

# COPYRIGHT POLICIES & PROCEDURES MANUAL

JULY 2009



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# 1. OVERVIEW

## 1.1 WHAT IS COPYRIGHT

When something is written, drawn or photographed it belongs to that person, only they have the right to reproduce it and sell it. For something to be under copyright it does not have to be officially copyrighted, it is under copyright from the moment it is created. When something is under copyright it means that unless you were the creator then you are not allowed to reproduce it or sell it without first gaining the copyright owner's permission.

### 1.1.1 WHY SHOULD WE WORRY ABOUT IT

As a church it is our responsibility to be above reproach with the law (Romans 13:1-7), this means that if we want to use something or reproduce something we first need permission from the copyright owner. Otherwise the church and its members could potentially face legal action with fines and imprisonment.

### 1.1.2 WHAT'S COVERED BY COPYRIGHT LAW

Copyright law covers anything that is created by someone else. St Faiths uses copyrighted material in the form of written text, movies, art, photos and music.

## 1.2 CHURCH COPYRIGHT LICENCING INTERNATIONAL (CCLI)

### 1.2.1 OVERVIEW

Church Copyright Licencing International (CCLI) is an organisation that enables churches to go to one place to gain permission to reproduce music for use in worship during church services. Without a licence a church must seek permission from each copyright owner, and this could be hundreds of people, and many of whom will only give permission through CCLI. When we make a photocopy of music or create a new overhead or PowerPoint we document this and then report to CCLI who then pay the copyright owners royalties for their work. Without it, the church would have to purchase multiple copies of songbooks for each band member to use. Having a CCLI licence also enables us to purchase access to SongSelect. SongSelect is an online database of Christian worship music and for a yearly fee we can print the sheet music for up to 200 songs each year.

### 1.2.2 COPYRIGHT LICENCE

The Copyright Licence enables us to produce overhead transparencies and PowerPoint files of lyrics, as well as printing song lyrics in an order of service. An order of service may be used at a church service or an event such as a wedding, funeral or carols event. Each time a new transparency, print or file is created it must be documented.

### 1.2.3 PHOTOCOPY LICENCE

The CCLI Photocopy Licence (PCL) enables us to photocopy sheet music and lyrics for use by musicians at church, this also includes scripture teachers or other children's ministry workers who sing children's worship songs in their classes. Each time music is photocopied it must be documented. It does not have to be documented when it is used.

## 1.3 CHURCH VIDEO LICENCING INTERNATIONAL (CVLI)

### 1.3.1 OVERVIEW

Movies are also covered by copyright law, and this determines the proper use of movies. The warning at the start of every film states that it can only be shown in a private residence. A church is not classified as a private residence and therefore we are not allowed to show movies or clips from movies at church. However, Christian Copyright Licensing Inc. (CCLI) and Motion Picture Licensing International have come together to create Church Video Licensing International (CVLI), and as long as the church holds a current CVLI Licence we are permitted to show movies that are covered by this organisation.

### 1.3.2 WHAT IT COVERS

CVLI only covers a specific list of movie producers, for example Dream works pictures is covered by the licence, however Disney is not. So if you would like to play a film or clip during the service you must first check that the producer is on the producers list on the CVLI website. See Showing a movie for a church run program or event (page 9).

# 2. PROCEDURES

Here are some procedures for ensuring copyright law is abided by. If you want to do something that is not covered in this manual or you do not understand, email the copyright coordinator (see Contacts page 12) with an explanation of what you want to do and the songs or movies involved.

## 2.1 INTRODUCE NEW SONGS

When introducing new songs to St Faiths there are two things that are extremely important. Firstly, the church must own an original hard or digital copy. Secondly, any new song should be approved by a minister to ensure it is appropriate.

### 2.1.1 PURCHASED FROM THE INTERNET, SONGBOOK, OR A CD THAT INCLUDES DIGITAL RESOURCES

Step 1: The church must own the original Internet version, songbook or CD. If you would like to personally donate the resource to the church you can, otherwise, follow the procedure Introduce new songs 'From the name of a song' (page 7)

Step 2: Photocopy or print the relevant pages then visit <http://www.ccli.com/songsearch> select Title from the drop down menu and then search using the name of the song. Click on correct version and note the CCLI Song Number (it can be found under the name of the song).

Step 3: Master Copy stickers can be found in the Master Copy Folder, write the CCLI Song Number on the total number of Master Copy stickers required for the formats available (eg. Words, chords and piano is 3 master copy stickers).

Step 4: On the St Faiths New Song List found above the photocopier in the office (see Documents page 11). Record the CCLI number, author, copyright details and the name and publisher (pub) of the source of each format of the sheet music, eg: name: Integrity's worship resource CD. pub: Integrity Media Inc. (as shown below).

COPYRIGHT INFORMATION				FORMAT OF MUSIC INCLUDING BOOK/SOURCE NAME AND PUBLISHER FOR EACH FORMAT				
Song title	Song #	Author	Copyright details	Key	Melody/lead sheet	Words	Chords	Full piano score
eg. Above All	2672885	Lenny Leblanc	©1999 Integrity's Hosanna! Music	A	Name: CCLI song select pub: N/A	Name: www.worshiptogether.com  Pub: Worship together Inc.	Name: iworship CD pub: integrity music	Name: iworship CD pub: integrity music

This is an example of how to document on the 'St Faiths New song List'.

Step 4: Attach the Master Copy stickers to the Master Copy and place in alphabetical order in Master Copy Folder.

Step 5: To photocopy music for use in worship, see 'Photocopy sheet music/words' (page 7).

## 2.1.2 FROM THE NAME OF A SONG

Step 1: Band Leaders Log onto SongSelect via the CCLI website <http://www.ccli.com.au>

Step 2: Search for song using title or author from the drop down menu, select appropriate version.

Step 3: Select appropriate key for music and print one copy of each format available of the song even if you only require one format eg. Words, melody, harmony and chord. NOTE: If there are no formats of music available you will have to purchase a hard or digital copy, and then follow the procedure Introducing music 'Purchased from the internet, Songbook, or a CD that includes digital resources' (page 6)

Step 4: Master Copy stickers can be found in the Master Copy Folder, write the CCLI song number on the Master Copy stickers and the New Song List (see Documents Page 11).

Step 5: On the New Song List also add the name and publisher of the source for each format of sheet music eg: name: CCLI Song Select Pub: N/A. (NOTE: If the key accessed is not the original key, add which key was used in brackets after the name of the publisher, eg. name: SongSelect. pub: N/A (In E)

Step 6: Attach the Master Copy stickers to the Master Copy and place in alphabetical order in the Master Copy Folder.

Step 7: To photocopy music for use in worship see 'Photocopy sheet music' (page 7)

## 2.1.3 FROM A COPY FROM ANOTHER CHURCH

It is illegal to use in worship any music St Faiths does not own an original hard or digital copy. Instead follow the procedure for Introducing a new song 'From the name of a song' (page 7)

## 2.2 PHOTOCOPY SHEET MUSIC/WORDS

Step 1: Take music out of Master Copy Folder.

Step 2: Make copies.

Step 3: Write CCLI Song Number (CCLI #) onto quantity of stickers required. Put stickers on each photocopy over position where Master Copy Sticker has been reproduced.

Step 4: Write how many copies were made, and in what format, onto St Faiths Photocopy worksheet above photocopier in the office, ensure the CCLI # is correct. This is an example of the details that must be documented.

CCLI #	NAME OF SONG	FORMAT	QUANTITY	SERVICE
eg: 2672885	Above All	Words	3	Sun@6

Step 5: Return Master Copies to Master Copy Folder.

## 2.3 CHANGE THE KEY OF A SONG

Step 1: Decide what key you require and follow the full procedure for Introducing songs 'From the name of a song' (page 7). Once the new key is in the Master Copy Folder you can then make copies.

Step 2: If sheet music is not available on SongSelect: Transpose the new key onto a photocopy of the sheet music and follow steps 4 through to 7 of Introducing a song 'From the name of a song' (page 7). Note: the source and publisher for the existing copy can be found on the St Faiths Song List (see Documents page 11)

## 2.4 CREATE A POWERPOINT SLIDE

Step 1: Create a new file, either blank or by copying an existing file

Step 2: Ensure words are correct by confirming with those in the Master Copy Folder (see Documents page 11).

Step 3: Add copyright information to last slide using the information provided on the St Faiths Song List (see Documents page 11), the correct details are ready to copy and paste onto the file. This is how it should look:

Words and music by [writer(s)]  
© [year] [name of copyright owner]  
Used By Permission. CCLI Licence No. [ ]

Eg:

Words and music by Lenny Leblanc  
©1999 Integrity's Hosanna! Music  
Used by permission. CCLI Licence No. 33636

Step 4: Fill in St Faiths Photocopy Worksheet stored above photocopier in office at St faiths (see Documents page 11)

CCLI #	NAME OF SONG	FORMAT	QUANTITY	SERVICE
eg: 2672885	Above All	PowerPoint	1	Sun@6

Step 5: Save the file titled: (song name) (CCLI song #) (purpose eg: Sunday at six or Easter or Christmas etc.) eg: In Christ alone 100567 Sunday at six

## 2.5 PRINTING AN ORDER OF SERVICE FOR A SPECIAL EVENT OR A WEDDING

Step 1: Access St Faiths Song List (see Documents page 11)

Step 2: Choose songs

Step 3: Access the words from the Master Copy Folder. If its for a couple planning a wedding or a family planning a funeral where they are making the order of service, make a photocopy of the words and ask them to destroy the copy when they have finished using it.

Step 4: Document which songs were used on the St Faiths Photo Copy worksheet (see Documents page 11)

Eg.

CCLI #	NAME OF SONG	FORMAT	QUANTITY	SERVICE
eg: 2672885	Above All	Print (order of service)	N/A	Wedding

Step 5: Using the copyright song information for PowerPoint and print from the St Faiths Song List (see documents page 11), request that when printing the words they include the copyright details which can be copied and pasted directly from the St Faiths song List. See example below.

Words and music by [writer(s)]  
© [year] [name of copyright owner]  
Used By Permission. CCLI Licence No. [ ]

Eg:  
Words and music by Lenny Leblanc  
©1999 Integrity's Hosanna! Music  
Used by permission. CCLI Licence No. 33636

## 2.6 SHOWING A MOVIE FOR A CHURCH RUN PROGRAM OR EVENT

St Faiths currently holds a Church Video Licencing International (CVLI) Licence, which covers all church sites.

Step 1: Choose a movie

Step 2: Go to <http://www.cvli.com.au/producers/index.cfm> and check the producers list to ensure the movie is covered. If the producer is not on the list, legally we are not allowed to show the film at church. If this is the case you have two options either choose another movie or contact the producer, eg. Disney, and request permission to show the movie.

## 2.7 PLAYING MUSIC FROM A CD

While St Faiths holds an Australasian Performing Right Association (APRA) licence we are permitted to play music from a CD as long as it is part of a regular activity that is run at the church, for example, during the service, at a wedding or funeral, at youth group, or children's ministries etc. However if the CD is to be played at a large event such as a large outreach event at a local park we would then need an event licence from Phonographic Performance Company of Australia, see Other useful resources 'Public performance or playing of music' (page 13). If unsure email the Copyright administrator at least two weeks before the event (see Contact details page 12)

## 2.8 REPORTING INSTRUCTIONS FOR OFFICE STAFF

### 2.8.1 ANNUAL PHOTOCOPY LICENCE REPORT

This report is to be sent off annually when St Faiths renews its licence in August.

Step 1: Download the current Excel version of the Photocopy Licence (PCL) report (see Documents page 11).

Step 2: Get the St Faiths Photocopy Worksheet from above the photocopier and open the online Google Documents version of the St Faiths Song List (see Documents page 11).

Step 3: From the St Faiths Photocopy Worksheet all formats except Print (Order of Service) and PowerPoint will go into the PCL Report.

Step 4: Using the song name find the correct version of the song on the St Faiths Song List and confirm it with the CCLI song number (CCLI #). Each format: words, chords, piano etc. may come from a different source, and each source needs to be recognised.

Step 5: Using the St Faiths Song List and St Faiths Photocopy Worksheet fill in the appropriate boxes on the PCL report ensuring that each songbook/website is recognised according to the format photocopied. NOTE: If the source is the same for all formats, total the amount of copies and only record the song once on the PCL, however if the formats come from different sources the song may appear up to 4 times on the PCL report.

Example of how a song with different sources for each format would look on each form (the information is not accurate and only used as an example):

CCLI #	NAME OF SONG	FORMAT	QUANTITY	SERVICE
eg: 2672885	Above All	Words	3	Sun@6
eg: 2672885	Above All	Chord	4	Sun@6
eg: 2672885	Above All	Piano	1	Sun@6
eg: 2672885	Above All	Melody	2	Sun@6

ORIGINAL PUBLICATION DETAILS		SONG INFORMATION		COPIES MADE
Book Title / Website	Publisher of Book	Song Title	Song Author	#
www.worshiptogether.com	Worship together inc.	Above all	Lenny Le Blanc	3
Song Select	N/A	Above All	Lenny Le Blanc	4
www.praisecharts.com	Praise charts inc.	Above all	Lenny Le Blanc	1
I worship CD	Integrity music	Above all	Lenny Le Blanc	2

Step 6: Once the form is filled or it's time to renew the licence follow the submission instructions on the PCL report, and submit via mail or email.

## 2.8.2 ONLINE COPY REPORT

The Online Copy Report can be done at any time, however if it's easiest, you can do mass reporting annually when going through the St Faiths Photocopy Worksheet for the Photocopy Licence (PCL) report.

Step 1: Go to [www.ccli.com.au](http://www.ccli.com.au) and click Login Now on the right hand side of the screen. Log in using your personal account and select Launch Copy Report (if you are a new user create a new account, the Church Copyright Licence number is 33636 and use the new user tutorials to learn how to accurately report).

Step 2: Get the St Faiths Photocopy Worksheet from above the photocopier and open the St Faiths Song List (see Documents page 11).

Step 3: The Online Copy Report is used to register the 'Print' or 'PowerPoint' format from the St Faiths Photocopy Worksheet; which would include orders of service and PowerPoint.

Step 4: Using the song name find the correct version of the song on the St Faiths Song List and search using the song's CCLI number.

Step 5: Once you have found the correct song, select Enter into Copy Report and select the format created, either 'projection master' or 'print' by clicking Next.

Note: Even if there were 100 copies printed of an order of service, you only need to report 1 print. With projection masters, each time a new file is created the song needs to be registered as 1 projection master.

## 2.8.3 ENTERING NEW SONGS INTO THE ST FAITHS SONG LIST

This should be completed on a weekly basis, so other congregations can also assess the songs.

Step 1: Take the St Faiths New Song List from above the photocopier.

Step 2: Access the St Faiths Song List (see Documents page 11).

Step 3: Enter the new song data into St Faiths Song List. If a few songs have been introduced print a new copy of the St Faiths Song List and replace the old version from the Master Copy Folder.

# 3. DOCUMENTS AND STICKERS

Throughout this manual there is reference to documents that are required. This section offers instructions on how to access these documents. All these documents can be accessed from the St Faiths website [www.stfaiths.org.au](http://www.stfaiths.org.au) by following the links ministries/groups/copyright administration.

## 3.1 ST FAITHS SONG LIST

Step 1: Go to the St Faiths website [www.stfaiths.org.au](http://www.stfaiths.org.au), follow the links, ministries/groups/copyright administration. There is also a hard copy available in the Master Copy Folder stored in the choir room at St Faiths.

Step 2: Click on the Link St Faiths song list, and this will take you to Google documents where you can view and copy and paste from the document but not edit it.

Step 3: Office staff entering in new songs, log into Google documents ([www.google.com/docs](http://www.google.com/docs)) using the St faiths office email address ([office@stfaiths.org.au](mailto:office@stfaiths.org.au)) and Google password. This will enable you to edit the document, and this will be instantly updated to the published version.

## 3.2 PHOTOCOPY LICENCE REPORT (PCL REPORT)

This can be found by going to [www.ccli.com](http://www.ccli.com) and following the links customers/PCL worksheet and then clicking on the Excel version ([www.ccli.com.au/customers/pclworksheet.cfm](http://www.ccli.com.au/customers/pclworksheet.cfm))

## 3.3 ST FAITHS PHOTOCOPY WORKSHEET

The current copy of this form is on a hook above the photocopier in the office, with a cover page including instructions. For new copies of this worksheet go to the St Faiths website [www.stfaiths.org.au](http://www.stfaiths.org.au) and follow the links ministries/groups/copyright administration there you can find the spreadsheet and the cover page.

## 3.4 ST FAITHS NEW SONG LIST

The current copy of this form is on a hook above the photocopier in the office, with a cover page including instructions. For new copies of this worksheet go to the St Faiths website [www.stfaiths.org.au](http://www.stfaiths.org.au) and follow the links ministries/groups/copyright administration there you can find the spreadsheet and the cover page.

## 3.5 MASTER COPY AND PHOTO COPY STICKERS

Spare Master Copy and Photocopy stickers can be found in the Master Copy Folder stored in the choir room at St Faiths. Publisher specific Photocopy stickers for those songs not covered by CCLI can be found in the individual song sleeves in the Master Copy Folder. The PDF files of these stickers required to print more copies can be found on the St faiths website [www.stfaiths.org.au](http://www.stfaiths.org.au) by following the ministries/groups/copyright administration. The stickers required are the equivalent to 'Unistat' 70mm x 36mm x 24 per sheet.

# 4. CONTACT DETAILS

## **COPYRIGHT ADMINISTRATOR:**

Lydia Nizeti  
(m) 0425355604  
(e) lnizeti@gmail.com

## **CHRISTIAN COPYRIGHT LICENSING INTERNATIONAL (CCLI)**

www.ccli.com.au  
(ph) free call 1800 365 474  
(ph) (02) 9894 5386  
(f) (02) 9894 5701  
PO Box 6644  
Baulkham Hills BC, NSW 2153  
Australia

## **CHRISTIAN VIDEO LICENSING INTERNATIONAL (CVLI)**

www.cvli.com.au  
See CCLI details

## **ST FAITHS**

(ph) 9971 1048  
(e) office@stfaiths.org.au



# 5. OTHER USEFUL RESOURCES

## 5.1 GENERAL COPYRIGHT INFORMATION

### **AUSTRALIAN COPYRIGHT COUNCIL'S ONLINE INFORMATION CENTRE**

[www.copyright.org.au](http://www.copyright.org.au)

Specifically relevant is the information sheet titled "Churches and Copyright"

### **THE COPYRIGHT ACT 1968**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ca1968133/](http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/)

## 5.2 PUBLIC PERFORMANCE OR PLAYING OF MUSIC

### **THE AUSTRALASIAN PERFORMING RIGHT ASSOCIATION (APRA)**

[www.apra-amcos.com.au](http://www.apra-amcos.com.au)

(ph) 1300 852 388

### **PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA LIMITED (PPCA)**

[www.pcca.com.au](http://www.pcca.com.au)

(ph) (02) 8569 1100

