (Recording Work Time & Overtime,) 11/13/2017 (Employee Categories, Lunch Period, Overtime, PTO, LWOP, Holiday, and Attendance,) 06/11/2018 (PTO, Paid Administrative Leave, Dismissal, and Definition of Supervisor,) 12/10/2018 (Gifts, Compensation, Pay Periods, Salary/Wages, and Reimbursable Expenses,) 08/12/2019 (Gifts,) 11/26/2019 (PTO,) 01/16/2023 (Working with Children, Filling Positions, Background Checks, Personnel Documents, Employee Categories, Overtime, Compensation, Bonuses, and PTO,) before tracking was started.

Date	Reason for Review/Revision	Author
06/24/2024	(HR-02) 10.2 Performance Review Policy A new process was developed	HR Committee
06/24/2024	(HR-02) 18.2 Holiday Pay Policy To clarify it applies to hourly paid employees	HR Committee
12/16/2024	(HR-02) 15.9 Compensation/Benefits Statement Policy To add new form/process for employees	HR Committee
12/16/2024	(HR-02) 6.5 Confidentiality Policy Updated policy to include additional info	HR Committee
12/16/2024	(HR-02) 15.8 Christmas Bonus Policy To redistribute how bonuses are given	HR Committee
5/19/2025	(HR-03) 7.10-7.16 Online Photo/Video Policy Adds policy to Personnel Policies Handbook	HR Committee
7/21/2025	(HR-04) 15.3 Pay Periods Updated to pay on a business day	HR Committee
2026	(HR-05) 7.10, 7.11, 7.12, and 7.14 Online Photo/Video Use Policy Increased safety for children and delete references to social media	HR Committee

Opt-Out Form

I, the undersigned, do not wish Immanuel Lutheran Church to record my participation and appearance on any recorded medium including, but not limited to video, audio, photos (collectively, "recordings") for use in any form (including, but not limited to print, websites, blogs, internet). I understand Immanuel Lutheran Church will make reasonable efforts to comply with my request. If I become aware of a recording with my likeness, I will notify Immanuel Lutheran Church office staff. I understand that Immanuel Lutheran Church will then make reasonable efforts to remove my likeness from recordings.

I hereby confirm that I am of legal age (18) and have every right to contract in my own name as stated above. If family members under the age of 18 are listed below, I hereby confirm that I am the parent or legal guardian of the below-named participant(s). I further affirm that I have read the above Online Photo / Video Use Policy and am familiar with its contents.

_____ _____

Signature Date

Please note all family members' names included in the opt out:

1.

2.

3.

4.

5.