

Photography & Videography Guidelines

St Mary Star of the Sea, West Melbourne

These guidelines are intended to preserve the sacredness of the Liturgy and decorum inside the church. All photographers and videographers must adhere to the following policies.

Responsibility of the Person Making the Booking

- The person making the booking is responsible for ensuring that **all photographers and videographers** engaged for the event **receive and comply** with these guidelines.
 - If a Mass is celebrated, the person making the booking must inform the photographer or videographer of the moments during the Mass when **no movement is permitted**.
 - These policies apply to anyone taking photos, whether using a mobile phone or camera.
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General Conduct & Responsibility

- The Church is **not liable** for any loss, damage, or theft of personal equipment.
 - All photographers and videographers must remain **respectful and unobtrusive** at all times.
 - **Standing on pews** is strictly prohibited.
 - **Church decorations, furniture, and liturgical items** must not be moved, removed, or used as props.
 - **Flash photography and any auxiliary video lighting** (including LED panels) are not permitted inside the church.
 - Entry into the **Sanctuary** (the area beyond the altar rails) is strictly prohibited at any time, including before or after the Liturgy.
 - The **Altar is sacred**—do not place any items on it or use it in any way.
 - **Group photos** are not allowed inside the church. These must be taken **outside**.
 - **Church electrical outlets** are not available for public use.
 - **Do not leave cables unattended on the floor.**
 - **Taping cables or wires** inside the church is prohibited.
 - **Signage must not be taken down or removed temporarily.**
 - Photographers must operate cameras in **silent shutter mode**.
 - **Church doors must remain as positioned** and should not be opened or closed when taking photos.
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Arrival & Departure

- Media teams may arrive **no earlier than 30 minutes** before the scheduled ceremony.
 - All equipment and personnel must be **packed up and vacated promptly** after the ceremony to allow for subsequent services and the public to pray.
 - Any post-ceremony photography must be conducted **outside the church**.
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During the Liturgy

- *Photographers and videographers must **not interfere** with the Liturgy in any way.*
 - *Avoid directing, waving at, or otherwise distracting participants during the ceremony, in order to preserve the solemnity and reverence of the occasion.*
 - **Avoid running or making quick movements.**
 - **Additional policies apply for Baptisms or if a Mass is celebrated** (e.g., Nuptial Mass, Requiem Mass).
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If a Mass is celebrated:

- Out of reverence, **no movement is permitted** during the Eucharistic Celebration—from the “*Holy, Holy, Holy*” prayer until the celebrant has received Communion. **Strict adherence to this period is required, as it encompasses the core Catholic belief in the Real Presence of Christ, making absolute reverence essential.**
 - Photographers and videographers who wish to capture moments during this time are advised to position themselves discreetly beforehand in a suitable location, where they can remain stationary, quiet and unobtrusive.
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For Baptisms:

- *During the Baptismal Liturgy, photographers and videographers are **not permitted** to stand on the platform of the Baptistry.*
 - *At the conclusion of the Baptism, **there will be a brief opportunity for a group photo** at the Baptismal Font with the newly baptised, their parents, godparents, and the celebrant. **All other group photos must be taken outside the church.***
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Audio & Microphone Use

- **Sanctuary microphones** must not be disconnected or tampered with.
 - Two **RCA audio out ports** are available in the sacristy:
 - Photographers/videographers must be **accompanied** by the Sacristan, Parish Priest, or Director of Music **when entering the sacristy or sanctuary**.
 - Do **not adjust or tamper with** the church's audio system under any circumstances.
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Live Streaming

- Live streaming is permitted.
 - The church does **not provide internet access**.
 - Equipment must be placed in **non-obtrusive locations** that do not interfere with the ceremony, congregation, or sacred space.
 - No cameras or streaming equipment are allowed on the **Sanctuary**.
 - The Church is not responsible for organising copyright licensing for live streaming. Live music and Liturgical texts may require a streaming license. Please refer to: [Liturgy & Copyright Information](#).
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Use of the Organ Loft

- The **organ loft is off-limits** to photographers and videographers, due to OHS reasons.
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Drone Usage

- **Drones are strictly prohibited inside the church building.**
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Permitted Photography/Videography Areas – Highlighted in Yellow

