

Congregation Keneseth Israel
Policies, Practices & Guidelines

<u>Policy, Practice or Guideline:</u>	Photographs & Videotaping
<u>Source:</u>	Religious Practice Committee
<u>Date Adopted:</u>	6/1995
<u>Dates Revised:</u>	12/2022

- I. Introduction: KI understands the importance of preserving memories of life cycle events. While trying to accommodate families in this regard, the Temple also has a responsibility to maintain the dignity and sanctity of religious ceremonies in the sanctuary. These procedures have been established to balance the wishes of the families, the expectations of the worshippers, and the need to establish and maintain the proper tone of the service. The family is expected to disseminate this information to guests as well as professionals.
- II. Policy Statement: Under certain conditions, it is the Policy of KI to allow families to videotape and/or photograph important life-cycle events at Keneseth Israel.
- III. History:
- IV. Definitions:
- V. Procedure
 - a. A photograph session during the week prior to the ceremony or on the day of the service may be scheduled with the Office Manager. On the day of the service, photographs may be taken either before or after the service.
 - b. During the photography session, photographs may be taken on the Bimah (pulpit) of the sanctuary. If a Torah is removed from the Ark, the Rabbi must be present.
 - c. All photographs before services must be concluded 30 minutes prior to the start of the service. Photography after the service may resume once worshippers have left the sanctuary. At weddings, flash photography may be taken in the sanctuary during the processional and recessional only.
 - d. No photography is permitted during any service with the exception of Purim and Simchat Torah.
 - e. Videotaping may take place from the back of the sanctuary behind the folding doors and only with available light. At Weddings, the video camera may be placed on the Bimah under the following conditions.

- the fixed camera must be in front of the door to the Vestry (former organ room.)
- an operator must be stationary, use available light and be in place behind the folding doors before the processional begins.

IV. Reference