

LIST B – CHECK-LIST FOR ARCHDEACONS

The 4 “Cs”

1. **CHECK**
2. **CONSULT**
3. **CONDITIONS**
4. **CONSENT**

1. CHECK

- Is the application from an authorised person?
- Does the application correctly identify the particular matter under List B?
- Are you sure the application does not include an “excluded matter”? – rule 3.5
- Does it include sufficient detail of what is proposed?
- Does it comply with the “specified conditions”?
- Are you sure it is not sufficiently complicated or potentially contentious as to require notification and a faculty petition?

ONLY proceed to 2, if answer “yes” to all the above.

OTHERWISE, you must inform the applicants of the possibility of a applying for a faculty – rule 3.3(6)

In case of doubt, ask the registrar, with dispute resolution under rule 3.7(4) as a last resort

[note that the List B application must be made to the chancellor if the archdeacon is also the incumbent or priest in charge of the applicant parish- rule 3.3(6)]

2. CONSULT

- Have you identified the right person at/on the DAC to advise you? – rule 3.3(2)(a)
- Have you made a note of any advice given, and when?
- What if any conditions were suggested? – rule 3.3(2)(b)

3. CONDITIONS

- In addition to the specified conditions, what other written conditions are appropriate? – rule 3.3(2)(b)
- Are your conditions clear, relevant and reasonable/proportionate?
- Cross-check: would they be enforceable? – rule 3.7(2)

4. CONSENT

- only give consent if appropriate to do so. If not, inform the applicants of the possibility of petitioning for a faculty – rule 3.3(5)
- have you properly “specified the proposals which may be undertaken without a faculty”? - rule 3.3(3)
- have you specified any additional conditions, and reminded the applicants of any specified conditions? – rule 3.3(2)(b)
- is your notice in writing? – rule 3.3(1)(a)
- have you sent a copy of your notice to the diocesan registry and to the DAC secretary? – rule 3.3(4)