



Kairos Photography Policy

Approved: 3/21/06

Revised: 4/17/07

Background

Over the last several years there have been attempts by a film maker, several newspapers, volunteers and others to photograph live Kairos activities. It has been the opinion of the board, Kairos staff and various correctional professionals that this type of activity was inappropriate and potentially damaging to our ministry. On March 21, 2006 the executive committee attempted to clarify previous policy. The March 21st statement has been re-visited by the program and executive committees and this revision was adopted by the executive committee on April 17, 2007.

Policy

- (1) In an effort to protect our ministry, it is Kairos policy that during a live KI or KO weekend a group team/participant/guest photograph is the only permitted photograph. Pictures of individuals, table families, candid pictures, and any other forms of voice, film and/or video recording are NOT permitted (this prohibition includes breaks, meals or other activities during a weekend or other live ministry events);
- (2) In Kairos Torch due to the age and possible vulnerability of the participants, no photographs (except for the creation video photographs) are permitted, not even the group photograph;
- (3) A Kairos volunteer(s) with the knowledge and consent of the Kairos international Executive Director may make special arrangements with the institution to return when live ministry events are not taking place to take staged photographs , video or film for Kairos marketing, outreach and development use only;
- (4) Institutional permission and an approved Kairos photographic release must be obtained in advance of any photograph, video or film which is taken in accordance with this policy;
- (5) Distribution of the weekend group photograph must be done as follows:
 - (a) No inmate names should be identified;
 - (b) These group photographs may be given to donors where there is a clear understanding that the privacy of the inmate and their family will be respected;
 - (c) These group weekend photographs should not be posted on church bulletin boards, given to media sources or otherwise displayed in public places;
 - (d) 'for private use only' should be embossed, labeled, stamped on the front of all group photos before they are given to donors;
- (6) Photographs, film or video taken as per (3) & (4) above may be used for outreach, development, and other marketing purposes. The photographs/video in Kairos Donor or provided through the international office may also be used by the ministry generally.

Applicability

This policy is applicable to all of our programs as indicated above.

Effective Date

The effective date for the implementation of this policy is April 17, 2007

Implementation Procedure

This policy will be posted on the ministry website and communicated by the Kairos executive director to the Kairos board and our state chapter chairpersons. This policy will be shared during our AKT events.