

IPC's Media Usage Guidelines

Sharing photos and videos of parishioners and events at the International Protestant Church of Zurich is a privilege for us, and we intend to respect and honor it.

In this digital age, the church takes many pictures and videos of baptisms, choir performances and concerts, worship services, mission trips, special presentations, Sunday School, fellowship activities and community outreach projects. We use these pictures to record, promote, and celebrate our church ministries. Pictures are used in our printed publications, on bulletin boards, in slide shows and PowerPoint presentations, on our church web-site and social media.

Media Use Guidelines

Worship services and fellowship/coffee hours are considered public events which take place in public places.

We will not knowingly publish or post anything that would be embarrassing, objectionable or hurtful to anyone in a photo or video. Whenever official pictures or video footage is being taken, IPC will inform those who are present. Any individuals who are prominently depicted in photos will be asked individually for permission to use such photos online or in printed materials.

We do not identify anyone by name in the photos and videos we use in our online and printed publications. We do not write names as captions with photos (except for pastors/staff or other adult members who have given expressed written consent).

If copyright for a photo or video is held by someone other than IPC, we will receive permission to publish or post it and gladly provide credit if desired by the photographer.

We will gladly remove any photo or video upon request from our online sites. If you see a photo that includes you or your child and would like it removed from the site, please call the IPC office at 044 262 5525 or notify the site administrator at office@ipc-zurich.org with the details.

Media Permission Form (for Children) and Media Opt-Out Form (for Adults)

Some persons may choose not to have their photos, or photos of their children, used and we respect their wishes.

IPC asks for written approval from the parents or legal guardians of children to use their photos or videos in online and printed publications. Therefore, we are providing a **Media Permission Form** for all children and youth (i.e. minors) whose photographs **are** allowed to be used by the church. If you have no objection to the use of your children's photos, please sign and return this form to the church office. We will use our best efforts to not inadvertently publish photos where we do not have a signed permission form.

For adults, please use the **Media Opt-Out Form** if you do not want your photos / videos used.

Please visit the church office or download these forms from the website and then forward them to the IPC office.

Permission for Use of IPC's Media and Content

We ask for your respect in return. Unless otherwise indicated, photographs and videos are the property of and are copyrighted by IPC and may not be used for any purpose (including but not limited to: downloading, printing, distributing, linking) without permission from IPC.

We grant permission for limited sharing of our media and content. You may share website articles and Facebook stories on social media. You may link to our posted content but may not download and share content on a personal web page without permission. Please add attribution to IPC for any media you share with permission.

For IPCers: guidelines for taking personal photos and using such photos:

1. Do not intrude into anyone's solitude, seclusion or private property without permission. If someone does not wish to have their photo taken, please respect that.
2. Do not publish private information (whether by photos or stories) without permission from the people photographed or written about.
3. Do not appropriate any photo of any person for any commercial use (such as advertisements, or even for illustrations months after the news event) without permission.