

Photocopy work sheet St Faiths

This is the photocopy worksheet for all of St Faiths

When photocopying sheet music or words for use by the band or children's ministries: copy required amount, fill in photocopy stickers with the song number and attach sticker over the photocopy of the master copy sticker. Then document the song number, the title of the song, the format copied (words, chords, full piano score ect), the quantity photocopied and the service it was copied for. **Please note:** some stickers are specific to the publisher and not covered by CCLI eg. Some Matthias media songs, Jon Baldwin, Dan & Emma Morton ect. The required photocopy sticker will be in the master copy folder with the songs that require them.

Master Copy - must be returned
CCLI# 33636
PCL# 124167
CCLI song # 2672885
Property of St Faiths Narrabeen

Put the photo copy sticker →
← On top of the photo copy of the master copy sticker

Photo Copy – with permission
CCLI# 33636
PCL# 124167
CCLI song # 2672885
Property of St Faiths Narrabeen

When printing words for an order of service: ensure the copyright information is included with the words, then document the song number, name, format (words in order of service) the quantity and what it was printed for (eg. Wedding, funeral, 8:30am, carols by candle light ect).

When creating a power point file: ensure copyright information is included on the last slide and then document the song number, name, format (powerpoint), quantity and service/event

Copyright information for Power point and order of service: This information can be found on the online spreadsheet available from www.stfaiths.org.au and following the links media/copyright/music

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

Words and music by Lenny Leblanc & Paul Baloche
©1999 Integrity's Hosanna! Music
Used by Permission. CCL Licence No. 33636

Please fill in a new row for each format of music: as seen in the example (some formats are taken from different sources and each source needs to be recognised and reported)

CCLI #	Name of song	Format	Quantity	Service/event
eg: 2672885	Above All	words	3	sun@6
eg: 2672885	Above all	Chords	2	sun@6:30
eg: 2672885	Above All	Chords transposed in G	1	Gathering
eg: 2672885	Above all	Melody	3	10:30am
eg: 2672885	Above all	Full piano score	2	Warriewood
eg: 2672885	Above all	Words in order of service	100	8:30am
eg: 2672885	Above all	Words in order of service	70	wedding or funeral
eg. 2672885	Above all	Power point file	1	sun@6
eg.0004890	Joy to the world	Words in order of service	200	Carols by candle light

To find this document go to www.stfaiths.org.au and follow the links media/copyright/music