



# THE GATHERING CHURCH WINDSOR

## Youth/Children's Ministry Use of Student Information and Image

September 2014

### 1. The Purpose

The Gathering Church Windsor wishes to share the good news in our church with the community. One way to share this information is through the publishing of photographs, video recordings or interviews with our students. The purpose of the Administrative Procedure is to establish guidelines within which student information or images may be used and the methods of communication used with students.

### 2. Guidelines for student image use:

- a) All students must return to the church annually, a signed permission slip from their parent/guardian that authorizes whether images of the said student may or may not be used by the Gathering (see Appendix A).
- b) Respect for the student and the parents' permission will be adhered to.
- c) The students' parent/guardian is to notify the church pastor in writing of any changes to the permission.
- d) Student pictures will not, on any occasion, include personal information like telephone number, address, etc.
- e) At no time will the Gathering sell or distribute student images for any other intention than the sharing of good news events or The Gathering promotion.
- f) If students or parents wish to submit digital pictures they have taken of church or community events, they must be in either JPEG or tiff format and may be submitted to the church pastor.
- g) Any image of a student or employee taken with a personal camera by a Gathering staff member (i.e.; teacher, Gathering employee, volunteer) must only be used for church or The Gathering related publications/websites, and cannot be posted to personal or other social networking pages online or in any other publicly accessible forum outside of official The Gathering/church publications/websites.

### 3. Terms of Use With Permission

The Gathering reserves the right to:

- a) Use the name, photograph, picture, portrait, voice and appearance (hereinafter collectively known as "image") of a student in connection with educational, promotional, fund-raising activities, church yearbooks, or any other legitimate purpose;
- b) Use, reproduce, publish, exhibit, distribute and transmit the image of a student individually or in conjunction with other images of printed matter in the production of brochures, slides, broadcasts (radio and television), audio or videotape recordings, still photography, CD-Rom and any other manner or media now known or later developed;
- c) Use, reproduce, publish, exhibit, distribute, and transmit the image of a student individually or in conjunction with other images or printed matter on the church's Internet web site;
- d) Record, reproduce or edit images and all sound effects produced (ie; local newspaper);
- e) Assign the above-mentioned rights to third parties; and
- f) Assume that all images and subsequent use thereof are the property of the The Gathering and that no compensation need be provided, now or in the future, in connection with the use of a student image.

### 4. Communication with Students

- a) Electronic communication through avenues such texting and social media is an important part of life and relationships in today's youth culture. It is common for youth to reach out to youth leaders using these technologies (ex. "friending" on Facebook, sending texts, etc).



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## Appendix A Youth/Children's Ministry Use of Student Information and Image

September 14, 2014

Dear Parents/Guardians:

Many positive things take place in our church, and we would like to share this good news with the community. One of the ways to share this information is through effective and careful use of media. There are a number of times during the church year when students could be photographed, interviewed or videotaped in regard to special events, initiatives or sports events. Another way we can share our good news is by displaying student pictures and church work in our Sunday services, in church publications, and on our church web site.

Please complete the consent form below indicating whether your child's image/name can be used in various publications of The Gathering. This consent form will be valid for the current church year. Should any change in consent status occur, please notify the church.

Thank you.

Yours truly,

Garth Leno



Student's name: \_\_\_\_\_

### Use of Student Information and Image

- I give consent** for my child's image, name, and/or church work to be used in media coverage of church related events, in church or The Gathering publications, or on the church or The Gathering website.
- I give consent** for my child's image, name, and/or church work to be used only in the church yearbook, and not in any other publications.
- I do not consent** to my child's name, image, and/or church work to be used publicly in any capacity.
- I do not consent** to electronic communication between my child and Stephen Knight-Messenger and/or any screened Ministry Personnel in any or all of the following way, please check the appropriate boxes:  Texting.  Social Media (ex Facebook, Twitter)

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**today's date** (mm/dd/yyyy)

*The personal information on this form is collected for The Gathering Church Windsor's related purposes and is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act.*