

Preparing Special Music for Worship

A Guide for Musicians

Thank you for sharing your musical gifts with our congregation! We are grateful for those who enrich our worship through music.

Because our services are livestreamed and archived online, there are a few additional planning and copyright requirements. The following information will help everything run smoothly.

Timeline

Please submit your planned special music **at least two weeks before** your scheduled worship service.

This allows sufficient time for

- Copyright and licensing review
- Technical preparation
- Slide creation (if needed)
- Audio/video testing
- Rehearsal and sound check

We will do our best to accommodate late submissions, but they may need to be rescheduled for a future worship service if there is not enough time to complete the necessary preparation.

Therefore, please do not publicly announce or promote your planned special music until it has been confirmed.

When You Volunteer

When submitting your music, please include

- Song title
- Composer and/or recording artist (if known)
- Whether you will sing with
 - Live accompaniment
 - A purchased accompaniment track
 - A self-created recording
- The key in which you will perform
- Any special technical needs

Accompaniment Tracks

If you will be using a recorded accompaniment, please send

- The source (website or publisher)
- The exact accompaniment you intend to use
- The key you require

Because copyright rules can be complicated, please **do not** assume that a YouTube video may be used in worship simply because it is publicly available. Many YouTube videos are intended only for personal listening or practice and cannot legally be incorporated into a livestreamed/on demand worship service.

If you are unsure, please ask. We are happy to help identify an appropriate licensed accompaniment.

Copyright & Licensing

Our church makes every effort to respect both the letter and the spirit of copyright law. Some songs are covered under our CCLI and One License licenses, but commercial accompaniment tracks and videos often require separate permissions or purchases. Please allow enough lead time for these questions to be resolved before worship.

These requirements help us honor the work of composers, arrangers, performers, and publishers while keeping our church in compliance with copyright law.

Purchasing Music

If a licensed accompaniment track needs to be purchased for worship, please coordinate with the church **before making a purchase** so that

- The correct version is selected
- The correct key is purchased/downloaded
- Reimbursement (if appropriate) can be arranged
- Duplicate purchases are avoided

Rehearsal

Please arrive early enough on Sunday morning to

- Test sound levels
- Verify accompaniment playback
- Resolve any technical issues before worship begins

Questions?

We're happy to help!

If you're unsure about any part of the process, simply ask. We'd much rather answer questions a week early than solve technical or licensing issues at the last minute.

Reminder: We will do our best to accommodate late submissions, but they may need to be rescheduled for a future worship service if there is not enough time to complete the necessary preparation.

Who to Contact?

- Scheduling special music: Pastor (momandpastortoo@yahoo.com)
- Licensing, accompaniment tracks, and slides: Social Media Coordinator (webmanager@oldzionsucc.org)
- Rehearsal and Sunday morning logistics: Worship Tech Team (Mark Weaver, lead: weavermj@ptd.net)
- If any of these contacts aren't available, please reach out directly to the church office (ozuccoffice@ptd.net)

Versioning Table

Version	Date	Prepared By	Rationale
V1.0	July 13, 2026	Elizabeth Massa	Approved by the Worship & Music Committee
V0.1	July 12, 2026	Elizabeth Massa	Initial draft for Worship & Music Committee review