

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

PUBLICITY, PRESS AND MEDIA POLICY

Publicising and recording in services and at events organised by KLCF

- 1 All publicity for King's Lynn Christian Fellowship (KLCF) services and events will be produced by the KLCF Office staff or persons specifically authorised by one of the Elders or Trustees, or the Office Manager. This includes text, photographs, audio, video and live streams. It covers printed material and digital material made available via the KLCF website, social media or any other electronic means.
- 2 Only those people authorised by one of the Elders or Trustees will be permitted to take photographs or make videos. They will be clearly identified as having that authorisation. A list of authorised people will be displayed.
- 3 When photographs or videos are being taken at a service or event, those present will be informed of this either by suitable notices or by an announcement.
- 4 All images and videos will be positive and respectful in nature.
- 5 Images, video or information relating to any person may not be shared if they have denied approval for this to be done. In the case of a child, denial of permission will be the responsibility of the child's parent/guardian.
- 6 People whose image is used in photographs or video will not be named without their permission.
- 7 The taking of photographs, the making of video recordings and live streaming, by people other than those mentioned in paragraph 1, will not normally be permitted. However, on special occasions they may be permitted providing that the relevant aspects of this policy are explained to those present and that any people who do not wish to be included are given the opportunity to deny that permission.
- 8 Any contact with the press or other media on behalf of KLCF should only be made by one of the Elders or Trustees, the Office Manager or persons specifically authorised by them.

Social media - official church use

- 9 In the rapidly changing world of social media, it is not possible to exhaustively detail the arrangements for each and every application, platform or network. However, the principles and procedures in this section will apply.
- 10 KLCF official social media channels must be administered and overseen by one or more of the Elders or Trustees, or persons specifically authorised by them.
- 11 Photos, audio and video may not be posted on KLCF official channels if anyone included in the material has denied approval for this to happen.

- 12 KLCF official online groups (whether restricted to church members or also open to non-members), must be administered and overseen by one or more of the Elders or Trustees, or persons specifically authorized by them, who will decide who may be members of the group, actively monitor what is posted and take appropriate action where necessary. They will not allow others to have administrator privileges.
- 13 Children will only be included in social media groups once they have reached the legal minimum age and only with parental permission.

Social media - personal use by church members and attenders

- 14 People submitting or re-posting posts or comments on social media should not purport to do so on behalf of KLCF unless they have received agreement in advance from one of the Elders or Trustees.
- 15 People posting on social media sites should be careful to ensure that by doing so they do not compromise their own safety or security, or that of others.
- 16 People using social media sites should be respectful of other people's privacy, wishes and feelings. In particular they should not upload photographs or video of any other person unless they have first sought and been granted permission from the person or, in the case of a child, the child's parent/guardian.

Fundraising or other events not organised by KLCF but using KLCF premises

- 17 All publicity for fundraising or other events not organised by KLCF but using our premises should be approved by one of the Elders or Trustees, the Office Manager or persons specifically authorised by them prior to release to the press or other media.

Contacting the press or other media with views and opinions

- 18 Anyone who chooses to make contact with the press or other media (e.g. by letters to the local paper) should not purport to do so on behalf of KLCF unless they have received written approval in advance from one of the Elders or Trustees. Unless this has happened, all views or opinions expressed must be put forward solely as those of the individual concerned and not as representing the views of KLCF.
- 19 Where someone is asked by one of the Elders or Trustees, or the Church Office to write an article for the press, this should be submitted to the Church Office for approval prior to publication.

Responding to approaches from the media

- 20 If a KLCF member is approached by a representative of the press or other media to give views on behalf of KLCF they should refer all enquiries to one of the Elders or Trustees, or the Office Manager, and only provide personal opinions if they feel it is appropriate to do so.