

---

## Copyright Policy

---

### Policy Aims:

- The Banbury Circuit recognises that as a charitable organisation it has a legal duty to ensure that churches and any person associated with the Bristol & South Gloucestershire Circuit comply to The Copyright, Designs and Patents Act 1988 (CDPA)
- The law on copyright has significant implications for local churches, a number of which have been pursued by copyright holders for alleged copyright infringement with the potential for **significant fines and legal costs**.

### Scope:

This policy applies to all church volunteers and paid staff working on behalf of the church. We require compliance, from everyone connected with our Circuit, with the highest ethical standards and copyright laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by our own employees, ministers, volunteers', or by third parties acting for or on behalf of the Circuit of Methodist Churches.

### Definition:

The Copyright, Designs and Patents Act 1988, is the current UK copyright law. It gives the creators of literary, dramatic, musical and artistic works the right to control the ways in which their material may be used. ... Normally the individual or collective who authored the work will exclusively own the rights and get copyright protection automatically - you don't have to apply or pay a fee. There isn't a register of copyright works in the UK. In most countries copyright lasts a minimum of life plus 50 years for most types of written, dramatic and artistic works, and at least 25 years for photographs. It can be different for other types of work.

Churches now have access to a vast range of music, video and creative works for use in their services and activities that can be used both in church buildings and online. The issues related to copyright are complicated, and legal compliance can be confusing.

In 2014 several amendments were made to the Act to include the use and distribution of digital content. The Internet significantly increases the ways in which material can be copied, modified or used so safeguards had to be implemented to protect the creators.

All original work is covered by copyright and the copyright owner. Generally, the copyright belongs to the author(s); however, where the work was conducted by a paid employee, the copyright may belong to the commissioning organisation.

Different rules apply if the work is commissioned from a third party such as a designer. The copyright continues after the owner's death (the number of years varies, according to the type of work involved).

The following work is currently protected under Copyright laws;

- Literary Material – Books, reports, articles, letters, computer programs and poetry whether these are printed, verbal or through music
- Databases – Any collection of information or materials which are accessible and arranged in an orderly fashion like a report or library catalogue
- Art – regardless of quality, all artistic work is covered including photos, sculptures, maps, buildings and photographs
- Music – Any composition which is recorded. Lyrics are classed as literary material
- Dramatic work – Any non-spoken information provided in print such as stage directions or sections of the performance recorded in print. Scripts will fall into the literary works section
- Recording of sound – The recording can be in a range of different formats. Direct copies of other recordings are excluded
- Film footage – Productions in any format including DVDs and digital files
- Broadcasts – Sounds and images which are used to transmit information to viewers or listeners, including recordings of sermons or live services via YouTube/Zoom etc.

Music which is played or performed within an act of divine worship (either live or from a music recording) currently does not require the cover of a licence because both PPL and PRS for Music choose not to charge for this activity.

The reading or recitation in public by one person of a reasonable extract from a published literary or dramatic work does not infringe copyright provided it is accompanied by a 'sufficient acknowledgement' ([section 59\(1\), CDPA](#)). The term sufficient acknowledgement, as explained in [section 178, CDPA](#), means an acknowledgement identifying the copyright work, by its title or other description, and the author, unless the work is:

- A published work which was published anonymously; or
- An unpublished work in respect of which it is not possible to ascertain the identity of the author by reasonable inquiry.

The making of sound recordings or communication to the public of such readings or recitations is also permitted provided that the recording or communication consists mainly of other material (that is, material which can be used without reliance on the public reading or recitation exception) ([section 59\(2\), CDPA](#)).

### **Hymn Books/Service Books**

A copyright violation does not occur simply for singing or playing from the printed hymn book or liturgical books during worship services as copyright fees are included in the purchase price of each book. However, where you wish to project (either in a building or online) or reproduce words or music, further permission is required from the copyright holder.

### **Procedures:**

- Churches using data projectors or printed sheets must have the relevant licences to reproduce hymns & songs, music or other published material, showing video clips such as the Church Copyright Licence at CCLI. <https://uk.ccli.com/>
- Churches must ensure that correct records are kept and reported annually
- If a church publish volunteers work in a church magazine (articles, photographs etc) for publication, it is best practice to acknowledge receipt of submissions

expressly stating that the Church Council / Circuit Meeting treats the submission as permission to publish without the need to obtain specific permission, or alternatively, permission is deemed to have been given by the act of submitting the work for publication).

A template form of words to use upon receipt of a written submission is:

*'Thank you for submitting your [article, photograph etc] for publication in ..... Church magazine. For the avoidance of doubt, ..... Church Council shall treat the act of submitting this [article, photograph etc] as providing your full permission for the publication of this [article, photograph etc] in ..... Church magazine. If this interpretation is incorrect, you must clarify this as soon as is reasonably possible.'*

Christian Copyright Licensing International (CCLI) and the Calamus UK Copyright Scheme offer a set of licences. These licences require an annual fee which is tailored to the size of the congregation, and are designed to cover the various uses of material in different circumstances.

- **The CCLI® Church Copyright Licence™** permits churches to project or print out the words and music to the world's great worship songs and hymns. With this licence, the church is covered for recording services on behalf of those unable to attend in person. Further, the licence permits the creation of custom musical arrangements where no published version exists. A simple alternative to seeking direct permission from each copyright owner
- **The Church Video Licence™** provides the legal cover required to publicly show film scenes during services. When combined with a PRS for Music Church Licence, it also permits the use of films outside of worship services, for example, during youth clubs, outreach events and social activities. The Church Video Licence covers a vast range of films and most of the major studios, including: 20th Century Fox, Disney, MGM, Paramount, Pixar and Universal.
- **As an agent for PRS for Music**, CCLI tailors coverage for churches to host live music performances, concerts and recitals on their premises. While music played during regular worship services (known as Acts of Worship) does not currently require licensing, the PRS for Music Church Licence™ covers the church for other music performances, such as during socials and outreach events and film soundtracks. When combined with the PPL Church Licence you'll also be covered to play commercial music recordings on formats such as CD and MP3.
- **As an agent for Phonographic Performance Ltd. (PPL)**, CCLI offers the PPL Church Licence™. When combined with the PRS for Music Church Licence this covers churches to legally play music recordings on CD, MP3 and other formats in activities on church premises. Although music played during Acts of Worship does not currently require licensing, recordings played at other times—such as during clubs, socials, outreach events or by third-party groups meeting on your premises—requires both licences.
- **Music Reproduction Licence™** This licence enables churches to legally photocopy or scan typeset pages from many of the songbooks and music publications commonly used by churches. It also permits sharing of sheet music digitally—such as by emailing PDFs to others or by downloading music from a file-sharing app.

## Material produced by the Methodist Church in Britain

All material contained on the Methodist Church in Britain website ([www.methodist.org.uk](http://www.methodist.org.uk)) is covered by UK and International Copyright laws. Copyright to all material produced by the Methodist Church in Britain is held by the Trustees for Methodist Church Purposes (TMCP). All requests for permission to use any material on the Methodist Church in Britain website, or produced by the Methodist Church in Britain, should be made to the web editor at: [webeditor@methodistchurch.org.uk](mailto:webeditor@methodistchurch.org.uk)

Some text on the Methodist Church in Britain website (for example 'Special Sundays' material, 'A Word in Time' Bible studies, and Liturgies from MWB) can be used for non-commercial purposes by local churches without need for copyright permission. In these cases this is stated alongside the text.

Where copyright for text on the Methodist Church in Britain website belongs to a third party, this will be stated alongside the text. Permission to use the material should then be requested directly from the third party

Images (apart from Methodist Church logos) on this website must not be used without prior permission. Contact the web editor by email (see above) with any requests.

## Images, photographs, pictures

You must ensure that you have permission to use such images anywhere online, including your website and all social media accounts, as well as in print. **Just because an image, or any other resource, is available online does not mean it may be used.** Indeed, it is likely that the image or resource in question will be subject to copyright and you will not have the right to use it without the consent of the copyright holder.

## Licensing images

Various websites grant licenses to use an image in exchange for a fee. [Getty Images](#) is a supplier of premium images, often to media and marketing companies; many of their images will prove too expensive for your church. Fortunately, Getty also offer a free programme to use a large set of their photography: [Getty Images embed](#). This programme allows you to embed photos on your site for free.

The website [123rf.com](http://123rf.com) also provides useful stock photography, some of which are free, as well as stock audio and video.

Another option is [Creative Commons](#) where copyright holders grant permission to use their work, although do check whether any limitations apply. For example, the copyright holder may stipulate that their work cannot be used for commercial purposes, or that it may not be altered or that a short statement should appear identifying them as the creator.

Incorrect use could result in copyright infringement, so be clear about the scope of the permission that has been granted. **You must provide suitable attribution to the copyright holder when using work under a Creative Commons licence. Failure to do so may result in copyright infringement.**

Other useful websites to consider include [PhotoPin](#) and [Flickr](#). There are other similar websites and you should compare what is available to ensure that your requirements are met without incurring unnecessary expense.

**Further Information:**

Can be found at: <https://www.cla.co.uk/>  
<https://www.prsformusic.com/>

**Signed:** ..... (Superintendent Minister)

**Dated:** .....

**Date for review:** February Circuit Meeting