

## Church Details

Customer Reference Number

*If your church already holds a licence with CCLI then this is shown on your licence certificate.*

Church Name

Name of Parish

Premises Address

Postcode

Minister: Title  First Name

Surname

Office Tel No

Denomination

Diocese

Average Attendance

## Your Details

Each church must provide a named Active Contact who will act as the recipient of communications sent to your church by CCLI.

Title  First Name

Surname

Mailing Address

Postcode

Tel No

Email

If you don't want to receive information from other Christian companies that CCLI thinks will be of interest to you please tick this box.

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# Church Copyright Healthcheck

Please return your completed form addressed simply to:

**FREEPOST CCLI**

[uk.ccli.com/churches](http://uk.ccli.com/churches)

## Thank you for undertaking a Copyright HealthCheck.

CCLI's role is to help churches understand their copyright responsibilities so they can be confident they're acting lawfully in all their activities.

If your church already holds copyright licences from CCLI you are not obliged to complete this HealthCheck, though you may find it helpful to do so. Your responses to the questions below will enable us to advise you if there are areas of your church life where you could be infringing copyright law.

**We recommend that you consult with your musicians and Sunday school/youth group leaders etc. before completing this HealthCheck.**

Return the completed form in an envelope to:

### **FREEPOST CCLI**

*(no other address details are necessary)*

Once received, we will telephone you to acknowledge receipt and discuss any queries raised.

1. Do you reproduce the words of hymns and worship songs in service/song sheets or OHP acetates, or project them onto a screen? Yes  No

2. Do you ever make audio or video recordings of your services which include the hymns/songs, for example, as a keepsake or for those unable to attend? Yes  No

#### **Did you know?**

Copyright is an intellectual property right given to a newly written song. This protection lasts for 70 years after the death of the author/composer, after which the work becomes Public Domain.

3. Does anyone in your church photocopy or scan the words and/or music from song books or make copies of electronic sheet music files such as PDFs, for example by emailing them to band members? Yes  No

4. Does anyone in your church photocopy from non-music publications such as magazines, study guides or activity books? Yes  No

*NB: Answer NO to this question if you only photocopy from publications where permission is included in the purchase price (this will be stated within the publication)*

#### **Did you know?**

A typographical right exists in any typeset page. This protection applies to song books and PDF files as well as other commercially available publications.

5. Are live music concerts/recitals ever held on your church premises or in your halls? Yes  No

6. Are music recordings (such as CDs, MP3s) played on your premises outside of your regular worship services, for example during social activities, youth clubs, parent/toddler groups, coffee mornings, keep-fit classes etc.? Yes  No

#### **Did you know?**

Music performance licences are not currently required when the only times live or pre-recorded music is played is during Acts of Worship (e.g. regular worship services, weddings/funerals).

7. Are film scenes ever shown during your regular services, for example during sermons? Yes  No

8. Are films or film scenes ever shown on your church premises or halls during youth/children's clubs, social activities or outreach events? Yes  No

#### **Did you know?**

YouTube's terms and conditions do not permit videos on their website to be shown in public. CCLI recommends caution when considering showing a clip from YouTube or similar video sharing websites in church.

For further information visit [uk.ccli.com/churches](http://uk.ccli.com/churches)