

# Copyright for Parish and School Liturgy

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## What is copyright?

Every original work (literary, musical, artistic) is protected by copyright as soon as it is created. Translation of scripture, liturgical texts, and music contained in the Rites of the Church are protected by copyright, including the content of your hymnals and missals; permission needs to be obtained before they are reproduced. It is true that **parishes and schools do not need permission to publicly perform** copyright protected works **during liturgy or prayer**. However, permission or license to reproduce, publish, communicate or adapt liturgical works of any kind is required.

Copyright, by definition, is a right to copy. Copyright is “the sole right to produce or reproduce the work or any substantial part thereof in any material form whatever.” (Copyright Act, R.S.C., 1985, c. 6, C-42). Copyright reserves certain rights to the author : the rights to reproduce, publish, communicate, perform, translate, or to adapt. In turn copyright preserves the integrity of a work and ensures that authors receive the means to continue producing work. Copyright law applies to all churches and religious organizations in Canada as much as it does to anyone else. Civil suit and criminal penalties could apply as a result of copyright infringement.

### 1. How long does copyright last?

In Canada, works are protected during the duration of the author’s life (through the end of the calendar year of death) and a period of 50 years following that year. For multiple authors, copyright will follow the last surviving author.

### 2. Who owns the copyright?

Copyright may be held by the authors themselves, their employer (if the work is commissioned as part of their employment), or a publisher/third party to which the copyright has been sold or assigned. The latter is the most common when it comes to current pastoral liturgical music.

### 3. What about Public Domain?

In the absence of copyright, certain work naturally falls into the “Public Domain.” For example; when a copyright term has expired or when a copyright owner has dedicated the work to the public domain. **Extreme care should be taken to ensure all elements in the work are free of copyright.** Do not assume that work is in the public domain due to the lack of copyright notice. While the original melody and lyrics might be in the public domain, future alteration to the original work (such as harmonization, accompaniments etc.) might still be protected by copyright.

### 4. Does my parish/school need to obtain special copyright permission?

If you answer yes to any of these questions, you need copyright permission:

- Do you project lyrics or melody to the screen during worship?
- Do you include lyrics or melody in your worship aid, song booklets or parish bulletin?
- Do you scan or photocopy music sheets? (for musicians and choristers)
- Do you create recordings to help with choir rehearsals?
- Do you record and/or broadcast your prayer services or liturgies?

## Getting Permission

### Rites of the Church

Parishes and schools often provide dialogue texts and acclamations in worship aids (*e.g.*, penitential acts, Creed etc.) to assist the assembly to participate more fully during liturgy. ICEL (International Commission for English in the Liturgy) is the copyright owner of the majority of the English liturgical texts in the rites of the Church, including the English translation of the Roman Missal, Rite of Marriage, Order of Christian Funerals, Rite of Confirmation, RCIA and many other rites.

ICEL provides royalty-free permission for parishes and schools to reproduce and publish their liturgical texts for use at a specific liturgy or celebration provided that: 1) publication is not produced by a publishing firm or made for sale, 2) appropriate copyright notice included in the publication and 3) the official editions of the texts are followed exactly.

Please use the appropriate copyright notices. Multiple attributions may be necessary in one worship aid. For example, if you copy texts from the Roman Missal into your worship aid (projector slides or printed booklets) use the following copyright notice:

Excerpts from the English translation of The Roman Missal © 2010, International Commission on English in the Liturgy Corporation. All rights reserved.

### Canadian Lectionary or Scriptures

The Canadian Lectionary is not copyrighted by ICEL. The revised edition of the Lectionary for Sundays and Solemnities is based on the New Revised Standard Version of the Bible (NRSV) owned by the National Council of Churches (NCC) with Canadian adaptations. Check pg. ii of the Lectionary to see the copyright information for various texts (*i.e.*, Pentecost sequence etc.).

Note that scripture readings should not be displayed during the proclamation of the Word. *“When the sacred scriptures are **read** in the Church, God himself speaks to his people, and Christ, present in his word, proclaims the Gospel. Therefore the readings from the Word of God are to be **listened to reverently by everyone.**”* (GIRM #29). Effort should be directed toward the formation & training of effective lectors. Where the community includes deaf people, the proclamation should be signed in the sign language so they can understand what is being proclaimed.

When Scriptures is reproduced for the purpose of individual reflection/study (for example: bible study group, Lenten reflections, sacramental preparation etc.), ministers may quote or reprint up to 500 verses of the NRSV Bible without a written permission. Note that the verses quoted should not amount to a complete book of the Bible or account for 50% of the total work in which they are quoted. When more than 500 words of scripture are being used, please use bibles, or other published editions of scripture. If the NRSV translation is used, the following notice of copyright must appear on the title or copyright page of your publication:

New Revised Standard Version Bible: Catholic Edition, copyright 1989, 1993, Division of Christian Education of the National Council of the Churches of Christ in the United States of America. Used by permission. All rights reserved.

Each scriptural translation has its own copyright requirement. Check first before using.

## Music

Those preparing liturgies usually reproduce music either for choir rehearsal or in a worship aid. It is very important to note that a reprint license only covers the reproduction of congregational lyrics and unison melodies; it does not cover choral works, solo accompaniments or instrumental music sheets. **Choral works and any accompaniment music sheets must be purchased from the publisher.** To reduce or avoid the purchase of sheet music, parishes or schools may want to consider obtaining choral hymnals from liturgical music publishers such as GIA Publications (Gather, Worship), OCP Publication (Choral Praise, Journey Song), WLP (People's Mass) or other hymnals approved by a Conference of Bishops (Catholic Book of Worship III, Celebrate in Songs).

### Creating Worship Aids for the Assembly (in printed form or projector screen)

When the liturgy includes hymns, psalms and mass settings outside of the hymnals, it is essential to provide at least the texts of the songs in some form for the congregation. When the tune is unfamiliar, it is always helpful to provide the melody as well.

Most authors have established an agreement with copyright license providers to provide various permissions for their works. There are many copyright license providers/administrators to choose from, but only a few administer liturgical music licenses. Before subscribing to or buying a licence, understand the specific limitations such as the material covered, permitted uses, and record keeping or reporting system required from each copyright license provider.

Those who find themselves regularly transferring hymns from a hymnal or sheet music to another medium (such as worship aids, booklets, bulletins or projections to a screen) should consider subscribing to a licensing scheme. Parishes or schools might find it more reasonable to subscribe to annual licenses. Other organizations (*e.g.*, CWL, Knights of Columbus, Conferences etc.) that hold seasonal liturgies, or any prayers during their meeting or conferences, might benefit from single event/one-time event license.

Below are the most popular licensing administrators who offer licenses for liturgical music in North America:

1. **OneLicense.net:** Administers licensing for all composers under GIA Publications (*e.g.*, Marty Haugen, David Haas) and other participating publishers. (*e.g.*, Augsburg Fortress, Hope Publishing, Taizé, Iona Community).
2. **LicensingOnline:** Administers licensing for all OCP Publications (*e.g.*, Dan Schutte, Paul Inwood, Curtis Stephan) and other participating publishers (Spirit and Song, NALR, Monica Brown's Emmaus Ministry)
3. **World Library Publications (WLP):** Administers licensing for all WLP music (*e.g.*, John Angotti, Ed Bolduc) and other participating publishers (Michael Mangan's Litmus Publication).
4. **CCLI:** Administers licensing from thousands of Christian publishers around the world, however it does not cover the majority of Catholic liturgical songs used in most Canadian parishes or school. CCLI focuses on popular worship songs, mostly used by Evangelical and Pentecostal churches or in Catholic youth group such as Life Teen in their prayer services (*e.g.*, Chris Tomlin, Twila Paris, Michael W. Smith, Hillsongs, Integrity *etc.*). CCLI does not provide the list of their participating publishers.

Many parishes and schools will find that to freely project lyrics/melodies of songs from an annual missal, such as Breaking Bread, requires a subscription to **at least** two different copyright providers. For example:

1. To reprint the words or melody reprint box of "Gather Us In" by Marty Haugen (copyrighted by GIA Music), you will require a license from **OneLicense.net**.
2. To reprint the words or melody reprint box of "Here I am, Lord" by Dan Schutte (copyrighted by OCP Music Publications), you will require a license from **LicensingOnline**.
3. To reprint the words of "Shine, Jesus, Shine" by Graham Kendrick (copyrighted by Make Way Music), you will require a license from **CCLI**.

Parishes and schools must limit their repertoire to that supported by the licence(s) that they purchase.

Please find the table below featuring the three most popular copyright license providers:

	<b>LicensingOnline.org</b> 1-800-452-9805 or e-mail <a href="mailto:support@licensingonline.com">support@licensingonline.com</a> <a href="http://www.LicensingOnline.org">http://www.LicensingOnline.org</a>	<b>OneLicense.net</b> 1-800-ONE-1501 or e-mail <a href="mailto:TimRedmon@OneLicense.net">TimRedmon@OneLicense.net</a> <a href="http://www.onelicense.net">http://www.onelicense.net</a>	<b>CCLI</b> 1-800-234-2446 or email <a href="mailto:copyright@ccli.com">copyright@ccli.com</a> <a href="http://www.ccli.com">http://www.ccli.com</a>
<b>Which copyright owners are represented?</b>	OCP Publications ( <i>including SpiritandSong, NALR, New Dawn Music etc.</i> ) and other member publishers.	GIA Publications and other participating publishers (including Liturgical Press, Hope Publishing, Iona Community etc.)	Mostly publishers serving Evangelical & Pentecostal churches ( <i>e.g., Crossroads; Hillsong; Integrity; BMG Songs</i> ).
<b>Permission to reprint lyrics and unison melodies (reprint boxes)?</b>	Yes – for OCP music and work from participating publishers.	Yes – for GIA music and work from participating publishers.	Yes – for work from all participating publishers.
<b>Downloadable lyrics &amp; unison melodies (reprint box)?</b>	Yes, for most but not all songs. All inclusive with annual license. Or you can copy from pew hymnals.  This license covers words and melody for use by the assembly - <b><i>not</i></b> choral or instrumental arrangements.		No.
<b>Permission to record service?</b>	No, with one exception: for the purpose of bringing audio or video tapes of worship services to the home bound.  Permission can be granted for additional fee. <i>Check publishers' websites for more information. For OCP, check <a href="http://www.ocp.org/licenses">http://www.ocp.org/licenses</a>, complete the correct form and return with payment.</i>		Yes, with some limitation (check CCLI website).
<b>Permission to record service &amp; share it online or in a podcast?</b>	No.  Permission can be granted for additional fee. <i>Check publishers' websites for more information. For OCP, check <a href="http://www.ocp.org/licenses">http://www.ocp.org/licenses</a>, complete the correct form and return with payment.</i>	Yes, with a <b><i>Podcast License</i></b> . Cost: add 50% of the cost of your annual license each year.	Yes, with a <b><i>Webcasting License or Stream License</i></b> . Cost ranges from \$60 (average attendance of 250) to \$260/year (big church).
<b>How much is an annual License?</b>	Parish: From \$95 (avg. attendance of 25) to \$639 (avg. attendance of 5000). School: From \$95 to \$285.	From \$75 (avg. attendance of 25) to \$935 (avg. attendance of 20,000).	From \$60 (small group) to \$655 (avg. attendance of 5000).

	<p><b>LicensingOnline.org</b>                  1-800-452-9805 or e-mail  <a href="mailto:support@licensingonline.com">support@licensingonline.com</a>  <a href="http://www.LicensingOnline.org">http://www.LicensingOnline.org</a></p>	<p><b>OneLicense.net</b>                  1-800-ONE-1501 or e-mail  <a href="mailto:TimRedmon@OneLicense.net">TimRedmon@OneLicense.net</a>  <a href="http://www.onelicense.net">http://www.onelicense.net</a></p>	<p><b>CCLI</b>                  1-800-234-2446 or email  <a href="mailto:copyright@ccli.com">copyright@ccli.com</a>  <a href="http://www.ccli.com">http://www.ccli.com</a></p>
<p><b>Permission to reprint songs to make parish hymnal or songbook.</b></p>	<p>Yes, only for congregational music (up to 25 titles).</p>	<p>Yes, only for congregational music.</p>	<p>Yes, only for congregational music.</p>
<p><b>Copyright Notice.</b></p>	<p>Words: John Doe, © 1988, ABC Music Co.; Music Jim Doe, © 1972 XYZ Publications. All rights reserved. Used with permission. Licensing Online # _____</p> <p><i>The copyright lines and reprint license # should appear at the bottom of every song.</i></p>	<p>Words: John Doe, © 1988 ABC Music Co.; Music: Jim Brown, © 1990 XYZ Publications. All rights reserved. Reprinted under OneLicense.net # _____</p> <p><i>The copyright lines and reprint license # should appear at the bottom of every song, or listed on a Permission page. Make sure reader can easily associate which song goes with which license.</i></p>	<p>Words: John Doe, © 1988 ABC Music Co.; Music: Jim Brown, © 1990 XYZ Publications. All rights reserved. CCLI# _____</p> <p><i>The copyright lines and reprint license # should appear at the bottom of every song, or listed on a Permission page. Make sure reader can easily associate which song goes with which license.</i></p>

## Copies for the Choir Members

### Can we copy choral music or accompaniment / instrumental music?

**No.** Choral parts, instrumental parts, and accompaniments may **not** be reproduced in any form. All reprint license (annual/single event) cover only the reproduction of congregational lyrics and unison melodies. Printed sheet music for choral parts (or choral hymnals), instrumental parts, and accompaniments may be ordered directly from the publisher. *Note that LicensingOnline does allow for photocopying one (1) copy for organist use for page turn comfort.*

### What about out-of-print sheet music?

- Contact the publisher of the song for permission to reproduce (see copyright information on the song). Some publishers give permission to copy out-of-print sheet music for a fee (e.g., OCP Publications' Choral Reprint License for \$.75/copy).
- If you can't find the publisher's contact information, contact **CCLI** or **CMPAmusic.org** for obtaining/checking list of owners/publisher.

- If author or publisher is unknown (no copyright information) – check the title on the copyright license provider’s website, or contact your copyright license provider. While this may well be a work in the Public Domain, it might also be an illegally produced copy.
- It is safe to assume that the sheet music is in the Public Domain, if no copyright information is available and if you have make every possible effort to check with any of the copyright license providers.

**Can we alter, edit or create an arrangement to a copyrighted song?**

No. Copyright law protects all elements of musical work (e.g., lyrics, melody, arrangement). You cannot make an arrangement of copyrighted work without permission from the copyright holder/publisher. *Note that CCLI grants permission to customize vocal and/or instrumental arrangements of the songs covered under its license when no published version is available.*

**Can we create practice CD or MP3s for rehearsal use?**

Most publishers allow you to create recording tracks for an additional fee:

LicensingOnline	OneLicense.net	CCLI
No. Permission can be granted with additional fee. <i>Check publishers’ websites for more information. For OCP, check <a href="http://www.ocp.org/licenses">http://www.ocp.org/licenses</a>, complete the correct form and return with payment.</i>	Yes, with a <b>Practice Track License</b> (from \$.75/song per copy). Check website for more details.	Yes, with <b>Rehearsal License</b> (from \$85 to \$510 yearly). This license covers copying commercially available music under the Rehearsal License. You may not record the song yourself without a separate mechanical license agreement.

**Can we reprint harmonization for congregation use?**

Only if the harmonization is created under the same copyright (e.g., Taizé or Iona Community choral arrangements).

**Is it safe to copy all choral arrangements for songs in the Public Domain? (e.g., Silent Night, All Creatures of our Lord and King etc.)**

Rule of thumb: It is safe to print the melody line of a song in the public domain without permission/copyright license. Choral and other accompaniments, on the other hand, are a different matter.

- **If the choral arrangement is already in the public domain** (once copyright expires, or bestowed to the public domain by author), then you have the permission to reproduce without permission. See the copyright notice.

- **If it is an adapted work of a song in the public domain** (e.g., someone’s reworking of a traditional or folk melody), and if the adapter has made significant changes, the ‘new’ version might still be under copyright. See the copyright notice.
- **If the melody is in the public domain but the lyrics are new work or translation**, then the work is protected under copyright and you must obtain permission/license to reproduce.

**Digital Copies**

It is becoming easier to download music sheets online in various file formats. In addition to providing permissions for reprints, publishers and copyright license providers also offer access to thousands of lyrics and melody lines via downloads from their website. It is also possible to purchase digital choral/accompaniments online. A few notes about buying choral/accompaniment files online:

- Print only as many copies as you have legally paid for (e.g., when you buy one digital copy and produce 10 printouts, you are making 9 illegal copies).
- Protect the file from misuse either by deleting the file after printing or by saving it in a protected folder and by noting the numbers of copies purchased.
- Keep documentation of the purchase (e.g., online receipt or specific notes from the copyright license providers).

**Reporting Usage**

Copyright licensing providers require you to report your usage, so they can distribute fees to rights holders in the form of royalties. Composers and publishers depend on these royalties to maintain their ministries and make their living.

<p><b>LicensingOnline &amp; OneLicense.net</b></p> <p>You must report every use under the license for as long as you have the license. Online reporting is available on their websites.</p>	<p><b>CCLI</b></p> <p>When notified by CCLI. Your report period will be one six-month period, as assigned by CCLI (every 2.5 years).</p>
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**BIBLIOGRAPHY**

- Canadian Copyright Act
- Rights and Permissions Policy – Canadian Conference of Catholic Bishops Publications Service
- Mason, Paul: Guidelines: Copyright in Parish & School Liturgy (Australian Pastoral Musicians Network & Catholic Diocese of Wollongong, Australia)
- Copyright Guide for Congregation (United Church of Canada)
- LicenSing Online FAQ
- OneLicense.net FAQ
- CCLI Copyright License
- Church Music Publishers Association – Guide to Copyright Information
- Public Domain Sherpa



# CONTACTS

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## **LicensingOnline.org**

1-800-452-9805 or e-mail [support@licensingonline.com](mailto:support@licensingonline.com)

Website: <http://www.LicensingOnline.org>

## **OneLicense.net**

1-800-ONE-1501 or e-mail [TimRedmon@OneLicense.net](mailto:TimRedmon@OneLicense.net)

Website: <http://www.onelicense.net>

## **World Library Publication (WLP)**

1-800-566-6150 or e-mail [wlp reprint@jspaluch.com](mailto:wlp reprint@jspaluch.com)

Website: <http://www.wlp.jspaluch.com>

## **OCP Publications (Reprint Permission)**

1-800-548-8749

Website: <http://www.ocp.org/licenses>

## **GIA Music (Reprint Permission)**

Call 1-800-442-1358 or e-mail [Reprintreprints@giamusic.com](mailto:Reprintreprints@giamusic.com)

Website: [http://www.giamusic.com/sacred\\_music/copyright.cfm](http://www.giamusic.com/sacred_music/copyright.cfm)

## **Canadian Conference of Catholic Bishop (CCCB) and Catholic Book of Worship III (CBW)**

Call 1-613-241-9461 or 1-613-241-5090 | [permissions@cccba.ca](mailto:permissions@cccba.ca)

Website: <http://www.cccb.ca>

## **CCLI**

1-800-234-2446 or e-mail [copyright@ccli.com](mailto:copyright@ccli.com)

Website: <http://www.ccli.com>

## **CMPA (Church Music Publisher Association)**

1-615-791-2073

Website: <http://www.cmpamusic.org>

## **NRSV Scripture Text**

<http://www.nccusa.org/newbtu/permis.html>

## **International Commission for English in the Liturgy (ICEL)**

- E-mail: [permission@eliturgy.com](mailto:permission@eliturgy.com)
- Website: <http://www.icelweb.org/copyright.htm>
- Phone: (403) 202-347-0800

## **COPYRIGHT RESOURCES**

- Canadian Copyright Act. Retrieved from Department of Justice Canada website: <http://laws-lois.justice.gc.ca/eng/acts/C-42/page-6.html#h-6>
- Licensing Online FAQ - <https://www.licensingonline.org/en-ca/page/16>
- OneLicense.net FAQ - <https://www.onelicense.net/index.cfm?go=main.faq>
- CCLI Copyright License - <http://www.ccli.com/WhatWeOffer/ChurchCopyrightLicense.aspx>
- Church Music Publishers Association - <http://www.cmpamusic.org>
- Christian Copyright Solutions -

## **PUBLIC DOMAIN RESOURCES**

- Public Domain Sherpa: <http://www.publicdomainsherpa.com>
- CPDL.org Free Choral Sheet Music - <http://www.cpd.org>