

Online Faculty System

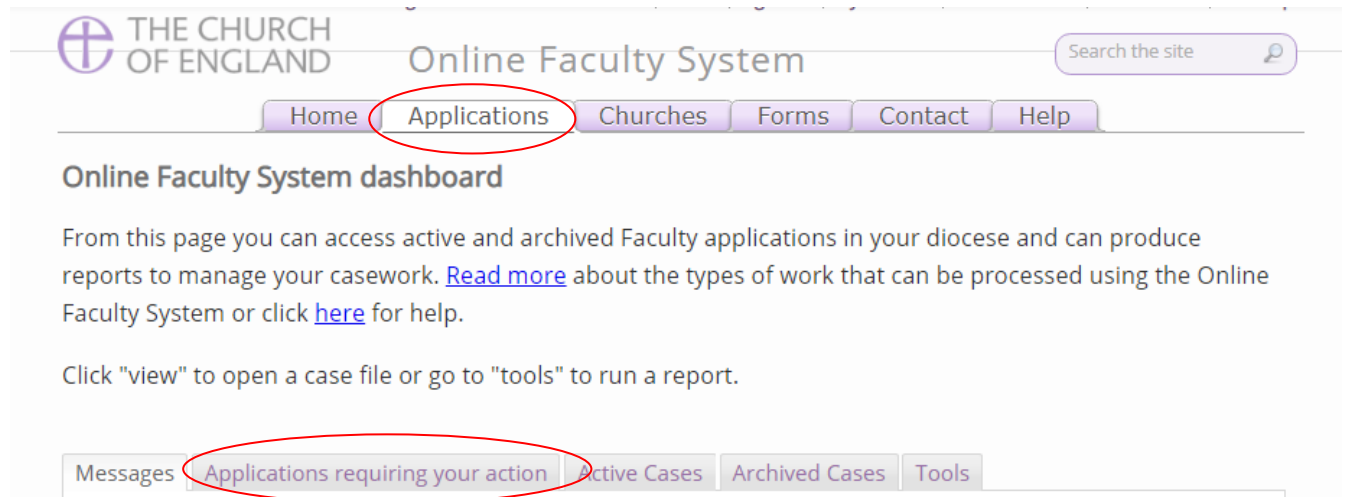
Applying for a Temporary Minor Re-ordering

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 Minsters). 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



THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact Help

Online Faculty System dashboard

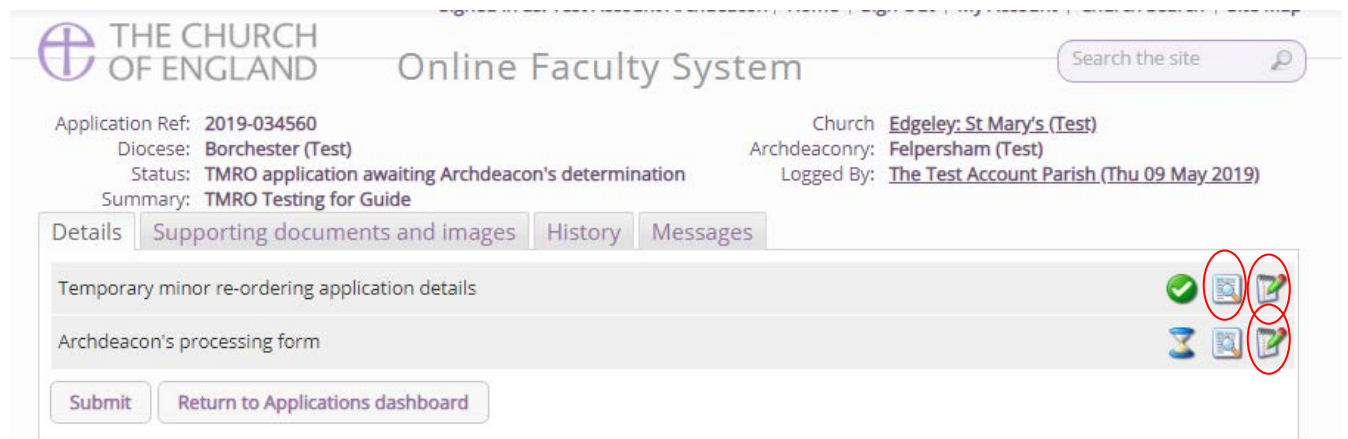
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

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 CHURCH OF ENGLAND Online Faculty System

Application Ref: 2019-034560 Church: [Edgeley: St Mary's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [TMRO application awaiting Archdeacon's determination](#) Logged By: [The Test Account Parish \(Thu 09 May 2019\)](#)
Summary: [TMRO Testing for Guide](#)

Details Supporting documents and images History Messages

Temporary minor re-ordering application details  

Archdeacon's processing form  

[Submit](#) [Return to Applications dashboard](#)

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.

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TMRO Archdeacon's Determination

The Archdeacon should use this form to determine whether or not to proceed with this TMRO application

- Archdeacon's verification
- Approve - await decision on licence period
 - Reject - applicant is not a Minister
 - Reject - other reasons
 - Reject - return to preparation stage

Comments



[Save & come back later](#)

[Cancel](#)


[Finish 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
1. Selecting this option will move the case forward to grant the Temporary Minor Re-ordering license
 2. 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.
 3. 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.
 4. 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 onto the next stage, which is the creation of Form 9.

signed in as: Test Account Archdeacon | Home | Sign Out | My Account | Church Search | Site Map

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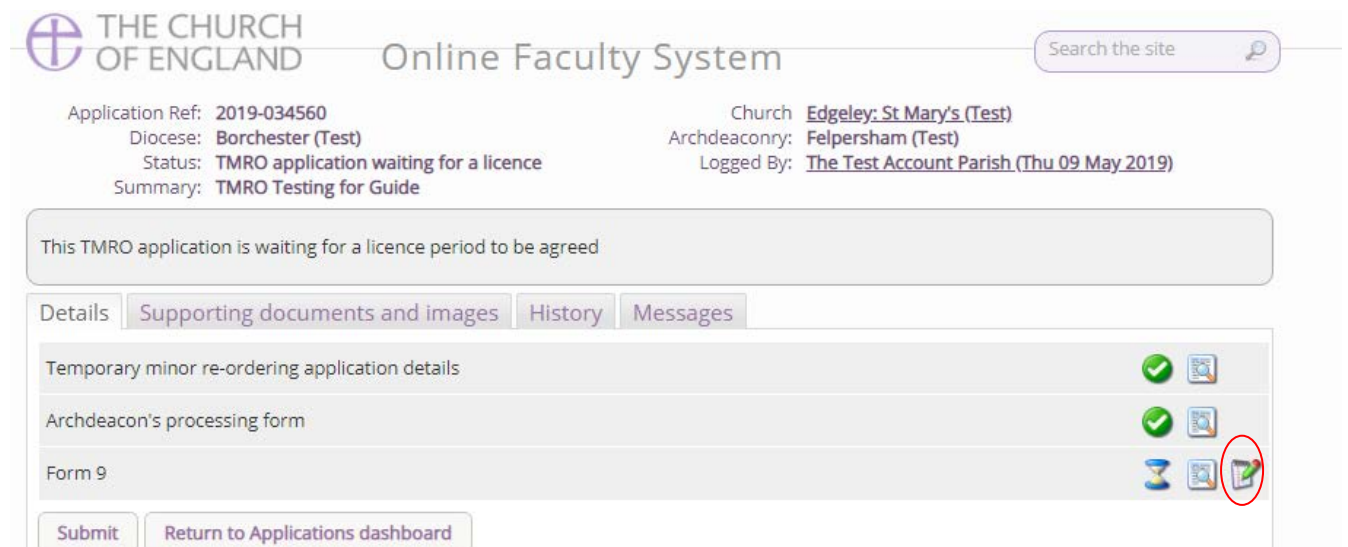
Details | [Supporting documents and images](#) | [History](#) | [Messages](#)

Temporary minor re-ordering application details	  
Archdeacon's processing form	  

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 for 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.










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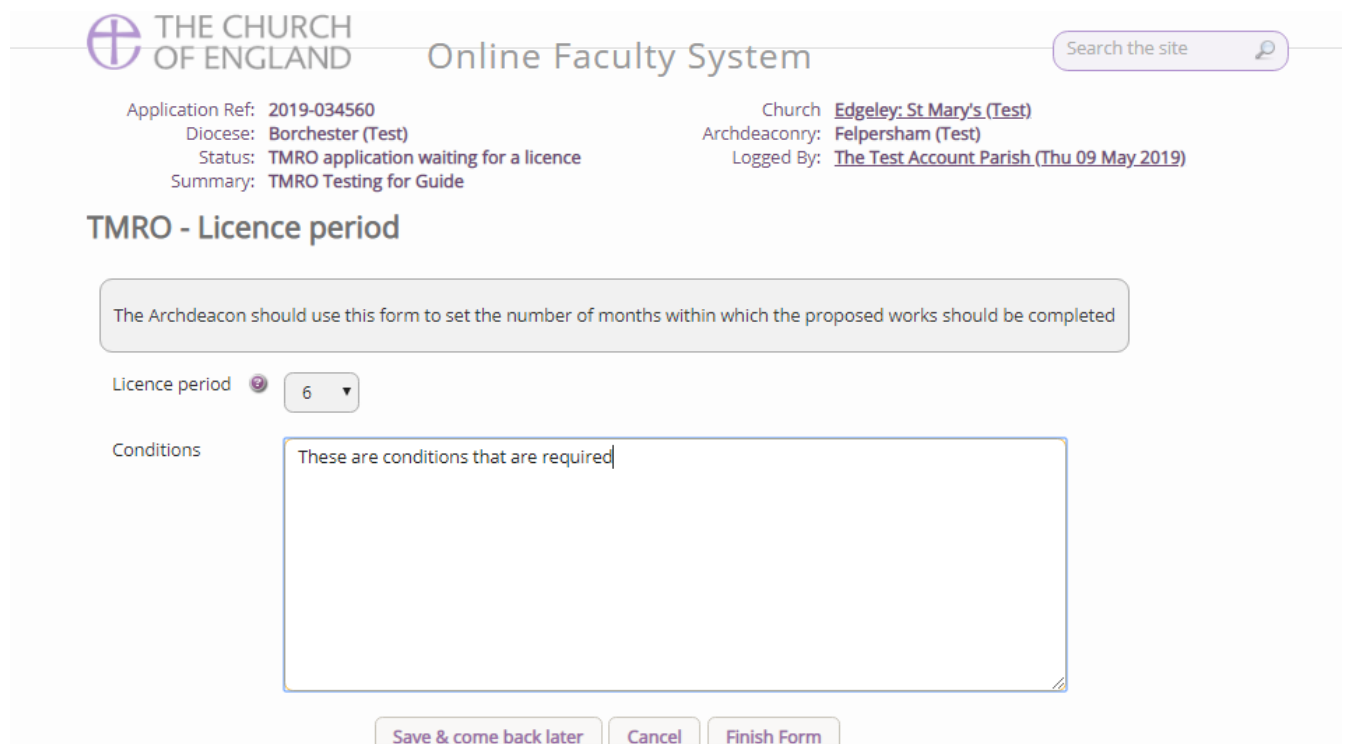
This TMRO application is waiting for a licence period to be agreed

Details [Supporting documents and images](#) [History](#) [Messages](#)

Temporary minor re-ordering application details	 
Archdeacon's processing form	 
Form 9	  

[Submit](#) [Return to Applications dashboard](#)

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




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TMRO - Licence period

The Archdeacon should use this form to set the number of months within which the proposed works should be completed

Licence period 

Conditions

[Save & come back later](#) [Cancel](#) [Finish Form](#)

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 the 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.

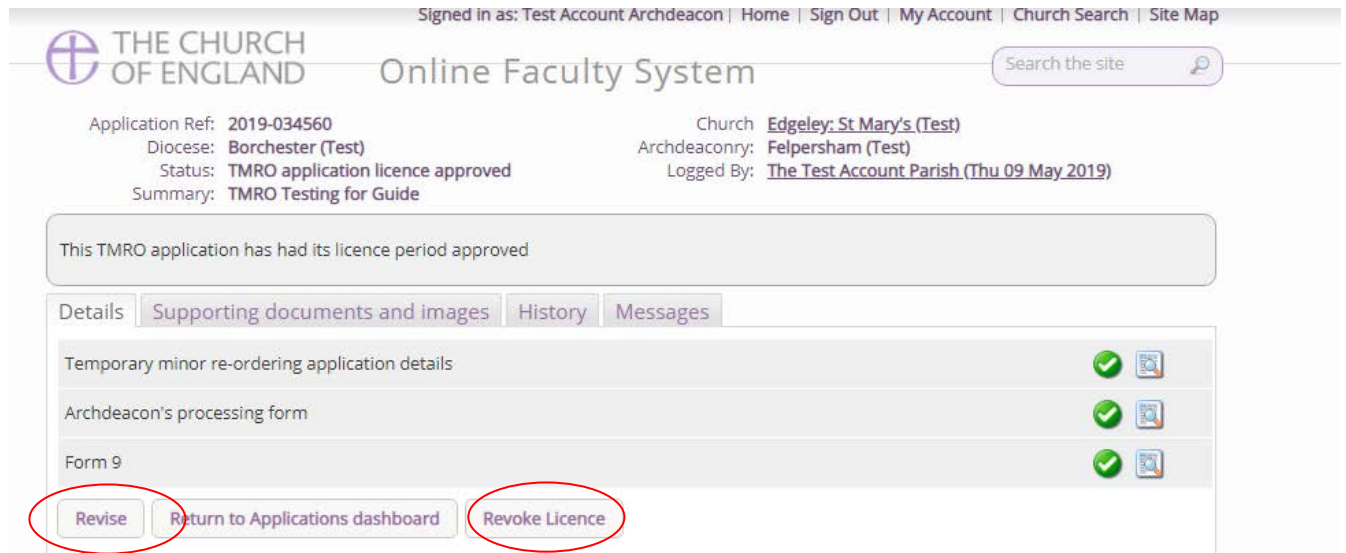
If the license is converted to a faculty application, the system will autogenerate the required Form 10 and

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.

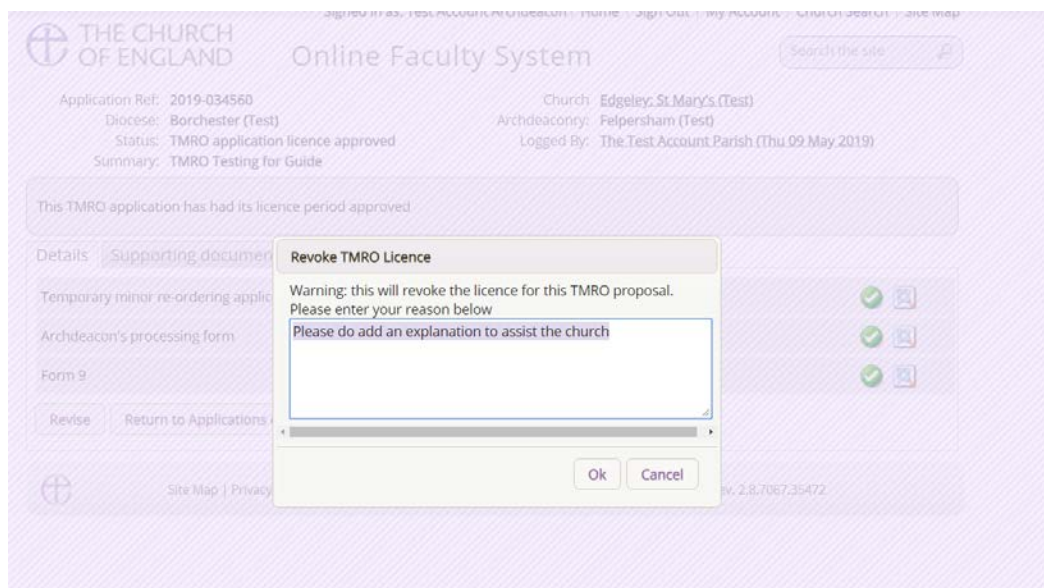
Revise or revoke the license

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 form and submit the application again. The Parish will be informed of the change via email.

To revoke the license, press the **Revoke Licence** 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**.

Application Ref: 2019-034560
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Church: [Edgeley: St Mary's \(Test\)](#)
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TMRO application licence revoked, awaiting Archdeacon's verification

Details [Supporting documents and images](#) [History](#) [Messages](#)

Temporary minor re-ordering application details	 
Archdeacon's processing form	 
Form 9	 
Archdeacon's verification form	  

[Submit](#)

[Return to Applications dashboard](#)

In the verification process, you will need to confirm that works have been restored, and you will be able to provide any comments around the works that may be required.

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Archdeacon's verification

The Archdeacon should use this form to verify that the previous state has been restored

Has the position been restored to its previous state? No Yes

Comments

[Save & come back later](#)

[Cancel](#)

[Finish Form](#)

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 day after the license has expired. If the 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.