Online Faculty System

Applying for a Temporary Minor Re-ordering

Archdeacon

JAMES MILES
Reviewing Temporary Minor re-ordering

The Online Faculty System allows you to grant Temporary Minor re-ordering licenses up to a maximum of 24 months, sent to you by Parishes (with Ministers). You will receive an email notifying you of the submission of the Temporary Minor re-ordering application, and these will be available in the Application tab, under Applications requiring your action.

Several possible steps could be needed for a Temporary Minor Re-ordering to be granted.

On each application, an Archdeacon will be required to review the application details, and they will be able to process the case to the next stage for a formal decision.

The view button for the Temporary Minor Re-ordering application details will provide an overview of the Summary of proposed works and the description of the proposed works. This text used in the description will automatically be incorporated into Form 9. If the text is not correct or requires minor editing, the Archdeacon will need to edit this text directly by pressing the edit button on the application details.

Once the Temporary Minor Re-ordering application details have been reviewed, the Archdeacon’s processing form should be used to move the case forward to allow for the system to create Form 9. This can be completed by pressing the edit button next to the processing form.
There are four possible options:

1. **Approve – await decision on licence period**
2. **Reject – Applicant is not a Minister**
3. **Reject – other reasons**
4. **Reject – return to preparation stage**

Selecting this option will move the case forward to grant the Temporary Minor Re-ordering license.

1. This will reject the license as the Parish does not have a Minister – please consult with the DAC secretary offline to confirm this. The DAC will be sent an email notifying them of the Temporary Minor Re-ordering submission and will be aware of the application.
2. This will reject the application. Please enter any comments or reasons into the text box to provide the reasoning as to why the Temporary Minor Re-ordering application has been rejected.
3. This will return the application to the applicant to edit the application as required. Please add any comments or adjustments required in the comments box. The applicant may then edit the content and send it back to you. This may happen several times until you are happy that the application is detailed enough.

Please be aware that applications **cannot be reverted**, so please select this verification carefully. Once the correct option has been selected, press **Finish Form** and then **Submit** to move the application to the next stage, which is the creation of Form 9.
All rejected Temporary Minor Re-ordering applications can be converted by the Parish to Faculty Applications if required. Parishes are designated a 30-day period to do this to allow the system to close the case and move the application to the Archived Cases tab. This stops an ever-growing list of open cases.
Form 9

Once the application has been reviewed as being acceptable, Form 9 will then be available to edit.

Click the edit button to create Form 9, where a license period and specific conditions can be set.

Set the required number of months for the license through the dropdown box and use the text box to add any conditions that may be required for the Temporary Minor Re-ordering license.

Once completed, press Finish Form and then the Submit button on the main application page to send Form 9 to the Parish, DAC and Registry team. The Parish will then be notified that the license has been granted, and they will receive an email every month to remind them that they can apply for a faculty application before the end of the license period until two months are remaining on the license. After this period, a separate faculty application will be required.

If the license is converted to a faculty application, the system will autogenerate the required Form 10 and
notify you of the decision made by the Parish.

If a faculty has not been sought during the license period, the system will request that the Parish complete Form 10 as required within the required 14-day period.

**Revise or revoke the license**

Once the license has been granted, Archdeacons will have the ability to revise the conditions of the license or revoke the license completely.

To revise the conditions of the license and to revert the case to the previous stage, press the **Revise** button. Here you will be sent back to the previous stage, where you will be able to edit Form 9. During this process, the license period will be **unable to be edited**, as this will remain constant as the expiry date is fixed to the initial period specified. Edit the conditions as needed, finish the form and submit the application again. The Parish will be informed of the change via email.

To revoke the license, press the **Revoke License** button. This will then generate a pop-up box where you will be able to explain the revocation. This will then be emailed to the Parish to inform them and available as a separate form.

Once the application has been revoked, the Archdeacon will be required to confirm that Parish has returned the works to the original position through the **Archdeacon’s verification form**.
In the verification process, you will need to confirm that the works have been restored, and you will be able to provide any comments on the works that may be required.

Form 10

Once the license has expired and no faculty application has been sought, the Parish will be required to submit a Form 10 to you. The system will notify the Parish of this requirement and will send emails on the 12th and 14th days after the license has expired. If Form 10 has not been submitted, an email will be sent to the Archdeacon warning them that the Parish have yet to complete the required Form, and you will need to chase the church offline. Until the Parish has submitted Form 10, the system will treat the Temporary Minor Re-ordering application as being open.
Archdeacon’s Verification

Once the Parish has submitted Form 10 to you, you will be able to complete the Archdeacon’s verification as above to archive and close the case.
**Email notifications**

The following emails will be sent to the Archdeacon as part of the Temporary Minor Re-ordering application process:

1. A Temporary Minor Re-ordering application has been submitted
2. The Parish decides to apply for Full Faculty
3. A Reminder that the Licence expires in 6 months - 4 months to apply for Full Faculty
4. A Reminder that the Licence expires in 5 months - 3 months to apply for Full Faculty
5. A Reminder that the Licence expires in 4 months - 2 months to apply for Full Faculty
6. A Reminder that the Licence expires in 3 months - 1 month to apply for Full Faculty
7. A Reminder that the Licence expires in 2 months - Faculty can no longer be applied for
8. A Reminder that the Licence expires in 1 month - Re-ordering should be restored to original
9. The Temporary Minor Re-ordering Licence has expired - Parish to complete Form 10
10. The Parish has submitted Form 10 to the Archdeacon
11. An email informing the Archdeacon that the Parish has missed the deadline for submission of Form 10.