

What do I need to do?

Church Publishing has two products available:

- [Rite Song](#)
- [Rite Worship](#)

For each of these programs copyright is included for congregational use for the following:

- *The Hymnal 1982*
- *The Hymnal 1982 Service Music*
- *Wonder, Love and Praise*
- *Lift Every Voice and Sing II*
- *Enriching Our Music 1 & 2*
- *Voices Found*
- *My Heart Sings Out*
- Newly composed music
- Lyrics-only and music and lyric versions
- MP3 sound samples, melody and harmony

Please note: CPI is a member [OneLicense.net](#) which can be used for creating weekly bulletins, hymnal supplements for the congregation, or Christmas concerts.

We'd like to use it more than once.

If you are producing a resource for ongoing use or in a publication to be sold for profit, then the following fees/conditions apply:

If CPI owns it: email copyrights@cp.org to obtain permission fees for use. Please allow 2 weeks for response.

If CPI doesn't own it: contact the proper copyright holder; we can provide you with the address.

We'd like to use a CPI recording as background music on our telephone system or website.

The courts have ruled that if the use of the recorded music is intended only to be “incidental”—as background music on your congregation’s website or “on-hold” music on your office phone system—then royalties are not required.

However, if the use of the music is intended to generate revenue—for example, music playing in a bookstore where the recording is for sale—this kind of music is considered “public performance” and royalties must be paid. You must then contact the copyright holder or the holder’s agent for permission to use the work. Copyright information can be found on the packaging inserts for all Church Publishing recordings.

For more information on copyrights, visit the **Library of Congress** at www.loc.gov or **ASCAP** at www.ascap.com.

When you write to us...

Please include the following information:

- ✓ Your name, title, church, address, phone, FAX, and e-mail
- ✓ Title of the hymnal and the number of the selection you wish to copy
- ✓ What you want to copy (tune and text, full harmony, descant only, etc.)
- ✓ Date of the event and type (Sunday worship, diocesan liturgy, etc.)
- ✓ Number of copies to be made

I'd like to look up the copyrights myself.

- *The Hymnal 1982, pew:*..... p. 930
- *The Hymnal 1982 accompaniment-hymns:*.....p. 1021
- *The Hymnal 1982 accompaniment-service music:*.....p. 405
- *The Hymnal 1940:*..... p. 796

All other hymnals have the copyright citation at the end of each selection.

Absence of a copyright listing means that the selection is in public domain (copyright has expired and permission is not required).

Why doesn't CPI just join a licensing agency?

We have! Church Publishing has affiliated with [LicenSing](#) and [OneLicense](#), both of which make reporting very easy. If you subscribe to [Rite Song](#) you get permission automatically with no need to spend a lot of time reporting usage.

What about the Book of Common Prayer?

The Book of Common Prayer is in the public domain. This means that no copyright permission is required.

Other CPI publications that give blanket permission to make copies for congregational use are:

- *As We Gather to Pray*
- *Book of Occasional Services*
- *Enriching our Worship I and 2*
- *Gradual Psalms*
- *Holy Baptism and Related Rites*
- *In the Shadows of Holy Week*
- *Lectionary Texts for Various Occasions and Occasional Services*
- *Lesser Feasts and Fasts*
- *Occasional Readings*
- *Passion Gospels*
- *Ritual para Ocasiones Especiales*

A citation on the permissions page of our publications (on the back of title page) will clarify the copyright status if you have questions.

Church Publishing* & Copyright Permission

Why do I have to get permission?

Because it's the only legal way to use copyrighted materials.

Respecting the copyright law is a way of protecting yourself and your church or institution from lawsuit. Having permission in writing establishes a paper trail for your protection. And most importantly, it allows us to pay the composer or author for their work.

But it's so difficult and time consuming!

What do I need to do?



Please read on!

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Our copyrights are owned by the Church Pension Fund.

IMPORTANT

Copyright permissions are processed on Fridays. You will be sent the proper copyright citation and other pertinent information.

Our contractual agreements with copyright owners require us to make permission requests **in writing**. Because the volume of copyright permission requests requires considerable time, all such requests must be made a minimum of **two weeks** before you need to have the information. Application for permission to use music for a funeral is the only exception to the two-week policy.

Please send copyright requests to:

Copyrights and Permissions
Church Publishing Incorporated
19 East 34th Street
New York, NY 10016

1-800-223-6602 ext. 6388
Fax: 212-779-3392
E-mail: copyrights@cpg.org

www.churchpublishing.org



Copyrights

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Some Simple Guidelines

