

# Kairos Prison Ministry International, Inc.



## Kairos Photo and Testimonial Policy

- (1) In an effort to protect our ministry and the privacy of our participants, it is Kairos policy that during a live Kairos event involving Participants or Guests, 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 (e.g. Reunions);
- (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 a group photograph;
- (3) Distribution of the printed Weekend group photograph must be done as follows:
  - (a) No inmate names should be identified;
  - (b) These group Weekend photographs will not be posted in public places, including church bulletin boards, workplaces and the internet including any social media sites (Facebook, Instagram, Twitter, etc.)
  - (c) Weekend Photo Release Forms intended for local use (e.g., group photos) are maintained locally by the Advisory Council.

Kairos Outside has a Weekend Photo Release Form:

[http://www.mykairos.org/docs/ko/photo\\_release\\_form.pdf](http://www.mykairos.org/docs/ko/photo_release_form.pdf)

Kairos Inside has a Weekend Photo Release Form included in their application:

[http://www.mykairos.org/docs/ki/application\\_to\\_attend\\_kairos.pdf](http://www.mykairos.org/docs/ki/application_to_attend_kairos.pdf)

- (4) A Kairos volunteer(s), with the expressed written approval of the Kairos CEO, may make special arrangements to take staged photographs, video or film for Kairos marketing, outreach and development use only. Those photographs, video or film become the property of Kairos;
  - (a) Institutional permission and an approved Kairos Universal Photo Release Form must be obtained in advance of any photograph, video or film which is taken in accordance with this policy.
    - i. Universal Photo Release Forms completed in support of projects intended for the public domain (e.g., marketing, publicity, etc.) will be maintained by the Kairos International Office and the Advisory Council
    - ii. Institutional permission by written consent will be maintained by the Kairos International Office and the Advisory Council
  - (b) Photographs, film or video taken as per (4) above may be used for outreach, development, and other marketing purposes. The photographs/video in KairosDonor, EZRA or provided through the International Office may also be used by the ministry generally.

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(5) Any pictures, such as volunteer team formation meetings or preparation (e.g. cookie baking) conducted prior to any Weekend or live event, may be used provided proper written consent is given by every volunteer in the picture. This consent must also be kept on file both with the Advisory Council and at the Kairos International Office. Children making agape may be photographed, only with the written consent of their parents.

(6) Testimonies of Kairos graduates may be used to promote Kairos only if used generally. There can be no mention of their crime, any family issues, or any items that identify them. A Universal Release Form must be kept at Advisory Council and Kairos International Office.

### **Applicability**

This policy applies to all Kairos entities and volunteers and not to an institution's photo policy. The institution's photo policy will take precedence.

### **Disclaimer**

Kairos Prison Ministry International reserves the right to request any photograph, video, testimony, or other media to be unpublished upon deeming either them or the medium they are published in contradictory to Kairos policy and standards.