



CHRIST the
REDEEMER
◆ Catholic Church ◆
Archdiocese of Galveston-Houston

Guidelines for Printing Music for Church Activities
-Let's do it right!

As our ministries look toward coming together again, we know that some groups like to use music in some way, perhaps in a prayer service or meditation. You may not realize that there are specific procedures that must be followed any time you reprint music, **even if you only print the words, or even if you want to display the music and/or words on a screen:**

1. It must be determined if we have permission to reprint someone's music.
2. Copyright information must be included in the printing in the way required by the publisher.
3. The printing must be reported to the publisher so that the composer can be compensated.

These are all things that we do in this office every time anyone prints any music for use at CtR. We pay for a license that allows us to reprint certain music, such as what you see in our weekly worship aids, both in print and online.

This is a legal issue and a justice issue. This is how composers make their living.

I encourage you to use hymns and songs in your prayer! The Music Department is here to make it easy for you. Any time you want to print music, please contact our office first. I am happy to help you with making appropriate choices and Christine is very knowledgeable in the area of copyright and reporting and she will be happy to help you with that. We also have access to hundreds of hymns and songs that can be downloaded for printing or slides.

When you are preparing a service or event at which music will be printed or displayed, contact our office. We will help you with the procedures that need to be followed.

Thanks for all you do to make CtR an amazing parish! Our ministry leaders are wonderful. Please let me or Christine know how we can help and if you have any questions.

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