

Online Faculty System

Applying for a Temporary Minor Re-ordering

Parish

JAMES MILES

Requesting a Temporary Minor re-ordering

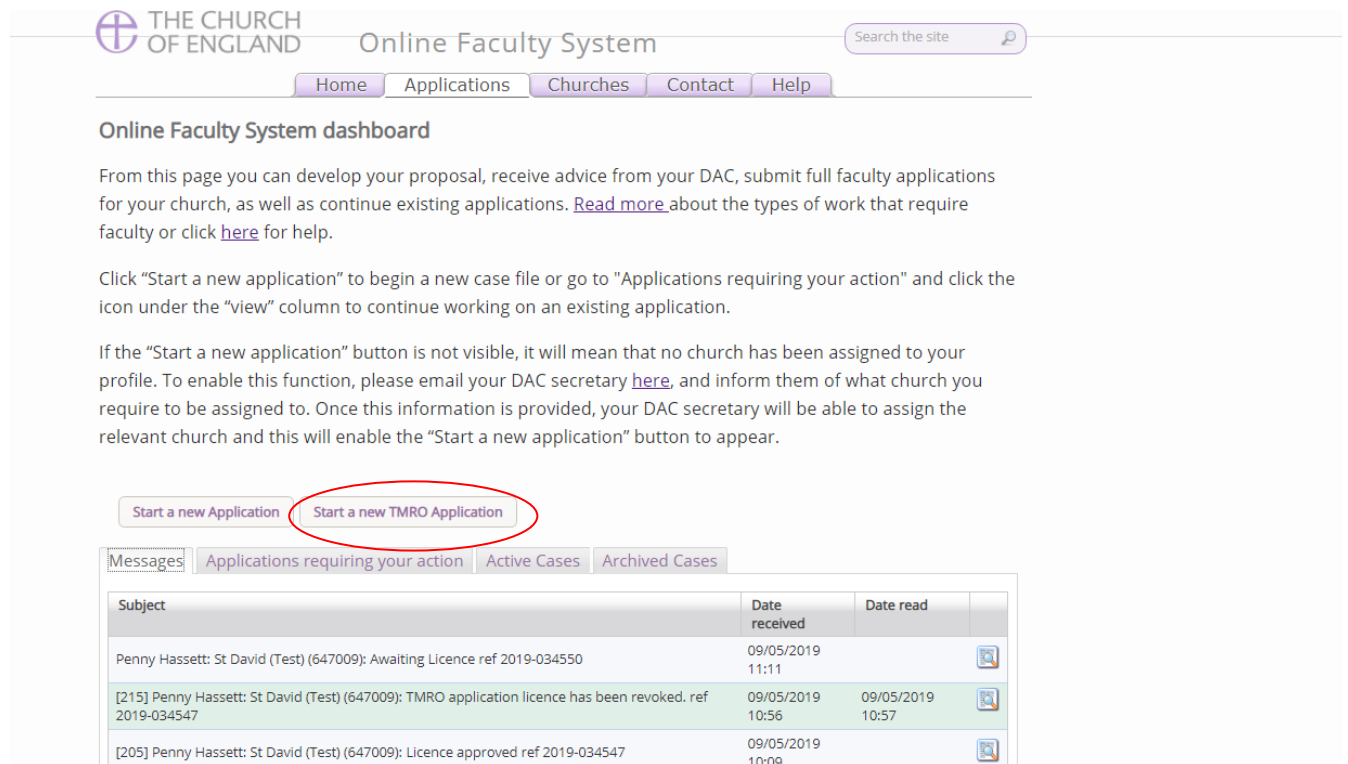
You can use the Online Faculty System to request temporary minor re-orderings that you wish to undertake at your church if the following conditions are met:

- The scheme does not involve any material interference with or alteration to the fabric of the church or the carrying out of electrical works;
- it does not involve the disposal of any fixture or other article; and
- if the scheme involves moving any item—
 - it will be moved by suitably competent or qualified persons;
 - it will be safely stored in a place approved by the Archdeacon; and
 - it can easily be reinstated.

These temporary minor re-orderings are licensed by your Archdeacon, and are only applicable where a Parish has a minster

To start a new Temporary Minor Re-ordering application

1. Go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the Applications tab
4. Click on Start a new TMRO Application



Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications. [Read more](#) about the types of work that require faculty or click [here](#) for help.

Click "Start a new application" to begin a new case file or go to "Applications requiring your action" and click the icon under the "view" column to continue working on an existing application.

If the "Start a new application" button is not visible, it will mean that no church has been assigned to your profile. To enable this function, please email your DAC secretary [here](#), and inform them of what church you require to be assigned to. Once this information is provided, your DAC secretary will be able to assign the relevant church and this will enable the "Start a new application" button to appear.

[Start a new Application](#) [Start a new TMRO Application](#)

Messages | Applications requiring your action | Active Cases | Archived Cases

Subject	Date received	Date read
Penny Hassett: St David (Test) (647009): Awaiting Licence ref 2019-034550	09/05/2019 11:11	
[215] Penny Hassett: St David (Test) (647009): TMRO application licence has been revoked. ref 2019-034547	09/05/2019 10:56	09/05/2019 10:57
[205] Penny Hassett: St David (Test) (647009): Licence approved ref 2019-034547	09/05/2019 10:09	

Summary and Application details

1. Complete the Case File Summary
 - a. If you have **registered for only one church**, this will appear automatically under Church
 - b. If you have **registered for multiple churches**, click on the arrow to the right of the church box to produce a drop-down menu and select the appropriate church building

THE CHURCH OF ENGLAND Online Faculty System

TMRO Application

Step 1 Step 2

You have started the process of creating a new TMRO application. All applications created here will be visible on the Church Log. Please enter a brief summary description of the proposed works, and a contact telephone number, then click "Next".

Church

Summary of proposed works

Contact number

Site Map | Privacy | T & C | © 2014 - 2019 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.8.7067.35472

2. Enter a summary of the works into the **Summary of proposed works** box
3. Enter a contact telephone number into the next box
4. Click **Next** to populate the application details pages

TMRO Application

Application Ref: 2019-000414 Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [TMRO application in preparation](#) Logged By: [The Test Petitioner \(Wed 08 May 2019\)](#)
Summary: [TMRO](#)

Step 1 Step 2

Please enter further details of the proposed works to complete this stage

Name of Minister (first and last name only)

Application Details

5. Enter the name of the Minister (even if this is yourself). This name will then appear on the legal forms produced (Form 0 and Form 10).
6. Enter as much detail as you think is necessary within the Application Details section, outlining the temporary minor re-ordering that you are applying for.

7. Once the text has been added press **Finish Form**.

TMRO Application

Application Ref: 2019-000414 Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [TMRO application in preparation](#) Logged By: [The Test Petitioner \(Wed 08 May 2019\)](#)
Summary: [TMRO](#)

Step 1 **Step 2**

Please enter further details of the proposed works to complete this stage

Name of Minister (first and last name only)

Application Details




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

8. Once the application has been written, you may add any supporting documentation that you wish through the **Supporting documents and images** tab. If you do not wish to add any, and have finished with the application details, press the **Submit** button on the main application page. This will then send the application to the Archdeacon to review.

Application Ref: 2019-000414 Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [TMRO application in preparation](#) Logged By: [The Test Petitioner \(Wed 08 May 2019\)](#)
Summary: [TMRO](#)

This TMRO application is being prepared

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

Temporary minor re-ordering application details   

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

Awaiting Archdeacon's determination

Once the application has been submitted, the Archdeacon will then review the merits of the application. Here the Archdeacon will be able to edit the application details if required to fix small errors, or changing the wording as necessary. There have four options available to Archdeacons before the application is granted a license.

The four possible options are:

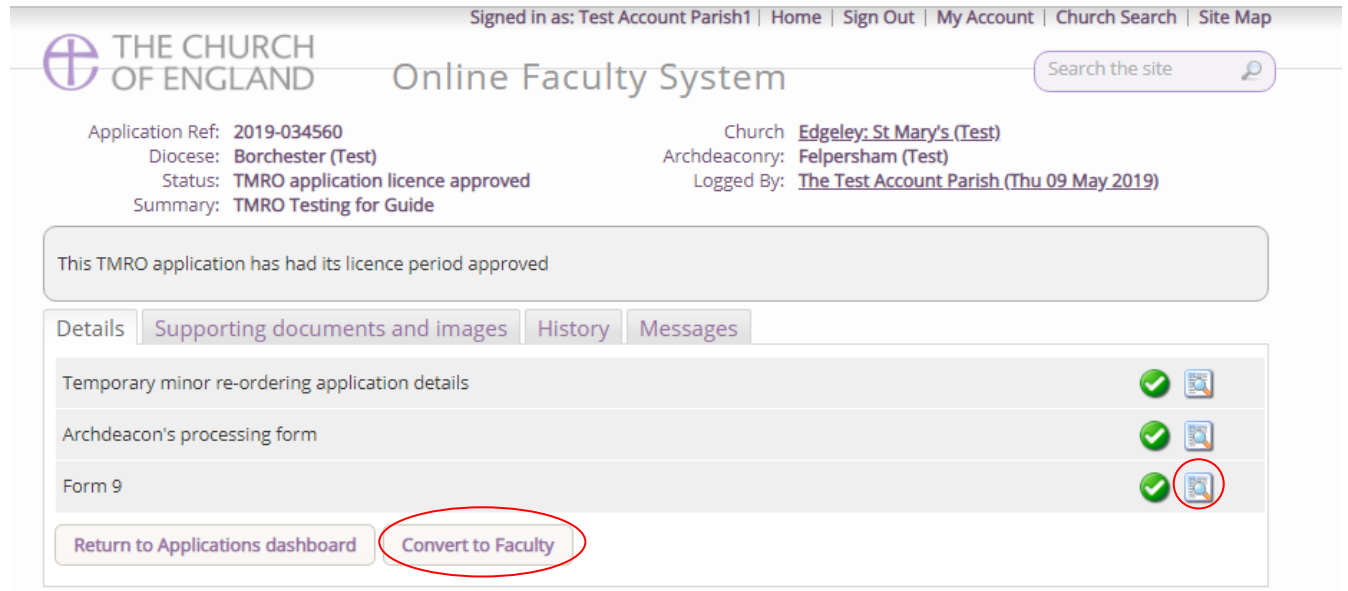
1. Approve – await decision on licence period
 2. Reject – Applicant is not a Minster
 3. Reject – other reasons
 4. Reject – return to preparation stage
-
1. The Archdeacon approves the merits of the application and will move the case forward to grant the license and an email will be sent notifying you of this.
 2. The Archdeacon will reject the license as the Parish does not have a Minster. The Archdeacon will consult the DAC secretary offline to confirm this.
 3. The Archdeacon will reject the application due to the merits of the application. The Archdeacon should provide an explanation of this refusal and this will be supplied to you via an email, as will be available as a form through the application.
 4. The application will be returned to you to edit as specified by the Archdeacon and you will be able to resubmit this to the Archdeacon. This may happen a number of times if required.

If a Temporary Minor Re-ordering has been refused, the application will remain open for 30 days, where it will be possible to convert the application to a Faculty application. This will create a record of the Temporary Minor Re-ordering within the faculty application and the DAC and Chancellor will be able to view how the case has processed from its initial submission. After 30 days, the system will convert the application to a closed one, and will be available in the archived tab of the application page.

The screenshot displays the 'TEST Online Faculty System' interface. At the top, there is a navigation bar with links for 'Signed in as: Test Petitioner', 'Home', 'Sign Out', 'My Account', 'Church Search', and 'Site Map'. The main header includes the 'THE CHURCH OF ENGLAND' logo and a search bar. Below the header, application details are shown: Application Ref: 2019-000345, Diocese: Borchester (Test), Status: TMRO application rejected by Archdeacon, Summary: c3, Church: Ambridge: St Stephen's (Test), Archdeaconry: Felpersham (Test), and Logged By: Mr FAS Petitioner1 (Wed 23 Jan 2019). A message box states: 'This TMRO application was rejected by the Archdeacon, but can be converted into a faculty application'. Below this, there are tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. The 'Details' tab is active, showing 'Temporary minor re-ordering application details' and 'Archdeacon's processing form', both with green checkmarks and document icons. At the bottom of the details section, there are three buttons: 'Archive', 'Return to Applications dashboard', and 'Convert to Faculty'. The 'Convert to Faculty' button is circled in red. The footer contains the Church of England logo and copyright information: 'Site Map | Privacy | T & C | © 2014 - 2019 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.8.7067.35472'.

License Granted

Once the license for a Temporary Minor Re-ordering application has been granted, you will receive an email notifying you of the approval, the length of the license granted, and the conditions that are required to be met as part of the Temporary Minor Re-ordering license.



The screenshot displays the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The user is signed in as 'Test Account Parish1'. The application details are as follows:

- Application Ref: 2019-034560
- Diocese: Borchester (Test)
- Status: TMRO application licence approved
- Summary: TMRO Testing for Guide
- Church: Edgeley: St Mary's (Test)
- Archdeaconry: Felpersham (Test)
- Logged By: The Test Account Parish (Thu 09 May 2019)

A notification states: 'This TMRO application has had its licence period approved'. Below this, there are tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. The 'Details' tab is active, showing a table of application components:

Component	Status	Icon
Temporary minor re-ordering application details	✓	📄
Archdeacon's processing form	✓	📄
Form 9	✓	📄

At the bottom of the details section, there are two buttons: 'Return to Applications dashboard' and 'Convert to Faculty'. The 'Convert to Faculty' button is circled in red.

On the application page, Form 9 will now be available to you, and you will receive an email every month of the license (when there are six months remaining) to remind you that you can convert the Temporary Minor Re-ordering license to a faculty application should you feel that the temporary re-ordering warrants a permanent change.

This conversion will be possible until there are two months remaining on the license. After this period, a separate faculty application must be sought, and a Form 10 will be required within 14 days of the expiry of the license. Should you convert the application during the available license period, the required Form 10 will be autogenerated by the system and submitted to the Archdeacon.

Please be aware the license may be **revised** during the license period by the Archdeacon, and you will receive email notifications advising you of the new license conditions.

The licence may also be **revoked** during the license period by the Archdeacon, and the system will then request that the Archdeacon completes a verification form, to confirm that the works have been restored to their original position.

Expiration of License

When the Temporary Minor Re-ordering license has expired, the system will notify you that the license has expired, and that you will be required to submit a Form 10 to the Archdeacon within 14 days. You will be sent reminders on the 12th and 14th day after the expiration date if you have not submitted the required Form 10. Should you fail to submit the Form 10 within the 14 day period, the Archdeacon will be notified and they will consult the Minister offline.

The screenshot shows the 'TEST Online Faculty System' interface. At the top left is the logo for 'THE CHURCH OF ENGLAND'. To the right is a search bar labeled 'Search the site'. Below the header, application details are displayed: Application Ref: 2019-000408, Church: Penny Hassett: St David (NotReal), Diocese: Borchester (Test), Archdeaconry: Borchester (Test), Status: TMRO application has expired, Logged By: Mr FAS Petitioner1 (Mon 25 Mar 2019), and Summary: hello. A notification box states: 'The licence for this TMRO application has expired'. Below this are tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. The 'Details' tab is active, showing a table of application components: 'Temporary minor re-ordering application details', 'Archdeacon's processing form', 'Form 9', and 'Form 10'. Each row has a green checkmark icon and a document icon. The 'Form 10' row also has a clock icon and a pencil icon circled in red. At the bottom of the details section are 'Submit' and 'Return to Applications dashboard' buttons. The footer contains a site map, privacy, and terms & conditions link, along with copyright information for 2014-2019 and the website developer 'exeGesIS SDM'.

To create a Form 10, select the edit button within the Application page and then fill in the details as required. Below provides an outline of the form details. Please enter as much or as little detail as you feel is appropriate, including the date that the restoration will be completed by.

The screenshot shows the 'Form 10' creation interface. At the top is a grey box with the text: 'Use this form to verify that the previous state has been restored'. Below this are three questions, each with a help icon (question mark in a circle) and radio button options for 'No' and 'Yes':
1. 'Is this application being converted into a faculty application?' with 'No' and 'Yes' options.
2. 'If not, has the position been restored to its previous state?' with 'No' and 'Yes' options.
3. 'Provide reasons for not restoring to previous state' with a large text input area.
At the bottom, there is a question: 'Expected date to complete restoration to previous state' with a date picker icon. At the very bottom are three buttons: 'Save & come back later', 'Cancel', and 'Finish Form'.

Once completed, press **Finish Form** and then **Submit** to send the application to the Archdeacon to verify that the works have been restored.

Email notifications

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

1. The Archdeacon returns the Temporary Minor Re-ordering application to Parish
2. The Archdeacon does not approve the Temporary Minor Re-ordering application
3. The Archdeacon approves the Temporary Minor Re-ordering Licence
4. The Archdeacon has modified Form 9
5. The Archdeacon has revoked Form 9
6. A Reminder that the Licence expires in 6 months - 4 months to apply for Full Faculty
7. A Reminder that the Licence expires in 5 months - 3 months to apply for Full Faculty
8. A Reminder that the Licence expires in 4 months - 2 months to apply for Full Faculty
9. A Reminder that the Licence expires in 3 months - 1 month to apply for Full Faculty
10. A Reminder that the Licence expires in 2 months - Faculty can no longer be applied for
11. A Reminder that the Licence expires in 1 month - Re-ordering should be restored to original
12. The Temporary Minor Re-ordering Licence has expired - Parish to complete Form 10
13. A Reminder that the Parish has two days left to fill out Form 10
14. The Archdeacon confirms that position has been restored, or a Faculty application has begun.