

NVHC SANCTUARY VIDEO STREAMING AND VIDEO ARCHIVING POLICY

Approved by the NVHC Board of Trustees on August 23, 2019

Northern Virginia Hebrew Congregation (NVHC) 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 NVHC family, services and programs in the sanctuary will be streamed live, at times, on the Internet and subsequently archived for future viewing on NVHC's website and social media pages. Those that are unable to attend a service or program which was recorded will thus be given the ability to experience the recorded event.

However, NVHC 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 to identify members of the congregation that are in our sanctuary to worship.

The following policy has 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 the event is being streamed live and will be archived. Additionally, the sign will provide notice that the front two rows of seating in the sanctuary may be subject to appearing on camera.
2. Video close ups of particular congregants in the sanctuary main seating area will not be permitted.
3. Video close-ups or group shots will be permitted for individuals (adults or children) speaking, chanting, singing, playing a musical instrument, or otherwise leading on the bimah or alternative stage. This would include clergy, b'nai mitzvah and related participants, instrumental soloists, and other bimah speakers, chanters, or performers. Performers of copyrighted music or other content must provide documentation in advance to the Executive Director to allow timely reporting to applicable licensing services. The video policy regarding any other type of performance not listed here will be resolved by the Executive Director.
4. If the congregation is on video, it will be in a wide shot from the rear of the sanctuary.
5. Except in special circumstances, all Friday evening services and most other special services and events held in the NVHC sanctuary will be video streamed. Streaming of outside speakers or performers will only be with their permission, and may be subject to copyright or contract limitations. Events sponsored by organizations other than NVHC will be streamed only if the sponsoring organization has ensured copyright and permission compliances and pays for a video technician through NVHC, to video stream the event. ²

6. *B'nai Mitzvah* families who wish to have our Shabbat morning services video-streamed must pay for a video technician, through NVHC, to video-stream the service.¹
7. Funerals and weddings will be streamed only at the request of the family and are private.²
8. The video archive on the NVHC YouTube page will keep recordings up to 60 days, except in the case of special services (such as High Holy Day services). Any exceptions must be approved at the discretion of the Executive Director.
9. NVHC video streaming and archiving will adhere to all relevant copyright laws. Any questions regarding the permissibility of a video stream and/or archive under copyright law or NVHC policies or practices, that question will be resolved at the discretion of the Executive Director who may consult with the President or legal counsel if needed.
10. Changes to this policy are subject to approval by the Board of Trustees.

¹ As per the NVHC B'nai Mitzvah Logistics Guide, *B'nai Mitzvah* families will pay a set fee (subject to change) for an on-site technician. This fee is determined by the Executive Director and is intended to cover direct costs and overhead associated with the streaming of that service.

² For use of NVHC video streaming or archiving for funerals, weddings, other life cycle events, or other events sponsored by member families or outside organizations, the sponsoring family or outside organization must work with the Executive Director to coordinate video-streaming and discuss applicable fees.