

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Proposals** (Streamed services equipment proposals 2021.docx)
2. **PCC Resolution** (PCC Meeting held on the 9th September 2020.docx)
3. (Leverstock Green Holy Trinity LoA 18.09.20.docx)
4. **PCC Resolution** (Resolution from the minutes of PCC meeting held on the 9th March 2021.docx)
5. **Picture of Additional Camera** (Picture of proposed additional camera.docx)
6. **Additional Camera Location** (Additional Camera Location.pdf)
7. **Marked up church floor plan show position of proposed new camera** (AV Floor Plan 1.pdf)
8. **Camera location plan** (Live Stream Safeguarding Floor PlanV2.pptx)
9. **PCC streaming policy** (HT Streaming policy.docx)

TO THE CHANCELLOR OF
THE DIOCESE OF ST ALBANS

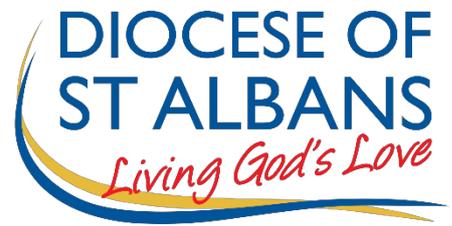
14/05/2021

VIEWED by the St Albans Diocesan
Advisory Committee

PCC Meeting held on the 9th September 2020.

Resolution to Upgrade Existing Audio-Visual System to Improve Live Streaming

Mike Hawtin reported that we need to improve the quality of our live streamed service, currently being broadcast via a laptop. A proposal has been received from DM Music for just under £10,000 for the supply and installation of additional equipment, which includes a new much larger desk. Mike Hawtin proposed, and Colin Gage seconded, that a faculty application be made and the PCC unanimously approved the project.



Mr M R Hawtin
7 Pancake Lane
Leverstock Green
Hemel Hempstead
HP2 4NB

The Venerable Dr Jane Mainwaring
Archdeacon of St Albans
Tel: 01727 818121
Email: archd@stalbans.anglican.org

18th September 2020

Dear Mr Hawtin

Permission for works on List B

Parish of Leverstock Green; Leverstock Green, Holy Trinity; 230640-0920B

Schedule of works

We wish to improve the quality of our live streamed services, currently being broadcast via a laptop. The additional equipment involved will require a new larger cabinet which needs to be moved forward 350mm from the present location. A proposal has been received from DM Music for just under £10,000 for the supply and installation of the additional equipment, which includes the new cabinet. There are no other changes to the fabric of the church building. We will be applying for a grant from the Leverstock Green Religious Education Fund which paid for the original installation and additional updates of our present AV system.

I am satisfied that the proposals described in the schedule are sound and, after consultation with members of the Diocesan Advisory Committee, that they are appropriate in this case. I consider that the proposals fall within the parameters of List B in Schedule 1 of the Faculty Jurisdiction Rules 2015 (or any additional matters orders made by the Chancellor of the diocese) and can be undertaken without a faculty.

I note that the proposals have the support of the Parochial Church Council and that from the enquiries that have been made, there is no reason to suppose that they would be opposed by a significant body of opinion in the parish.

I now authorise you to carry out the proposals described in the schedule of works in accordance with the designs, plans or other documents submitted with the application. This consent is subject to the following conditions.

The PCC should consider and document its policy on issues arising from live-streaming or recording of services, including safeguarding, data protection and copyright licensing.

A copy of this letter should be supplied by you to any contractors to be employed before any work is commenced.

Yours sincerely,



Archdeacon Jane Mainwaring
Archdeacon of St Albans

cc. Diocesan Registrar

Resolution from the minutes of PCC meeting held on the 9th March 2021

The benefits of a second camera for the AV system in allowing a smooth transition from a wide to a zoomed shot were explained, together with the benefits of allowing the door, font and aisle to be in shot for weddings and baptisms. The meeting *approved* the expenditure of £2,130,

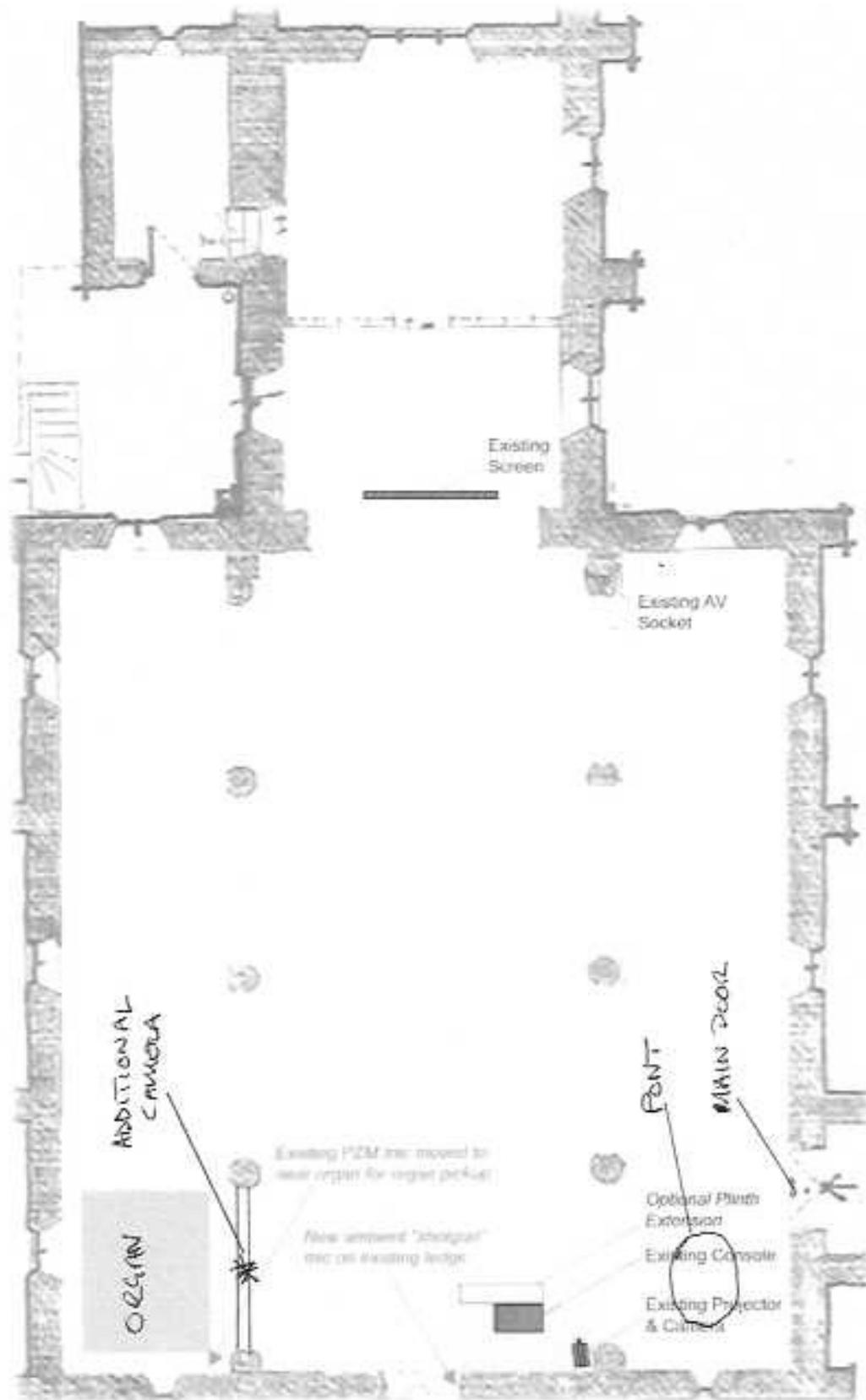


- controlled from existing joystick
- linked to existing video mixer
- can also be linked to existing AV switcher *if you have a spare unused input??*

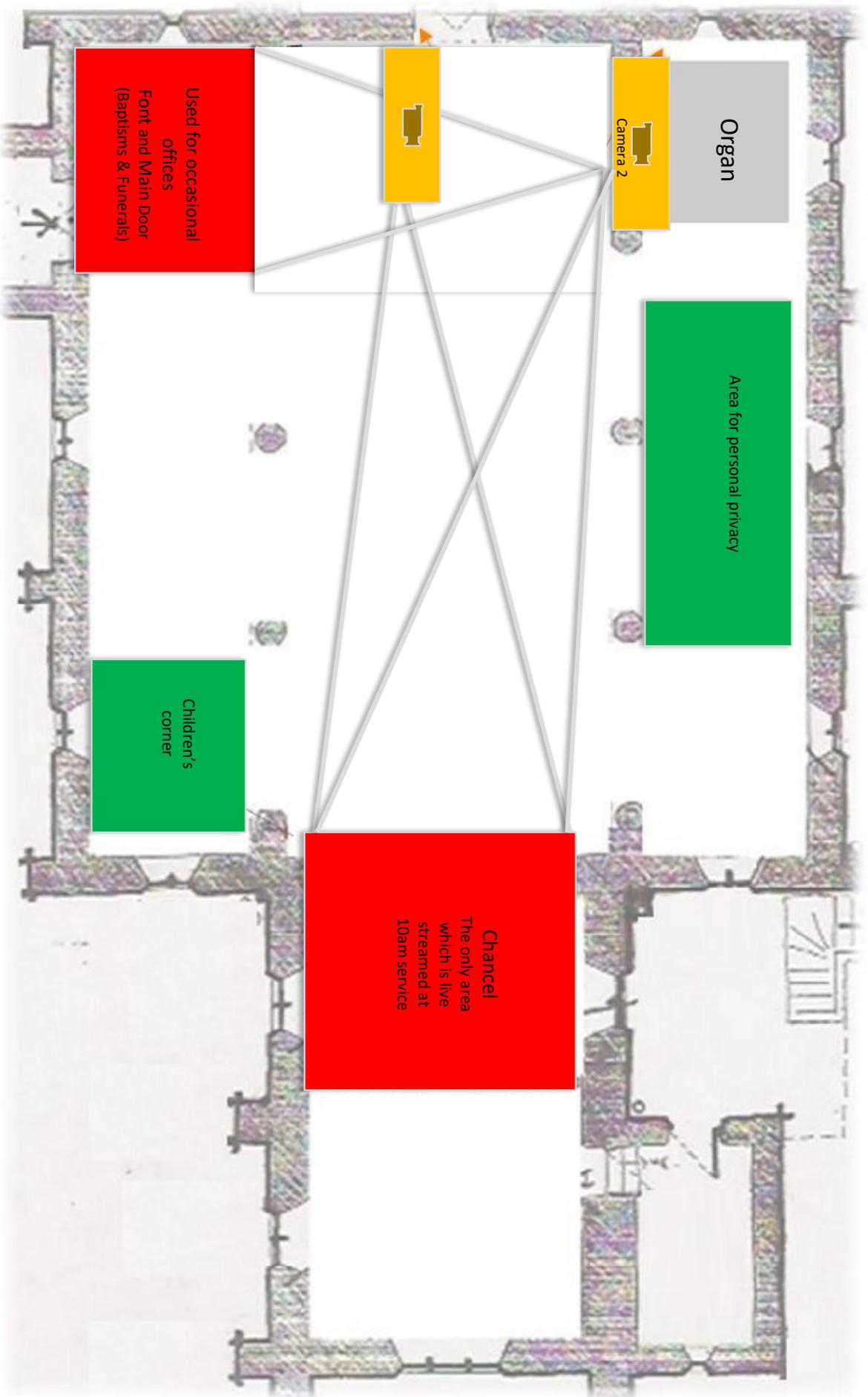
LOCATION OF
ADDITIONAL
CAMERA



Fig1.1 Holy Trinity Church, Leverstock Green - AV System Plan (Phase 1)



All original parts of this design are the intellectual property of JMQ Music Ltd and protected by copyright. Unless otherwise specifically indicated, equipment positions are general only and subject to final confirmation.



Organ

Camera 2

Area for personal privacy

Used for occasional offices
Font and Main Door
(Baptisms & Funerals)

Children's corner

Chancel
The only area which is live
streamed at
10am service

Holy Trinity Church, Leverstock Green

Policy for live streaming or filming church services

Since lockdown began in 2020, Holy Trinity has increasingly used live streaming to broadcast worship services, or filmed services to allow access to them at a time convenient to the individual. This is an excellent way to reach out to those who are unable to attend physically, but we must ensure we do so safely and with consideration for people's dignity. It is impossible to control who sees images streamed or recorded for broadcast, and children and vulnerable adults must be protected. So too must data, including images of members of the congregation. This policy addresses the Safeguarding, Data Protection and Licensing issues which need to be addressed when live streaming public worship.

Although many people may be content to be seen as part of a streamed service there may be some who prefer to attend in privacy. Some may have good reason to be excluded from streaming, for example a survivor of domestic abuse may need to be protected from another person and their location may be highly sensitive. Children may be present who are subject to legal child protection measures. Similar considerations may apply to children who are adopted or placed with families by social services. Even those who are generally content to be filmed, should not be featured at spiritually 'intimate' moments such as at prayer, when receiving Communion, or when mourning.

Although religious affiliation is legally classed as 'sensitive personal data' and therefore subject to protection, the act of attending public worship in a church building manifestly makes public some degree of religious affiliation to those present and to those who see a person entering or leaving a building. People have chosen to act publicly in this way.

The basic mode for streamed worship is to point the camera(s) at ministers and others leading the service (scripture readers, intercessors etc), usually in the chancel, closely framing them and minimising the risk of images of members of the congregation also being streamed. Any images of the congregation will be distant or in passing. Relaying or recording sound only is unlikely to cause an issue as individuals will not normally be identifiable.

Safeguarding

As a PCC, we will

- Understand exactly where in the building people entering, leaving or circulating might come into the view of cameras

- We will advise families with children or young people attending to sit in an area which is not visible in the recording/streaming. Young families often choose to sit in the children's corner, and whilst this will not be in camera shot, it is possible that children's images may be captured if they stray into the chancel area. We do not wish to constrain children or make them feel unwelcome, so parents will be advised of this risk and if they are concerned about an inadvertent breach of privacy, they may choose to sit elsewhere
- We will not film children and young people's involvement in the service except with the explicit consent of the parent/carer/guardian.
Children under the age of 13: consent should be gained from their parents
Children aged between 13 and 16: consent should be gained from parents and the children themselves
Children aged 17: consent should be gained from the children themselves
- Through our publicity, adults who may be vulnerable from being identified on camera, will be aware of how they can remain out of camera shot. Where we become aware that any adult's vulnerability may raise questions about their ability to understand the implications of being within camera shot, the parish safeguarding officer will ensure that informed consent is obtained.

Data Protection

- The basis for processing personal data arising from live streaming public services is 'legitimate interest'. This comes from our mission as a church to promote the Gospel. We will 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 consent will be assumed.
- Our publicity, service announcements and signage will ensure that all people attending our public worship services know when the service is being live streamed. Members of the congregation will be advised on entry and via our publicity, where to sit if they wish to be out of camera shot.
- Camera operators will be given clear direction to ensure that camera angles only capture the chancel area during services. Personal privacy will be maintained during the administration of Holy Communion by means of a 'cut away' image being substituted for live images for the duration of communion. 'Cut aways' will also be used where children are contributing to the service in a prominent role (eg 'show and tell' after Junior Church) if consent to film has not been obtained.

- Consent to live streaming will be assumed for everyone who volunteers to be on a rota of intercessors, lesson readers, musicians and other roles which may arise from time to time in a service.
- No data which could identify an individual will be made public during the course of the service. In prayers the sick and the deceased will not be prayed for by name unless they/their family have given consent.
- Services will be streamed on YouTube or occasionally on Facebook. Recordings will remain available for 3 months, after which they will be archived, and access restricted to the platform administrators. Once archived, recordings will not be broadcast again without the permission of the principal participants and anyone else who can be clearly identified in the images.

Copyright Licensing

- No texts other than those authorised by the Church of England will be used.
- We hold the following CCLI licences
 - Church Copyright Licence
 - Streaming Licence
 - PRS for Music Church Licence

Other licences will be considered if the need arises.
- Service leaders and preachers will ensure that all visual images displayed during services fully comply with copyright.
- The Director of Music will oversee the music and any associated copyright issues.

Occasional offices

Baptisms, weddings and funerals will be dealt with on an individual basis as each will have different needs. These events could include processional shots and other camera angles to cover the font or the door, for example. A fee will be set and it will be possible for recordings to be made available. Families will be responsible themselves for seeking permissions from participants.

Policy approved by the Parochial Church Council of Holy Trinity Church on

Date: 24th April 2021

Signed: *Elizabeth M. Hood, Team Rector*