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](https://facultyonline.churchofengland.org)
2. Sign In
3. Click on the Applications tab
4. Click on Start a new TMRO Application
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

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

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.
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.
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 are 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 explain 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 several 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.
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.

On the application page, Form 9 will now be available to you, and you will receive an email every month of the license (when six months are 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 two months are remaining on the license. After this period, a separate faculty application must be sought, and 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 14 days, the Archdeacon will be notified and they will consult the Minister offline.

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.

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.