



Licensing Guidelines for Congregational use of Printed and Recorded Music

www.ccli.com



Why Have a License?

- As a license holder, you have the advantage of creating your own worship aids, custom tailored to your church's specific needs. Also, the Church Copyright License covers a vast selection of song titles to keep your worship services fresh and creative.
- Without it we can be fined up to \$150,000 per infringement for reproducing copyrighted material in any way!

What You Can Do With a License

- **Print songs, hymns and lyrics in bulletins, programs, liturgies and song sheets 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 without permission from the producer.**
- **The quantity of recorded copies allowed per service cannot exceed 15% of the maximum number of your church size category.**

What You CANNOT Do

- Photocopy or duplicate octavos, cantatas, musicals, hand bell 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.

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 #

Checking on Music

- The License manual:
<http://www.ccli.com/US/LicenseHolders/LicenseManual.aspx>
- The Authorized Catalog list:
http://www.ccli.com/upload/acl_usa.pdf
- Song Search:
<http://www.ccli.com/songsearch/index.cfm?t=1>
- Toll Free Phone: 1 (800) 234-2446