



COPYRIGHT POLICY

This document represents the intention of Central United Church (Central) with regard to re-producing copyrighted material in the conduct of its ministry.

STATEMENT OF PURPOSE AND BELIEF

In its simplest terms, “copyright” means “the right to copy.” In general, copyright means the sole right to produce or reproduce a work or a substantial part of it in any form. It includes the right to perform the work or any substantial part of it, or in the case of a lecture, to deliver it. If the work is unpublished, copyright includes the right to publish the work or any substantive portion of it.

Copyright also applies to performers’ performances, sound recordings and communication signals, though the applicable rights may differ. For example, the copyright in a sound recording consists of the sole right to produce the sound recording for the first time, to reproduce it in any material form, to rent it out or to authorize any such acts. Applicable rights may vary and must be researched carefully because of changing technologies and changing national and international agreements. Referencing the Copyright Act of Canada is recommended so as to gain access to the most current and applicable legal requirements.

At the heart of the matter for us as Christians is our determination to give credit to the author or producer of original work and to gain permission to use it. To do anything less is a breach of ethics because it is stealing the creativity of another person. Our Christian principles compel us to uphold the laws pertaining to copyright so that we might serve as a model for the wider community, caring for those who may earn a living from their personal creativity. Even if no copyright laws were in place, we would see this commitment to copyright as the ethical and just course of action to take.



POLICY

- (a) Copyright applies to all original literary, dramatic, musical, and artistic works used in the church. To make use of such materials, we must receive copyright permission from the originating source.
- (b) Some material resides in the “public domain” and therefore may be used freely, without copyright permission. Careful research is required to determine what material is in the public domain and not subject to copyright laws.
- (c) Generally, copyright lasts for the life of the author, the remainder of the calendar year in which the author dies and for 50 years following the end of the calendar year in which the author dies; in other words, copyright protection expires on December 31 of the 50th year after the author dies. The work of that author is then considered to be a part of the public domain. However, the copyright of a particular artistic creation may have been purchased by another individual or organization, therefore, careful examination of the copyright surrounding a piece of work must be undertaken before assuming it is in the public domain.
- (d) Copyright also applies when a work is first published in a country where the author was not a citizen or subject of that country. If the country in which the work was first published does not have copyright laws in place, the copyright laws of Canada will govern our actions.
- (e) Even though marking work with the copyright symbol is not mandatory under Canadian copyright law, Central will make every effort, in every venue, to follow copyright marking by:
 - using the copyright symbol. ©
 - naming the copyright owner.
 - indicating the first year that work was published.
- (f) Only original sheet or bound music will be used in the conduct of our music ministry at Central. However, when ordering sheet music, copyright may be granted by the supplier or publishing company, therefore, the ordered sheet or bound music may be copied.
- (g) A Code of Conduct Compliance Agreement (Appendix 17 of the Duty of Care Policy and Procedures) must be signed once a year by all persons using digital music to ensure compliance with our Archives and Documents Retention Policy.
- (h) Copies of digital music can be made and used when authorized by the supplier. All digital music must be destroyed when the user leaves a musical group or choir.
- (i) Central will obtain, either by individual purchase or by the purchase of licences from licensing companies, all necessary licensing rights to project original material on screens (e.g., hymns, songs, poems, quotations, photos, movies, working copies).



ADMINISTRATION

The Worship Team and Christian Development Team will have oversight of any and all copyrighted material used by Central in the conduct of its ministry.

This policy document is a living document and can be changed at any time, with the approval of the Board.

The Board must inform the congregation about the policies that have been established by the Board and seek ratification of each policy change at a duly called Congregational Meeting.

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