



## ELLINGTON CONGREGATIONAL CHURCH

*A Congregation of the United Church of Christ*

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*The Rev. Don Bailey-François, Senior Pastor*  
*The Rev. Karen Bailey-François, Associate Pastor*

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### ELLINGTON CONGREGATIONAL CHURCH MEDIA POLICY

Media images and recordings bring life to and help tell the story of Ellington Congregational Church's vibrant faith community, enhance the quality of the information we provide to our members and give visitors an idea of what to expect when they attend our church. We would like to share media items recorded at our various ministry activities, events and programs in church-produced materials, including, but not limited to, bulletins, posters, brochures, newsletters and other printed materials, and on the church website.

Accordingly ADULT participation in church activities implies permission for publication of any media recorded, unless a signed [Media Images Opt-Out Form](#) is on file with the church office. This applies to anyone who attends our church ***except minors: Any child or youth under the age of 18 without the Image Permissions and Use form on file will not have their image used in any publicity.*** While we reserve the right to photograph and record church events, in an effort to respect your privacy, we will strive to adhere to the following guidelines:

- Any adult may complete the [Media Images Opt-Out Form](#) if they do not wish for media items in which they or their minor children are prominently featured to be used in Ellington Congregational Church publications.
- No identifying information will accompany photos, including names, addresses, email addresses, family members' names, or schools.
- Anyone may request a particular media item which prominently features them or their minor children be removed from use by submitting a request to the church office.
- If you submit images to be used by Ellington Congregational Church you are giving the church the right to use the photos. These images must not contain any copyrighted material without permission.
- In addition to this policy being posted to the church website, the following will be published periodically in the weekly bulletin and monthly newsletter:

We love to share our Ellington Congregational Church family story with others and so you'll see a lot of photos and videos being taken and shared in many ways. If you don't want your image to be used in our story telling, please contact Leigh Lezotte in the church office at 860-871-6606 or by email at

**Parents, for a photo of your child to be used, we need your permission.**

**Thank you.**

## Photo Release Form for Children & Youth (under that age of 18)

By completing the photo release form at the top of this page, you grant permission for the image or photo of any of those named below to be used in the manner described the Ellington Congregational Church Media Policy. Any child without the [Image Permissions and Use](#) form on file will not have their image used in any publicity.

By completing this form, I / we grant permission for the image or photo of any of those named below to be used in church-produced materials, including, but not limited to, bulletins, posters, brochures, newsletters and other printed materials, and on the church website, as described in the Ellington Congregational Church Media Policy.

Parent or Guardian Name	
Date	
Phone	
Name of Minor	
Name of Minor	
Name of Minor	
Name of Minor	

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## Photo Opt Out Form

Complete this [Photo Opt Out Form](#) **only if you do not want** media images or recordings of you or your minor children used in Ellington Congregational Church print and/or on-line publications, including our website.

I object to the release or use of any media images or recordings that will be produced, used, or distributed by Ellington Congregational Church for church purposes.

Please enter first and last names of all family members to be included in the opt-out.

Parent or Guardian Name	
Date	
Phone	
Name of Person to opt-out	
Name of Person to opt-out	
Name of Person to opt-out	
Name of Person to opt-out	