



Documentation Policy & Guideline

I. About Documentation

The act or process of substantiating by recording actions or events that includes but not limited to photography, video recording, and/or sound recording.

II. Purpose

To achieve clear understanding on documentation policy and guideline within church properties and/or church events.

III. Documentation Policy

In general, all documentation activities on church properties and/or church events must follow certain guidance set by Lighthouse Indonesian Church (LIC).

III.I. Guidance on Photography Practices

All photographers, including individual or group, church photographer or contractor, by taking photographs on church properties and/or church events, implicitly complies with the following:

- All photographs are copyright and belong to LIC unless there is prior written agreement obtained by photographer, either as individual/group that says otherwise. This means at anytime LIC reserve the right to request and/or delete photographs taken by anyone when deem appropriate.
- Only church photographers are allowed to take photographs. Others may be allowed at discretionary of documentation coordinator and/or department head, even so it must be for personal use only and not for commercial/business purposes.
- Must comply with LIC No-Shoot list. It's photographer's responsibility to obtain and examine this list prior to taking any photographs. Failure to do so will result in photographs being confiscated and/or deleted.
- Priorities always given to church photographers therefore others are requested to comply before, during, and after any event to on-duty church photographer(s). This may include but not limited to request to move from current spot, no-flash photography, etc.

All photographs taken by church photographer will be sorted and edited if necessary. Only photograph that pass quality control will be archived in church database. In most cases, all photographs will be made available for LIC congregation/guests for viewing purposes only.

At LIC discretionary, congregation/guests might be allowed to get the soft copy of their photographs upon request. LIC do not accept request on hard copy of photographs (print out) unless as part of LIC Fundraising program. In this case, some nominal fee might be required for each printed photographs.

III.II. Guidance on Audio/Video Recording Practices

Anyone that performs audio/video (AV) recording activities on church properties and/or church events, implicitly comply with the following:

- All AV recording are copyright and belong to LIC unless there is prior written agreement obtained by other party, either as individual/group that says otherwise. This means at anytime LIC reserve the right to request and/or delete recording taken by anyone when deem appropriate.
- Only church AV staffs are allowed to take AV recording. Others may be allowed at discretionary of AV coordinator and/or department head, even so it must be for personal use only and not for commercial/business purposes.
- Must comply with LIC No-Shoot list. It's each individual responsibility to obtain and examine this list prior to taking any AV recording. Failure to do so will result in recording being confiscated and/or deleted.



- Priorities always given to church AV staffs therefore others are requested to comply before, during, and after any event to on-duty AV staff(s). This may include but not limited to request to move from current spot, no-flash photography, etc.

All AV recordings taken by church AV staffs will be sorted and edited if necessary. Only recordings that pass quality control will be archived in church database. In most cases, all AV recordings will be made available for LIC congregation/guests for viewing/listening purposes only. At LIC discretionary, congregation/guests might be able to get the hard copy of AV recordings upon request. In this case, some nominal fee might be required for each copy of recording.

III.III. Guidance on Photography & Audio/Video Recording Equipments

Every photographers and everyone who performs audio/video recording activities on church properties and/or church events, implicitly comply with the following:

- Fully responsible for church equipments that have been assigned under his/her supervision. This including the time when the equipments are not directly on his/her possession. i.e. lend/use by others.
- Lighthouse Indonesian Church is not responsible in anyway for any lost or damage of personal equipments even if those equipments were being used on church properties and/or church events for church purposes. This include equipments use/lend by any of church staffs, either for church or personal purposes.
- Everyone including church AV/photographers that use their personal equipments on church properties and/or church events, even though for church purposes and/or assigned by church staffs, are strictly in voluntarily basis. Lighthouse Indonesian Church does not responsible to compensate in anyway on the use of these equipments and/or the service that each person performs unless there's written agreement that says otherwise.

LIC Respects Your Right to Privacy

Lighthouse Indonesian Church respects your right to privacy and understands your desire to protect personally identifiable information. If you are not willing to be photographed and/or recorded on video, you may opt yourself out by filling LIC No-Shoot list and choose to either opt out from being photographed, recorded on video, or both.

Please keep in mind that by opting out, we will not take your photograph or record you on video. But we might still capture your image indirectly (i.e. as part of group picture or during video 'sweep' of congregation).

We realize the importance of maintaining the privacy of the individual(s) photographed. To this end, Lighthouse Indonesian Church ensures:

- The last name of photographed individual is never published alongside a photograph
- Anyone listed as a contact will be an adult (21-years-old or older)
- No identifying information will be posted on the internet (see our privacy policy)
- In the case of a group photo, first names may be mentioned, but we will not disclose which individuals are standing where in said photo

Questions or concerns regarding this policy should be addressed to documentation coordinator and/or department head.

Lighthouse Indonesian Church reserves the right to amend this policy at any time.