

**A Brief Guide
to
Liturgical Copyright**

Liturgical Texts for Local Use:
Copyright Information

third edition

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Great Smith Street
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Introduction

The conditions which apply to local editions of services alternative to *The Book of Common Prayer* have, since 1988, been contained in the first and subsequent editions of this booklet. Provided that they are not sold, that the place in which they are to be used is clearly identified, and that acknowledgement is made in proper form of the Archbishops' Council's copyright, local editions can in most cases be undertaken without application to the Archbishops' Council for copyright permission. (For the precise conditions for reproduction, see 'Conditions and copyright acknowledgments' on pages 6–7). However when 500 or more copies for repeated use are to be made from a single original, or when more than one service as defined in 'What may be reproduced' (see p. 7) is included in a single edition, the Archbishops' Council requires prior application for copyright permission and the opportunity to comment on the draft text. A small fee is charged in these cases.

Guidance on the preparation and design of local texts can be found in the book *Producing Your Own Orders of Service* by Mark Earey (Praxis/Church House Publishing, 2000), available from Church House Publishing: www.chpublishing.co.uk

Copyright Requirements

Reproductions for local use

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1. The copyright in the services that have been authorized by the General Synod or commended by the House of Bishops is vested in the Archbishops' Council. The following arrangements as regards the reproduction of these services on a non-commercial basis, which expand and clarify those in force since January 1988, cover both reproduction for a single occasion and reproduction for repeated use.

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Common Worship: Services and Prayers for the Church of England (2000) (including the Psalter as published with *Common Worship*)

Common Worship: Pastoral Services (2000)

Common Worship: Initiation Services (1998)

The Christian Year: Calendar, Lectionary and Collects (1997, 1998, 1999)

Common Worship: Collects and Post Communion in Traditional Language (1999)

Lent, Holy Week, Easter: Services and Prayers (1984, 1986)

The Promise of His Glory (1991)

Patterns for Worship (1995)

Services of Prayer and Dedication after Civil Marriage (1985)

*The Alternative Service Book 1980*²

Alternative Services, Second Series: Baptism and Confirmation(1968)²

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What may be reproduced

'Combination of services' covers cases where material from more than one authorized or commended service is combined for use in a single act of worship; examples would be a service of Confirmation with Holy Communion or A Service of the Word bringing together material from a variety of sources. Booklets which contain both Morning and Evening Prayer are also covered.

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On overhead projector transparencies.

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Service papers for a wedding, which may be printed privately for the engaged couple. (In this case details of the church or other place where the service is to take place may if desired be shown on the front cover (or front page if there is no cover) instead of the name of the parish or team or group ministry.)

Collects

Collects from *Common Worship: Services and Prayers for the Church of England*; *Common Worship: Pastoral Services*; *The Christian Year: Calendar, Lectionary and Collects*; or from *Common Worship: Collects and Post Communion in Traditional Language* (the copyright in which is also vested in the Archbishops' Council) which are prescribed for a particular day or occasion may be reproduced in a local edition without applying for copyright permission and without payment of a fee, subject to the conditions set out in paragraph 2 ('Conditions and copyright acknowledgements', p. 6). In all other cases an application for copyright permission must be made in advance to: The Copyright and Contracts Administrator, The Archbishops' Council, Church House, Great Smith Street, London SW1P 3AZ (e-mail: copyright@churchofengland.org).

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USA

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Cambridge University Press
The Edinburgh Building
Shaftesbury Road
Cambridge CB2 2RU

Tel: (01223) 312393

Fax: (01223) 315052.

(Applications should be addressed to The Permissions Controller.)

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The Jerusalem Bible (JB) / The New Jerusalem Bible (NJB)

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Bible Society
Stonehill Green
Westlea
Swindon SN5 7DG

Tel: (01793) 418100

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Bible Society

(Contact Details as for *Good News Bible*)

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The Edinburgh Building
Shaftesbury Road
Cambridge CB2 2RU
Tel: (01223) 312393

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Aquila Books Ltd
Aquila House
19 Ferry Path
Cambridge
CB4 1HB

Tel: (01223) 323830
Fax: (01223) 361493
e-mail: sales@aquilabooks.co.uk

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Acknowledgement:

From *The Liturgical Psalter (The Psalms: A New Translation for Worship)* © 1976, 1977 David L. Frost, John A. Emerton, Andrew A. Macintosh

The Liturgical Psalter (The Psalms: New Inclusive-Language Version):

HarperCollins Religious
77-85 Fulham Palace Road
Hammersmith, London W6 8JB
Tel: (020) 8741 7070

Application not required for use of not more than five psalms, when included in orders of service in accordance with the provisions of this booklet, nor for inclusion in services recorded on audio tape or video tape under the provisions in 'Video and Audio Recordings' (p. 16), subject to the conditions and restrictions there referred to. (*The Liturgical Psalter* is published separately as *The Psalms: New Inclusive-Language Version*.)

Acknowledgement:

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The Copyright Administrator
The Archbishops' Council
Church House, Great Smith Street
London SW1P 3AZ

(e-mail: copyright@churchofengland.org)

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Acknowledgement:

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The Grail Psalter (The Psalms: A New Inclusive-Language Version or The Psalms: A New Translation)

A. P. Watt Ltd
20 John Street
London WC1N 2DR

Tel: (020) 7405 6774

Fax: (020) 7831 2154.

Application not required for use of not more than five psalms, when included in orders of service in accordance with the provisions of this booklet, nor for inclusion in services recorded on audio tape or video tape under the provisions stated in 'Video and Audio Recordings' (p. 16), subject to the conditions and restrictions there referred to. No changes are to be made.

Application for use of more than five, but not more than thirty psalms should be sent to Lesley Toll, 23 Carlisle Road, London NW6 6TL (Fax: (020) 8964 2219). Applications for more than thirty psalms should be sent to A. P. Watt Ltd.

Acknowledgement:

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The ECUSA Psalter

This is the Psalter from the *Standard Book of Common Prayer of the Episcopal Church in the USA* and is available on the World Wide Web and as part of *Visual Liturgy* (Church House Publishing, 1997). An adapted version of this Psalter, published in *Celebrating Common Prayer* (Mowbray, 1992), complies with British orthography and usage and uses inclusive language. No copyright is claimed on either version.

The Common Worship Psalter

This is a revised version, prepared by the Liturgical Commission of the General Synod, of the Psalter published in the *Standard Book of Common Prayer* of the Episcopal Church in the USA. Application not required when included in orders of service in accordance with the conditions set out in paragraph 2 on page 6, nor for inclusion in services recorded on audio tape or video tape under the provisions in 'Video and Audio Recordings' (p. 16), subject to the conditions and restrictions there referred to.

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The Alternative Service Book 1980

Authorization for the use of *The Alternative Service Book 1980*, with the exception of the Ordinal (as amended in 2000) and Morning and Evening Prayer (which fall within the terms of A Service of the Word in *Common Worship*), ceases on 31 December 2000 (other than in special circumstances as described below). After this date, local reproductions of ASB texts (other than those stated above and in the following section), without an application for copyright permission will be limited to individual prayers for insertion where other suitable words are allowed in authorized or commended forms of service. Permission to reproduce any other ASB material should be made in advance to the Copyright and Contracts Administrator, The Archbishops' Council, Church House, Great Smith Street, London SW1P 3AZ (Tel: (020) 7898 1557; Fax: (020) 7898 1449; e-mail: copyright@churchofengland.org).

Continued use of *The Alternative Service Book 1980* under Canon B 2

In special circumstances *The Alternative Service Book 1980* may continue to be used in accordance with Canon B 2. This Canon enables an individual parish to apply to the bishop for permission to continue using one or more specific ASB services for a limited period, subject to certain conditions. The parish will need to give reasons, in respect of each individual form of service, why it feels it needs further time to complete the changeover to *Common Worship*. If the bishop decides to give permission it will be for a maximum of three years. He may renew the provision for one further period only, of not more than two years. Special provisions apply to cathedrals and institutes. The House of Bishops recommends that this power should be used 'to provide a parish with the time and space it needs to make or complete the process of introduction of the new forms of service, and not as an opportunity simply to delay that process'.

Where a parish, etc., has permission for continued use of an ASB service, that service may be reproduced for single occasion use in the parish, etc., and existing local editions for repeated use may be reprinted, without an application for copyright permission, subject to the conditions set out on pages 6–7. The House of Bishops' Guidelines on the use of these practices in Canon B 2, which contain the text of the Canon itself, can be obtained from Church House Bookshop and other good bookshops priced £1.90.

Alternative Services, Second Series: Baptism and Confirmation; Ministry to the Sick

Authorization for the use of these services ceases on 31 December 2000.

A Service for Remembrance Sunday

The copyright in this service (which is authorized by the Archbishops of Canterbury and York for use in their respective Provinces) is vested in SPCK, Holy Trinity Church, Marylebone Road, London NW1 4DU. Applications should be made to SPCK for copyright permission for reproduction of the service. (This service is reproduced in *Lent, Holy Week, Easter*.)

Electronic Products

Common Worship

Users of *Common Worship* and other authorized and commended services may convert the text into computer text for the purpose of producing service sheets and other documents (including video projection/OHP acetates) for use in worship, provided that they are not sold or intended for sale and are produced in accordance with the terms of this booklet.

Visual Liturgy

Visual Liturgy is a worship-planning software package published by Church House Publishing. It includes the full text of *Common Worship: Calendar, Lectionary and Collects* and *Common Worship: Initiation Services*, sample services from *Patterns for Worship* and seasonal material from *The Promise of His Glory* and *Lent, Holy Week, Easter*. The main volume and *Pastoral Services of Common Worship* texts will be available from November 2000, in *Visual Liturgy* version 3.0. The liturgical text from *Patterns for Worship* is also available on disk in a word-processing format from Church House Publishing, as *Electronic Patterns for Worship*. The material in these products is copyright © The Archbishops' Council or reproduced with permission from other copyright owners.

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Electronic hymnals

There is an ever-increasing number of products providing hymns and songs in electronic form. The purchase of these products does not necessarily confer or imply any rights for the hymns to be reproduced. The copyright status of these hymns is the same as for printed versions and the same procedure should be adopted for copyright clearance (see p. 13).

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The material on the site may not otherwise be copied, altered in any way, transmitted to others or reproduced as part of any commercial service without the prior written permission from The Copyright and Contracts Administrator, The Archbishops' Council, Church House, Great Smith Street, London, SW1P 3AZ (e-mail: copyright@churchofengland.org).

Video and Audio Recordings

General information

If a video or audio recording is to be made of the whole or part of any service, it is essential to obtain the permission of the incumbent or priest-in-charge and of the minister who is to conduct the service (if that is someone other than the incumbent). It is within the complete discretion of the incumbent/priest-in-charge/minister whether or not to allow the recording to be made, and if recording is permitted the incumbent/minister may impose conditions, including conditions as to the manner in which the recording is to be made (e.g. the number of cameras to be allowed, whether they are to be fixed or mobile, and whether additional lighting is to be permitted). A fee, payable to the parochial church council, may also be charged for the permission, and this is a matter for the discretion of the parochial church council; there is no nationally recommended scale of fees. The incumbent/priest-in-charge/minister is recommended to give the permission in writing, setting out any conditions and the fee to be paid, if any, and to obtain payment of the fee and the written agreement of the person who is to make the recording to comply with the conditions before the service takes place. A model form of permission is set out in the Video Information Sheet, which can be obtained from the Copyright and Contracts Administrator, The Archbishops' Council, Church House, Great Smith Street, London SW1P 3AZ (Tel: (020) 7898 1557; Fax: (020) 7898 1449; e-mail: copyright@churchofengland.org). It is also essential to obtain the permission of the organist/director of music/worship leader and any other musicians whose performance is to be recorded. Here again, fees or additional fees may be charged.

Texts of authorized services

Advice is often sought on the copyright position as regards such recordings, particularly in the case of weddings and baptisms, and special arrangements have been reached as regards the copyright in the forms of service in those cases, thus avoiding the need to write to Church House for permission.

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Common Worship: Services and Prayers for the Church of England (2000) (including the *Common Worship Psalter*)

Common Worship: Pastoral Services (2000)

The Christian Year: Calendar, Lectionary and Collects (1997, 1998, 1999)

Common Worship: Initiation Services (1998)

The Marriage Service from *The Alternative Service Book 1980*⁵

Alternative Services, First Series: Solemnization of Matrimony (1965, 1966)

Solemnization of Matrimony from *The Book of Common Prayer*

The Baptism of Children from *The Alternative Service Book 1980*⁵

Alternative Services, Second Series: Baptism and Confirmation (1968)⁵

Baptism of Infants from *The Book of Common Prayer*

The Revised Psalter (1966)

The Liturgical Psalter: New Inclusive-Language Version (1995)

The Psalter of *The Book of Common Prayer*

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(c) Neither the recording nor any extract from it may be exhibited or played in public.

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No restriction

Authorized Version (King James Version)

If less than 500 words

Jerusalem Bible or New Jerusalem Bible

If less than 50 verses

Contemporary English Version

If less than 1000 verses

Good News Bible

If less than 40 verses unless a complete book of the Bible

New International Version

Any reading needs permission

Revised Standard Version (or New Revised Standard Version)

Apply to Don Parker-Burgard, RSV/NRSV Permissions, 1500 W. Kennedy Road, Lake Forest, IL 60045 USA.

For addresses of the other copyright owners of the Bible versions see 'Owners of Rights in Bibles and Psalters', pages 9-13.

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Obtaining copyright permissions and licences

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6. Include the relevant title or titles from the list on pages 6-7.