



BEREAN BAPTIST CHURCH

Fayetteville, NC 28314

March 23, 2009

Memorandum for Record

Subject: Video Recordings of Business Meetings

As a matter of policy, all church business meetings will be recorded on video without regard to the agenda of the meeting. The pastor responsible for oversight of the media ministry is solely responsible to ensure this video recording is made.

The video recording must include all the PowerPoint meeting slides. The media pastor will ensure that the best possible recording of the meeting is made and preserved on DVD. If discussion from the floor occurs, this discussion will be amplified through the sound system to ensure all questions and comments from the floor are captured in the recording.

A copy of the DVD will be provided to the Executive Pastor no later than the next business day following the meeting. The Executive Pastor will ensure that the DVD is stored and organized in a fire proof safe.

Questions regarding this policy should be directed to the undersigned. A copy of this policy letter will be posted to the staff resources page of the church website.

Proclaiming Christ,

Sean Harris
Senior Pastor