



Copyright Information Seventh-day Adventist Church (South Pacific Division)

<http://www.spd.adventist.org/music-copyright>

COPYRIGHT INFORMATION FOR LOCAL CHURCHES IN NEW ZEALAND

Purpose of this Document

The information contained in this document is to assist you - a member of a local church in New Zealand - to understand and comply with copyright law as it applies to your church.

This document contains general information in easy-to-read language. Further information is available from the website of the Copyright Council of New Zealand, and other sources.

This document also contains checklists for use by your church's copyright officer, worship leaders, musicians, and your local church board.

A collection of information documents are available. Each document applies to a particular type of entity in a particular country (or group of countries) within the South Pacific Division. This document applies specifically to local churches in New Zealand only. To obtain other documents, please refer to the following website: <http://www.spd.adventist.org/music-copyright>

We encourage you to thoroughly review this document, and take action as required - to ensure that your local church complies with New Zealand law, and music creators are compensated for their work.

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1. Overview

This document deals mainly with copyright as it applies to church music. However, many of the principles explained here also apply to other kinds of works. For example, brief mention is made in the section on CCLI in relation to using copyrighted videos in church.

This document should be used in the following ways by the following people/groups:

- **Church Board** - each member of the church board should be given a copy of this document, and briefed on its contents. It is the responsibility of the church board to ensure that the local church complies with the law. This document contains information that will assist board members. This document also contains a checklist to be used specifically by the church board.
- **Copyright Officer** - this is a church member, appointed by the church board or Nominating Committee. This person should review this entire document, and do whatever is necessary to ensure that his/her church complies with the law.
- **Worship Leaders and Band Leaders** - those leading out in worship also need an understanding of copyright issues. This is especially important in relation to the Seventh-day Adventist Hymnal, as there are some hymns that cannot be used in certain ways (e.g. in PowerPoint). More about this is explained later in this document, and includes a full listing of hymns.

This document also contains detailed sections on:

- **Christian Copyright Licensing International (CCLI)** - an organisation that provides licenses to churches to cover many uses for many songs (but not all songs).
- **Licenses available from OneMusic** - other licenses which a church may require.
- **Seventh-day Adventist Hymnal** - an explanation of the issues surrounding use of the Seventh-day Adventist Hymnal, with detailed information that has been checked and verified by CCLI.
- **Checklists** - a series of checklists are provided, to be used by various people in your church who hold responsible positions, so that they act in a way that complies with copyright law.

Copyright explained

The use of music in church can be summarised as follows:

A work (e.g. song book or sheet music) that is legally purchased may be used as-is, for private or church use, without any further permission being required. However, if you copy part of or all of the work, copy any part of the work into another format, or make a recording of the work, then this requires prior permission from all of the copyright owners relevant to the parts being copied.

So for example, if you purchase a song book, you can do the following without needing permission:

- play directly from the song book using a musical instrument
- sing directly from the song book

However, if you want to do any of the following, you will need permission to do so *before* the copying or recording activity occurs:

- reproduce any pages from the song book (e.g. photocopying, scanning, etc...)
- copy the words into a separate word sheet
- copy the words into projection software, such as Microsoft PowerPoint
- record someone (or a group of people) playing and/or singing songs from the song book
- re-arrange any of the songs in the song book (e.g. transpose key, add guitar chords, etc.)

Note that copyright only lasts for a fixed period of time. After that, it is said to have fallen into the "public domain". A work that is in the public domain may be freely copied in any form without any permission being required. However, it is important to realise that a work may contain a number of copyrightable parts, and some parts may still be under copyright, while other parts are in the public domain. To freely copy a work without permission, all parts being copied must be in the public domain.

When it comes to sheet music and song books, there are three distinct and separate copyrightable elements that must be considered:

1. the Words / Lyrics
2. the Music - the musical notes and other notation that comprises the musical score
3. the Published Edition - the layout, typesetting and format of the published work

Each of the three copyrightable elements will likely have different owners, and different terms (duration) of copyright. However, not all activities "copy" all elements. For example:

- If you copy the words into a song sheet or projection software, then only the copyright of the words/lyrics is relevant
- If you record a song being sung in church, then the copyright of the words, and that of the music, is relevant
- If you reproduce (e.g. photocopy) a song from a song book, then the copyright of all three elements is relevant, because the words, music and layout/typesetting are being copied

Duration of copyright

The duration (term) of copyright for Words and Music lasts for the life of the author(s) plus 50 years - in other words, it lasts until 50 years after the end of the year in which the last surviving author died. Note that in some other countries (such as Australia) the duration is 70 years instead of 50 years.

The term of copyright for Published Editions of works is 25 years from the end of the year when the work was first published.

Further information

For further information, please refer to the Information Sheets and Frequently Asked Questions on the website of the Copyright Council of New Zealand - available here: <www.copyright.org.nz>.

2. Christian Copyright Licensing International (CCLI)

As mentioned in the preceding section, New Zealand law (and indeed the law of most countries) requires prior permission from each copyright owner of a song, in order to carry out many copying activities. With the advent and widespread availability of photocopiers, overhead projectors, and later, computer projection, obtaining permission directly from copyright owners clearly became impractical.

So in 1988 a private company called Christian Copyright Licensing International (CCLI) was established in the USA. It now exists in many countries worldwide. It essentially acts as "permission broker":



CCLI sells a license to a local church. The license fee is generally based on the average attendance at the church, or on the number of copies made - depending on the type of license. Under the terms of the license, each church must report to CCLI what songs it uses/copies, and how.

In other words, it is not enough to simply pay the license fee and then forget about reporting - a church board must ensure that accurate reporting to CCLI occurs in order to satisfy the license's terms. Compliance with all terms of your license is essential to guarantee continued operation of that license.

Note: some conferences purchase a group license from CCLI to cover all churches in that conference. Other conferences leave it up to each individual church to purchase their own license. Check with your local conference to find out whether you are covered by a group license, or need to purchase your own. In either case, your church needs to do its own reporting directly to CCLI in order to be legally covered.

CCLI does not provide blanket coverage

CCLI does not cover every song. As a general rule, it only covers a song if it has a contractual relationship with all copyright owners for that song, and can therefore pass on royalties. CCLI has a database of songs that it covers, which you can search online from CCLI's website at <www.ccli.co.nz>.

If after searching CCLI's database you find that CCLI does not cover a particular song, you must either :-

- a) obtain permission directly from the copyright owner(s); or*
- b) not copy the song in any way, and not project the lyrics for that song on a big screen*

CCLI reporting

All of the license fees received by CCLI go into a "big bucket". According to the agreements signed between publishers and CCLI, this income is apportioned to copyright owners as royalties and used to cover the administrative costs of CCLI. CCLI uses the data that churches report to it to determine how to divide and distribute the money in the bucket - i.e. to decide what royalty amounts are paid to which copyright owners. Any incorrect or non-reporting by churches therefore means that copyright owners do not get paid the amounts that they should be paid.

CCLI distributes royalties to copyright owners on a 6-monthly basis. The cut-off for reporting by license holders is March 31 and September 30 each year. CCLI recommends weekly reporting of data, but some churches may prefer to collate their data and submit it once every 6 months. Whatever your church decides, your church board must ensure that all reporting is up-to-date and submitted *before* March 31 and September 30 each year - otherwise it will not be compliant with CCLI's license terms.

Your church board should require a written report by your church's copyright officer every 6 months to ensure that the above occurs. CCLI's reporting website allows an activity report to be printed for this purpose. This report should be tabled at a board or business meeting, and filed by the church clerk.

Licenses available from CCLI

The following licenses are available from CCLI for New Zealand churches:

- **Church Copyright License (CCL)** - covers creation of song sheets, word sheets, overhead transparencies, and the use of computer projection software and files for displaying words on a big screen. Also covers recording of live music for limited purposes and the creation of custom arrangements of songs (but only where no published version already exists). The license fee is based on how many people attend your church. If you have multiple services, use your combined attendance.
- **Music Reproduction License (MRL)** - covers the photocopying, computer scanning and multiple printing of music from a song book or sheet music, purchased in print or online. Your church must own at least one copy of the original song book or sheet music. The license fee is based on the total number of copies made (estimated at the beginning of the license period, then adjusted at the end).
- **Church Video License** - covers your use of videos and DVDs in any of your church services. There are no exemptions for churches in the use of DVDs or Videos - you must have permission from the copyright owner. This license is provided by a related organisation partly owned by CCLI - called Christian Video Licensing International (CVLI). See the website <www.cvli.co.nz> for further details.
- **SongSelect®** - this is not strictly a license. Instead, it is an online resource or service provided by CCLI for an annual subscription. It makes available to you :- lyrics, lead sheets, chord sheets, vocal sheets and 4-part harmony for many songs covered by CCLI. Use of this service requires a CCL and, if multiple copies are made of music, an MRL. The first copy (original) is automatically reported, but subsequent copies of music require separate reporting under an MRL. and reproduction of lyrics needs to be reported under the CCL.

So what licenses do I actually need?

It can sometimes be difficult to work out exactly what license you need. Here are a few simple examples.

Example 1: If you do not print the words for any songs onto word sheets, if you do not project the words on to a big screen, if you do not record any congregational singing, if you do not create any custom song books, and if you do not photocopy or otherwise reproduce any music - therefore you only use music from published hymnals and song books purchased from a bookshop - then you do not need any CCLI licenses, and therefore do not need to do any copyright reporting. You simply need to purchase enough song books for your congregation to sing from, and your musicians to play from, and/or have your attendees bring and use their own books.

Example 2: If you project the words for songs on to a big screen, but all musicians use original song books (i.e. you do not photocopy or otherwise reproduce any music), then all you need is the Church Copyright License (CCL).

Example 3: If you project the words for songs on to a big screen and make photocopies (or scanned copies) of music from song books or sheet music, then you need both the Church Copyright License (CCL) and the Music Reproduction License (MRL)

In addition, if you show videos in church, you may also benefit from the Church Video License. Otherwise you will need to obtain permission directly from the owner of the Video or DVD before showing it in church.

Correct attribution for copies made (including PowerPoint slides)

Every copy made under your CCLI license **must** include a notice on the copy indicating that it has been created using your church's CCLI license, and must include your CCLI License number. As per CCLI's Terms and Conditions, the following information must be included on each copy:

- The full song title
- Every author for both words and music
- The copyright information
- Notice of Permission and CCLI License Number, e.g. "Used By Permission. CCLI License # 11111"

When displaying the above information for a PowerPoint presentation, you could show it on a separate cover slide, displaying the song title, authors, copyright information and your CCL license number; or you could show this information as a footnote on every slide in that song; or both.

When creating word sheets, this information should be displayed before or after the words for the song.

When creating photocopies (e.g. when making a custom song book, see next section below), you should place the notice on the master copy before making multiple copies. As the song being copied should already display the song title, author information and copyright information, all you need to add is a notice saying "Used By Permission. CCLI License # 22222". You could do this by making up a set of sticky labels with this text pre-printed, and then stick a label on to every copy that you make (or every master copy that you make before making other copies). Or you could use a customised ink stamp.

Remember to use the correct license number for each copy. When making photocopies, use the license number for your Music Reproduction License (MRL). On the other hand, PowerPoint slides and word sheets should show the license number for your Church Copyright License (CCL).

Creation of custom arrangements of music

The CCL allows you to "*arrange, print and copy your own arrangements (vocal and instrumental) of songs used for congregational singing, where no published version is available*". In other words, this allows you to create customised versions of songs, for different instruments used by your musicians for church singing. As a general rule, a custom arrangement is any piece of music reproduced using computer software (e.g. Sibelius) - i.e. not photocopied.

Examples of custom arrangements include:

- Adding guitar chords
- Transpositions to another key
- Separation of parts for different instruments and/or voices

However, the catch here is that custom arrangements can *only* be made under the CCL "*where no published version is available*". If there is a published version available, you must purchase that - you

cannot create a custom arrangement using the CCL. How do you know whether a published version is available? The rule here is to use "due diligence" to search for a version. At a minimum, it is recommended that you search the following:

- CCLI's SongSelect service (nz.songselect.com)
- The publisher's website
- The author's website

CCLI's SongSelect service makes many songs available for download, in many formats. This may include lyrics only, chord sheets, lead sheets, and full vocal scores. All musical formats are available for transposition to any key before download. So, as a general rule, if the full vocal music for a song is available on SongSelect, you are not allowed to make a custom arrangement of it under the CCL - because the SongSelect version caters to any need you may have, so you must purchase that version.

There are some special rules that come into play when the public domain status of songs is taken into account. You will recall (see section 1 "Overview") that there are three separate copyrightable elements to each song, namely: a) the words, b) the music, and c) the publication. The following table shows whether a custom arrangement can be made for a song, based on its copyright status for each element:

Status of Words	Status of Music	Status of Publication	Custom Arrangement Allowed?
Public Domain	Public Domain	Public Domain	Always allowed (no reporting necessary)
Covered by CCLI	Public Domain	Public Domain	Always allowed (must report words under CCL "Print" if included, otherwise no reporting necessary)
Not Covered by CCLI	Public Domain	Public Domain	Always allowed (no reporting necessary, but you cannot include the words)
Public Domain or Covered by CCLI	Covered by CCLI	Covered by CCLI	Allowed, but only if it is not already available from CCLI's SongSelect or another source
	Public Domain	Covered by CCLI	
	Covered by CCLI	Public Domain	
Not Covered by CCLI	Covered by CCLI	Covered by CCLI	Allowed, but only if it is not already available from CCLI's SongSelect or another source (but you cannot include the words)
	Public Domain	Covered by CCLI	
	Covered by CCLI	Public Domain	
Public Domain, Covered by CCLI or Not Covered by CCLI	Not Covered by CCLI	Public Domain or Covered by CCLI	Never allowed
	Public Domain or Covered by CCLI	Not Covered by CCLI	

For your reference, the full listing of hymns in the Seventh-day Adventist Hymnal (see section 4) includes whether each hymn is available on CCLI's SongSelect service or not. Also note that (in New Zealand) the Hymnal as a "publication" is in the public domain, so for hymns the "Status of Publication" in the above table is always "Public Domain". However, for an individual hymn, the status of the words and/or music may or may not be in the public domain - check the hymnal list.

Creation and management of custom song books

Given the variety of songs used in many churches today, often taken from many sources, it is common practice to create custom song books for musicians. This is the primary reason for CCLI's Music Reproduction License (MRL). With it, a church can purchase one copy of each original song book or sheet music, and then produce multiple copies in order to create its own custom song book for use by musicians.

It is vital for your church to have certain procedures in place to properly manage this process. We recommend that you have a lockable cupboard or cabinet physically located at your church (i.e. not in someone's home). In this cupboard should be the following:

- **Original song books and sheet music from which all songs are sourced.** It is a requirement of the MRL that *your church* owns at least one copy of all originals. Making copies from a member's own personal song book or sheet music does not satisfy the requirements of the MRL. Originals should be purchased by your church, or donated to your church by a member - with the understanding that they are now the property of the church, not personal property.
- **Master copies used to create all custom song book copies.** We recommend that you give your song book an official name - e.g. the "ABCD Song Book", where "ABCD" is the name of your church. All songs should be given their own number, from 1 onwards, as you add new songs to the custom song book. To make this easy, therefore, we recommend that you create a master copy of each song (with your custom number written or printed on the master copy), then make all subsequent copies from this master copy. This master copy should always be kept in the lockable cabinet at your church. This then becomes the official master, and makes it easy to create additional copies of the custom song book when needed.

We strongly recommend that you do not make copies of any songs without formally adding them to your custom song book. This will make it much easier to properly account for, and legally cover, all copies made.

To assist with the above, we recommend that you produce a list/index of all songs contained in your custom song book, and give a copy of this list to all worship leaders (and anyone else responsible for selecting songs). In this way you can ensure that only those songs you have officially added to your custom song book are used. This should reduce the temptation to make ad-hoc copies of songs at the last minute - copies which are difficult to keep track of, and report.

- **CCLI Reporting Register.** You should create and maintain a worksheet that lists every song contained in your custom song book, and how copies have been legally produced. For copies made under your MRL, this should include :-
 - a) the CCLI Song Number for that song;
 - b) where the sheet music is sourced from;
 - c) when you reported its copying to CCLI; and
 - d) how many copies you reported to CCLI.

Note that if you later create more copies of your custom song book, you will need to report extra copies under your MRL for *every song* in the custom song book - the MRL requires every copy to be reported.

If you have received permission via another means to copy a song (e.g. direct from the author) you should include a copy of the author's permission in writing (e.g. copy of an email received).

- **Custom Song Book Register.** You should maintain a register listing all copies made of your custom song book - and where each copy currently is. It is vitally important that all copies held by members be returned to the church when a member leaves. *The MRL only covers copies made when they are used in your church.* Once a custom song book is taken away and used personally by a member in a different church, it is no longer legally covered. Therefore, you cannot give or sell your custom song books to anyone outside your church.

It should also be noted that custom song books are only covered by your MRL if your license is current. If your church decides to no longer purchase an MRL from CCLI, your custom song books are no longer covered, and cannot be used - in this case, they must be destroyed. This effectively means that, once you have decided to create a custom song book by using an MRL, you are "locked in" to renewing the MRL for the life of the custom song book, or until all songs and publications copied fall into the public domain.

3. Licenses available from OneMusic (APRA AMCOS / PPNZ)

Under copyright law, the public performance of a live work, or the public playing of a recorded work requires permission from the copyright owners of the work. This includes performers singing and playing a song, and congregations singing a song. All songs are included - even worship songs.

This permission can be obtained in New Zealand via a "OneMusic" license. OneMusic is a joint licensing initiative between APRA AMCOS and Recorded Music NZ. However, you may not need a license, as there is an exemption for worship services. The following is quoted from the APRA AMCOS information sheet titled "Churches" <<http://apraamcos.com.au/media/6630/churches-peg.pdf>> :

"APRA AMCOS has a longstanding policy of not charging churches a licence fee for worship services - including weddings and funerals. This licence waiver allows churches to play live or recorded music in a worship service including services outside the church - for example outdoors or in a separate hall."

However, if you play or perform live or recorded music outside of a worship service you will need to purchase a license from OneMusic. APRA AMCOS explains more:

*"However, churches **do** need a licence for performances outside of worship services, including before and after services. This Church Licence allows you to play and/or perform live and recorded music for non-worship purposes at church functions including youth groups, choir or band concerts, socials, dances and fetes and to play music on hold. It does not cover performances where there is a charge for admission and/or professional musicians receive payment."*

So you will need a license if you play or perform live or recorded music during any of the following:

- **Before or after a worship service** - for example, if you play CDs as background music before your church service commences, or after it has finished.
- **Social events** - such as Christmas parties and birthday parties. For weddings, note that both the church service and reception / wedding breakfast is covered by the license waiver, so you do not need a license for this. However, you may need a different one-off license if you make any video recordings during the wedding - contact APRA for more details.
- **Concerts** - but note that the standard license will not cover you if you charge admission or pay a professional musician. Other licenses are available from OneMusic for these sorts of events.

Previously, organisations have needed a licence from both APRA and Recorded Music NZ (previously known as PPNZ Music Licensing) to cover all copyrights in recorded music. Having to apply for two separate licences was both confusing and time consuming, so OneMusic was created to offer a single music licence covering all the permissions needed for organisations to play music in public. Their website can be found here:

<https://www.onemusicnz.com/licence-info/which-licence/church/>

At the time of writing, the *Church Licence* from OneMusic costs \$175.29 (incl. GST) per year for one church, regardless of church size. Please note that the OneMusic license automatically covers **all** music (except for some musicals, operas, and long choral works - see information sheet for details), and does not have any reporting requirements. All you have to do is pay the license fee each year.

4. Seventh-day Adventist Hymnal

This section provides information that is specific to the copyright status and usage of hymns contained in the Seventh-day Adventist Hymnal (hereafter referred to simply as the "Hymnal").

The Hymnal was first published in 1985 by the Review and Herald Publishing Association (RHPA). As noted in the earlier "Copyright Explained" section, when a hymnal or other song book is published, the publishers become the copyright owners for those elements specific to the hymnal as a whole - i.e. the copyright of the "Published Edition" - including:

- The title (i.e. in this case "Seventh-day Adventist Hymnal")
- The numbering of the hymns (i.e. numbers 1 to 695)
- The typesetting and layout - how a hymn "looks" on the printed page
- Any other explanatory notes, forwards and introductions separate to any hymns

*The copyright of the publication does **not** include the actual words and music contained within a song or hymn. This copyright remains with the individual owners of each song or hymn.*

As previously noted under the section "Duration of Copyright", in New Zealand the copyright for Published Editions lasts for 25 years from the year of first publication. This means that the Hymnal as a publication is now in the public domain, when used within New Zealand (i.e. since the year 2011). But as noted above, the words and music for particular hymns (which are copyrighted separately) may still be under copyright.

This fact (that the Hymnal as a whole is in the public domain) is only relevant when it comes to photocopying (or otherwise reproducing) pages from the Hymnal, or when making custom arrangements of hymns. It means that if the words and music for a particular hymn are both in the public domain, you can freely photocopy or rearrange that hymn without needing to obtain any permission. However, if either the words or music are still under copyright, you still need to obtain permission to photocopy that hymn or to make a custom arrangement (e.g. via a CCLI license).

When it comes to using the words of a hymn in PowerPoint or on a word sheet, or making an audio recording of that hymn, it is the copyright of the words and/or music that is relevant. The copyright of the publication (the Hymnal) is in this case irrelevant.

Copyright status for each hymn

The South Pacific Division (SPD, the authors of this document) have been in close contact with the CCLI Asia Pacific regional office, based in Sydney, Australia. In collaboration with CCLI, the SPD has produced detailed lists which identify the copyright status of every hymn in the Hymnal. These lists have been thoroughly checked and verified by CCLI staff. They can be relied upon by churches in determining whether they can use or copy a particular hymn in the way that they wish to.

The following point should be particularly noted:

- **Not all hymns are covered by CCLI** - there are about 100 hymns where the words are under copyright, and are *not* covered by CCLI. As such, the words of these hymns *cannot* be projected on to a big screen via any means, or printed in any word sheets. There are approximately a further 100 hymns where the music is not covered by CCLI, which means that these hymns cannot be photocopied, and where the musical score cannot be transposed or re-arranged.

Detailed lists on copyright status

For your easy reference, the following lists have been produced. These lists are available as separate PDF file downloads from the SPD Copyright website:

<http://www.spd.adventist.org/music-copyright>

Make sure that you download the correct lists for the country where your church is located.

The lists available include the following:

1. **Hymnal - Projection Not Permitted**

This one-page document lists all of those hymns where the words are *not* covered by CCLI and are *not* in the public domain. This means that the words for these hymns cannot be copied in any way - meaning that they cannot be projected on to a big screen (e.g. using PowerPoint) and cannot be printed on to a word sheet.

2. **Hymnal - Projection Permitted Under License**

This one-page document lists all of those hymns where the words are not in the public domain, but are covered by CCLI. This means that the words for these hymns *can* be copied, but *only* if your church has a "Church Copyright License" from CCLI. This list also includes the CCLI Song Number for each hymn, making it easier for you to search for that hymn when reporting to CCLI.

3. **Hymnal - Music Reproduction Not Permitted**

This two-page document lists all of those hymns where the words and/or music are *not* covered by CCLI and are *not* in the public domain. This means that these hymns cannot be photocopied or otherwise reproduced in any way, even if you have a license from CCLI.

4. **Hymnal - Music Reproduction Permitted Under License**

This one-page document lists all of those hymns where the words and/or music are not in the public domain, but are covered by CCLI. This means the these hymns *can* be photocopied or otherwise reproduced, but *only* if your church has a "Music Reproduction License" from CCLI. This list also includes the CCLI Song Number for each hymn, making it easier for you to search for that hymn when reporting to CCLI.

5. **Hymnal - Full Listing**

This multi-page document lists all 695 hymns in the Hymnal, and includes detailed status information for each hymn. This list also includes information about which hymns are available in CCLI's SongSelect service. (Note that this is the only listing that includes hymns in the public domain - they are not included in any of the above lists.)

How to use these lists

First and foremost, if you project the words for all hymns sung in your church on to a big screen (via whatever means) you need to ensure that the hymns named on list #1 "Projection Not Permitted" are **not used**. CCLI do not cover these hymns for use in PowerPoint, and they are under copyright - meaning that unless you obtain permission directly from the copyright owner (which is unlikely) you cannot use these hymns on a big screen (or print the words on to a word sheet).

So you need to consider this list as a "do not use" list. Give this list to all worship leaders, musicians, band leaders, elders, the pastor, and anyone else responsible for choosing what hymns are sung.

Secondly, if you have a "Church Copyright License" from CCLI, you are allowed to use the hymns named in list #2 "Projection Permitted Under License" for the purposes of PowerPoint projection and word sheets - but you must accurately report usage of these hymns in order to comply with your license, and to therefore be covered. The CCLI Song Number is given on the list to allow you to easily search for and report on each song from CCLI's online reporting website.

If a hymn is not found on either of the above two lists, then its words are in the public domain. You may therefore use these words in any way without needing permission.

List #3 "Music Reproduction Not Permitted" lists those hymns that cannot be photocopied/reproduced or recorded. Make sure that all musicians, band leaders and audio/visual personnel have a copy of this list, so that they can avoid copying or recording these hymns.

List #4 "Music Reproduction Permitted Under License" lists those hymns that can be photocopied, reproduced and recorded. To do so, for photocopying (or otherwise reproducing), your church must hold a "Music Reproduction License" (MRL) from CCLI and report the activity - select the "Seventh-day Adventist Hymnal" as the source when reporting (this is now available as a selection under the MRL when reporting using CCLI's Online Reporting website). For recording, your church must hold a "Church Copyright License" (CCL) from CCLI and report the activity using the "RECORD" category.

5. Checklist for Local Church Board

This checklist includes items that should be reviewed and actioned by every local church board.

As indicated below, there are some items that need to be discussed when reviewing this document for the first time. Other items should be reviewed annually, or on a 6-monthly basis.

Tick when completed

TO BE DISCUSSED AND ACTIONED IF NOT PREVIOUSLY ACTIONED

1. Give each member of the board a copy of this document.
2. Discuss this document, particularly noting the following:
 - Accurate reporting to CCLI is necessary to meet all license terms.
 - Not all hymns in the Seventh-day Adventist Hymnal are covered by CCLI.
 - Hymns which are not covered cannot be projected on a big screen.
3. Appoint a "Copyright Officer" from your membership:
 - To make sure all necessary CCLI licenses are purchased and kept current.
 - To be responsible for reporting usage to CCLI.
 - To submit a written report every 6 months to the board showing the reporting activity for the past 6 months, to be filed by the church clerk.
4. Discuss and agree how the church will ensure that hymns that are not covered by CCLI are not projected on a big screen and are not photocopied or recorded (audio or video):
 - Give the list "Hymnal - Projection Not Permitted " to anyone responsible for selecting hymns and make sure that those hymns are not used.
 - Give the list "Hymnal - Music Reproduction Not Permitted" to anyone responsible for photocopying, transposing and/or re-arranging hymns, and make sure that those hymns are not used in this way.
5. Decide whether any licenses need to be purchased from OneMusic.

TO BE DISCUSSED AND ACTIONED ANNUALLY

1. Inform and provide this document to any new board members.
2. Appoint a "Copyright Officer" for the new church year. This may be done by your church's Nominating Committee.

TO BE ACTIONED EVERY 6 MONTHS (at the end of March and September)

1. Copyright Officer to submit a written report to the church board listing those songs that have been reported to CCLI (this may be a printout of the report that CCLI provide on their online reporting website). The Church Clerk should file this report in the church's records.

6. Checklist for Worship Leaders (and others who choose songs)

This checklist includes items that should be reviewed and actioned weekly by every Worship Leader (or any other person responsible for selecting the songs that are to be sung each week).

WHEN SELECTING SONGS FOR USE IN A WORSHIP SERVICE

Tick when completed

For hymns from the Seventh-day Adventist Hymnal:

1. If projecting the words on to a big screen, make sure the hymn is not one of those included in the list "Hymnal - Projection Not Permitted". If it is, **do not use it.**
2. If photocopying, transposing or re-arranging the hymn for use by musicians, or recording the hymn on audio or video, make sure the hymn is not one of those included in the list "Hymnal - Music Reproduction Not Permitted". If it is, **do not use it.**
3. If projecting the words on to a big screen, and the hymn is included in the list "Hymnal - Projection Permitted Under License", make sure usage of the hymn is reported to CCLI.
4. If photocopying, transposing or re-arranging the hymn for use by musicians, or recording the hymn on audio or video, and the hymn is included in the list "Hymnal - Music Reproduction Permitted Under License", make sure usage of the hymn is reported to CCLI.

For other songs, from any other source:

1. Perform an online "SongSearch" from CCLI's database to search for the song. If the song is found, note down its CCLI Song Number so that usage of the song can be reported appropriately.
2. If the song is not found in CCLI's database, determine whether the song is in the public domain for the usage desired.

PowerPoint/Projection/Word sheet: is every author of the words dead, and did each author die before 1965?

Transposing/Re-arranging/Recording: is every author of the words and music dead, and did each author die before 1965?

Photocopying: is every author of the words and music dead, and did each author die before 1965? And was the publication first published more than 25 years ago?

3. If the answer in the applicable category above is YES, then the song is in the public domain and can be used or copied freely. However, if the answer is NO, then the **song cannot be used or copied.**

7. Checklist for Band Leaders (and other musicians)

This checklist includes items that should be reviewed and actioned weekly by every Band Leader (or any other person responsible for sourcing the music used by musicians).

WHEN SELECTING SONGS FOR USE IN A WORSHIP SERVICE

Tick when completed

For hymns from the Seventh-day Adventist Hymnal:

1. If photocopying, transposing or re-arranging the hymn for use by musicians, or recording the hymn on audio or video, make sure the hymn is not one of those included in the list "Hymnal - Projection Not Permitted". If it is, **do not use it.**
2. If photocopying, transposing or re-arranging the hymn for use by musicians, or recording the hymn on audio or video, and the hymn is included in the list "Hymnal - Music Reproduction Not Permitted", make sure usage of the hymn is reported to CCLI.

For other songs, from any other source:

1. Perform an online "SongSearch" from CCLI's database to search for the song. If the song is found, note down its CCLI Song Number so that usage of the song can be reported appropriately.
2. If the song is not found in CCLI's database, determine whether the song is in the public domain for the usage desired.

Transposing/Re-arranging: is every author of the words and music dead, and did each author die before 1965?

Photocopying: is every author of the words and music dead, and did each author die before 1965? And was the publication first published more than 25 years ago?

3. If the answer in the applicable category above is YES, then the song is in the public domain and can be used or copied freely. However, if the answer is NO, then the **song cannot be used or copied.**

Updates to this document

Version 1.0	21 Sep 2015	Initial Version
Version 1.1	7 Mar 2016	Correction to website address http://www.spd.adventist.org/music-copyright