

Copyright Permission Application Form

NB. Content in this form may change. Please ensure you have the latest version before completing it and sending it to us. The latest version can be downloaded from www.matthiasmedia.com.au/copyright



Firstly, please read the following important information...

Matthias Media is a ministry organization which exists to:

...persuade all Christians of the truth of God's purposes in Jesus Christ as revealed in the Bible, and equip them with high-quality resources, so that by the work of the Holy Spirit they will:

» abandon their lives to the honour and service of Christ in daily holiness and decision-making

» pray constantly in Christ's name for the fruitfulness and growth of his gospel

» speak the Bible's life-changing word whenever and however they can—in the home, in the world and in the fellowship of his people.

We love to make our resources widely available to achieve this mission, and are greatly encouraged when we hear from brothers and sisters who want to partner with us and extend the usefulness of the resources we publish by reproducing them in other languages or sometimes for other special purposes.

We are also a self-funded ministry. We do not fund or subsidise our ministry through donations from the Christian public. Rather, we fund our ministry through the sale of our resources. So, although we are a not-for-profit organization, we do need to earn income—not only in order to meet today's financial commitments (staff, rent, etc), but also to put aside money to fund the development and production of new resources (funding ongoing growth).

Consequently, we ask those who seek permission to reproduce resources to, whenever possible, help us to continue our mission by financially contributing towards our ministry (1 Cor 9:7-9).

Due to the nature of our publishing, almost all of those who contact us for permission are not doing so for “commercial” reasons, but are generally seeking to resource their own Christian ministry or ministry by others in their local context. Frequently, the goal is to

make the resources available as cheaply as possible (even given away for free). But the fact that their usage is “non-commercial” does not, of itself, remove the responsibility on those who benefit from Matthias Media's ministry to help support the ministry financially if they can.

We recognise that not all users will be able to contribute equally: God has placed us all in different economic circumstances. However, we hope and trust that those seeking copyright permission will understand our need for income and so will support and encourage our publishing ministry.

We try to set what we believe to be reasonable rates that are fair and that will help us to meet our financial obligations to staff and suppliers and invest in new resources. But it is impossible to anticipate all the variety of different circumstances of those seeking permission, and so we have also tried to provide a reasonably efficient process for requesting variation of these rates. We also try to have a generous spirit as we conduct our ministry, and naturally we aim to not “put an obstacle in the way of the gospel of Christ” (1 Cor 9:12) in asking people to support us.

Please bear all these factors in mind as you complete the application form. And if you have any questions or comments, please email <copyright@matthiasmedia.com.au>. Please note, we are happy to answer questions or receive comments about the application form by email, but we really need you to complete the form in order for us to process or answer questions about your request.

Finally, please also bear in mind that we are a small publishing ministry team, and we can't afford a dedicated ‘permissions department’. But as we get better known throughout the world we are receiving a growing number of permission requests. So we ask that you leave plenty of time for the processing of your application, and please be patient with us. We will do our best to meet your specified deadlines (see Part 2), but please understand our limitations. ■

Where to now?

Is your application for: (please select one)

- Using a quotation in your own work from a published Matthias Media resource or article?
Complete Parts 1 and 2 and then go to Part 3.

OR

- Reproduction of the whole or part of an article (with or without translation) from *The Briefing*, or from one of our web sites (e.g. solapanel.org or thebriefing.com.au), or from the *Briefing CD-Rom* for distribution in your Church or other Christian group?
Complete Parts 1 and 2 and then go to Part 4.

OR

- Publishing or reproducing a translation of a Matthias Media resource into a foreign language?
Complete Parts 1 and 2 and then go to Part 5.

OR

- Duplicating the *Two Ways to Live* website on your own site or linking to it from your own site?
Read Part 6.

OR

- Reproduction of artwork or illustrations (including the *Two Ways to Live* illustrations)?
Read Part 7. Complete Parts 1, 2 and 7 if required.

OR

- Other permission request
Complete Parts 1 and 2 and then go to Part 8.

All applicants must also complete Part 9 (*Doctrinal Alignment*) and sign and date their application on the last page.

Important: Completion of the form does not mean permission is given. We will confirm permission (or otherwise) by email. In some cases, payment of a fee or even a formal agreement may be required before you proceed.

Completed forms may be...

- sent electronically using the 'Submit form' button on the last page
- printed and faxed to: +61-2-9663 3265
- printed and posted to: PO Box 225, Kingsford NSW 2032, Australia.

Part 1: Your details

Full name of person/organization seeking copyright permission:

Postal address:

Physical address (if different to postal address):

Website:

Contact person at organization:

Name: _____ Position: _____

Email address: _____

Phone: _____ Fax: _____

Skype name: _____

Part 2: About the timing of your application

Is there a deadline you need us to meet in responding to your application? If so, please specify the deadline and the nature of it:

Deadline: ___ / ___ / ___ (dd/mm/yy)

Nature of deadline:

Part 3: Using a quotation from a published Matthias Media resource or article in your own work

Our work:

Name of the Matthias Media work you are quoting from:

Edition:

Page reference(s):

Text being quoted:

No of words being quoted: ____

Your work:

Title:

Author:

Brief summary of the subject matter covered in your work:

Part 3 continues on next page.

Published medium: Book
 Magazine or journal article
 Web site article/blog
 Other (please specify): _____

Will there be a charge connected with reading your work? Yes No

If Yes, please provide details:

If your work is being printed, please state:

For first print run:

- number of copies in the first print run: _____
- the number of copies expected to be printed in the first 12 months: _____

For reprints:

- the number of copies in this subsequent print run: _____

NB. Copyright laws in Australia and other countries may explicitly allow quotation of another person's work in your own work (e.g. for the purpose of criticism or review). See, for example, the *Australian Copyright Council's* information sheet 'Quotes & extracts: copyright obligations' (<http://www.copyright.org.au/g034.pdf>).

Please tick this box if you do not believe you need our permission because of exemptions contained in relevant legislation. (Please provide details if not Australian legislation.)

Standard Copyright fees:

Important: Permission will generally be given, and the following rates will apply, ONLY if the words being quoted (a) amount to less than 20% of the words contained in the source work, *and* (b) are one continuous block of text in the source work, *and* (c) do not amount to more than 20% of the number of words in your own work.

In all cases the source must be fully cited in the standard way (including reference to Matthias Media as the publisher).

- Quotations of less than 200 words will not incur a fee.
- Quotations of between 201-500 words contained in works with no charge connected with reading them will not incur a fee.
- Quotations of over 200 words contained in works with a charge connected with reading them: \$A.0.01 per 100 words (or part thereof) per copy printed.

Please tick this box if you do not think any of the above fee scenarios apply to you and we will review and contact you to advise the relevant fee.

Part 4: Reproduction of the whole or part of an article (with or without translation) from The Briefing, or from one of our web sites (e.g. solapanel.org or thebriefing.com.au), or from the Briefing CD-Rom for distribution in your Church or other Christian group

Under no circumstances may any article or extract be changed, shortened, edited, or quoted in such a way as to suggest to the reader a meaning different to that given in its original and proper context.

Please note: we are not normally able to provide articles in text/electronic format, although issues of *The Briefing* and *kategoria* can be purchased in PDF format through our website or on *The Briefing* CD-ROM or *kategoria* CD-ROM, and text can be captured through those PDF files.

Where the Matthias Media publication has reproduced the content from another publication (normally acknowledged at the end of the article or quotation using words such as “Reproduced with the kind permission of ...” or similar), Matthias Media has no legal right to grant you permission. Permission should be sought from the publishers of the source material or the original author.

Details of article or extract (source, title, page ref):

Number of words: _____

Will there be a charge connected with reading the article or extract? Yes No

If Yes, please provide details:

If the article or extract is being printed, please state:

- the number of copies in the first print run: _____
- the number of copies expected to be printed in the first 12 months: _____

Copyright laws in Australia and other countries may explicitly allow reproduction of a reasonable portion of a book or article in some circumstances (e.g. for purpose of research or study). See, for example, the *Australian Copyright Council's* information sheet ‘Research or study’ (<http://www.copyright.org.au/g053.pdf>).

Please tick this box if you do not believe you need our permission because of exemptions contained in relevant legislation. (Please provide details if not Australian legislation.)

Part 4 continues on next page.

Standard Copyright fees:

A. Minor articles or extracts (less than 1,000 words)

For articles or extracts of 1,000 words or less, permission is granted for reproduction in printed newsletters or other materials which are being given away for free or on a purely print cost recovery basis, subject to the payment to Matthias Media of a fee (set out in the table below) per article or extract, and the acknowledgment of copyright in the following manner:

Reproduced from [full reference of material], published by Matthias Media (www.matthiasmedia.com).
Copyright. All rights reserved. Used by permission.

If regular reproduction is being carried out, remittance of the relevant fees may be done on a quarterly basis, rather than for every article.

Where reproduction is to be made in a publication which will be sold for more than the print costs, or for publication on a website (whether 'commercial' or otherwise), we will contact you with a proposed fee.

Number of copies	Fee
0-20 copies	\$A7.50
21-100 copies	\$A20.00
101-500 copies	\$A35.00
501+ copies	\$A0.07 per copy

B. Major articles or book extracts (more than 1,000 words)

i. Book extracts

We do not normally give permission for reproduction of major extracts from our books. We, naturally enough, prefer you to buy the book, not just for the sales income it gives us, but to provide the context and benefit of the rest of the book to the reader. (However, see the note above about possible copyright exemptions contained in legislation.)

ii. Articles from The Briefing

Articles appearing in *The Briefing* as original articles (ie. not being articles reproduced from elsewhere), may be reproduced in newsletters or other materials which are being given away for free or on a purely print cost recovery basis, subject to the payment to Matthias Media of a fee (set out in the table below) per article, and provided that the person or organization reproducing the article is a current *Briefing* subscriber.

Articles should feature the following acknowledgment:

This article is reproduced from *The Briefing* with the permission of Matthias Media. All rights reserved. For more information about *The Briefing* and other resources for growing Christians, visit the Matthias Media website (www.matthiasmedia.com).

Number of copies	Fee
0-20 copies	\$A10.00
21-100 copies	\$A30.00
101-500 copies	\$A50.00
501+ copies	\$A0.10 per copy

Part 5: Publishing or reproducing a translation of a Matthias Media resource into a foreign language

Title of the resource you wish to translate and reproduce/publish:

Language:

Rights sought:

- Exclusive rights OR Non-exclusive rights
 Worldwide rights OR Regional rights: specify region:

[Please note: If you are proposing a translation of the Two Ways to Live gospel outline, we will seek from you the right to place your translation on the twowaystolive.com web site. So exclusive rights would not include online rights.]

Quantities to be reproduced/published:

For first print run:

- the number of copies in the first print run: _____
- the number of copies expected to be printed in the first 12 months: _____

For reprints:

- the number of copies in this subsequent print run: _____

Name and qualifications of person doing the translation:

Name and qualifications of person(s) verifying the translation:

Translating without significant amendment

OR

Requesting permission to make the following amendments to the content:

(Provide details separately if you need more space.)

Standard Royalties/Fees

Our standard royalty arrangements are expressed as a percentage of the prevailing Australian price (single unit) as listed on our Australian online store, and are as follows:

- Exclusive rights: 13%
- Non-exclusive rights: 10%

Note: The relevant amount is payable within 30 days of printing.

Although we consider these standard rates to be fair, as we explained on page 2, we also recognize that there will be a wide range of economic circumstances for those seeking to license a translation. We are happy to consider variations to the standard rates, particularly, of course, if the standard rates make your publishing proposal non-viable in your context. Please complete the section below if you wish to apply for special consideration.

Please consider the following variation to the standard rates:

Proposed rate: ____%

Information in support of your proposed variation:

(Provide details separately if you need more space.)

Part 6: Duplicating the Two Ways to Live website on your own site or linking to it from your own site

Although we are very happy for you to link to the *Two Ways to Live* gospel presentation site from your own sites or emails (and you do not need to seek permission from us to do so), for a number of reasons, we prefer not to have the site duplicated and will not generally give permission for you to do so.

If you particularly want people to stay on your site or respond to you, what we suggest is that you link to our site in a new window, and perhaps ask people to read the presentation and then close the window to come back and make a response.

Part 7: Reproduction of artwork or illustrations (including the Two Ways to Live illustrations)

Cover or text page artwork for Matthias Media resources may be used freely for the purposes of promoting the resource (or promoting a course or event using the resource). No permission is required for such use. If you need artwork files, this can normally be provided—just email us—but bear in mind that some resources already have sample PDFs in our online store which include reasonably high resolution cover artwork.

Generally speaking, photos and illustrations used in Matthias Media resources are licensed to us by the photographer (often through a commercial online photo library) or illustrator. Consequently, we do not own the copyright in those photos and illustrations and can not give you permission directly.

We can, however, normally provide you with information which would enable you to seek a license to use the photo or illustration.

Two Ways to Live illustrations

One of the most common requests we receive is for permission to use the *Two Ways to Live* illustrations. Notwithstanding what we have said above, copyright in these particular illustrations *is* owned by Matthias Media.

Our general policy is that we want to avoid the *Two ways to live* graphics becoming generic gospel illustrations. The illustrations were designed to accompany a particular (precisely chosen) set of words, and we want the illustrations to remain closely connected to the *Two ways to live* structure and point form text and concepts.

Accordingly, we will not generally approve usage of the *Two ways to live* graphics with a different presentation of the gospel or as generic illustrations in other contexts.

However, we are happy to permit the use of the illustrations where there is a strong connection to the *Two Ways to Live* gospel content. For example:

- using the illustrations in a Powerpoint presentation whilst preaching an evangelistic sermon based on *Two Ways to Live*;
- using the illustrations on posters or t-shirts for a mission or outreach event where the main talks are recognisably a presentation of the content and structure of *Two Ways to Live*.

(Please note: You do not need to seek permission to reproduce the illustrations by hand in the context of demonstrating or presenting *Two Ways to Live* to an individual or group.)

Part 7 continues on next page.

Permission/Information request

Details of illustrations or photos:

Proposed usage:

Will there be a charge connected with the item using the illustrations (e.g. are you selling the t-shirts)? Yes No

If Yes, please provide details:

If we do not own the copyright, do you want us to provide details of the copyright owner so you can seek permission/license from them? Yes No

Part 8: Other permission request

If your permission request is not covered by other sections of this Application Form, please provide details of your request below:

(Provide details separately if you need more space.)

Part 9: Doctrinal Alignment

It is important to us that we are partnering with like-minded people and ministries in publishing our resources. That you or your organization differ slightly from us on some points does not mean we will reject your permission request. But it does help us understand who we are partnering with, so we ask that you complete this section with care and openness.

Set out below is our Matthias Media **Gospel Convictions Statement**. Please read it and if it contains anything you feel is inconsistent with the beliefs you or your ministry hold, please highlight this to us. If you are printing off this form, you could simply underline any relevant words. If you are submitting the form electronically, please copy the relevant words and paste them in the box on page 17. If you care to provide further explanation, please do so in the that same space.

Scripture teaches us that true life is to be found only in the knowledge of God, who is Father, Son and Holy Spirit. It also warns us that the times we live in will be marked by doctrinal error and godless living. We therefore commit ourselves to proclaim and contend for the following teachings of the Bible, being convinced that these truths express not only the liberating faith once for all delivered to the saints, but the points at which that faith is under threat at the present time.

1. THE TRUTH AND CENTRALITY OF THE GOSPEL OF JESUS, THE CRUCIFIED AND RISEN CHRIST.

The gospel is the momentous news concerning God's divine Son, who was sent into the world by his Father and who became the man Jesus Christ. The gospel declares that Jesus was God incarnate, that he lived a sinless life, that he died on the cross to bear God's righteous anger at us because of our sin, and that he was bodily raised from death and exalted to the right hand of God as the Lord and Ruler of the world (i.e. 'the Christ'). According to this same gospel, Jesus Christ will return as judge of the living and the dead, bringing eternal punishment on those who have not obeyed him, but salvation from wrath and eternal life to all who have repented and put their trust in him. The gospel thus commands a twofold response: turning back from our rebellion against God to submit to Jesus Christ as Lord (repentance), and trusting in the risen Christ alone for forgiveness of sins and eternal life (faith).

This gospel of Christ crucified demonstrates the wondrous love and righteousness of God, and reveals his eternal plan to unite all things in heaven and on earth under one head, even Jesus Christ, to the praise of his glory and grace. By the proclamation of this gospel, God is gathering from every nation a people for his own possession—a people who are justified by Jesus' blood and zealous for good works.

Accordingly, we are opposed to any teaching that denies the unique and universal Lordship of the risen Christ as the only name under heaven by which people must be saved, that rejects the penal substitutionary atonement of the Cross, or that diminishes the reality of future judgement and hell. We also oppose any practice of Christian ministry that displaces the clear, faithful and frequent speaking of this gospel in favour of other emphases, such as social action or personal fulfilment, or that promises salvation without personal repentance and faith in the Lord Jesus Christ. We also resist the call to any Christian 'unity' that is not based on the truth of this gospel.

2. THE NECESSITY OF THE INDWELLING WORK OF THE HOLY SPIRIT TO INITIATE AND ENABLE REPENTANCE AND FAITH.

In view of the universal sinfulness and spiritual deadness of all people, only the inward life-giving work of God's Holy Spirit can open our eyes to the truth of the gospel, and initiate repentance and faith (these being also the basic ongoing responses to God's grace throughout the Christian life). All Christian believers are baptized in the Spirit, and by his power are born again to eternal life with God as our Father and Jesus as our Lord. The Spirit leads us to put to death the misdeeds of the body and to produce the fruit of holy living. He unites us as one body in Christ, and draws us together in local assemblies to love and encourage one another.

Accordingly, we reject any teaching that denies God's predestining sovereignty in bringing believers to new birth by his Spirit, and we oppose the worldliness that resists the Spirit's leading towards daily

holiness and love of our neighbour. While affirming the powerful and miraculous work of God by his Spirit in our world today, we are opposed to any teaching that divides Christians according to their experience of the Spirit—whether on the basis of a so-called ‘second blessing’ or ‘baptism’ or ‘filling’ of the Spirit, or a higher level of emotional experience, or the exercise of miraculous gifts such as ‘speaking in tongues’, or the claim of complete victory over sin in this life.

3. THE ASSURANCE OF SALVATION THAT BELONGS TO THOSE WHO HAVE BEEN JUSTIFIED BY THE BLOOD OF JESUS AND SEALED BY HIS SPIRIT.

Those who by the Spirit’s work trust in Christ’s blood alone are now justified before God, are given eternal life and are assured of their salvation at the Last Day. This true living faith will always lead to the good works God has prepared for us to do, but these good works do not earn our salvation, either now or on the Last Day.

Accordingly, we are opposed to any teaching that undermines assurance of salvation for believers, either by denying our present justification, or by questioning our experience of the Spirit, or by requiring the performance of certain religious observances as necessary for salvation.

4. THE AUTHORITY AND SUFFICIENCY OF THE GOD-BREATHED SCRIPTURES FOR GOSPEL TRUTH AND LIFE.

The gospel of Jesus Christ is revealed and explained in the writings of the Old and New Testaments. All the words of the Bible are God’s words. They are not only true, reliable and authoritative, but God’s sufficient means for teaching, rebuking, correcting and training his people in every age. Whatever else it may entail, or however it may be supported, all Christian evangelism and ministry centre on the prayerful speaking of the Bible’s truth.

Accordingly, we refute any view that diminishes the Bible’s authority, such as those who place the Bible under the authority of the Church or scholarship. We also oppose the claim that sections of Scripture are erroneous (e.g. in rejecting the bodily resurrection of Christ) or no longer relevant (e.g. in denying the continuing validity of biblical gender distinctions or the Bible’s teachings on sexual morality). We also stand opposed to any who reject the Bible’s sufficiency by claiming access to new or fresh revelation—whether by ecstatic experience, words of knowledge, meditative contemplation, church councils or liturgical ritual.

5. THE TENSION OF GOSPEL LIVING IN THE WORLD TODAY.

As those living between the resurrection and return of Christ, we rejoice and give thanks for all the good gifts we receive from God’s hand in creation. We also count it all joy when we suffer the inevitable trials, illnesses and persecutions of this present evil age, knowing that in his goodness, God uses them to prove and strengthen our faith. In the midst of our trials, we entrust ourselves to God and devote ourselves to doing good, confident that he will deliver us, either now or in the age to come. We long for the resurrection of the dead and the new creation, which God will bring decisively in his own secret time, and in which all the blessings won by Christ will be experienced in their fullness, including freedom from sickness, pain, injustice, poverty and death.

Accordingly, we stand opposed to the ‘social gospel’, the ‘prosperity gospel’ and the ‘healing gospel’—all of which falsely seek to draw into this age the blessings of the next. We also lament how many are in love with this present world and its pleasures, rather than longing for the age to come.

6. THE URGENCY OF GOSPEL LIVING IN THE WORLD TODAY.

By their nature, these glorious gospel truths demand not only to be proclaimed and contended for, but also to be lived. To assent to these truths without also enacting them in our lives is neither to understand them nor really to believe them.

Thus, in the power of the Holy Spirit, and with our hearts compelled by the love of Christ, we declare our determination to:

- abandon our lives to the honour and service of Christ in daily holiness and decision-making
- pray constantly in Christ’s name for the fruitfulness and growth of his gospel
- speak the Bible’s life-changing word whenever and however we can—in the home, in the world and in the fellowship of his people.

Explanatory comments you wish to make in relation to the Matthias Media Gospel Convictions Statement:

Date application submitted: _____

Completed forms may be...

- sent electronically using the 'Submit form' button below
- printed and faxed to: +61-2-9663 3265
- printed and posted to: PO Box 225, Kingsford NSW 2032, Australia.

