



St. Margaret Mary Catholic Church Video & Webcasting Policies and Guidelines

Statement of Purpose:

Well over a quarter century ago, Pope Paul VI wrote about modern communications, "The Church would feel guilty before the Lord if she did not utilize these powerful means that human skill is daily rendering more perfect. It is through them that she proclaims "from the housetops" the message of which she is the depositary. In them she finds a modern and effective version of the pulpit. Thanks to them she succeeds in speaking to the multitudes."

The mandate for us to act has become even more important as new media outlets are expanded, made more accessible and used more frequently than ever. Recently the Vatican pressed the Church to become more involved in these emerging communication resources. Noted by Archbishop Celli "The church today cannot only give information -- which is certainly useful, but we cannot limit ourselves to that. I think the church needs to enter into a dialogue that is increasingly rich and proactive, a dialogue of life with people who are seeking, who are distant and who would like to find a message that is closer and more suitable to their path."

Under these mandates in addition to the call to action by the Parish Council, St. Margaret Mary Church is embracing these modern communication methods to build community with an increased presence to our members made available through internet and video technologies.

We also acknowledge the relevant needs pointed to in the Guidelines for Televising Liturgy promulgated in 1997 by the United States Conference of Catholic Bishops, "Being a part of the Sunday worshiping assembly is not always possible for all members of the community. Some people have been hospitalized, home-bound, or imprisoned and do not have the opportunity to be physically present with a regular worshiping community."

Watching recorded, televised and webcast liturgies do not satisfy our obligation to gather in person regularly for these celebrations. However, technologies available in current times provide practical alternatives to remain connected in those circumstances where personal attendance is not possible.

Equally meaningful to the strengthening of our faith community will be the development of interactive web tools for our members as well as the production of original video programming that will be informative, catechetical, and supportive of Parish ministries and events. These programs will be made available via internet, DVD and in some cases podcasts.

Daily updates to our web site will provide fresh content, drawing Parish members to connect more often and in more ways which strengthen our community and build on the common interest in spiritual growth.

Adherence to Diocesan ascribed Guidelines, Policies, Restrictions and Rules

Acknowledging our responsibility to profess the true teaching of the Church, all material presented through the methods adopted by St. Margaret Mary Church will conform to all policies, guidelines, rules and requirements of the United States Conference of Catholic Bishops, the Diocese of Orlando and the direction of our local Bishop, currently Bishop Thomas Wenski.

These parameters are found in a variety of promulgated documents including, but not limited to:

The letter from the Pontifical Council for Social Communications – The Church and Internet, *Vatican City, February 22, 2002, Feast of the Chair of St. Peter the Apostle*, by +John P. Foley, *President and* +Pierfranco Pastore, *Secretary*.

Guidelines for Televising Liturgy, *approved by the National Conference of Catholic Bishops at its November 1997 Plenary Meeting*.

Memorandum from Bishop Thomas Wenski dated February 15, 2007 regarding the Online Privacy Protection Act.

Diocese Network Acceptable Use Policy updated 09/26/07 For All Parishes, Schools and Entities of the Diocese of Orlando.

Diocese of Orlando Social Networking Policies initiated August 2009.

Compliance will be reviewed bi-annually and enforced from time to time as necessary by the Pastor and his designees.

Additional Guidelines Adopted by St. Margaret Mary Church

It is appropriate and necessary that St. Margaret Mary Church adopt, bi-annually review and update additional policies and guidelines as communications tools are developed. Each technology and method used by the parish would undoubtedly lead to situations not specifically regulated by the Diocese. Parish guidelines are important to maintain the spirit of Church policies particularly related to the protection of vulnerable populations, the privacy of our members and the dignity of each individual who may be involved in these social communications either as a producer, subject or recipient. Specific parish adopted guidelines follow.

Video Production

Springing from the virtual world of YouTube, video has become a mainstay of internet communication. When accompanied with our message of Truth, it becomes a powerful tool to build up God's Kingdom as we create original content including:

Webcasting Mass and other liturgical celebrations including sacramental celebrations
Producing video for Faith Formation, program promotion, parish events, etc

Producing audio programs for downloading from the internet

Webcasting and Videotaping Liturgical and Other Events

Legal Standard: St. Margaret Mary Church recognizes the legal standard which regulates the right to videotape and broadcast persons in public situations. Specifically the legal standard provides for the acceptance of individuals to be videotaped or broadcast in places where cameras are plainly visible.

Desiring to fully inform our members, recognizing potential limitations of some persons to be viewed on broadcast or videotape and respecting the privacy of our members, the parish adopts these additional guidelines.

Notice of Webcasting and Videotaping

Immediately prior to the start of any liturgy or event begins, an announcement will be made to the congregants/participants that webcasting and/or videotaping will be taking place. Additionally, should the Parish begin to regularly webcast other Masses on a weekly basis, notice of these Masses will be provided to members at least two weeks before regularly scheduled programming begins.

Identity of Participants

In particular, the Eucharistic Celebration is one in which participation of the congregants is a key element and should be noticeable in video media. However, we also wish to respect the privacy of congregants and volunteer liturgical ministers. With these thoughts in mind we set forth the following guidelines:

Identification in title graphics:

While names of Priests, Deacons, Religious and other paid members of the Parish Staff may be specifically identified in a title graphic incorporated in the broadcast or post-editing of a video production, the names of individual congregants, and volunteer liturgical ministers will not be used in any title or graphic unless necessary for an event and in that case with the consent of the individual.

Tight Frames and Close Ups:

In general, camera angles which include congregants will be from the back or side. However, the design of our facility does not permit assurance that faces of all congregants will be unrecognizable. However, most congregant frames will be wide or mid angle. Individual close-up views will not be used, unless agreed to by individual participants prior to the beginning of videotaping or broadcasting. Exceptions to this policy may be made for the taping of weddings, Baptisms and other sacramental events, or where the Church has been engaged to videotape events for the private use of the individuals involved. i.e. weddings.

Protection of Copyright Materials:

Recognizing the limited performance rights accorded to the parish for copyright material including music, we will make good faith efforts to protect the material we use. Specifically, liturgical events will generally be live webcast and only available for delayed viewing on the same day of the event. Events post edited for upload will be limited to those portions which do not include copyright materials. i.e. Homilies or other segments which might be recorded for training or

catechetical purposes. Again, an exception would be for events where the parish has been engaged to videotape for the private use of the individuals involved. In those cases, the individuals will agree that the recorded materials will not be replicated in any form and that they will hold harmless the parish for any liability charged against the parish. Pre-recorded music will never be inserted during webcast or videotaping of the Mass. Legally obtained and licensed images may be used tastefully. However, it is preferable to use images from the church building and grounds where these images would be useful as such images better emphasize the live presence at Mass.

Videotaping Informal Events:

From time to time the parish may capture videotape during parish outreach events, social events, between Liturgical events (i.e. in the courtyard), etc. In these cases, permission will be deemed granted for large group views. However for individuals and small groups which would be seen in tight frame, releases will be ascertained from the individuals or legal guardian for those under the age of 18 prior to post-editing, broadcast or posting. Files will be maintained of these releases for a period of four years, then destroyed.

Disclosure that Obligation to attend Mass is not satisfied:

Prior to any webcast Mass, a notice will be posted in the opening inviting the viewer to attend our Masses in person and advising them that watching the live event does not satisfy their obligation as a Catholic to attend Mass in person, celebrating as the gathered body of Christ.

Use of Titles and Graphics

The action within the celebration of Mass should be the primary focus of the broadcast for the web viewer as it is for the congregants present. Therefore titles and graphics should be used tastefully and in a limited manner. Screen graphics and titles may be used during webcast liturgical celebrations. However, their use will be limited to introductory frames, closing frames and title graphics identifying the name and position of the Homilist. Graphics identifying the Homilist may only be used at the start of the Homily.

Web Development

As more time is being spent on the internet today, our presence is more necessary than ever. We are engaged in identifying and including some of the most current internet tools which creates an excellent on-line experience. This experience helps our members be more “connected” as we journey together in faith.

From time to time and as new tools are incorporated at St. Margaret Mary additional guidelines beyond those stipulated in this document, and those promulgated by the Diocese of Orlando including:

Memorandum from Bishop Thomas Wenski dated February 15, 2007 regarding the Online Privacy Protection Act

Diocese Network Acceptable Use Policy updated 09/26/07 For All Parishes, Schools and Entities of the Diocese of Orlando

Diocese of Orlando Social Networking Policies initiated August 2009

It is recognized that as these issues arise and as technologies expand additional guidelines will need to be created so the integrity and spirit of the guidelines already provided are maintained. In all cases where specific tools cannot be identified as falling within the guidelines already presented, the parish will seek consultation from the Diocese in crafting a policy which honors the privacy of our members, the protection of the vulnerable populations and advances the primary mission of the Church.

Conclusion

The Church has a long history of recognizing the importance of social communications in the disbursement of the truth of Jesus Christ. As these powerful means that human skill is daily rendering more perfect have grown and become more accessible to the multitudes, the call of the Church to use them more effectively to “proclaim the Gospel from the rooftops” has grown in fervor. However, we also recognize that with these powerful tools, constraint, prudence and caution must be taken to assure that the message of hope and life which is Jesus Christ is not zealously pursued to the point that the message is clouded or lost in the tools and methods which are available. The abuse of these tools is readily apparent and these abuses have rendered visible many of the precautions we must take to assure the integrity of our actions and purpose.

So we move forward with energy and enthusiasm at the promise that these tools provide to us in connecting our community in more ways that strengthen its bond, with the deliberate caution appropriate for these emerging methods which in some cases have not yet been tested for years. Our bi-annual review of these policies and guidelines will help to insure that we are executing the proclamation of the Word with integrity to the Truth of which the Catholic Church is the depository.

These policies and guidelines are adopted on November 5, 2009.

These policies and guidelines were modified on November 11, 2012.