

LIVE STREAMING OF SERVICES

Policy Approved at PCC 12 June 2023

1. PURPOSE

The PCC wishes to

- a) stream services that cannot be attended by parishioners, or the wider community who wish to participate for whatever reason
- b) make recordings of those services for those that wish to hear them again
- c) to be able to offer streaming for weddings, funerals, baptisms and other events in church
- d) support civic events (e.g. remembrance day) and concerts

The platform to be used is YouTube.

An operational policy has been drawn up to support the Parish Eucharist service (see Appendix A) and a similar policy should be drawn up for other events before these are streamed.

2. SAFEGUARDING

- a) All churchwardens and sidespeople will have a clear understanding of where exactly in the church building people entering, leaving or circulating may come into view of the cameras and be prepared to offer the option of seating in an area not in view when requested
- b) When a service is to be live streamed a notice will be displayed at the entrance to the church indicating that the service is being live streamed and advising anyone with concerns to discuss these with churchwardens or sidespeople
- c) Camera views should normally show only those participating in the service, such as clergy, readers and choir; a brief view of the whole congregation when the choir or other procession is entering or leaving can be shown provided this is at a point in the service when members of the congregation would normally be facing away from the camera
- d) During distribution of Holy Communion, the image must be blurred
- e) All children in the general congregation not accompanied by their parents must be directed to an area of the church out of view unless it is known that written consent by a parent or guardian has been given
- f) If choir members who are children are to be visible, then written consent from a parent or guardian must be obtained in advance
- g) If children participate in part of the service (eg after Sparklers) then either written consent must be obtained in advance from a parent or guardian or alternatively the camera angle be directed so that they are not in view for this part of the service

3 DATA PROTECTION

- a) The basis for processing personal data arising from live streaming public services is that worshippers have chosen to make their religious affiliation public in attending public worship. We need not seek the consent of each person attending the services of public worship, but we will ensure that everyone has the opportunity not to be filmed, if that is their wish. Otherwise assent may be assumed.
- b) During a live streamed service, intercessions should not be made on behalf of named individuals (other than public figures) unless they have given explicit consent.
- c) The weekly Pew Sheet will indicate which services are planned to be live streamed

4 COPYRIGHT LICENSING

- a) No texts other than those authorised by the Church of England will be used
- b) An appropriate CCLI licence and any other copyright licences required will be maintained
- c) Any visual images displayed must be free from copyright issues
- d) The Director of Music will oversee the music used and any copyright issues and if necessary request an extension to the CCLI licence
- e) The copyright issues associated with occasional offices will be discussed individually with each party

APPENDIX A – SCRIPT FOR CAMERA POSITIONING IN PARISH EUCHARIST

- Start streaming at 9:55 am – “window” view
- 9:59 am – switch to “church” view
- During hymn singing, mute the lapel and altar microphones
- When choir have taken their places switch to “choir” view
- Readings – switch to “lectern” view then back to “choir” view
- Gospel – switch to “gospel” view
- Sermon - switch to “pulpit” view
- After sermon – switch to “choir” view
- If the prayers are read from the lectern, switch to “lectern” view then back to “choir”
- As clergy move to altar switch to “High altar” view
- During distribution – make image fuzzy, then restore when distribution complete
- Final hymn – switch to “choir” view
- Blessing and departure – switch to “church” view
- During playing of voluntary – switch to “window” view and mute lapel microphones
- Stop streaming when voluntary ends