

## What Licenses does Kairos Hold?

Kairos is licensed under a **Church Copyright License** and a **Church Photocopy License**. Kairos also hold a **Song Select License**, which allows access to the music and lyrics of many songs on the CCLI database, so if you want to use a song but cannot find the music please contact National Office and we can try to get them from CCLI for you.

## What do I need to report?

**Creation is the key—not the number of uses or duplicate copies.** Please report a credit each time you create a *copy* of a song, NOT how often you sing the song.

**Remember to report all your copy activity.** Music used in Training, on your course or weekend, in the Journey program or at reunions. The only exception is public domain songs. You may freely copy public domain songs, with no obligation to report on them. Please be aware, however, that there may be new songs protected under copyright law that are based on public domain songs

If you change the graphics on a projection, create a new songbook with the same songs as a previous course or weekend and the only change is the course details on the cover, if you photocopy music for a new musician, these items are all classed as a NEW copy and must be reported.

If you don't create any new copies, use any new songs, print any new song books or make changes to your projections you do not need to report anything.

## What have I created?

**PRINT:** The reproduction (i.e. printing, copying or handwriting) of the words/lyrics of songs in bulletins, song sheets, songbooks, transparencies, slides and similar forms for one-time or recurrent usage; and the creation and reproduction of custom musical arrangements of songs (for instruments and/or voices exclusively for use in Kairos worship services and only where no published version is available).

**DIGITAL:** The saving of the words/lyrics of songs in digital format into, and the retrieval of songs in digital format from, computer software; and the sharing of songs in digital format among authorized church recipients (e.g. worship team members).

**Examples of Digital copy activities include:**

- Saving song lyrics into a Word document.
- Saving song lyrics into a PowerPoint presentation or Worship Planning Software.
- Retrieving a song lyric file from PowerPoint for purpose of projection.
- Providing access to a song lyric file on a weekly service plan in Worship Planning Software.
- Providing access to files on a weekly service plan in Worship Planning Software.
- Emailing a words/lyrics file to worship team members.

**Note: any subsequent reproduction of a digital file into physical form (e.g. print) is a separate and distinct reportable event under the Print category.**

**RECORD:** The recording of live worship services containing copyright protected songs in audio and/or video format (including congregational singing, anthems, choirs, offertories, handbell music, keyboard arrangements, orchestrations and vocal/instrumental performances).

**Note:** *pre-recorded "trax" cannot be recorded or copied in any manner.* Each unique song in a musical or medley is to be reported (e.g. a Christmas musical is recorded onto videotape, each unique song in the musical is to be reported). Note: Audio and video recordings represent two separate forms of reproduction. If a song is recorded in both formats, please report a reproduction activity of one (1) for each type.

Example: Kairos records a worship service during which five songs are sung. Forty recordings are duplicated and distributed. One (1) reproduction should be reported for each song.

## **MUSIC REPRODUCTION LICENSE**

"Did I make copies of Sheet Music?" If answer is "Yes" then .....

If you have made copies of sheet music (words and notation) from any publications, PDF or from SongSelect they are reported. Both the publication and the song owner/administrator needs to be covered by CCLI. If you have made copies of sheet music (words and notation) from any publications, PDF or from SongSelect they are reported. Both the publication and the song owner/administrator needs to be covered by CCLI.

To be able to use a song under the Church Copyright Licence, the song owner has to be on the Authorised Catalogue List. If the song is not covered by CCLI, you need to get permission directly from the Administrator of that song to be able to use it

**Projection Master** covers any songs that you project onto an overhead projector or via data projection (PowerPoint). You only need to report any NEW projections you make so if you create an overhead or PowerPoint presentation and use it over and over again you only need to report 1 Projection Master. If however you create a brand new projection each week you will need to report however many you make.

**Print** covers any song lyrics that you print straight from a computer file into a song booklet or order of service for a wedding etc. When reporting Print you only need to report how many times the song appears in the booklet.

**Record** covers any songs that you record onto a CD or tape of the congregation singing or musicians playing. When reporting songs that you record you only need to record how many times the song is taped not how many CD's or tapes you create. So if you have one song and your make 5 CD's you only report 1 recording.

## **What do I need to display on music?**

This is the standard information contained on a piece of music downloaded from the CCLI site.

CCLI Song #  
© (the copyright detail should go here)  
CCLI Licence #91104

The minimum required is

Used with permission  
CCLI Licence #91104