



Southwell Cathedral

LIVE-STREAMING POLICY

for the broadcasting of services and concerts to the internet

Date approved: October 2025

Approving body: Senior Management Team

Next review by: 1 October 2026

Policy owner: Canon Precentor

Contents

1.	Introduction	1
2.	Definitions	1
3.	Rationale for live-streaming.....	1
4.	Services to be live-streamed	2
5.	Payment of Lay Clerks and Organists	3
6.	Possible restrictions in the event of a future pandemic	3
7.	Consent to live-stream	3
8.	Safeguarding children and young people	3
9.	Concerts	3
10.	Other uses of live-streaming equipment	4

1. Introduction

The purpose of this document is to provide a frame of reference for all stakeholders (including clergy, musicians, Chief Operating Officer, Head of Finance, Head of Marketing and Events). It sets out the rationale for live-streaming services, specifies which services will normally be live-streamed, and states how long recordings will be available.

The Lay Clerks UK association's *Live Streaming Information Document* has been consulted in the drafting of this policy.

2. Definitions

- **Recording:** Sound and/or video retained and made available for a defined period or indefinitely.
- **Live-streaming / streaming:** Sound and/or video transmitted online in real time.
- **Making available:** Electronic transmission that allows members of the public to access a recording from a place and at a time individually chosen by them.
- **Broadcasting:** An umbrella term covering recording or live-streams transmitted via the internet, radio, television, etc.
- **Regular Services:** The normal schedule of choral services at the Cathedral, principally the Cathedral Eucharist and Evensong.
- **Special Services:** Additional Cathedral services, usually (though not exclusively) for major liturgical festivals and holy days, such as Ash Wednesday, the Paschal Triduum, All Saints' and All Souls'.
- **Diocesan Services:** Services conducted as part of the Cathedral's role as Mother Church of the Diocese of Southwell and Nottingham (e.g. ordinations, confirmations).
- **External Services:** Services delivered in partnership with an external organisation, normally requiring a fee to the Cathedral and choir.
- **Occasional Offices:** Baptisms, weddings and funerals.
- **Concerts:** Non-liturgical musical events, usually organised by an external body ('concert organiser') in partnership with the Cathedral.

3. Rationale for live-streaming

The Cathedral encourages all who are able to attend services in person. While streaming of services originated as a necessary measure during the Covid-19 pandemic, there are important reasons for continuing to do so:

- It extends the Cathedral's worship to reach new people and supports the Cathedral's commitment to developing its online offer to widen its reach.

- It enables participation by those unable to attend in person. For some, attendance is not possible, and streaming allows fuller engagement in the Cathedral's worship than was previously available.

4. Services to be live-streamed

The Cathedral's policy is to live-stream the following:

Cathedral Eucharist (Sundays): Live-streamed and (as the Cathedral's principal weekly act of worship) available online for one week.

Evensong (Sundays): Live-streamed and available online until the following morning. Weekday and Saturday Evensong will not be streamed unless there is a particular reason, in which case they may be regarded as Special Services or Diocesan Services.

Special Services: Live-streamed and available online until the following morning. Regular Special Services comprise:

- Holy Week Liturgies (Maundy Thursday, Good Friday, Easter Liturgy where appropriate).
- King's Birthday Service (and other major state occasions).
- Civic Service.
- Cathedral Carol Service.
- Optionally: Advent Procession, festal Sung Eucharists for Epiphany, Candlemas, Ash Wednesday, Ascension Day, Corpus Christi, All Saints', All Souls'.

Additional Special Services will be agreed with musicians on a case-by-case basis.

Diocesan Services: Live-streamed if requested by the Diocese and, if so, available online for one week. These comprise:

- Ordinations.
- Licensed Lay Minister licensings.
- Confirmations (if not part of the principal Sunday Cathedral Eucharist).
- Installation and enthronement services.
- Chrism Eucharist.

External Services: Requests to live-stream such services will be considered on a case-by-case basis, taking into account the availability of personnel to operate the live-streaming equipment. The Cathedral will normally charge the external body £200 for live-streaming.

Occasional Offices: The Cathedral will not normally live-stream these services, due both to limited resources of personnel and to such services being less suitable for the Cathedral's online platforms. Exceptions may be made at the clergy's discretion. Where streaming is approved, a charge of £200 will normally apply, though this may be waived at the clergy's discretion. Wedding couples and funeral and baptism families may live-stream services using their own devices over the Cathedral's Guest Wi-Fi, and no fee will be charged for use of Wi-Fi. The streaming of Occasional Offices (whether using the Cathedral's platform or via the Guest Wi-Fi) will incur a double fee for Organists and Lay Clerks, as would be the case if the service were video-recorded.

No extra fees apply where a baptism takes place during the Cathedral Eucharist.

5. Payment of Lay Clerks and Organists

Except for Occasional Offices (as outlined above), the Cathedral is not currently able to pay an additional fee for Lay Clerks or Organists for live-streamed services. This arrangement will be reviewed when this policy is next reviewed by the Cathedral Chapter.

Services sung by the Minster Chorale and by visiting choirs may also be live-streamed. As amateur choirs, they do not attract fees. All choirs must be notified in advance if a service is to be live-streamed.

6. Possible restrictions in the event of a future pandemic

If public worship is suspended in the future due to a pandemic or similar circumstances, it may be desirable to offer a fuller programme of live-streamed services, provided that restrictions allow this. If restrictions mean that it is not possible to continue a full programme of live-streamed services, recording of services may be considered as an option. These arrangements will be agreed informally between the Senior Management Team and the Music Department (including Lay Clerks).

7. Consent to live-stream

Written consent will be sought annually from Lay Clerks and Organists for the live-streaming of their performances in accordance with this policy.

Written consent will also be sought from parents/carers of children and young people who will be prominently involved in a service (e.g. at baptisms and confirmations).

8. Safeguarding children and young people

The Cathedral maintains a Risk Assessment for the live-streaming of services attended by children and young people, including but not limited to choristers. This Risk Assessment must be followed.

9. Concerts

The Cathedral welcomes requests to live-stream concerts, subject to the following conditions:

- The Cathedral's CCLI Streaming Licence covers only sacred music; secular music cannot be streamed under this licence. Concerts must therefore be streamed on the concert organiser's own platform (e.g. YouTube channel), and the concert organiser is responsible for obtaining all necessary licences and permissions.
- Concert organisers must receive full training in the use of the live-streaming equipment.

- The Cathedral will normally charge £250 for the use of live-streaming equipment for concerts.

10. Other uses of live-streaming equipment

If an external body requests use of the live-streaming cameras and/or software for purposes other than streaming or recording (e.g. for an audio-visual display within a concert or service), and if such use affects the workload of vergers or other staff, the Cathedral reserves the right to charge £200 (for services) or £250 (for concerts), or a reduced charge if deemed appropriate.