

## ***Section O.***

*Date Approved/Revised:*

*Approved By:*

### **COPYRIGHT INFRINGEMENT**

#### **Statement of Policy:**

Federal Copyright Laws prohibit the unauthorized use of copyrighted materials. Therefore, all Church employees and volunteers are prohibited from reproducing copyrighted materials which the Church has purchased for ministry use without the prior written permission of the copyright owner, or an active copyright license agreement being on file in the Church office. Such prohibited reproduction includes: storing in a retrieval system, transmitting in any form, or by any means, electronic, photocopying, recording, or otherwise.

*"Everyone must submit himself to the governing authorities, for there is not authority except that which God has established." Romans 13:1*

#### **Procedures:**

##### **1.0 COPYRIGHT INFORMATION**

.01 The penalties for copyright violation, aside from all moral concerns involved, range from \$500 to \$20,000 for a single infringement. Intentional illegal copying can be as costly as \$100,000 per infringement.

##### **1.1 Areas of Possible Ministry Violation**

###### **.01 Worship Services**

- Slides/transparencies/word sheets for congregational use;
- Copying of music/making of rehearsal tapes for vocal or instrumental rehearsals, and
- Arranging of music to suit individual Church needs.

###### **.02 Church Education**

- Copying coloring sheets/curriculum;

- Showing purchased or rented videos (from video store) to Sunday School classes or fellowship groups (current video agreements allow for private/in-home use only), and
- Poems/illustrations/logos/cartoons from any resource in Church publications.

.03 Blatant Infringements of which to be aware:

- Printing the words to “Frosty, the Snowman” in a children’s Christmas program handout;
- Printing a picture out of a book for use in a Church newsletter;
- Making a video of the Easter Service and giving or selling it to choir members;
- Arranging music for the Ladies Ensemble that was originally written for a 4-part mixed choir;
- Handing out copies of articles from a magazine to a Sunday School class, and
- Making rehearsal tapes for choir members from a published recording that will be destroyed after the performance.

## **2.0 USE OF COPYRIGHT LICENSE AGREEMENTS**

.01 All copyright license agreements will be maintained by the Administration Ministry Secretary. She will ensure that all agreements are maintained current on an annual basis.

### **2.1 Blanket License Agreement**

.01 FirstChurch has purchased a blanket license agreement from CCLI (Christian Copyright Licensing, Inc. – website [www.ccli.com](http://www.ccli.com)). This license allows for the following, including all covered publishers:

- Make slides/transparencies/word sheets for congregational use during worship services;
- Arrange music to suit choir/ensemble needs;
- Record music on video or audio and sell product to worship attenders.