



Penn Forest Worship Center Photo Policy

Purpose: The purpose of this policy is to define the use of photographs and other recorded media at Penn Forest Worship Center, also known as Penn Forest Wesleyan Church and PFWC.

Penn Forest Worship Center 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/or 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, 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 potentially being photographed or video recorded as part of a PFWC activity should notify a member of the clergy, an usher or event coordinator, or the photographer immediately upon arrival and complete an opt-out form.

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 given below.

Opting-out: 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 send a written note or email to the church office and PFWC will make every effort to exclude the indicated minor from any individual or small group photography. 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.

Requesting removal of a photograph or video: Any individual who appears in a photo/video (or whose minor children appear in a photo/video) that has been posted online may request that it be removed for any reason, even if prior permission had been granted, by sending a written note or email to the church office. Please indicate the person or persons involved and the photo or video in question, and it will be removed from the website or other display where it is found.

Change notice: PFWC may change the content of this policy without notice, and it is recommended to review this and other church policies periodically. Current copies of this policy may be obtained at the church office or online at www.pfwc.net.

Policy Effective Date: June 12, 2017



PFWC Media Opt-Out Form

Some persons may choose not to have their photos, or photos of their children, used and we respect their wishes. Therefore, we are providing this Media Opt-Out form for individuals or families who prefer NOT to have photographs of themselves used by the church.

IF YOU HAVE NO OBJECTION TO CHURCH USE OF YOUR PHOTOGRAPH, YOU DO NOT NEED TO SIGN OR RETURN THIS FORM.

I do not wish my photograph, or those which include members of my family who are listed below, to be used in a still photograph display, videotape, PowerPoint presentation, television or motion picture production that is produced, used, or distributed by PFWC purposes in publications, whether in print, broadcast, or on the internet.

Signature _____ Date _____

Please list any other persons in your family who are to be included in this opt-out request:

In the case of minors aged 18 and under, this form must be signed by a parent or guardian.

When completed, return this form to the PFWC office where it will be kept on file.

You can mail it to churchoffice@pfwc.net, or send to PFWC 3735 Chaparral Drive SW – Roanoke, VA 24018