

Presbyterian Church in Chinatown

925 Stockton Street,
San Francisco, CA 94108
Photo and Video Policy

Purpose

At the Presbyterian Church in Chinatown (PCC), we believe photography and videography can help us flourish as a faith community. Photography and videography promote our sense of oneness by identifying and shedding light on those who serve in less visible roles, and allow us to communicate through online medium our mission as a church. Most importantly, it captures and displays God's glory to the world.

The following policies are designed to help us foster and encourage the gifts of photography and videography for the purposes outlined above. It is important to us that photography and videography are used in ways that bring us together, communicate our mission, and highlight God's work among us.

Photo and Video Policy

A. Procedure for photographers/videographers:

1. If you have been requested to take photos/videos at a church event, please notify David Soohoo (photos@pccsf.org) in advance of the event of the request, so that the ministry leadership is informed of your involvement and can make any clarifications as needed.
2. Before taking photos/videos of an event with minors, signed release forms for minors need to be on file. If a minor is clearly identifiable in a photo/video, but does not have a signed release form, the photo/video cannot be used until a release form is obtained. If it is a group photo and minors are not clearly identifiable, a release is not needed.
3. When taking photos/videos, please try your best to minimize any interruption to the worship or activity experience.
4. You should abide by any request to not take photos/video of particular individuals, whether that request is made in advance from a church officer or David Soohoo or if it is made at the time of the event.

B. Our policy for using photos or video:

1. Unless permission has been granted, we will not post photos or videos online, identified with full name or other identifying information (e.g., phone numbers, emails, addresses). Church staff, officers and ministry leaders is an exception and their photos, videos and identifying information may be posted.
2. We will only post photos or videos of minors for whom we have a release on file.
3. We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in the photos or videos.
4. We will gladly remove any photo or video upon request. If you see a photo or video that includes you or your child and would like it removed from our website or the church's other social media sites, please contact David Soohoo (photos@pccsf.org).
5. Copyright of the photos/videos belongs to the photographer/videographer.

If you have questions or want to submit release forms, contact David Soohoo (photos@pccsf.org)