

Assembly Audio and Video Policy

Adopted by the congregation at the April 2019 congregational meeting

Background

Participation at Assembly is primarily centered around worship, congregational meetings, and small groups. We affirm that these are best experienced in-person. We also recognize that not all who wish to participate are able to attend in-person, for a variety of reasons, including lack of mobility, illness, extended service in other communities, vacation, or other responsibilities.

While technology offers the opportunity for others to virtually attend worship and congregational meetings, there are also some drawbacks-

- Cost- Initial setup, ongoing fees, volunteer time, bandwidth
- Decreased opportunity for participation from virtual attendees
- Increased exposure for those participating in person, and potential for decreased interest in participating due to that exposure

Policy

Worship

1. Format
 - a. The **sermon only** will be made available. Sharing and other parts of the service should be limited to those in attendance.
 - b. It will be **password protected**, as an imperfect attempt to limit the audience.
 - c. **Audio only.** Video has a substantial upfront and ongoing cost, and we recommend we do not spend money on that given our mortgage. While we see the benefits of sharing video, we also see potential ways that video could negatively impact the experience of worship. We encourage people to weigh these issues before pursuing video in the future.
 - d. **After the fact.** It will be posted in the week after the sermon.
 - e. Audio recordings of Second Hour may also be put on the website occasionally, when the content is primarily input from a speaker, or musical in nature. Care should be made to differentiate between participation that is personal sharing (which should not be posted) and questions from participants (which may be shared).
2. Content and process
 - a. The Church Administrator, working with the Pastor of Worship, is responsible to inform the speaker(s) in advance of this policy.
 - b. The speaker can request limited redactions, or that their sermon is not posted.

- c. The person running sound is responsible for capturing the audio from the sermon.
- d. The Church Administrator is responsible for editing and posting the file to the website (either directly or through delegation).
- e. The Church Administrator is responsible for ensuring that music licensing requirements are met. At present, Assembly does not hold a license for online distribution, so music that requires a license should not be posted on the website.
- f. The person editing is empowered to make practical, non-content related choices (such as removing silence during transitions between speakers).
- g. Sermons should remain available on the church website for as long as possible, with the understanding that technology transitions may mean that is not indefinite.
- h. The Church Administrator should attempt to maintain a permanent archive of all sermons either on site or through church archives.

Congregational meetings

We recommend that congregational meetings are only experienced in-person, with no audio/video recording or live stream.

Special events (weddings/funerals)

1. In addition to having a trained person run the sound board, we offer the service of providing an audio recording of the event. The church will not archive this recording.
2. While the people using our space may choose to video or live stream their event, it is not a service the church provides as part of building use, or for a fee.