

Beacon Policy on Recording and Posting Videos of our Sunday Services

2024 Nov

Approved by the Beacon Board of Trustees

PURPOSE

The Board has formulated this policy to clarify the various roles involved in this process and to specify the 'exceptional circumstances' in which a service is either not recorded or not posted.

SCOPE

This policy applies to Sunday Services at Sapperton Hall. Those affected by the policy are our Minister, the Worship Team, Tech Services and the Website administrator.

POLICY

a) RECORDING THE SERVICE

As a general rule, all services are recorded. The recording becomes part of our archives, a part of who we are.

b) ARCHIVING THE RECORDINGS

All recordings are to be archived for our records. (Archived recordings will not include Joys & Sorrows.)

c) EDITING THE RECORDING

The Joys & Sorrows section will be removed, as specified by our commitment to our Beacon members.

d) PRIVACY CONSIDERATIONS

Privacy: Be cautious with children and sensitive moments. Consider a switch to audio-only during sensitive parts.

e) REVIEWING THE RECORDING

A second set of eyes, the Recording Reviewer, check that the recording is appropriate for posting.

f) WEBSITE

On our website, on a rotating basis, the five most recent services will be available.

g) POSTING THE RECORDING

Most of the service recordings will be posted in their entirety so that members & on-line visitors can see the service.

h) EXCEPTIONAL CIRCUMSTANCES

Worship Team is strongly encouraged to find speakers who will grant permission to have their presentation posted on the website.

a. In the extraordinary circumstances there is a presenter who is deemed important enough to Beacon's growth and learning, when the presenter does not give permission for the recording to be posted, the worship team will ask presenter if a recording could be made for Beacon's archives only. If not, then the recording is not made of that service.

b. Other exceptional circumstances in which the service is not posted include:

- the risk of copyright issues is deemed too significant,
- an unexpected potentially embarrassing event happens during the service that would not show Beacon in a good light.

i) **DECISION TO NOT POST**

The decision to not **post** a recording is made by the Minister in consultation with the Worship Team and the Board. This consultation should happen as soon as is practical, and within one week.

Worship Team is strongly encouraged to find speakers who will grant permission to have their presentation posted on the website.