

Copyright law applies to all churches:

All churches are subject to federal copyright laws. Copyright is as valuable to a writer as a patent is to an inventor. Publishers and/or authors own the copyright to works commonly used in churches.

Copyright violations are expensive:

Copyright infringements can lead to settlements in the million dollar range. Therefore, the consequence of a church breaking a copyright law carries a penalty that can lead to serious financial problems for the **church and for our conference**. It is time to take the copyright law seriously.

**COPYING AND PERFORMING
COPYRIGHTED MUSIC WITHOUT
PERMISSION IS AGAINST THE
LAW. STIFF FINANCIAL
PENALTIES CAN RESULT.**

What is copyright?

Copyright means the right to copy. Copyright is the protection provided by the laws of our United States government for original works of authorship. It includes literary, dramatic, musical, pantomimic, pictorial, graphic, sculptural

**IT IS TIME TO TAKE THE
COPYRIGHT LAW SERIOUSLY**

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You may wish to adapt this brochure for your own church. You may make editorial changes such as inserting your own church name, without changing the content.

Permission to copy is granted. Please distribute copies to Music directors, Sunday School teachers and worship leaders.

Making Disciples



For Jesus Christ

**North Central New York
Conference
The United Methodist Church**

**Important
Copyright
Guidelines
For our
Conference**

North Central New York Conference
The United Methodist Church
Copyright Policy

Any person in any church, conference or district board, agency, committee, task force, camping program, workshop leader, worship leader, is subject to federal laws, which include copyright protection.

We, therefore, are placing this policy into effect immediately.

There will be no copying of copyrighted material done on any conference photocopying machine without written permission from the copyright owner. The written permission has to come in its original format. This means that no photocopy of a written permission, including a faxed copy, can be considered permission to copy.

If the source of the material cannot be found, then the material will not be copied.

Information and guidelines about copyright:

MUSIC

No music will be copied for conference use unless it comes under the CCLI license that is purchased yearly by our conference.

Churches must purchase their own CCLI license, or from other licensing sources. Churches can also obtain permission for use of individual copyrighted pieces.

For CCLI (Christian Copyright Licensing, Inc.) membership information, call 1-800-234-2446.

CURRICULUM, BOOKS

Curriculum is protected by copyright laws. All books are copyrighted. No curriculum, whole or in part, or pages from books will be copied in our conference offices unless written permission is obtained.

SCRIPTURE

Most Bibles allow the copying and quoting of scripture. The *King James Version*, published in 1611, is in the public domain and may be quoted extensively. However, the *Revised Standard Version* as well as all other new versions are not in the public domain and are, therefore, copyrighted. Permission to quote or copy Scripture from these translations is located in the front of every Bible. Following the guidelines that are given in these translations, you will find information on how to quote or display Scripture from any Bible version to use in a worship service. This includes worship bulletins, banners, church newsletters, Sunday school instructional material and overhead transparencies. When you are quoting from Bibles other than KJV, the quote must conform to the text including appropriate spelling, punctuation, capitalization and special text formats and the source must be indicated. Always remember, the best and safe way is to check in the front of the Bible for the copyright information and permission.

CARTOONS

Copyrighted cartoons are given the same protections as written text. You must receive written permission to copy.

TAPES (audio)

Tapes can be copied of a worship service and distributed if the tape does not include a performance of copyrighted music (unless you have a CCLI license) or other copyrighted material such as a dramatic reading. If the service includes any copyrighted material, written permission must be obtained from the publisher(s) before taping it because the taping is considered "copying." You cannot tape a copyrighted work during a religious service unless you have the publisher's permission. If you have a tape ministry, you must turn off your taping machine while copyrighted music and copyrighted dramatic readings are being performed. This applies to the hymns that are also included in your worship.

VIDEO RECORDINGS

Video recordings of worship that include a performance of copyrighted music or other copyrighted material such as a dramatic reading come under the same restrictions as audio recording. All permission for the video recording of such performances must be obtained before video recording.

USING A RENTED VIDEO

Video tapes that are rented from your local video store are for home use only. This means that you cannot show a rented or purchased video with the copyright for home use only. You may obtain a blanket license for most of the popular rented videos from CVLI. For information on how to obtain information or to receive a licensing application, contact:

**Christian Video Licensing International,
1-888-771-2854
or www.cvli.org**

Showing a video without the copyright owner's authorization is a copyright infringement; fines range from \$500 to \$20,000—even if you are non-profit and didn't charge admission.

Other important information:

- Copying words for a song booklet is against copyright law
- Copying words from a hymn or song for an overhead is against copyright law
- Showing a video without public performance rights is against the law
- Copying curriculum is against the law

PROTECT YOUR CHURCH!
OBEY THE LAW!