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A checklist regarding permission for projecting text and using worship music in video or podcasts for Mennonite Church Canada congregations, especially those using *Hymnal: A worship book, Sing the Journey* and *Sing the Story*.

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1. **When do you need licensing?**

- a. If you want to project or print words for a song in worship
- b. If you want to include your congregation's recording of a song in video or podcast form
- c. A hymnal gives you no permission to do these things. With a hymnal, you have permission to open it and sing from it. That's it. Just because you have enough hymnals for your whole congregation does not mean you can project words from it.

2. **Does everything need licensing?**

- a. Public domain songs do not need licensing. How do you know if it's public domain? In the hymnal, if there is no copyright noted, it is likely in the public domain.
- b. Just because it's old does not mean it's in public domain. Certain aspects of a song may still be under copyright, like a new verse, or an arrangement, or the use of a new text or tune.
- c. If you have specific permission from the owner of a song. A good example is the songs of Phil Campbell-Enns. Lots of excellent resources, which he clearly states are available for congregational use. See his note here: <http://www.philcampbellenns.com/contact-permission-for-use.html>
- d. If you don't know the status of a song, and it's newer than 73 years old, and you don't have explicit permission to use it from the owner, assume you need permission.
- e. As song or worship leader, it is your responsibility to know the status of the songs you're using.

3. **OK, I need permission. Now what?**

- a. There are two main song licensing bodies for worship, which operate in a similar way:
 - i. OneLicense.net
 - ii. CCLI.com
- b. Each company will sell you their basic license, usually for a yearly amount, based on your congregation size. The basic license covers projection of lyrics/notes or printing of lyrics/notes. It does not cover video or audio distribution.
 - i. They also sell event based licenses if you are doing a weekend thing like a conference.
- c. If you want to use their songs in pre-recorded or live-streamed video, or in a podcast, you need to pay an extra fee.
- d. You agree, with this license, to include copyright info and your license number on projection slides or printed paper.
- e. You agree, with this license, to report your use of songs. Check each license company. I think CCLI has a reporting period, but OneLicense requires 100% reporting of all song use. This is the only way the song owner gets paid. It's important.

4. How do I know what's covered by which license?

- a. You use the search function on each license's webpage. If you can find it in their database, you're covered. If you can't, you're not covered.
- b. Basic guide on what songs each covers:
 - i. CCLI covers mostly contemporary worship music, and some hymnody. Very little of what is in HWB, STS or STJ are covered by CCLI.
 - ii. OneLicense.net covers big publishers like GIA, OCP and Hope Publishing. Much new hymnody is covered by this license. Anything by John Bell, David Haas, Marty Haugen, and many more... almost anything that's folksy and good in STS or STJ.
- c. Special note on *Voices Together*, the new Mennonite Hymnal. Again, purchasing the hymnal, and even purchasing the projection edition does not give you permission to project. (The projection edition saves you huge amounts of work in getting slides ready.) A link to a spreadsheet for VT license coverage can be found at <https://mcsask.ca/vtstreaming>
 - i. GIA (who own OneLicense) are doing the permission work for VT. They have extended an option for all independent songwriters included in VT to have those songs licensed for projection and/or video/podcast through OneLicense.
 - ii. This means that the songs by Bryan Moyer Suderman or Phil Campbell-Enns, and others, that are in VT, will be covered by OneLicense. This is good news for the songwriters who will actually receive a bit of compensation for the use of these songs.
- d. I can't find the song in OneLicense or CCLI, and it's not Public Domain? Now what?
 - i. Now you track down the copyright holder on your own, to ask for permission, if you want to do this legally. Yes. This is how it works. There is an acknowledgement section at the back of HWB with some addresses. Google is also your friend in this case.
- e. Other thoughts?
 - i. CCLI and OneLicense do not cover you for playing someone else's recording of a song. You are paying for the version of the song your church does. If you find a nice version that someone else does on YouTube, you are not covered to rebroadcast that in your service. You can link to it, but you can't rebroadcast it. Someone else's "performance" of a song is another copyrighted matter.
 - ii. Facebook Live and/or YouTube are noting copyright issues even though you've paid for the license. Yes, FB and YT do not care, upfront, if you have the license. They both use algorithms that try to detect if you're using copyrighted material. If they flag a piece as a copyright claim, you can dispute that, and the copyright holder has 30 days to respond to your proof of legal use. Google "YouTube Copyright Claim" for lots of info.