



Livestreaming Policy

July 2021

Introduction

During the first lockdown in 2020 due to Covid-19 pandemic, the church live-streamed services to our congregation. The PCC recognised the success of this necessary approach and saw that there was scope to broaden our mission.

New – high quality – equipment was installed in May 2021 as the result of substantial grant aid and generous donations.

Livestreaming is seen as an essential part of St Mary-le-Tower's mission both now and in the future. Although careful consideration is required with regards to safeguarding and General Data Protection Regulation (GDPR), it is an important medium by which to remain connected to our current congregation and welcome new members to our community, both online and in person.

Operators

The Audio-Visual livestreaming equipment will only be used by enhanced Disclosing and Barring Service (DBS) checked members of the church staff, with a vulnerable adults and children workforce barred list check. They will be expected to know how to operate the system sufficiently so that no 'prohibited' images are broadcast or recorded, either inadvertently or otherwise.

Notices of livestreaming and CCTV

No member of the congregation, choir or clergy should be in the position where they do not know that they are being livestreamed or recorded.

Images will be used for livestreaming, recording of services for future publication or by the Closed Circuit Television (CCTV) system.

Clear signage conveying that the service is broadcast via Facebook should be displayed at every entrance and on the top of order of service.

Upon arrival, congregants will be met by Welcomers, who will inform that that the service is being recorded. Should anyone not wish to be on camera, Welcomers and signs will clearly direct congregants to areas of the church which are camera 'blind spots' which will not feature in the live broadcasts or recordings.

Further signage will clearly advise congregants (including choir parents) that recording on phones or electronic devices is not permitted.

The celebrant will inform members of the congregation that the service is being livestreamed at the beginning of the service.

Permissions

Irrespective of the agreed parameters of the audio-visual broadcast set out below, all those leading the worship (clergy, readers, elders, servers, and choir) must give written permission to be included in a livestream broadcast. Permissions can be withdrawn by individuals or their responsible adult at any time.

Young Person forms will be processed with other essential data by the Music Department, as will separate Adult Choir member Permission Forms. This will be done annually in September.

Permission forms for altar servers, readers, clergy, and Elders will be processed by the Churchwardens.

All data is stored in line with our GDPR policy.

Recordings (I.e. not livestreaming)

Should a service or concert be recorded for later release, publicity purposes or for church archive, the data will initially be recorded onto the SD card included in the AV system. At the earliest opportunity, the data should be transferred to a remote hard disk, as is the case with the church's other sensitive data. The external hard disk is kept in a locked drawer.

For GDPR info see also Reference of Activity document: (www.stmaryletower/policies)

Licenses

Public Performance Licences and Public Right Society (PRS PPL) licences continue as before. No further livestream license is required so long as the service remains on the Facebook platform.

Broadcast Services

Eucharist (10.30am) and Evensong (5.30pm) are to be routinely broadcast. Matins or midweek evensong will not be livestreamed.

In addition, major feasts/liturgical occasions will be broadcast (e.g. Ash Wednesday, Ascension Day etc)

In special circumstances, Matins may be broadcast (e.g. Easter morning) or may be recorded to be used during the choir's summer holiday. A request will be sent to the choir in advance, on each service.

After consultation with the policy group, it is proposed and unanimously agreed, that special services which are predominantly choir led may be the exception to the rules set out below. Two examples would be the Advent Vigil and Nine Lessons and Carols. As they are significant events in promoting the mission of the church, are infrequent (not being part of the monthly choir schedule), this was deemed acceptable. In these instances, images of the choir could be used when the choir are singing, for those who have permission, so that the broadcast is more engaging rather solely of abstract shots.

Services can be viewed on Facebook for up to a week, after which they will be removed and data destroyed permanently unless it is to be used for archive or publicity reasons. Some services may be left longer if interest demands, such as Nine Lessons and Carols

Parameters of Livestreamed Broadcasts

PARAMETERS BELOW ARE NOT EXHAUSTIVE AND WILL BE REVIEWED AS NECESSARY

THE FOLLOWING LITURGICAL ACTIVITIES WILL NOT BE BROADCAST:

- Choir/congregants entering and leaving the church
- Communion and similar (e.g. veneration of the cross, administration of the ashes etc.)
- Sunday School (unless in exceptional circumstances with the express written of the parents)
- Clergy and choir processing out (i.e. no images of faces leaving)

THE FOLLOWING LITURGICAL ACTIVITIES WILL BE BROADCAST AS FOLLOWS:

- **Liturgy of Eucharist**
 - Close up shots are permissible of the celebrant at the high altar or nave altar.
- **Sermons**
 - Close up shots of the pulpit or area from where the sermon is delivered are permissible.
- **Readings**
 - Close up shots are permissible of the reader if a permission form has been completed.
- **Intercessions**
 - Close up shots are permissible of the Church Elder if a permission form has been completed.
- **Extended moments of silence (e.g. Remembrance Sunday's minute silence)**
 - Wide angle shots and images of windows and architecture are to be used

Choral Services

- Choir situated in the Chancel:
 - In general, wide angle shots are to be used so that choir members are not easily identifiable.
 - No close-up shots of the choir will be used, instead images of the church windows or architecture are to be displayed instead.
 - Images of the organist are permissible except where a visiting organist has not given permission.
 - Should an extended (long) solo be sung, a close-up shot may be used, **but only** with the express permission of the adult or young person's parents/guardian/carers.
 - Camera blind spots will be identified for any choir member who does not give broadcast permission.
- Choir situated in front of the archway (e.g. Choral Meditations)
 - Wide angles should continue to be used.
 - Images of the organist are permissible except where a visiting organist has not given permission.
 - Should an extended (long) solo be sung, a close-up shot may be used, **but only** with the express permission of the adult or young person's parents/guardian/carers.
 - Camera blind spots to be identified for any choir member who does not give broadcast permission.

Choral Concerts

- Where the choir is the focus of the broadcast such as a concert, 'close ups' camera angles are permitted of those who have given permission.
- In these instances, the broadcast will be delayed until after the choir members have left the building.

AV recordings for publicity/archive

- Data from audio-visual recordings made will be stored as per above.
- Close up camera shots are allowed so long as the individuals in shot have given written permission.

Lunchtime Concerts

- All performers engaged to perform a Tuesday lunchtime concert must have given written permission (usually via email when invited) that he/she is happy to be livestreamed.

Broadcasting/recording rehearsals

- There may be occasions where it is necessary to record/broadcast a rehearsal (e.g. national lockdown; diocesan event; RSCM event). These rehearsals will be broadcast/sent privately to an invited participants only via Zoom or Youtube.
- The image in these circumstances will be of the conductor only.
- Audio will be included

External Bookings

- Should an external choir, festival or school wish to use the AV system, they will be asked to provide a Risk Assessment, submitted to the church's Health and Safety Officer.
- All permissions of people/young people involved will be the responsibility of the visiting group.

Registering a concern

Should a member of the church community wish to raise a query about this policy, its implementation or a concern about livestreaming in general, they should generally approach the vicar or churchwardens. For queries regarding young people or the choir in particular, please contact the Director of Music, Assistant Director of Music or one of the Choir Assistants.

Contact details can be found on the church website or on the Parish eNews.

POLICY VERSION 1.0 (JUNE 2021)

NEXT REVIEW: SUNDAY 3 OCTOBER 11.45AM