



© Christian Copyright Licensing International

CCLI

# LICENSE MANUAL

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CHURCH COPYRIGHT LICENSE

WWW.CCLI.COM  
SUPPORT@CCLI.COM  
1-800-234-2446  
503-257-2230

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## The Church Copyright License Advantage

The Church Copyright License is the most comprehensive, convenient, and cost effective means of copyright clearance available for songs used in congregational singing. As a license holder, you have the advantage of creating your own worship aids, custom tailored to your church's specific needs, especially since the Church Copyright License covers a vast selection of song titles to keep your worship services fresh and creative. For an additional fee, you can also add an online SongSelect Service, featuring lyric downloads, sound samples, and transposable lead sheets, chord sheets and vocal/hymn sheets. For more information, please go to [www.ccli.com/songselectdemo](http://www.ccli.com/songselectdemo).

### What You Can Do:

(What the License covers)

- Print songs, hymns and lyrics in bulletins, programs, liturgies and songsheets for use in congregational singing.
- Create your own customized songbooks or hymnals for use in congregational singing.
- Create overhead transparencies, slides, or use any other format whereby songs are visually projected (such as computer graphics and projection) for use in congregational singing.
- Arrange, print and copy your own vocal or instrumental arrangements of songs for congregational use, where no published version is available.
- Record your worship services by audio or video means, provided you only record "live" music (instrumental and vocal). Accompaniment tracks cannot be reproduced. You may charge up to \$4.00 (U.S.) / \$5.00 (CAN) each for audio tapes and CDs, and \$12.00 (U.S.) / \$15.00 (CAN) each for video tapes and DVDs. *The quantity of recorded copies allowed cannot exceed 15% of the maximum number of your church size category.*

### What You Cannot Do:

(What the License does not cover)

- Photocopy or duplicate octavos, cantatas, musicals, handbell music, keyboard arrangements, vocal scores, orchestrations or other instrumental works.
- Translate songs from one language to another. This can only be done with the approval of the respective copyright owner.
- Rent, sell, lend, or distribute copies made under the Church Copyright License to individuals or groups outside the church, or to other churches. However, you may distribute tapes to shut-ins, missionaries, or others outside the church.
- Assign or transfer the Church Copyright License to any other church or group without CCLI's approval.

### This is an annual license

All terms are in effect only when the license is active. If the license is not renewed, all rights are terminated effective on the expiration date, and all song copies made under the license agreement must be destroyed. For more details, see the Terms of Agreement. Should you have questions or desire further information regarding the Church Copyright License, please email Customer Service at [support@ccli.com](mailto:support@ccli.com).

**IMPORTANT:** This license does not convey the right to photocopy octavos, cantatas, musicals, orchestrations, vocal scores, handbell music or other instrumental arrangements.

## Essential Information

### Congregational Single Song Sheet (CSS):

A CSS is a single song which is found in a compilation of songs intended for congregational use (i.e., a hymnal or chorus book). These songs can be photocopied into bulletins, congregational songbooks, congregational songsheets, or placed on a slide or transparency. However, the above activity only applies if the song owner is covered under the Authorized Catalog List, and only if the purpose is to assist the congregation in singing.

### Customer Support:

If you have any questions or comments concerning the Church Copyright License, please feel free to email Customer Service at [support@ccli.com](mailto:support@ccli.com) or call 1-800-234-2446.

### Recording Your Services:

One of the rights granted to you with the Church Copyright License is the right to record your worship service. This right includes recording your meditations, preludes, postludes, interludes, fanfares, plus handbell, vocal and instrumental specials. Please be sure to report these when it is your time to complete a Copy Report.

### Rehearsal Tapes:

If you would like to make rehearsal tapes for the purpose of having your choir or orchestra learn the music, you must contact the administrator directly for this activity. There are no exceptions regarding this issue.

### Copyright Notice:

License Holders are responsible for including a copyright notice on all songs reproduced under the Church Copyright License. The copyright notice should include song title, writer credit(s) and copyright information as follows:

"Hallelujah"  
Words and music by John Doe  
©2000 Good Music Co.  
CCLI License #

### Accompaniment tracks:

In order to record an accompaniment track, you will need permission from the producer of the accompaniment track. An accompaniment track has two copyright owners - the owner of the song on the track, and the company that produced the accompaniment track. Your Church Copyright License covers the song if it is from the Authorized Catalog List, but it does not cover the copying of the actual accompaniment track itself. Permission would need to be obtained from the producer of the accompaniment track.

### Visual Layout:

We have provided a sample layout of a projection (slide or transparency) print, bulletin or songsheet for your convenience. Please be sure to list the copyright information of the song at the bottom of your copy as shown.

#### Hallelujah

Hallelujah  
Hallelujah  
Let heaven and earth sing Hallelujah  
Glory to the Risen King, Hallelujah

Words and music by John Doe  
© 2000 Good Music Co.  
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## Frequently Asked Questions

### How Can I Tell If A Song Is Covered?

First, locate the copyright information for the song, usually listed at the bottom of the page or in the liner notes of the recording. After you have determined the copyright owner, then refer to the Authorized Catalog List. If the copyright owner (catalog) is listed, then the song is covered. If the copyright owner (catalog) is not listed, you may email Customer Service (support@ccli.com) for more information. SongSelect subscribers can also use the SongSelect search engine to easily verify covered songs.

### What Can I Photocopy?

The Church Copyright License covers the photocopying of Congregational Single Songsheets (CSS) only. A CSS is a single song which is found in a compilation of songs intended for congregational use (i.e., a hymnal or chorus book, and also the online collection of lead sheets through SongSelect). These songs can be photocopied for the purpose of assisting in congregational worship, and if they are owned by one of the member copyright owners of CCLI, listed in the Authorized Catalog List.

### How Will I Know When It's My Church's Turn To Report Copy Activity?

According to the Terms of Agreement of your Church Copyright License, your church is required to report copy activity for a six-month period, once every 2-1/2 years. When it is your church's turn to report, we will send you a notification letter, which includes easy instructions on how to log in and report your church's copy activity online.

### Are There Other Reporting Options?

To ensure the most complete, accurate reporting possible, we request that—when you are notified that it's your turn to report—you report online through our website at [www.ccli.com/copyreport](http://www.ccli.com/copyreport). We cannot accept any other method of reporting copy activity.

### During our report period, how do we report copy activity for SongSelect Lead Sheet Downloads?

You do not need to report the download activity itself. CCLI tracks each song download and pays royalties accordingly to each song owner. If, however, you use a Lead Sheet as a master copy for a bulletin insert, projection master, or as part of a print collection, you will need to report it as such.

### Does The Church Copyright License cover music we want to use on our church website?

By its nature, a website is accessible far beyond the boundaries of a local church congregation. Since the Church Copyright License includes no provisions for broadcast rights, the use of copyrighted music or lyrics is not covered by the Church Copyright License. If you would like to include music on your church website, you need to secure the proper performance licenses.

### Our worship team wants to record a worship CD. Does The Church Copyright License Cover That?

The Church Copyright License only allows you to record your live worship services (audio or video), provided you record live music. Accompaniment tracks cannot be reproduced. You may charge up to \$4 each (\$5 in Canada) for audiocassette tapes and CDs, and up to \$12 each (\$15 in Canada) for videotapes.

These parameters are intended to cover the basic congregational needs of a church's recording ministry and are not designed for commercial purposes.

### Will we automatically receive a Church Copyright License Renewal Notice Each Year?

Yes, you will receive a renewal notice through the mail approximately 75 days prior to your expiration date. For your convenience, we have attached the renewed license certificate to your renewal notice. The certificate becomes valid once we receive your payment.

### If We Had Transparencies Or Slides Before We Joined CCLI, Do We Need To Go Back And Redo Them?

Not right away. We ask that when you become a License Holder you begin to put the proper information on your transparencies or slides, making sure to include your license number. We would like you to eventually have them all up to date, so please make the appropriate changes as quickly as you can.

## Terms of Agreement

### 1.0 RIGHTS GRANTED

- 1.1 Subject to the payment by Church of the Annual Fee, and the Church's compliance with the other terms and conditions hereof, CCLI, for the term of one year from date of License, grants to Church the nonexclusive rights to the Songs in the Program for the following uses:
- To print Songs in bulletins, liturgies, programs, and songsheets.
  - To print Songs in bound or unbound songbooks compiled by the Church.
  - To make overhead transparencies, slides, or to utilize electronic storage and retrieval methods for the visual projection of Songs.
  - To print customized vocal and/or instrumental arrangements of the Songs, where no published version is available.
  - To record Songs in Church worship services by either audio or audio-visual means.
- 1.2 The rights licensed to Church by CCLI are subject to the following conditions:
- The quantity of copies referred to in 1.1a, 1.1b, and 1.1d may not exceed the church size ("Church Size").
  - The quantity of copies duplicated per worship service pursuant to 1.1e may not exceed 15% of the Church Size, and the Church may recover up to \$4.00 (US), \$5.00 (CAN) per audio tape and \$12.00 (US), \$15.00 (CAN), per video tape for copies duplicated up to the 15% limitation without additional payment to CCLI.

### 2.0 RESTRICTIONS

- 2.1 The following rights are excluded from the Program:
- Rental or sale of copies created pursuant to 1.1 (a)-(d) for any form of direct or indirect remuneration or consideration, whether by way of direct payment, gift, donation, freewill offering, etc.
  - Distribution of copies created pursuant to 1.1 (a)-(d) outside the jurisdiction of Church use.
  - Photocopying or duplicating any choral sheet music (octavos), cantatas, musicals, handbell music, keyboard arrangements, vocal solos or instrumental works.
  - Language translations of the Songs.
- 2.2 In addition to those restrictions set forth in 2.1 above, any and all rights not expressly granted to Church by this agreement are reserved by the Owners.

### 3.0 CCLI'S DUTIES

- 3.1 CCLI shall supply Church with a list of participating copyright owners (hereinafter referred to as Authorized List) whose entire Catalog of Songs are available for use in the Program.
- 3.2 CCLI shall keep Church updated of any additions or deletions to the Authorized List.
- 3.3 When required CCLI shall supply Church with a report form, (the Copy Report) which contains Song titles and different categories of Fixation Activity.
- Fixation Activity is the reproduction (copying) of a Song into a fixed medium (e.g. slides, transparencies, bulletins, songbooks, tapes, customized arrangements, etc.).
  - The Copy Report is supplied to Church to compile on a weekly basis the Fixation Activity of Songs.

### 4.0 CHURCH DUTIES

- 4.1 Church agrees that it will not alter or change the basic lyric, melody, or fundamental character of any Song.
- 4.2 Church agrees that each reproduced version of a Song will contain the Song title, writer credit(s), and copyright notice in substantially the following form:
- "Hallelujah," words and music by John Doe  
© 2000 Good Music Co.  
Used By Permission. CCLI License # \_\_\_\_\_
- 4.3 When required Church agrees to compile on a weekly basis the Fixation Activity of any Song onto the Copy Report. The Copy Report shall be submitted to CCLI by the required date.
- 4.4 Church agrees to comply with the terms of this Church Copyright License.

### 5.0 LICENSE FEES

- 5.1 The License Fee shall be payable annually.
- 5.2 The renewal of the License Fee shall be due and payable prior to the expiration of the Church Copyright License.
- 5.3 The failure to pay the License Fee will result in the cancellation and revocation of all rights herein granted.
- 5.4 CCLI shall have the right to increase the License Fee in subsequent years upon written notice at renewal.

### 6.0 TERMINATION

- 6.1 Church shall have the right to terminate this license at any time. Said termination shall be effective 30 days after receipt by CCLI of written notice of termination.
- 6.2 CCLI shall have the right to terminate this license for any of the following reasons:
- Failure by Church to pay the License Fee in which case termination shall be automatic and shall occur on the expiration date.
  - Non-compliance with the terms and conditions of this Church Copyright License, in which case said termination shall be effective 30 days after receipt by Church of written notice of termination.
- 6.3 In the event of termination, Church agrees to return to CCLI its License Kit and sign an affidavit of liability for any continued unauthorized use of Songs copied during the term of the license.
- 6.4 Money Back Guarantee. In the event Church requests termination prior to the third month of coverage, CCLI shall refund the License Fee minus postage and a 25% handling charge. Thereafter, the refund shall be the prorated unused portion of the License Fee minus postage and a 25% handling charge.

### 7.0 OTHER

- 7.1 This License cannot be assigned or transferred by Church without CCLI's approval.

#### ADDENDUM #1 (MOBILE COPYRIGHT LICENSE ONLY)

Notwithstanding the Church Copyright License Terms of Agreement, the following are additional restrictions and responsibilities for Mobile Copyright Licensees:

- The right to record songs as otherwise set forth in subparagraph 1.1e is removed from the "Rights Granted" section and becomes a "Restriction."
- Mobile Copyright licensee agrees to retain sole possession of all copies made pursuant to this license agreement.
- Mobile Copyright licensee agrees to distribute a Church Copyright License application to an appropriate representative at each location where Mobile Copyright License is used.

## License Holder Duties

The following requirements are the responsibility of the License Holder as stated under the terms of the Church Copyright License agreement. The Terms of Agreement can be found on page 4 of this License Manual.

- **Song Editing**

The following activities are prohibited under the terms of the license agreement: altering or changing the lyrics, melody or fundamental character of any song covered under the Church Copyright License.

- **Copyright Notice**

License Holders are responsible for including a copyright notice on all songs reproduced under the Church Copyright License. The copyright notice should include song title, writer credit(s) and copyright information as follows:

“Hallelujah”, words and music by John Doe

©2000 Good Music Co.

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- **Copy Report**

As a License Holder, you will be required to report your song copying activity once every 2 1/2 years. A letter of notification will precede your designated report period. The letter will explain how to complete the Copy Report online. Your completed Copy Report is a vital element of the Church Copyright License, as it allows us to accurately process and distribute royalties to songwriters and copyright owners.

- **License Renewal**

The Church Copyright License is an annual agreement. To ensure continuous coverage, the license must be renewed yearly, prior to the expiration date. A renewal notice will be sent 75 days before expiration for your convenience.

- **Terms of Agreement**

Please be sure to read the Terms of Agreement for complete information on the Church Copyright License coverage. This official document that details the rights and restrictions of the license agreement. If you have any questions regarding the Terms of Agreement or the information above, please feel free to email Customer Service at [support@ccli.com](mailto:support@ccli.com) or call 1-800-234-2446.

## CCLI Vision and Mission

### CCLI Vision

To establish a strong communication network serving the Body of Christ, which enables the dispensing of comprehensive and valuable informational, inspirational resources, both primary and secondary in origination.

### CCLI Mission

To encourage the spirit of worship through music to the local church collectively and to Christians individually, so that they may enhance their corporate worship expression spontaneously, conveniently, affordably, and legally.

