

## COVID-19 Livestreaming Worship

Issue Date	Version	Issued by
6 <sup>th</sup> November 2020	1.0	The House of Bishops Recovery Group

*The Recovery Group has been set up to support the Church of England as government guidance changes through the COVID-19 pandemic. This document has been prepared with information available by the issue date. It will be kept under review and updated as the situation develops, with each update issued as a new version. The current version will always be available to download from the Church of England website via the [Coronavirus FAQs page](#).*

Many churches are streaming and recording services and events through Facebook, YouTube, Zoom and other platforms. As church offerings at home through online or other means become more embedded in our activity, it is worth considering what provision you wish to make available to best reach members of your congregation and wider community.

Churches have a range of options available to continue sharing content online by recording in church and sharing afterwards on Facebook, YouTube or other platforms, or alternatively sharing in real time with tools such as Zoom. A key question is what you wish to share. Is it a portion of the service, perhaps the sermon or prayers, or the whole service?

There are number of ways in which you can film the service or event:

- Filming using a smartphone or tablet – [read this blog](#) for more information on where to position the device and inexpensive microphones and lighting that can be purchased to significantly improve the quality. If you do not have Wi-fi or 3G/4G that enables you to livestream a service, then recording and then uploading after the service or event is a preferred option.
- Bristol Diocese produced very [helpful guidance](#) for churches on equipment options from a supplier.
- For more permanent installations in church buildings, it is worth considering the overall AV installation in your church. There is [more information here](#). A supplier selection is in progress at [Parish Buying](#) with video and audio-visual suppliers who can provide guidance and a quote to recommend equipment, installation and ongoing maintenance. For installations as part of your response to Covid-19 there is guidance on permission for [temporary permissions](#). This will enable you to get started quickly.
- Record audio of the service or event using a smartphone and inexpensive microphone (a list can be found in [this blog](#) and share through free platforms such as [Soundcloud](#)). If your service or event will be featuring more than one person (such as musicians) ,the equipment suggested in [this blog](#) may be preferable. This will be significantly less expensive and could also rely on AV equipment your church may already have in place.
- [This blog](#) explores how to schedule content on the different platforms.

## 1. What do you need to consider when livestreaming or sharing recordings from your church building?

Sharing services online is an exciting opportunity to reach out, however, it should be balanced with continuing to provide a safe and secure environment for all. Some members of our community may not feel comfortable appearing in video, and for others it may compromise their safety.

Safeguarding and GDPR policies together with a clearly defined area where filming won't take place all need to be in place before any recordings are made.

**Photo and video free zones:** Create a space within your church building where people may sit and not be seen in a video. This could be a side aisle, or a few of the back rows. Simple signs will help people identify where this space is, and make sure that those who are filming or taking photos are aware. At the beginning of the service, remind people that the service will be recorded and give them opportunity to move.

**GDPR and permissions for adults:** Those appearing in video or photographs will need to have given you their permission. General shots of large audiences do not require consent, but permission will be needed from those who are easily identifiable, i.e. those that are visible in the front row. A photo release form can be signed by adults. The form must include all the places that the photo or video may be used by the church. Template photo release forms can be given to you by [your local diocesan](#) communications team.

**GDPR and permissions for children:** Videos containing children may be used by the church if consent has been given by their parent or guardian if the child is below the age of 13. For anyone aged between 13 and 18-year-olds, depending on the activity and the young person's circumstances, consent by a parent or carer may not be necessary. If the person aged between 13 and 18 is aware of what they are giving permission for, they may provide this necessary consent. Should any uncertainty arise, please gain consent from the parent or guardian. This needs to be signed consent and should include the places which the photo or video may be used by the church. If permission has not been given, it can be helpful to identify these children by using a simple paper wristband, or by asking them to sit in a photo and video free zone. Practically, seeking permission may need a few extra helpers on the day, working from a safe social distance. Alternatively, prepare ahead by sending out the forms to your church newsletter list to avoid queues on the day.

Read the [Safer Environments for Churches](#) guidance from the National Safeguarding Team which covers more on GDPR and safeguarding.

Please ensure that those who are being filmed are aware that consent can only be withdrawn prior to filming, i.e. by moving to another part of the church. Once the live stream or video has been uploaded onto any online platform it can't be entirely removed - although the church can remove it, it may already have been shared by others. In addition, it is not possible to edit the live stream or video to remove a single individual.

Standalone recording devices must be used for all live streaming events, through movable or fixed audio-visual equipment. Existing CCTV system cannot be used.

**2. Choosing your platform**  
Which platforms should you choose to go live on depends on the purpose of your live broadcast and what platforms your community use.

A general good rule to follow is

- For more interactive or private meetings such as social gatherings, prayer meetings or bible studies which involve a smaller group who want to see and interact with each other, a video conferencing platform such as **Zoom** is ideal as it has the option to use a password to enter the meeting room.
- For public gatherings, services or events where you want to gather a crowd, broadcasting to a social media platform such as **Facebook, YouTube or Instagram** is ideal. Choose one which your community frequently use to make it easier for them to find.

### 3. How to go live

Each social media offers the ability to go-live for free using the app or from your browser. Find out how below.

#### FACEBOOK PAGE

**To go live for your Facebook mobile app:**

- Go to your church Facebook page
- Select **Create Post** at the top of the news feed
- Press the three dots in the post panel ... then click **Live Video**
- Write a description about your live video
- Click **Go Live** in the bottom right
- When finished, your video will be saved to your content library in [Facebook Creator Studio](#)
- During or after the Live, go through the comments and reply to them to show that you value their time.

Find more tips about [going Live on Facebook, here](#).

#### YOUTUBE

**Before you go live on YouTube, you'll need to enable live streaming**

- Confirm that your channel is verified and that you have no live stream restrictions in the last 90 days
- To live stream on mobile, your channel will need to have at least 1,000 subscribers in addition to the requirement above. There are no restrictions for those streaming from a computer.

**Enable live streaming:**

- On a desktop, go to Creator Studio tools, then go to the **Live Streaming** tab
- On the YouTube app on mobile, create a live stream.

[\(Google Support 2020\)](#)

Note: Enabling a live stream for the first time may take up to 24 hours. Once enabled, your stream can go live instantly.

**To schedule a live video:**

- Click the **camera upload** icon in the upper right-hand corner
- Click **Go Live**
- At the top, select **Webcam**
- Enter a **title** and **description**. Write clear, descriptive titles and descriptions to encourage more viewers
- Schedule your live stream for a later date
- Click **More options** > **Advanced Settings** for more settings
- Click **Save**. Your camera will then take a thumbnail
- Click **Share** to copy the link to share on social media, in an email or to embed on your website.

#### To start the scheduled live video:

- Just before the scheduled time, click the camera upload icon in the upper right-hand corner
- Click **Go Live**, then **Manage** to find your scheduled Live video
- Click **Go Live** on your scheduled video
- When you've finished, click **End Stream** at the bottom. All streams under 12 hours will be automatically archived. You can access previous, current and upcoming streams in the Live tab.

[\(Google Support 2020\)](#)

#### Share the video link:

- Go to the **camera upload** icon in the upper right-hand corner
- Click **Go Live**
- At the top, select **Manage**
- Click on ... beside your scheduled live video
- Click **Share**
- Using the share link, embed the video on your website or [A Church Near You](#) profile.

### INSTAGRAM

#### To start a live video from the Instagram app:

- From your church Instagram profile, tap the **camera** in the top left of the screen or swipe right from anywhere in Feed
- Scroll along to **Live** at the bottom of the screen,
- Tap description to tell your viewers what you'll be talking about
- Then tap the **circular button**
- The number of viewers appears at the top of the screen and comments appear at the bottom
- Tap **Comment** to add a comment, and tap a comment and tap **Pin Comment** to pin it so that viewers can see it more easily
- To turn comments off, tap the three dots then select **Turn Off Commenting**
- When you're done, tap **End** in the top right then tap to confirm. From there, you can tap the **downwards arrow** in the top left to save it to your camera roll, or share it to your story.
- Keep in mind that when you save your live video to your camera roll, only the video is saved, and not things like comments, likes and viewers. It may take a minute for your live video to save to your phone, especially for longer videos.

[\(Instagram Help 2020\)](#)

## TWITTER

### How to start a live video:

- Tap the **camera icon** from the composer
- Tap **Live** at the bottom selector
- To go live with audio but not video, tap the **microphone** at the top right. This will turn off the camera, and you'll be heard by viewers, but not seen
- Fill in an optional description that will appear as a Tweet, and a location if desired.
- To invite guests before going live, tap **Invite guests** to select or search for people to join your broadcast
- Tap the **profile** icon of the guests you want to join
- Tap **Save**
- Tap **Go live**. Your live broadcast, with description and location (if added), will appear in a Tweet in your follower's timeline and on your profile.

### How to end a live video:

You can end a live video at any time by pressing the **Stop button** on the top left and confirming your action in the menu that comes up.

[\(Twitter help centre 2020\)](#)

## ZOOM

### To live-stream from Zoom to Facebook, first you'll need to enable the setting

- **Sign in** to the Zoom web portal
- Click **Account Management > Account Settings** (if you are an account administrator) or **Settings** (if you are an account member)
- Toggle the **Allow live streaming the meetings** under **In Meeting (Advanced)**, and enable **Facebook**.

### Starting a live stream to Facebook from a Zoom meeting

- Start your webinar or meeting.
- In the meeting/webinar controls, click **More**.  
Click **Live on Facebook**.
- Your default browser will open and you will be prompted to log into Facebook if you aren't already logged in.
- Sign in to Facebook.
- Choose where on Facebook you would like to Go Live.
- Click **Next**.
  - **Note:** If you are not able to start the live stream, clear your browser's cache and cookies, then try again. Zoom does not support the new Facebook Live Producer. If you see a notification to try to the new Live Producer, click **Dismiss**.
- When you are ready to start the broadcast on Facebook, click **Go Live**.

For more ideas and advice read our blog [A beginners guide to going live with your service or event for free](#).

#### 4. Things to remember...

- Make sure you introduce yourself, your church and the service itself – this may sound silly but lots of people are watching online for the first time.
- Licensing of music – this is key to ensure you can use the music you wish, whether live streaming or sharing a recording. We published comprehensive guidance for churches on the [coronavirus guidance page](#) in the section titled ‘copyright licence details for livestreaming’, which is copied in section 5 of this document for convenience.
- Live musicians and streaming. You will need to have specific agreement with musicians involved in the service that they are willing to be included in a livestream or recording. This will need to be established in advance. If you have a contract with a musician, it may have fee requirements if an act of worship is recorded or streamed. With voluntary musicians you may need to consider the impact of streaming – could it make people more nervous of performing or, conversely, make them think more of performing for viewers at home?
- Make sure you [add your services and events](#) to AChurchNearYou.com - the site has had more than 30 million page views so far this year, a huge increase on previous years. Do also promote on your website and social media platforms to help reach and engage the widest possible audience.
- Using online giving – giving is a way we live out our faith, and it funds our churches’ ministry and mission. [This blog](#) explains what you need to do to set up online giving for your church and how to encourage people to give.
- For tips on creating a more accessible online service, [read this blog here](#) from Revd Bill Braviner.
- If you are sharing these live streams or recorded videos via your website, remember to update your privacy policy. A template of this new wording can be found [here](#).

#### 5. Copyright Licence Details for Livestreaming

##### CCLI

CCLI introduced a [streaming licence](#) in mid-March 2020. It is available to any church which holds a CCLI Church Copyright Licence, which the majority of Church of England churches do. For many churches, this licence will cover them for their streaming activity:

- For churches who are streaming their services via YouTube or Facebook, the CCLI [Streaming Licence](#) will cover them for live worship music performed as part of that stream. (This would include services streamed or webcast via YouTube but embedded into the church’s own website).
- You can check on the [CCLI website](#) as to whether permissions for a particular hymn or song are covered by them.
- If the church is hosting the stream/webcast on their own website, they will need the [PRS for Music Limited Online Music Licence \(LOML\)](#) in addition to the CCLI Streaming Licence.
- The CCLI Streaming Licence includes the right to show the words on screen.
- The CCLI Streaming Licence allows a church to make recordings of the services available on their website indefinitely provided you keep renewing your streaming licences.

- These licences cover 'live' music performances. If a church is using recorded music as part of the stream, additional rights come into play. Commercially available CDs or music recordings cannot be played unless specific permission is granted by the copyright holder.

### One Licence

- Another license, [One License](#) is available which covers an additional range of church and choral music e.g. Taize, GIA Publications, Oxford University Press, Wild Goose Resource Group, Kevin Mayhew.
- The Church of England uses both a One Licence and CCLI Streaming Licence for the [weekly online services](#) to enable access to a broad range of Christian music.
- The same rules described above over seeking permission for 'recorded' performance still apply.

Rights-free music from the Church of England, St Martin in the Fields and the Royal School of Church Music

- The Church of England, working with St Martin-in-the-Fields and the Royal School of Church Music, is providing a resource of rights-free music for **Church of England churches** to use on streamed services, via the [A Church Near You resource hub](#) providing you have a [CCLI Streaming](#) Licence. Read the [press release](#) for more details.
- There are several other Christian organisations that provide apps or software that provide backing tracks for worship, some of which are giving churches permission to use their pre-recorded tracks as part of their streams. Please carefully check first before using this material.

### Using other copyrighted material

- Permission should also be sought from the owner(s) of any other creative works included in the service. If reproducing bible verses, or liturgy, usually there will be copyright information in the front of the publication, and usually they will allow for a certain proportion to be reproduced.
- For any images etc. the same rules would apply as in normal circumstances. Never assume that you can take an image found on Google and use it in a church service or include it in a service sheet or similar without permission. [Read our guidance on using images here.](#)
- Regarding a Service Sheet, as long as there are appropriate licences/permissions in place, making that service sheet available online should be fine.

### Advice on using Zoom to stream services

- Churches using Zoom to stream services need both the CCLI Streaming Licence and the [PRS for Music LOML](#). This is because Zoom doesn't currently have an agreement with PRS for Music as YouTube and Facebook do.