

2 April 2020

Checklist for preparing worship for streaming or podcasting

The LCA is very supportive of congregations who are seeking to stay connected with their communities through the live-streaming of worship services during this time of restrictions on public gatherings. One way it is demonstrating this support is by listing and providing live-stream links on the [Church@Home](http://www.lca.org.au/churchhome) webpages.

However, it is very important that all live-streaming meets standards of good practice and all relevant compliance requirements. In order for a congregation’s live-stream to be included on the Church@Home website, each congregation must complete and return the attached checklist, thereby confirming that it is meeting the LCA’s conditions for live -streaming.

**Please note the addendum below in relation to privacy issues when livestreaming public worship services. (Added 9/7/2020)**

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of congregation)

confirm that:

**COMPLIANCE**

* In relation to producing live-streams, the Prime Minister’s media statement, 3 April 2020, reads: 'Churches and other places of worship, will be considered places of work so that services can be live-streamed to the community. This will ensure that religious services, including Easter services, remain accessible to congregations. National Cabinet agreed that providing access to services is important for a sense of continuity and social connection. Services may be conducted and live-streamed providing only essential staff are present, the venue/facility remains closed to the public, and social distancing principles are adhered to. Any church wishing to conduct religious services, including Easter services, must use the minimum number of participants required to deliver and live-stream the service, which may include a priest, attendants, organist, videographer and sound recordist.'
* People always maintain 1.5m distance apart and there is 4 square metres per person in a room
* Microphones will not be shared between people
* Lecterns, scripts and bibles are not shared between people
* Coughs and sneezes will be covered – in the elbow or tissue or edited out

**PROFESSIONAL STANDARDS**

* Our content is professional and respectful to state, church and local leadership during our public worship stream or podcast
* We offer the best presentation we can. Filming environment has good quality lighting and sound recording and minimal camera movements including no shaking. (It is a good idea to have the worship components completely written out, or scripted – just like you would for the PowerPoint display on a usual Sunday.)
* We are providing messages of hope, assurance and comfort.
* We are maintaining the privacy of our members by not mentioning specific prayer needs by a person’s name
* We are ensuring that no children appear on the streaming or podcast without written consent from their parent or guardian
* We are using good judgement in the use of our resources to produce the streaming or podcast *(We ask that you consider if your streaming is sustainable financially and sustainable for your personnel if it relies on volunteers).*

**COPYRIGHT**

* We are using CCLI and/or OneLicense catalogue music, and have the additional Streaming/Podcast license from the appropriate licensing company
* If we are using movie, ‘on demand’ or TV excerpts, we have secured a ScreenVue or BMSL License to cover their use
* We have obtained individual permission to use YouTube clips from each owner
* We are listing the license number(s) and details in the correct spots for words, video and music use in the streaming or podcast

NOTE: CCLI has advised:

• CCLI would prefer contact from congregations / parishes via email in the first instance, as they are experiencing very high volume of call loads.

• YouTube and Facebook are starting to ‘takedown’ or serve infringements to videos that are using copyright covered music, even if you have the license to use it (they don’t know that) the congregations just need to appeal saying that they have the appropriate license through CCLI (or OneLicense)

• The CVLI and the ScreenVue content is not to be use in a congregations stream or podcast. The License does not cover this usage at all.

**COMMUNITY AND CULTURAL SENSITIVITIES**

We are acutely aware of our close community and its needs and, as our worship is being made more broadly public than usual, we are aware of the following things:

* We are making an effort to slow down speech, to be able to be heard and understood by an audience of new eyes and ears, including addressing the audience as speaking one-to-one at the camera.
* We are minimising reliance on highly localised sayings or clichés that may not be understood by someone outside our community or state.
* We are checking in with a trusted colleague to check if our references and colloquialisms are appropriate for our new audience.

**SECURITY**

We are aware that the wider community knows our church buildings are mostly empty and will be for some time. We have therefore considered the following points.

* We don’t give virtual guided tours of our church plant.
* We are paring back the space we present on camera, while still presenting the space professionally and beautifully, celebrating what the Lord has blessed our community in the sacred space we have created.
* We are not making our assets a potential target by minimising what is in shot: eg precious candle sticks and communion vessels, artwork; audio visual speakers, laptop or too many other microphones.
* We are considering personal security. If the pastor is presenting from the manse or home, there are no location-identifying features in the background of the stream or podcast (car number plates, house numbers, street signs, significant local or national landmarks etc.

**Addendum 9/7/2020**

**PRIVACY**

**As churches return to public worship, they may consider continuing or beginning livestreaming for the benefit of the vulnerable or others who are not ready or who are unable to return to regular worship. Please be mindful that some people may not wish to have their images/identity shared online. This may particularly affect people who have restraining orders against violent partners and vulnerable children. Families with minor children should have the option of protecting their children’s images/identity from being shared online.**

It is therefore recommended that congregations wishing to live stream

* Provide a way for those with privacy concerns to avoid being filmed without their consent. This could be handled by only filming the altar and front of the church and only filming the congregation from behind.
* Any congregation livestreaming/pre-recording should have a notice in the bulletin and an announcement at the start of the service that the service is being filmed and offering an alternative for those who do not wish to be filmed, such as receiving Holy Communion in a front pew which is not filmed, avoiding sitting in the front 6 rows or whatever is practical in each context.
* Avoid giving people’s full names when introducing them unless they have a formal role (eg,”I’d like to thank Pastor Joe Blow for preaching today”, “Mary will read the psalm for today”)
* Congregations only wanting to share with their own people are encouraged to make use of the privacy settings for Facebook or other social media/video conferencing platforms (members only, turn off comments).
* Ensure that appropriate Livestreaming licences are in place (see above)