

## **Policy on the use of the church's camcorder and tripod**

- Policy established on February 2, 2009
- See attached for policy statement and sign-out form
- Background and implementation: A new camcorder and tripod were purchased in December, 2008 for the church. The Cyber Ministry Team presented the proposed policy to the Session, and the latter approved it on February 2, 2009. To implement the policy, a sign-out sheet has been prepared that requests specific information from the person borrowing the camcorder and/or tripod.
- Below are the **policy statement and the sign-out form**.

### **NORTH CHURCH'S DIGITAL CAMCORDER USAGE POLICY AND SIGN-OUT SHEET**

The Session of North Church has adopted the following policy regarding the use of the new Panasonic digital camcorder:

#### Policy on using North Church's Panasonic digital camcorder and tripod

In late December, 2008, a new Panasonic digital camcorder and tripod were purchased for North Church. All of the Session's "program" committees supported this purchase, and Millennium Funds were used, in part, for this acquisition. The Session has established the following policy for the use of these two devices.

- The camcorder and tripod are under lock and key in the Church office.
- A sign-out sheet is available in the Church office and must be used when borrowing the camcorder and tripod. Users are expected to specify on the sign-out sheet the purpose of using the devices and when they will be returned.
- The camcorder and tripod are to be used only for North Church-related events and functions.
- In general, the camcorder is only to be used on North Church property. Exceptions must be requested in writing from the Session, and **advance** approval must be received before the camcorder and/or tripod are removed from the Church property.
- One of the primary purposes in purchasing the new camcorder is so that Sunday morning worship services can be recorded, posted on the church's website, and downloaded on to DVDs for use by those who are homebound and others who are otherwise absent. Therefore, **the highest priority is given to having the camcorder and tripod available for the Sunday-morning worship hours**. Also, because the process of uploading the recording from the camcorder to a computer, then creating an i-movie, then uploading that file to the website, and then creating a DVD will take a couple of hours for each recording, the person responsible for these tasks will most likely be required to sign-out and remove the camcorder from the church property to the person's home (so that we don't burden the Church's administrative assistant). This removal is most likely to occur on the Sunday when the recording of the morning service takes place.
- Individuals or groups who borrow the camcorder and/or tripod are responsible for any damages that occur to these devices while they are under their care.
- If instruction is needed on the proper use of the camcorder, potential users should notify the Church office and request assistance before borrowing the device. An instruction booklet is provided with the camcorder, and the Communications Committee is providing an abbreviated set of instructions that also may be helpful.
- **Session action taken on February 2, 2009.**

The sign-out sheet is attached on the following page.

**SIGN-OUT SHEET FOR BORROWING THE PANASONIC DIGITAL CAMERA & TRIPOD**

Name of Person Borrowing: \_\_\_\_\_

- Purpose for borrowing the devices: \_\_\_\_\_
- If taking the camcorder off of church property, please verify that permission has been obtained from the Session. \_\_\_\_ Check if permission has been obtained from the Session.
- Indicate what is being borrowed: \_\_\_\_ camcorder \_\_\_\_ tripod \_\_\_\_ both camcorder & tripod
- Time and date borrowed: \_\_\_\_\_
- Time & date to be returned: \_\_\_\_\_
- Time & date returned: \_\_\_\_\_

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- Indicate what is being borrowed: \_\_\_\_ camcorder \_\_\_\_ tripod \_\_\_\_ both camcorder & tripod
- Time and date borrowed: \_\_\_\_\_

- Time & date **to be** returned: \_\_\_\_\_
- Time & date returned: \_\_\_\_\_

(4) **Policy on uploading onto the church's website the names of people on the church's prayer list**

- Policy established on May 4, 2009
- Policy states that: The Session of North Church resolves that, out of respect for the privacy of individuals, the names of people on our church's Prayer List shall not be posted in any form on our church's website.
- Background and implementation: After reviewing the policies of several on-line church websites, the Cyber Ministry Team determined that it would not be in the best interest of NPC to upload the names of individuals who were listed on the church's website. The primary rationale is that such action, without the consent of an individual, would violate the individual's privacy rights. Consequently, the prayer list is omitted from NPC's website.