



Congregation B'nai Shalom, Westborough, MA
VIDEO STREAMING GUIDELINES

Congregation B'nai Shalom seeks to make all of our services and programs as accessible as possible for our congregants, relatives and friends. In the interest of expanding accessibility to the CBS family, services and programs in the sanctuary may be streamed live on the Internet, and some material may be archived for viewing on the CBS web site. Those that are unable to attend a service or program will thus be given the ability to experience the event. However, CBS recognizes that privacy and security issues are also important. The intent of providing the video stream is to show our service and our service leaders, and not necessarily to identify members of the congregation that are in our sanctuary to worship. The following guidelines have been established as a way of balancing accessibility with privacy and security concerns:

1. For all events in the sanctuary, a sign will be posted that indicates that an event may be streamed live, and may be archived for later viewing. Notice will also be given on the sign that directs a person to an usher for information on the seating area in the sanctuary where capturing their image on live streaming would be minimized.
2. For most purposes, filming focuses on the leaders of the service or program; however, the image of those seated in the first few rows may be captured.
3. Video close-ups or group shots will be permitted for individuals (adults or children) speaking, chanting, singing, playing a musical instrument, or otherwise performing or leading from the bima or front of the sanctuary. This would include clergy, b'nai mitzvah and related participants, instrumental soloists, and other bima speakers, prayer or Torah chanters, or performers. The camera operators will be instructed to use reasonable efforts to avoid taking video close ups of congregants seated in the sanctuary. The video policy regarding filming of events other than religious services will be resolved by the Executive Director. Only those designated by the Temple Administrator are allowed to operate the equipment.
4. Most Friday evening and Festival services held in the CBS Sanctuary will be video streamed. Bar and Bat mitzvah Saturday morning services will only be streamed on request from the celebrating families.
5. Funerals and weddings will be streamed only at the request of the family.
6. The Rabbi, Rabbi Educator and/or Executive Director may make exceptions to these guidelines on specific occasions and will inform the congregation if this is the case.

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PHOTOGRAPHIC AND VIDEO IMAGES GUIDELINES

Congregation B'nai Shalom uses photographs and videos taken at its various activities, events, and programs in temple-produced materials including, but not limited to, bulletins, posters, brochures, newsletters, other printed materials, audio/visual presentations, the temple web site, and Facebook and/or other social media pages. We do this to enhance the quality of information that we provide to our members, visitors, and our community, as well as to celebrate faith, community connection, and fun shared by the congregation and visitors who attend CBS activities. Pictures give visitors a good idea of what we have to offer and what to expect when they attend our congregation. However, Congregation B'nai Shalom recognizes that privacy and security are also important. The following guidelines have been adopted as a way of balancing the goal of providing quality information to our community with the concerns of privacy and security:

- Photos may be taken of people at CBS, in public spaces, and/or at public events.
- At any event, an individual who does not wish to be photographed is free to approach someone who is taking photographs of the event and make that request.
- We will not knowingly post anything that, in our opinion, would be embarrassing, objectionable or hurtful to anyone in the photo.
- We do not identify children or youth by name in the photos we post online. Adults may occasionally be identified only if prior permission is given.
- We will gladly remove any photo upon request. If you see a photo that includes you or your child and would like it removed from the site, please call the Executive Director at 508-366-7191 or send written notification to executivedirector@cbnaishalom.org with the details.
- Please call the Executive Director at 508-366-7191 if you have any questions or concerns about our Photo Use Policy. Thank you.