

# CREATING BEAUTIFUL WORSHIP AIDS THAT ASSIST THE PRAISING, GROWING, AND SERVING CHURCH

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Description: Worship aids assist members of the assembly in their task of full, active, and conscious participation. In addition to containing hymns, ritual music, responses, and an outline of the liturgy, they also serve to draw those using them deeper into prayer. Come and see how best to use worship aids in your parish, and learn some tips for layout, inserting music, and handling copyrights.

## **1. Introduction**

## **2. Why do we use worship aids? What are the advantages? What are the disadvantages?**

Since the rites of the Church have unique ritual moments with special musical acclamations and responses, it is helpful to prepare worship aids to facilitate assembly participation and to assist in liturgical catechesis, not only for the regular members of the parish in which the rituals take place but for guests may be attending the liturgy. Even if a parish does not print a worship aid regularly, sacramental rites call for one—doing so is a gesture of hospitality, welcome, and evangelizing catechesis.

“In order to communicate the message entrusted to her by Christ, the Church needs art. Art must make perceptible, and as far as possible attractive, the world of the spirit, of the invisible, of God. It must therefore translate into meaningful terms that which is in itself ineffable. Art has a unique capacity to take one or other facet of the message and translate it into colors, shapes and sounds which nourish the intuition of those who look or listen. It does so without emptying the message itself of its transcendent value and its aura of mystery. The Church has need especially of those who can do this on the literary and figurative level, using the endless possibilities of images and their symbolic force. Christ himself made extensive use of images in his preaching, fully in keeping with his willingness to become, in the Incarnation, the icon of the unseen God.” *Letter to Artists*, Saint Pope John Paul II, #12

“Art is meant to bring the divine to the human world, to the level of the senses, then, from the spiritual insight gained through the senses and the stirring of the emotions,

to raise the human world to God, to his inexpressible kingdom of mystery, beauty, and life.” *Built of Living Stones*, USCCB, #142

“Since the celebration of marriage is a communal celebration, participation aids should be provided to the congregation so that they might follow the ritual with understanding. This, in turn, allows them to have full and active participation in the celebration. . . Participation aids should also include the proper copyright notices for permission to use copyrighted music in the program.” *Sing to the Lord: Music in Divine Worship*, #224

### 3. **Format and Platform**

Microsoft Word/Publisher/InDesign

### 4. **What should be included?**

- Headings for each of the ritual moments
- Any directions that are needed (especially related to posture: ie, standing, kneeling, and sitting)
- One-line synopses of the readings:  
[www.ibreviary.com/m/opzioni.php](http://www.ibreviary.com/m/opzioni.php)  
[www.liturgyhelp.com](http://www.liturgyhelp.com)
- Translations of the texts if multiple languages are used
- All music (hymns, litanies, acclamations, and responses)
- Service music (even if familiar to the assembly)
- Assembly responses and dialogues
- Artwork that draws attention to the ritual moments
- Short catechetical explanations of the various parts of the ritual
- The names of those who will receive the Sacraments
- Copyright acknowledgements and license numbers

### 5. **What should not be included**

- Full texts of readings (unless they will be proclaimed in other languages)
- Full texts of orations and prayers

Worship aids are not scripts and do not include every single word and direction of the liturgy

### 6. **Graphics/Covers**

Clip Art from:

- [www.ltp.org](http://www.ltp.org)
- [www.litpress.org](http://www.litpress.org)
- [www.wlp.jspaluch.com](http://www.wlp.jspaluch.com)

### 7. **Fonts**

sans serif for headings, serif for text

## **8. Proofreading**

Someone should look over both the grammar, spelling, and order and flow of the ritual. The music director and the priest celebrant should always be consulted and review the worship aid before it is printed.

## **9. Working with hymn graphics**

Finale and ONE LICENSE downloads

## **10. Budgeting and Costs**

“You get what you pay for”

Printing:

- in house or with a commercial printer
- bulletin company
- sponsorships or advertising
- color vs. black and white
- paper stock

Equipment and software upgrades

Have a plan for what occasions you will use worship aids

## **11. Copyrights**

“Many publishers provide licenses and other convenient ways for obtaining permission for reprinting texts and music for the use of a liturgical assembly. Pastors, directors of music ministries, and other pastoral musicians need to be informed about the legal requirements for copying printed and recorded music, and they should act with a sense of justice. *Sing to the Lord: Music in Divine Worship*, USCCB #6

# COPYRIGHTS, LICENSING, AND PERMISSION FOR USE

## **What is meant by copyright?**

“Copyright” is the legal protection of a creative work. Using a work without permission that is under copyright is against the law, and penalties can be financially severe. There is no exemption from copyright law for churches. Creative works are protected for 95 years (if published before 1978), or for the life of the creator of the work plus 70 years if published after January 1, 1978.

**Why should a parish be concerned about reprinting copyrighted materials?** Composers and arrangers rely on royalties for their income and publishers rely on sales. They cannot produce future resources without the money generated by the sale of their resources. “Churches and other institutions have a legal and moral obligation to seek proper permissions and to pay for reprinting of published works when required” (USCCB, *Sing to the Lord*, 105).

**Is it always necessary to seek permission to use a copyrighted music and text?** Yes. Whenever a copyrighted work is reproduced in any form, permission must be obtained. This applies to worship aids, bulletins, song books, handouts, and programs for special services, such as musicals, Christmas programs, and Lenten prayer services.

## **Where is copyright information indicated?**

Copyright information is frequently given at the bottom of the first page or in an index in the front or back of a hymn or song collection. If no copyright indication is present, the work may be in the public domain, but this should be confirmed with the publisher. Often, works in the public domain are indicated by the designation “P.D.”

## **What music licensing companies are available to churches?**

Permission to reproduce most liturgical music may be obtained through the following companies, each of which offers several options for the purchase of licenses (*e.g.*, annual, event, single occasion):

- **ONE LICENSE** - [www.onelicense.net](http://www.onelicense.net) (covers music from GIA Publications, OCP, World Library Publications and dozens of other publishers)
- **CCLI** - [www.CCLI.com](http://www.CCLI.com) (covers music from the “praise and worship” genre)

In order to determine if a license will cover the use of a particular song, an online search should be performed on the respective company’s website. Note that, in individual instances, copyright permission may need to be obtained by contacting the individual who holds the copyright to an individual song, arrangement, or text. This contact information is usually found in the copyright holder’s index of a hymnal or online.

## **What is “Creative Commons”?**

This license allows material to be copied or reprinted as needed for worship without obtaining permission or using a copyright license. The only use for which permission is

required is if the material is to be used commercially (*i.e.*, sold). Attribution to authors and composers should still be given in worship aids and programs.

**Is a license needed to reproduce only the words of a hymn?**

Yes. Hymn and song texts, as well as music, are protected under copyright laws. Additionally, copyrighted words cannot be modified without permission.

**Can I make a new arrangement of a copyrighted song?**

Copyright owners are generally eager for their work to be used. If you want to make a new arrangement, contact the copyright owner for permission. If you will be selling the arrangement, you will need to work with the copyright owner for proper licensing and the payment of royalties.

**How should a worship aid or program be formatted to indicate that a license has been obtained?**

The specific formatting of copyright acknowledgements for worship aids and programs are directed by the company which grants the license. This formatting indicates that the music is being copied with permission. With each song, the author of the text and the tune is always noted, as well as the copyright owner for each. You can determine a uniform style for your worship aid. However, the title must always appear above the song; the rest of the information may appear below it. License numbers may appear in the acknowledgement section of the worship aid or beneath each song. At the back of most hymnals / song books, there is an acknowledgements section listing additional copyright information.

**How long should a parish keep a copy of a worship aid for which copyright permission has been obtained?**

A copy of a worship aid or program should be kept on file for at least three years.

**May a parish use a music book specific to a year (*e.g.*, *Breaking Bread 2016*) after the year indicated?**

In these cases, parishes pay a copyright fee to use those music books only for the intended year. After the indicated year has passed, the books must be discarded, and new music books should be purchased. Parishes who wish to use the same music book yearly should consider purchasing a hymnal and not an annual music book.

**We have lots of photocopies of choir music. What should I do with them?**

Unless permission has been obtained, photocopied music is usually illegal. One exception would be if a title was listed as “out of print” on a publisher’s website. In that case, the publisher might grant permission to reproduce a song for a reduced fee and permission should be indicated on the reprints. But, you must ask! And, even if you didn’t photocopy the music yourself, if your church is in possession of illegal copies you could be charged with copyright infringement.

## **Are the readings for Mass and the texts of the rituals copyrighted?**

Yes. See below for specific copyright information for various ritual texts:

- **Book of Blessings**  
The English translation of *Book of Blessings* © 1987, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved. Additional blessings for use in the United States of America © 1988, United States Conference of Catholic Bishops (USCCB). All rights reserved.
- **Holy Communion and Worship of the Eucharist outside Mass**  
The English translation of *Holy Communion and Worship of the Eucharist outside Mass*, © 1974, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **Order of Celebrating Matrimony**  
The English translation *The Order of Celebrating Matrimony* © 2016, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **Order of Christian Funerals**  
The English translation of *The Order of Christian Funerals* © 1985, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **Order of Confirmation**  
The English translation and chants of *The Order of Confirmation* © 2015, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **Order of Pastoral Care of the Sick**  
The English translation of *Order of Pastoral Care of the Sick* © 1982, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **The Lectionary for Mass**  
The English translation of the *Lectionary for Mass*, second typical edition © 1997, 1981, 1968, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.

If using NAB translations from the Lectionary, then also use this notice:

Excerpts from the *Lectionary for Mass for Use in the Dioceses of the United States of America, second typical edition* © 2001, 1998, 1997, 1986, 1970 Confraternity of Christian Doctrine, Inc., Washington, DC. Used with permission. All rights reserved. No portion of this text may be reproduced by any means without permission in writing from the copyright owner.

- **The Rite of Baptism for Children**  
The English translation of *The Rite of Baptism for Children*, Third Edition © 1969, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **The Rite of Christian Initiation of Adults**  
The English translation of the *Rite of Christian Initiation of Adults* © 1985, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **The Rite of Penance**  
The English translation of the *Rite of Penance* © 1974, 1975, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.
- **The Roman Missal**  
The English translation of *The Roman Missal*, Third Edition © 2010, International Commission on English in the Liturgy Corporation (ICEL). All rights reserved.

More information can be found on the ICEL website: [www.ICELweb.org](http://www.ICELweb.org)