

# Guidance for schools about preparing liturgies and producing 'service sheets'

RELIGIOUS EDUCATION & SPIRITUALITY GUIDANCE BOOKLET  
FOR PRIMARY & SECONDARY SCHOOLS  
PRODUCED BY THE EDUCATION COMMISSION





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Printed service sheets and material displayed via data projectors are provided by schools to enable pupils and students to actively participate in liturgies. In many instances this is cheaper and more practical than using hymn books. There is a variety of practice in schools about producing service sheets for Mass, assemblies and other liturgies. This document aims to draw together best practice and to offer additional guidance on copyright law.



As well as a celebration of the Catholic Life of the school, liturgies are also educational. The Mass has distinct sections.

### 1. THE INTRODUCTORY RITES

The greeting, Penitential Act and Opening Prayer (also referred to at the Collect) that form the beginning of the Mass.



### 3. LITURGY OF THE EUCHARIST and the COMMUNION RITE

The focus is on the altar, where the priest says the Eucharistic Prayer. During the distribution of communion everyone is welcome to go forward to the priest or ministers. Catholics receive the communion. Those who are not Catholic, or for some other reason not receiving communion, are invited to receive a blessing.



### 2. LITURGY OF THE WORD

The focus is on the Ambo<sup>1</sup>, where the readings from the bible are proclaimed. Usually there would be two readings, usually one from the Old Testament and a Gospel, plus a Psalm. The most important reading is the Gospel. The community stands to hear the words of Christ, read by the priest/deacon. It is not usually appropriate to include the text of the readings in service sheets. The congregation should be listening to the Word being proclaimed.

<sup>1</sup> For practical reasons most schools would use a movable lectern



### 4. THE CONCLUDING RITES

The Mass ends with the final prayers, blessing and dismissal. When producing a service sheet for Mass it is helpful to use headings to emphasise the structure of Mass. In addition, good practice is to follow a consistent presentation style that makes it clear when the congregation are to join in. One effective way is for the words that are to be spoken or sung by All to be in **bold**, by the priest/leader in 'ordinary' type and any instructions in *italic*. A sample extract is offered on page 2.

## THE INTRODUCTORY RITES

*Gathering Song:*

**Here in this place, new light is streaming,  
now is the darkness vanished away,  
etc...**

*(Marty Haugen © 1982 GIA Publications)*

*Introduction Rite: The priest greets those present*

Priest: The Lord be with you

**All: And with your spirit**

## LITURGY OF THE WORD

*First Reading: Isaiah 6:1-10*

*Psalm 127(128)*

Cantor: O blessed are you who fear the Lord and walk in God's ways

**All: O blessed are those who fear the Lord, and walk in his ways**

**O blessed are those who fear the Lord, and walk in his ways**

*Text © The Grail; Music © 1981 P. Inwood, OCP*

*Gospel:*

Priest: The Lord be with you

**All: And with your spirit**

Priest: A reading from the holy Gospel according to Matthew (1:1-14)

**All: Glory to you, O Lord**

*At the end of the Gospel the following is said:*

Priest: The Gospel of the Lord

**All: Praise to you, Lord Jesus Christ**

## LITURGY OF THE EUCHARIST

**Holy, holy, holy, Lord God of Hosts.**

**Heaven and earth are full of your glory.**

**Hosanna in the highest.**

**Blessed is he who comes in the name of the Lord**

**Hosanna in the highest**

*Dom Gregory Murray © 1975, 1987, 2011 McGrimmon Publishing Co Ltd*

## THE CONCLUDING RITES

Priest: The Lord be with you

**All: And with your spirit**

Priest: May almighty God bless you, the Father, and the Son and the Holy Spirit

**All: Amen**

Priest: Go and announce the Gospel of the Lord

**All: Thanks be to God**

### *Final Song*

**Lord, the light of Your love is shining In the midst of the darkness, shining Jesus, Light of the world, shine upon us Set us free by the truth You now bring us Shine on me, shine on me**

**Shine, Jesus, shine**

**Fill this land with the Father's glory Blaze, Spirit, blaze**

**Set our hearts on fire**

**Flow, river, flow Flood the nations with grace and mercy Send forth Your word Lord, and let there be light**

**Shine, Jesus, shine .....**

**Lord, I come to Your awesome presence From the shadows into Your radiance;**

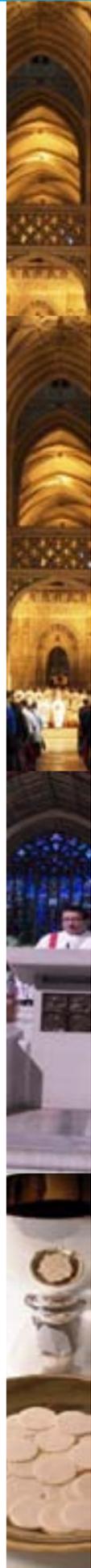
**By the blood I may enter Your brightness**

**Search me, try me, consume all my darkness Shine on me, shine on me**

**Shine, Jesus, shine ....**

Graham Kendrick © 1987 Make Way Music

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## Using Copyright Material

It is important to be clear about the use of copyrighted material. Copying the music and the words of hymns without permission is against the law. Anytime the words or music are put into a service sheet or projected onto a wall/screen it is subject to copyright law. This includes photocopying pages from a hymn book because the publishers have copyright on the typography of the publication itself. Using printed hymnbooks is straight forward because the publishers have arranged all the copyright permissions and fees.

It is costly to purchase hymn books for school use and time consuming to secure individual copyright permission every time the words are produced on a service sheet or for a projector. The solution is to have a copyright licence. The main providers of copyright licences for liturgical material are:

• **Calamus – This is administered by Decani Music (the company that publishes the 'Laudate' hymn book).**

• **CCLI (Christian Copyright Licensing International)**



**Calamus:**  
**www.decanimusic.music.co.uk**  
**Telephone: 01842 819830**

For Catholic schools and colleges it is really important to buy a Calamus licence. The vast majority of composers whose hymns and songs are used by Catholic schools, colleges and parishes are in the Calamus scheme. For example, all the Taize songs, the hymn books Laudate, Celebration Hymnal, Liturgical Hymns Old & New, most of the settings for Mass parts are covered by the Calamus licence.



The annual fee is dependent on the size of the school, from £42 to £144. For those schools linked to a parish which has its own licence it is possible to reduce those fees slightly by 'extending' the parish licence. Calamus also have a 'Taize only' option and a set of 'one-off' copyright permissions at £5 per hymn.

When copying music the Calamus licence includes permission for reproduction of the 'melody' line only. The only exception is that the Taize material allows reproduction of the 'four part harmony'.

**CCLI:**  
**www.schools.uk.ccli.com**  
**Customers Service Helpline:**  
**01323 436100**

In case you are not already aware, since April 2015 the CCLI has been included in the general copyright licences paid for by the DfE for all state funded schools in England. (Other licences in the DfE scheme include Performing Rights Society, Motion Picture Licensing Company and Educational Recording Agency).

In respect of liturgical material the CCLI licence provides copyright permission for a wide range of liturgical music. Their website is easy to use. To access and print your licence you simply type in the school's URL.

The website also has guidance on what material is covered and what is not covered. There is an on-line reporting system..(See comments on page 6 about the importance of reporting) There are two types of licence provided:

**Collective Worship Copyright Licence (CWCL)** – which covers typing, printing or hand-writing words of hymns.

**Collective Worship Music Reproduction Licence (CWMRL)** – which covers copying words and music directly from published hymnbooks/liturgical music books, and storing/sharing digital copies.

Independent schools are not covered by the DfE scheme and would need to purchase two separate licences directly from CCLI:

**NB - The CCLI licence does not cover all liturgical music!**

Many of the hymns and songs used by the Catholic community are not included.

**REPORTING**

For both CCLI and Calamus it is a requirement to provide regular accurate reporting of hymns that have been used on service sheets or displayed via projectors. Every school and college need to have a nominated person to administer the reporting of material printed or copied for us at liturgies and assemblies. This is vital to ensure that composers and song writers are paid for their work! This is a matter of justice and a way of ensuring that there continues to be people producing new materials for us all. CCLI have an on-line reporting system. Calamus has a quarterly reporting sheet.

**OTHERS**

There remain some composers/writers whose work is not covered by either licence. In such cases individual copyright permission would be needed from the publisher. Both CCLI and Calamus have detailed lists of who are included in their licences and are happy to offer advice and guidance.

**THE CORRECT METHOD FOR INSERTING THE COPYRIGHT DETAILS**

CCLI have a preferred method for presentation of material covered by their licence. Under the words of each song the details of author, © year, owner, and licence number should be displayed.



Calamus offers two methods for presentation of material covered by their licence.

1. For one song or hymn on a sheet or displayed via projector, all the appropriate details should be underneath that song or hymn.

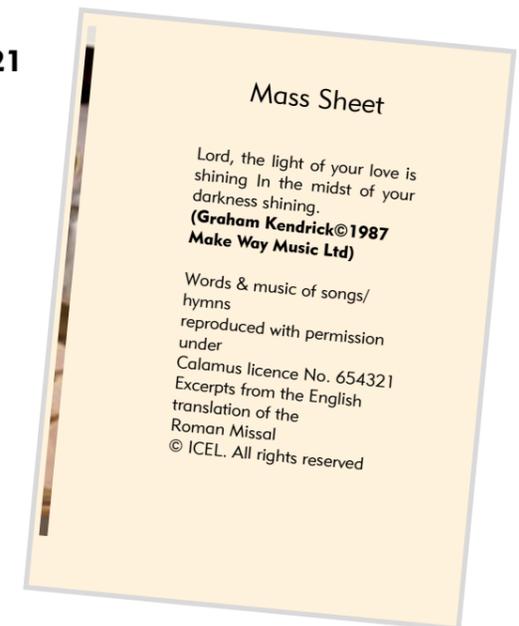
e.g.  
**A.N.Other, © 2014 Lovely Music, Calamus licence No. 654321**

2. For service sheets with several songs or hymns then the specific authorship is to be acknowledged underneath each individual song ....

e.g.  
**A.N.Other, © 2014 Lovely Music**  
 ... and the licence details at the end of the service sheet:  
 e.g.  
**Words & Music of songs/hymns reproduced with permission under Calamus licence No. 654321**

When reproducing any text from the Mass the separate ICEL copyright line should be underneath the Calamus one:

e.g.  
**Excerpts from the English translation of the Roman Missal © 2010 ICEL. All rights reserved.**



## THE WORDS OF THE MASS

By the way the text of the Mass is itself subject to copyright law. The good news is that the copyright holder only charges when the text is put into publications that are for sale. However, they do want the copyright suitably acknowledged. So whenever the text of the Mass is included in service sheets or displayed on screens via projectors, the following tag line should be included:

**Excerpts from the English translation of the Roman Missal© ICEL. All rights reserved**

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