Online Faculty System

An Archdeacon's User Manual

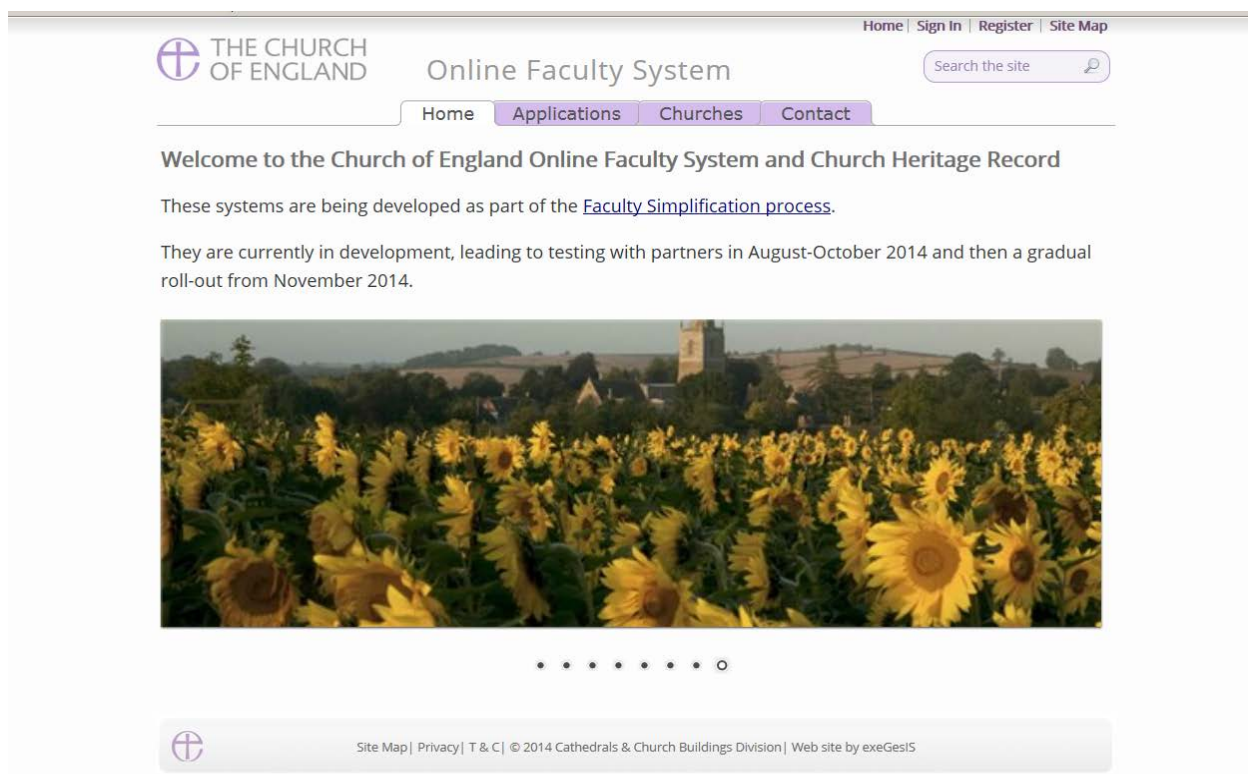**James Miles**

1st July 2022

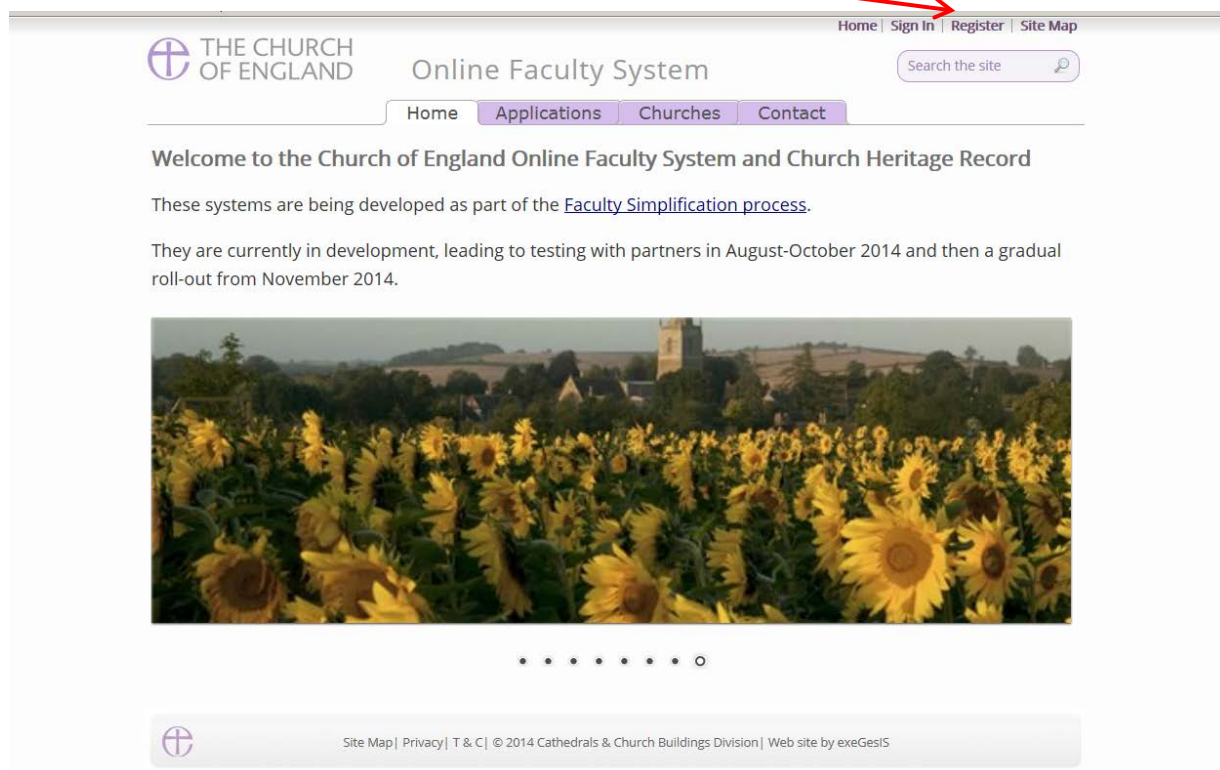This document is a step-by-step guide to the Online Faculty System for Archdeacons.

Table of Contents

How to Register as an Archdeacon

1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.

2. Click on **Register**

3. This will take you to the **Create a New Account** page.

4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese either as:
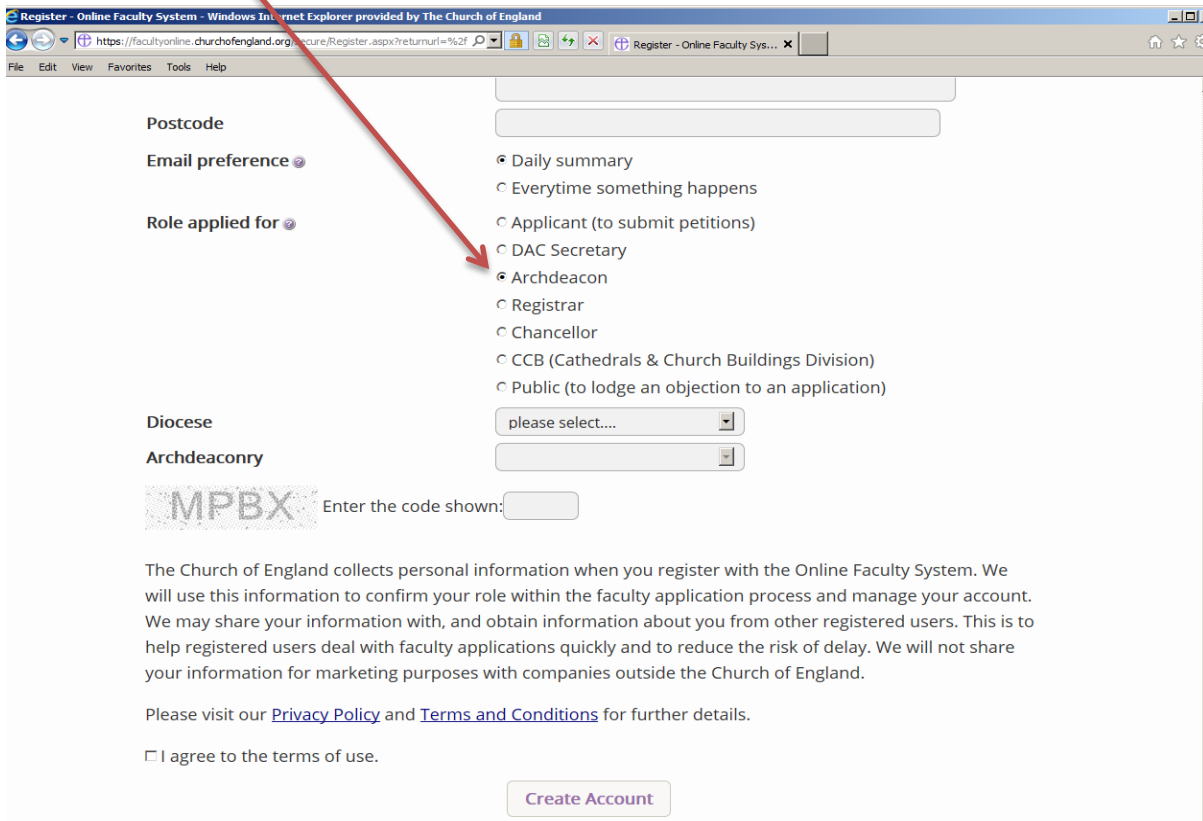
   a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)
   Or
   b. **Every time** something changes

7. Select the **role** for which you wish to register (in this case, Archdeacon).

8. When you select **Archdeacon** and scroll down, you'll get a drop-down menu from the Diocese and Archdeaconry fields:
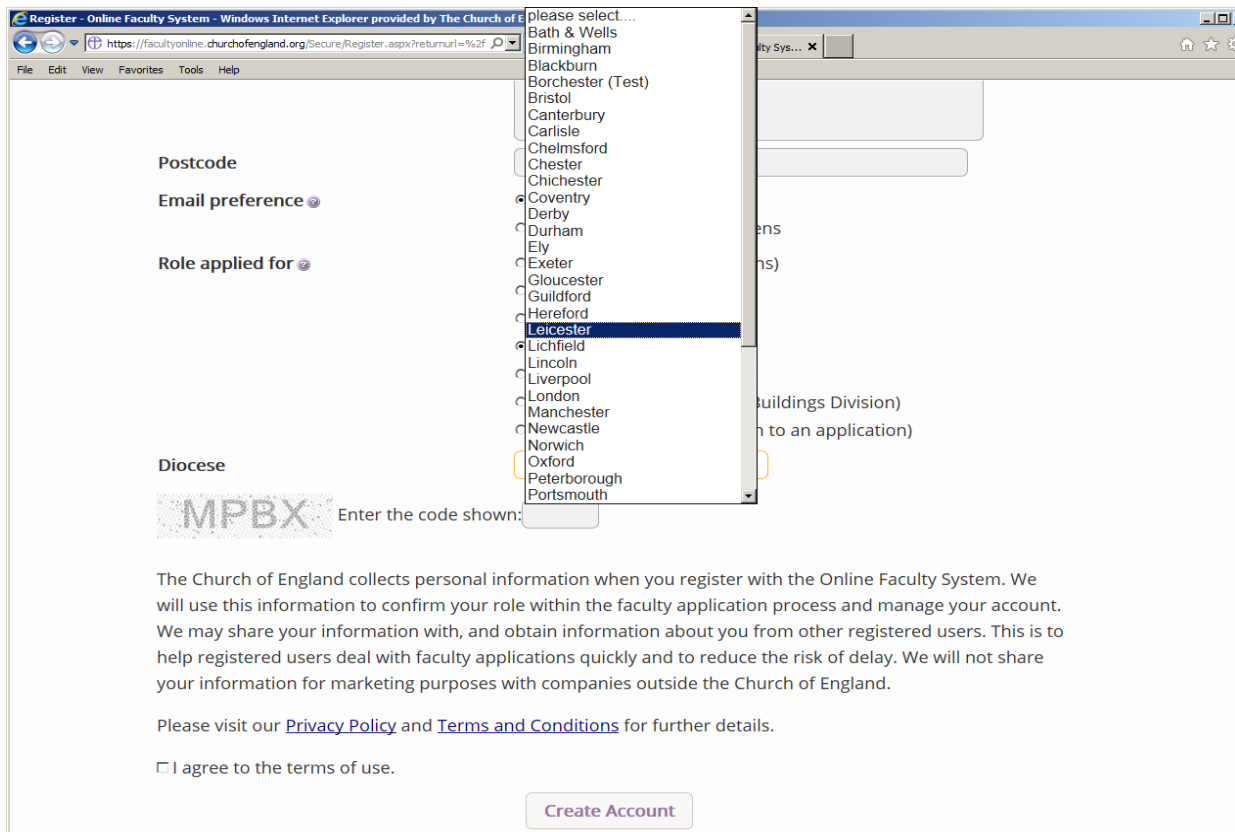

9. Select **your diocese:**

10. Followed by your Archdeaconry

11. Enter the **security code** as it is shown:

12. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

13. Click on **Create Account**

14. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

15. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be a registered user of the database.

16. The DAC Secretary will then be asked to approve your registration.

    N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are the Archdeacon. If not, you will be contacted to check the details of your registration.

17. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

1. Go to the main website https://facultyonline.churchofengland.org and click on **Sign In**
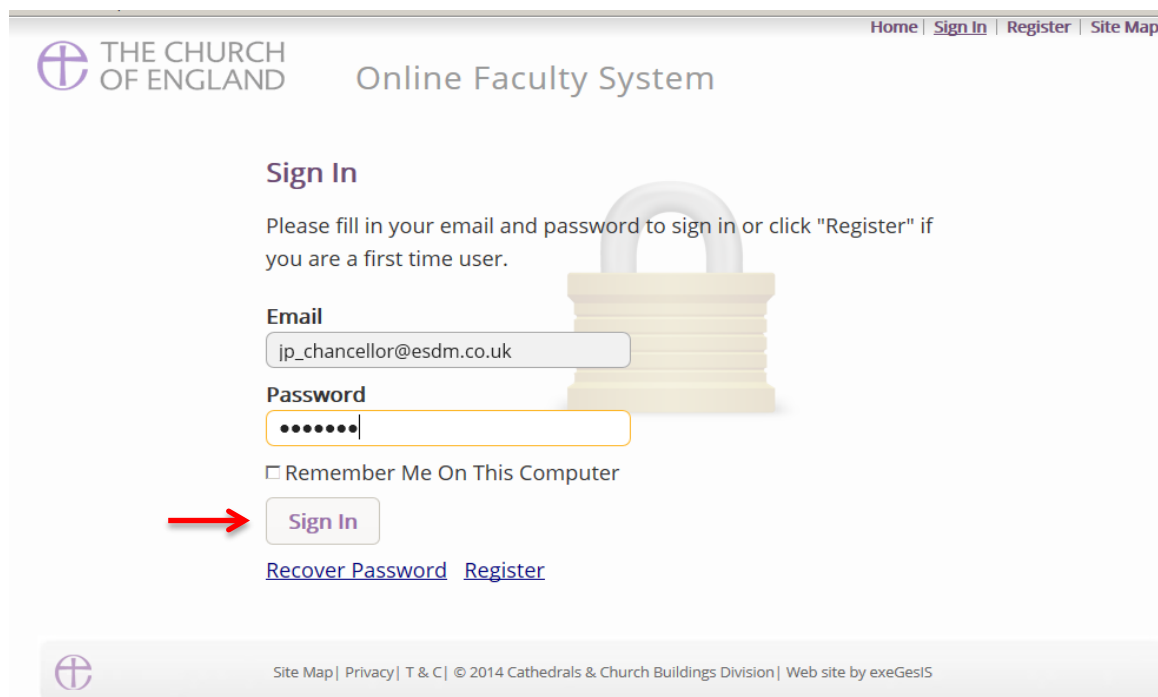
2. Enter your **email** address and **password**, and click **Sign In**

2.1 If you tick the box "Remember Me on This Computer", you will remain signed in to the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!

4. To exit the system, click **Sign Out**.

Recovering your Password

1. Go to the sign-in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**

2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.

4. Go back to the sign-in page https://facultyonline.churchofengland.org/Secure/Login.aspx and type in your new password. **Do not Copy & Paste**

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

6. You will automatically return to the main page and will be signed in.

Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**

2. This is the **Security and Identity** tab of your account.

Update your email address here

Do not forget to press update every time you make changes to your account.

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

Keep your contact information up-to-date here.

Type in your new telephone number or address every time it changes.
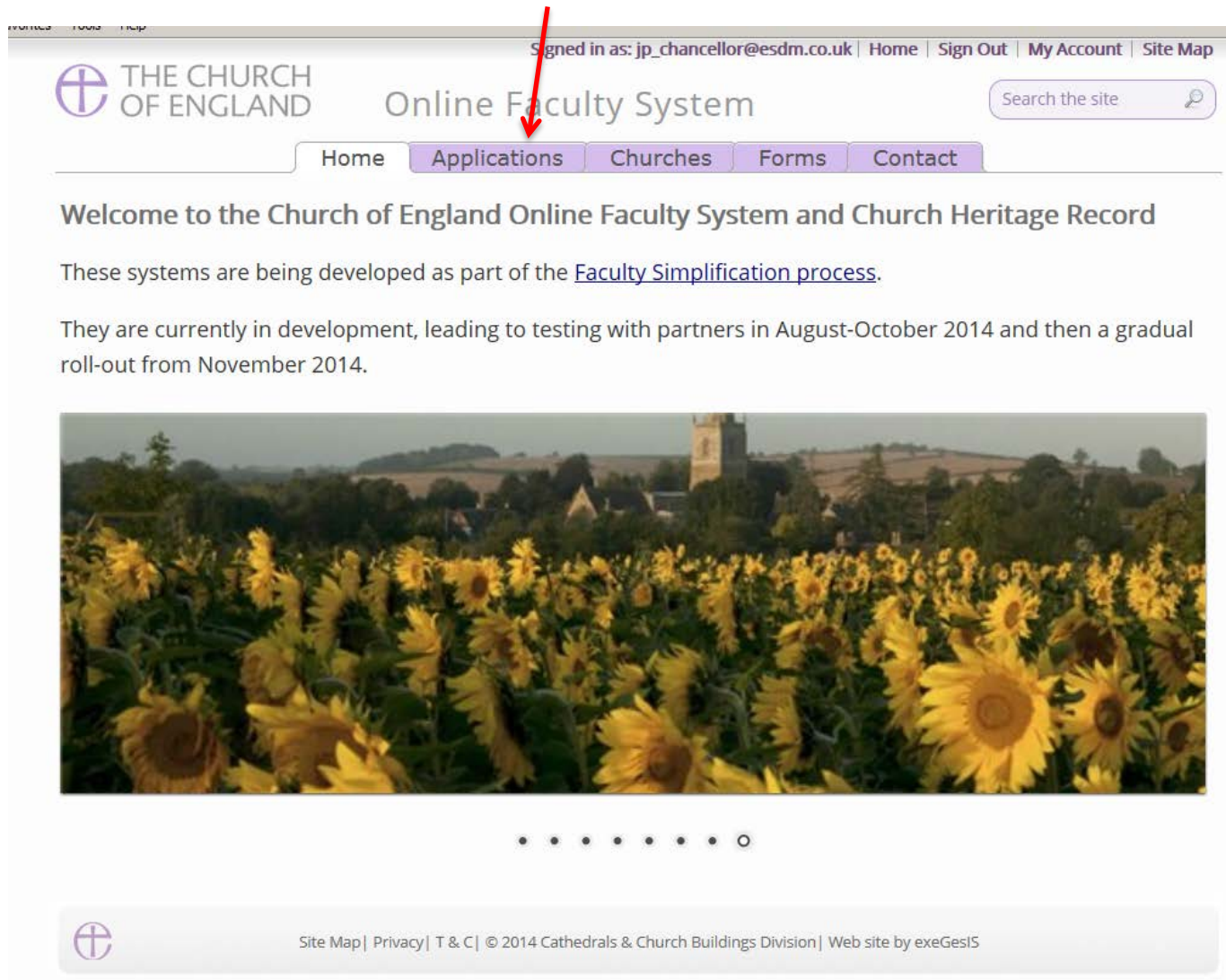
Change the way you receive emails from the system.

Click Daily Summary or Every time something happens.

Do not forget to update your changes

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to **sign in!**

1. From the main page, click on the **Applications** tab.

2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND

Online Faculty System

Search the site

Home | Applications | Churches | Forms | Contact

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.

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

Subject	Date received	Date read	
Faculty System: petition ref 2014-000005 awaiting determination	Thu 16 Oct 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Tue 16 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Wed 03 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Mon 18 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Click on the **View** icon to look at a message

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

3. To access any application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Click the **View** icon to open a Faculty application.

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.

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

App Ref	Summary	Church	Created	Status	View
2014-000020	Help Text Form B	Penny Hassett: St David (Test)	Mon 18 Aug 2014	Awaiting Chancellor's determination	
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND — Online Faculty System

Home | Applications | Churches | Forms | Contact

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

Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

4. To access any application where a determination has not yet been made, go to Active Cases

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

The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
  or
- Status

Messages	Applications requiring your action	Active Cases	Archived Cases	Tools		
App Ref	**Summary**	**Church**	**Created** ▼	**Status**	**View**
2014-000051	JP-prep Forms A	Ambridge: St Stephen's (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	🔍
2014-000050	JP-prep	Penny Hassett: St David (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	🔍
2014-000046	One storey extension for a new toilet	Ambridge: St Stephen's (Test)	Mon 20 Oct 2014	Pending submission to Chancellor	🔍
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	🔍
2014-000043	*** SE Test - Please do not modify this application or update any of the forms ***	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Awaiting DAC recommendation	🔍
2014-000042	SE testing issue with applications 'not recommended' by DAC and then revised.	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	🔍
2014-000041	complete demolition	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	🔍
2014-000039	List-C changes	Ambridge: St Stephen's (Test)	Tue 07 Oct 2014	Pending submission to Chancellor	🔍
2014-000038	Toilets - obviously	Penny Hassett: St David (Test)	Mon 06 Oct 2014	Pending submission to Chancellor	🔍
2014-000037	new toilet facilities	Ambridge: St Stephen's (Test)	Wed 01 Oct 2014	Pending submission to Chancellor	🔍

First | Previous | **Next** | **Last**   Page size: 10 ▼ Page 1 of 3 (29 items)

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
  or
- 100

Scroll through the pages to find a specific application

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

5. To access old applications which were abandoned or where a determination has been made, go to Archived Cases.

Use the same functions as before to organise and open the applications.

THE CHURCH OF ENGLAND

Online Faculty System

Search the site

Home | Applications | Churches | Forms | Contact

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.

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

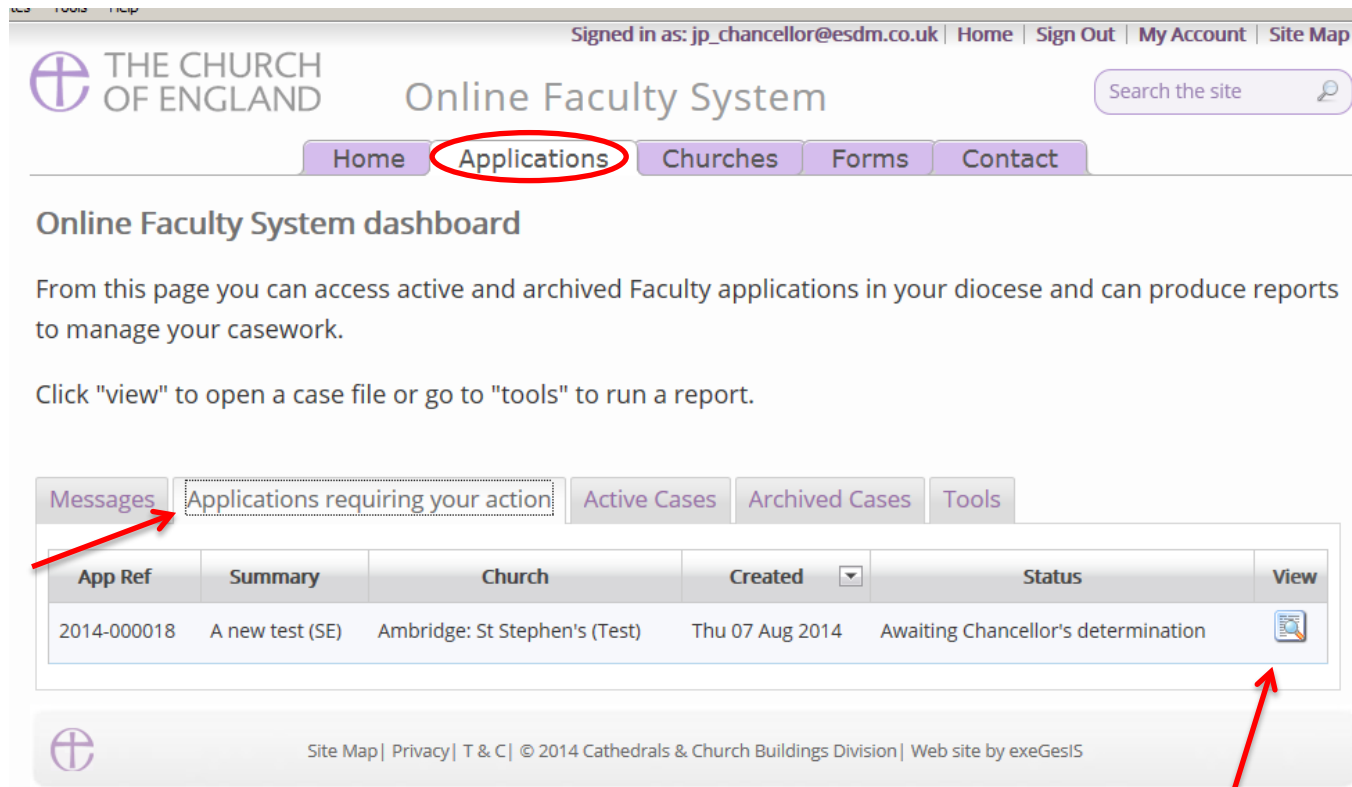| App Ref	Summary	Church	Created	Status	View
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	
2014-000030	New toilet	Penny Hassett: St David (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000029	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000028	Testing whether going straight to List C is working (SE)	Penny Hassett: St David (Test)	Fri 12 Sep 2014	Post determination List A	
2014-000019	UAT Scripts - Form 1A & 3A	Ambridge: St Stephen's (Test)	Wed 13 Aug 2014	Abandoned	
2014-000015	JP - Form 1B & 3B - Help Text	Penny Hassett: St David (Test)	Thu 07 Aug 2014	Faculty Post-Determination	
2014-000012	Help Text Writing (JP)	Penny Hassett: St David (Test)	Tue 29 Jul 2014	Abandoned	

First | Previous | **Next** | Last   Page size: 10   Page 1 of 2 (14 items)

Navigating a Case File

A case file is where you will find all the necessary forms and documents to help you make your determination. Each application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (See page 14).

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting the Chancellor's determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

Click the **View** icon to look at a form.

The status icon tells you if a form is complete or in progress.

Click the **Edit** icon to make changes to a form.

Click here to **exit** the case file

3. Under the **Supporting Documents and Images** tab, you will find all the information that the Parish and the DAC have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters.

Click on a file to open it.

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

See who worked on this application.

What they did.

And when.

Accessing a List A matter record

As Archdeacon, you will receive a notification when a parish records a List A item using the Online Faculty System.

N.B. Please note that if you have selected to receive your notifications as a Daily Summary, you will not be notified of List A matters.

1. To open the application, click on the **link**.

Dear Archdeacon

Reference 2016-001124 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

A new record (reference 2016-001124) has been created with a List A matter(s) selected.

List A matters may be undertaken without the need for consultation or faculty subject to the specified conditions, and exclude certain categories of works to listed buildings.

Please click this link to view the full details of the record.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

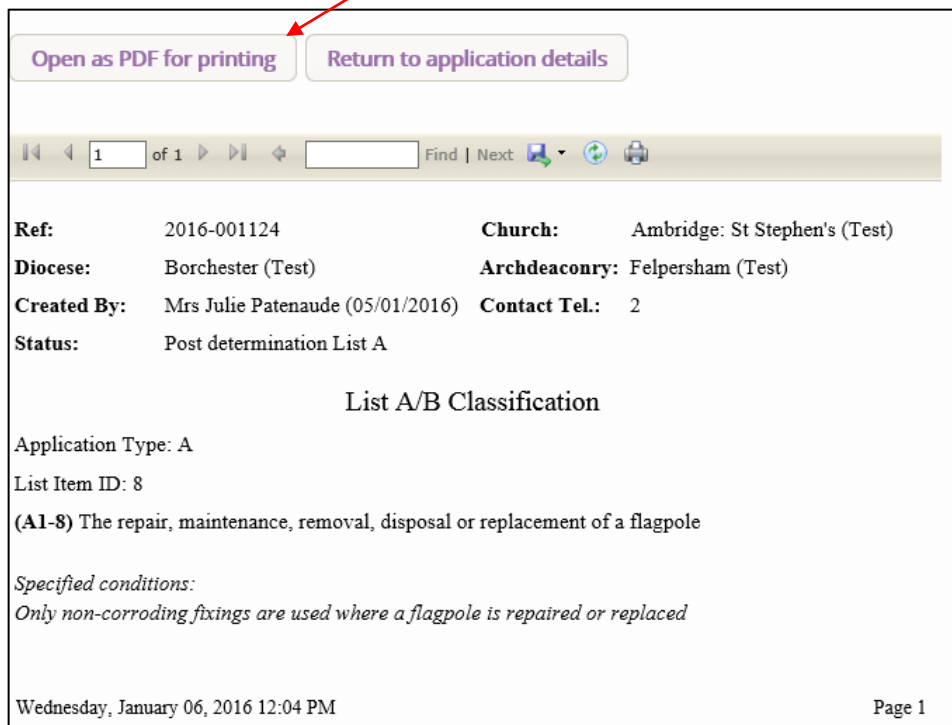2. To access the List A matter recorded, click on the **View** icon

3. To print, click Open as **PDF for printing**

| Open as PDF for printing | Return to application details |

|◀ ◀ [1] of 1 ▶ ▶| ◈ [   ] Find | Next 💾 ▾ ↻ 🖨

Ref:	2016-001124	Church:	Ambridge: St Stephen's (Test)
Diocese:	Borchester (Test)	Archdeaconry:	Felpersham (Test)
Created By:	Mrs Julie Patenaude (05/01/2016)	Contact Tel.:	2
Status:	Post determination List A		

List A/B Classification

Application Type: A

List Item ID: 8

(A1-8) The repair, maintenance, removal, disposal or replacement of a flagpole

Specified conditions:
Only non-corroding fixings are used where a flagpole is repaired or replaced
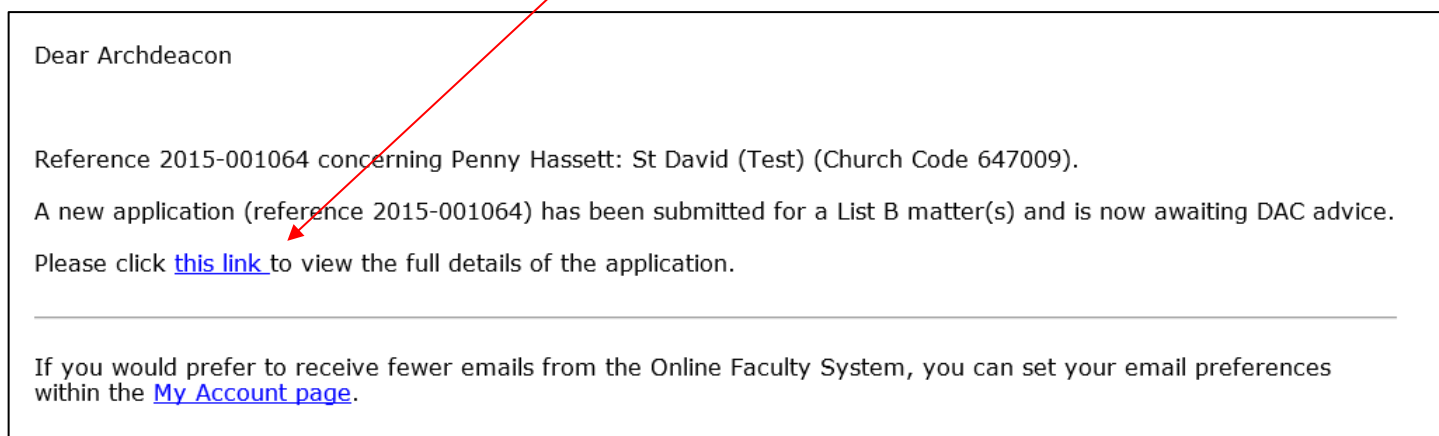
Wednesday, January 06, 2016 12:04 PM   Page 1
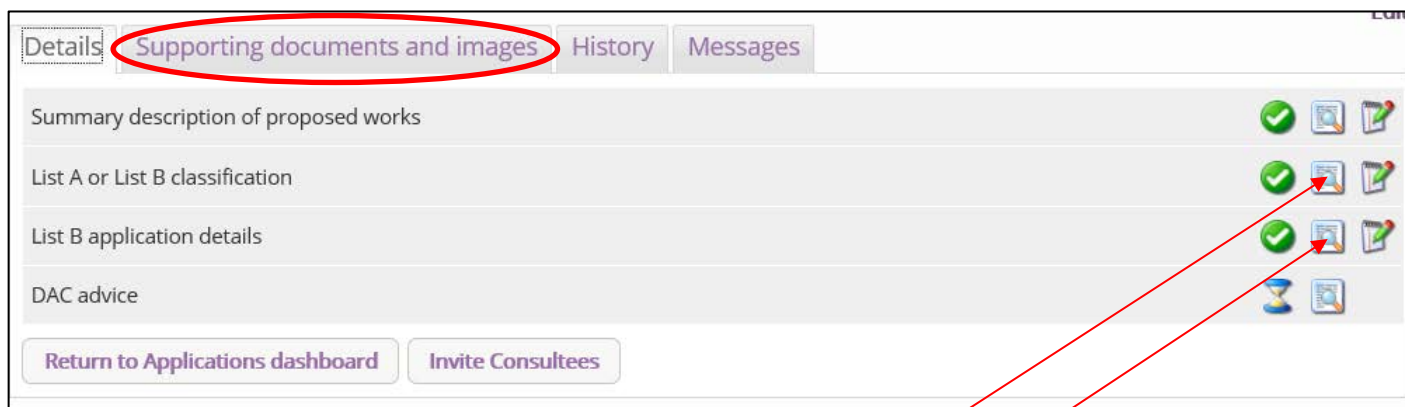
Working on a List B matter application

When parishes apply for a List B matter, you and the DAC Secretary will automatically be notified by email.

Awaiting DAC Advice

To access the application, **click** on the **link**

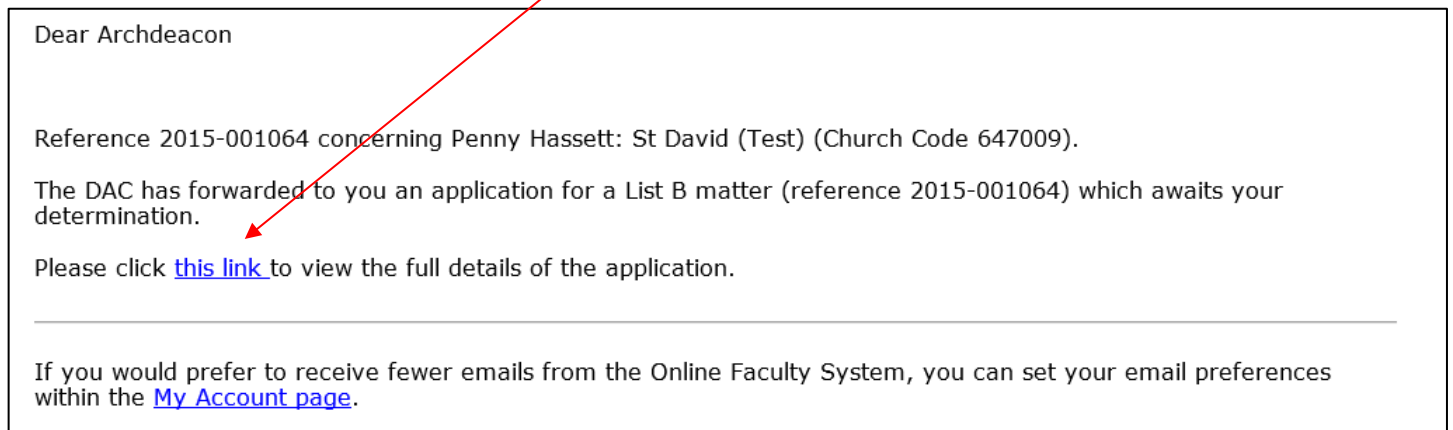You will arrive at the List B case file.

1. Click here to find out which **List B matter** was selected.

2. Click here to read more **details** about the application.

3. Go to the **Supporting Documents and Image** tab to see if there is any additional information.

N.B. To find out how to send the application to "consultees", go to page 28.

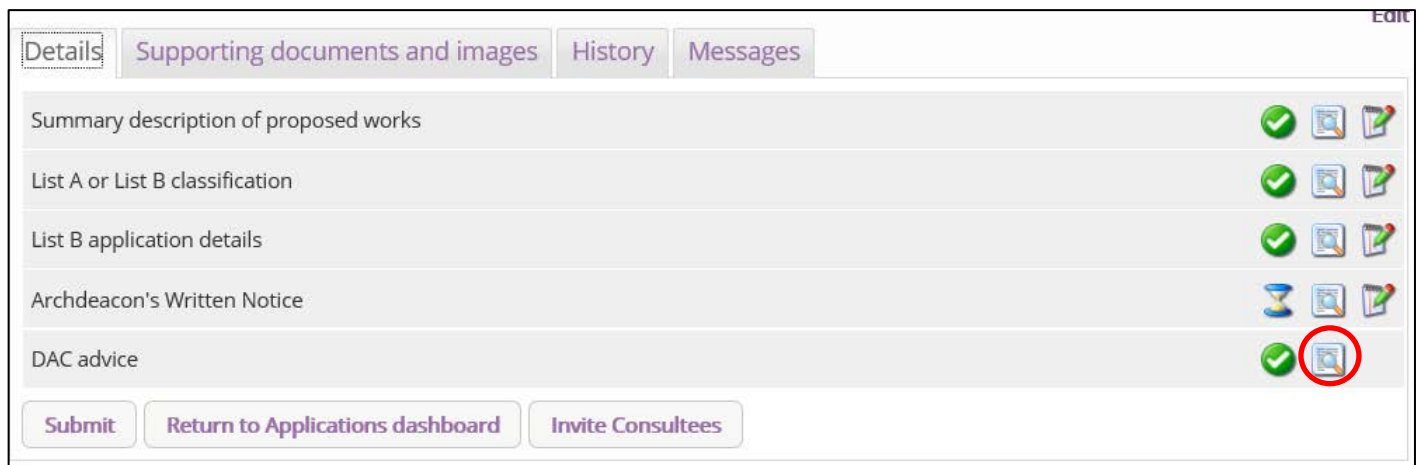## Awaiting Archdeacon's Determination

Once the DAC Secretary has sent you the List B application (with or without advice/draft conditions), you will receive this email informing you that the case is ready for your Written Notice.

To access the case file, **click** on the **link**.

Dear Archdeacon

Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).

The DAC has forwarded to you an application for a List B matter (reference 2015-001064) which awaits your determination.

Please click this link to view the full details of the application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the case file

1. Click on the **View** icon to read the **DAC's** advice (if any)

2. Click on the **Edit** icon to fill in your **Written Notice**
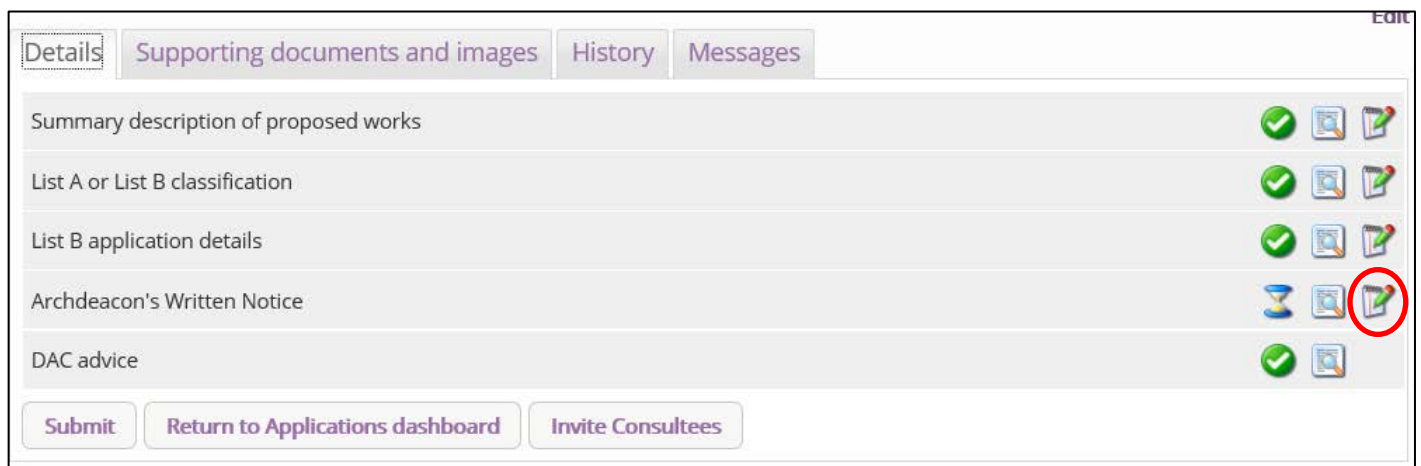
3. Select the appropriate **determination**

    N.B. If you select options 2, 3 or 4, the application will automatically be transformed into a Full Faculty application giving the Parish the choice to continue with it or leave it.

4. Insert any additional **conditions** required if the application is approved or explain why the application was refused.
5. Click **Finish** to return to the case file

6. Click **Submit** to send your determination to the parish

Inviting External Consultees to View any Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file
2. Click **Invite Consultee**

3. See if the individual(s) to whom you are sending the application is already registered
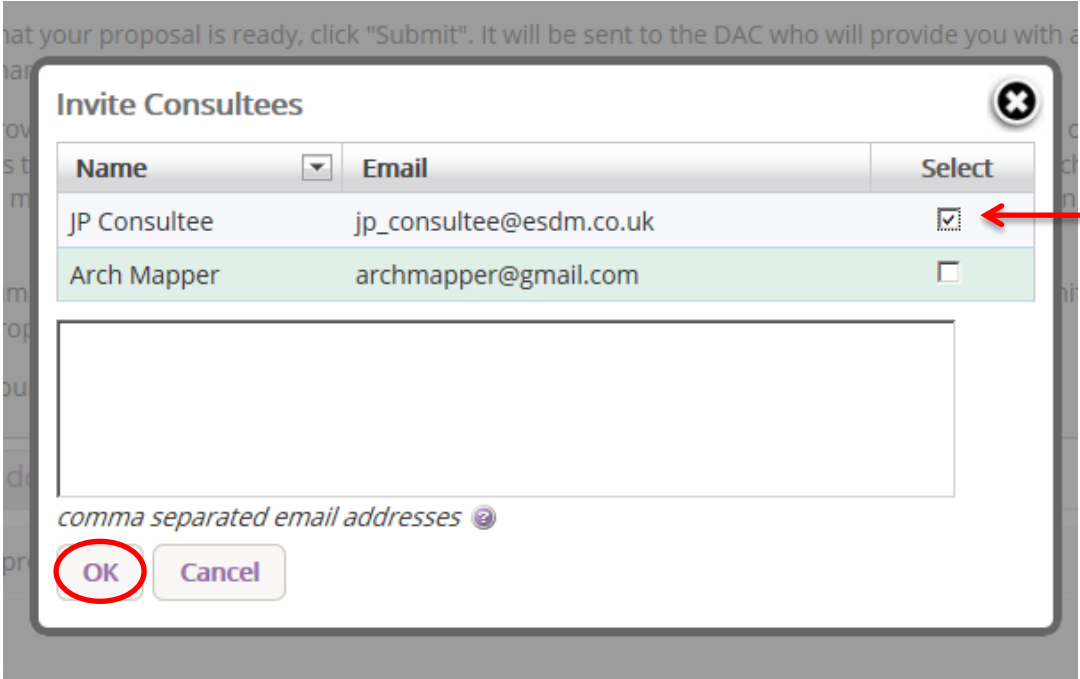
4. If yes, **select them** from the list and click **Ok** to invite that consultee
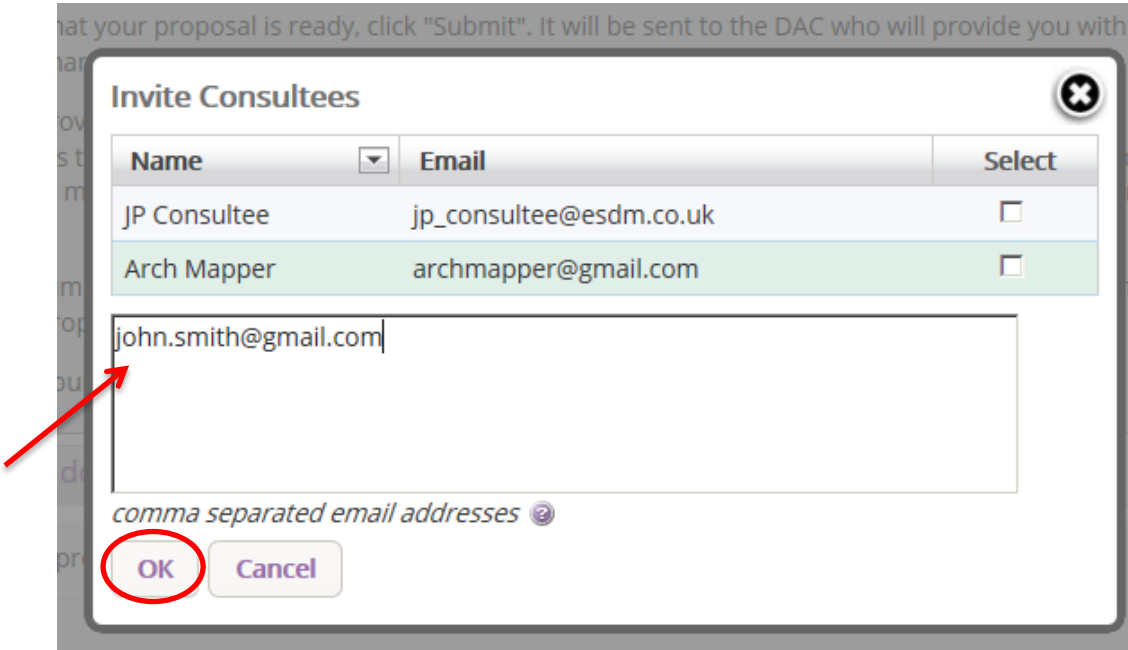
5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

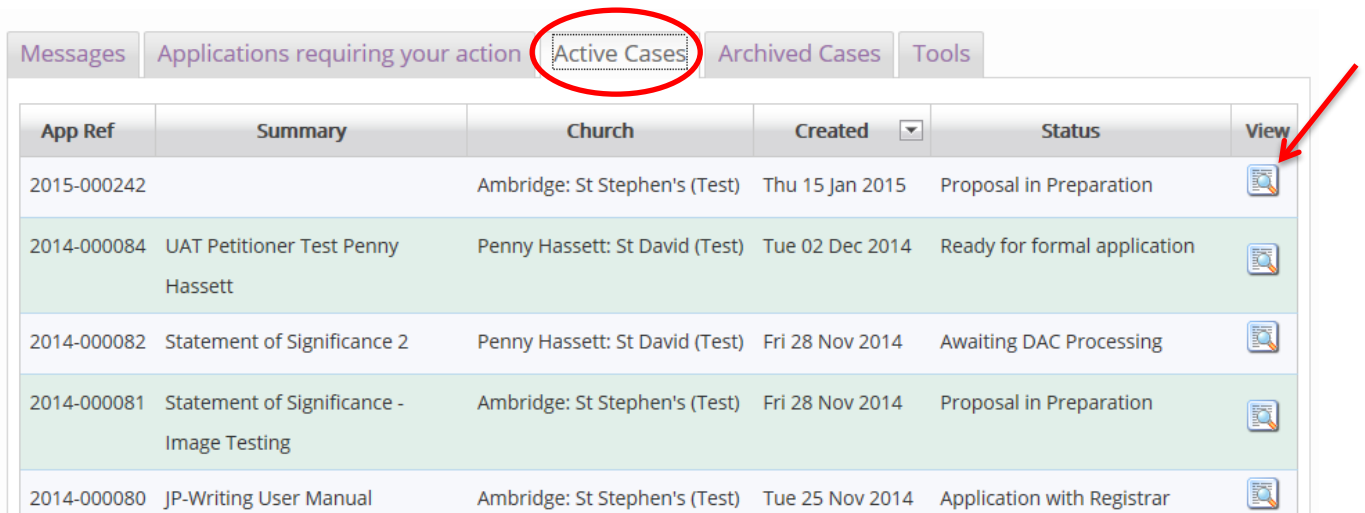6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

Accessing a Full Faculty Application

When you are ready to begin working on a Full Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page https://facultyonline.churchofengland.org
2. Sign In
3. Click on the **Applications** tab and find the specific case file you require under **Active Cases**.
4. Click on the **View** icon to open the case file

Once you have opened an application's case file, you will be able to access all the legal forms required, including the standard information (Form 1) and petition (Form 3), under the **Details** tab. You will also be able to open all the additional supporting documents necessary to make your determination under the **Supporting Documents and Images** tab.

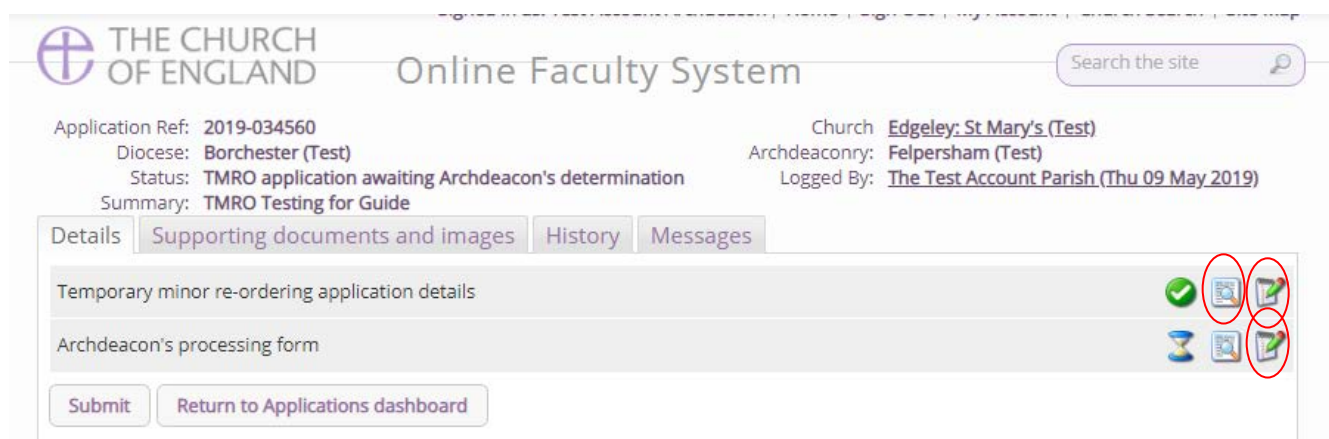
Reviewing Temporary Minor re-ordering

The Online Faculty System allows you to grant Temporary Minor re-ordering licenses up to a maximum of 15 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
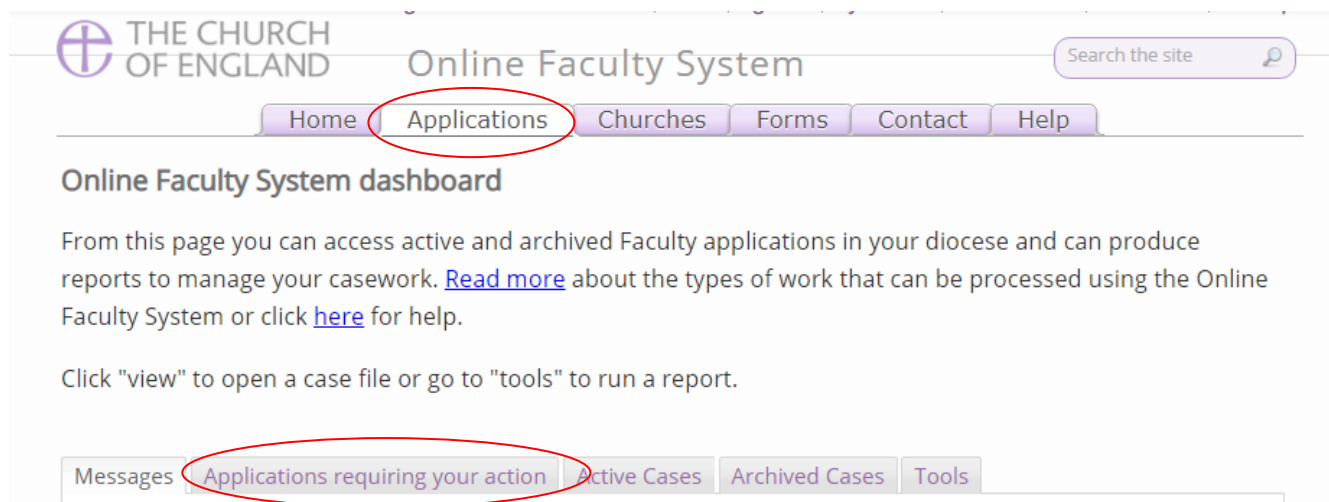
There are several possible steps that could be needed for a Temporary Minor Re-ordering to be granted.

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, <u>an Archdeacon will need to edit this text directly by pressing the edit button on the application details.</u>

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.

Online Faculty System

The Church of England

Application Ref: 2019-034560
Diocese: Borchester (Test)
Status: TMRO application awaiting Archdeacon's determination
Summary: TMRO Testing for Guide

Church: Edgeley: St Mary's (Test)
Archdeaconry: Felpersham (Test)
Logged By: The Test Account Parish (Thu 09 May 2019)

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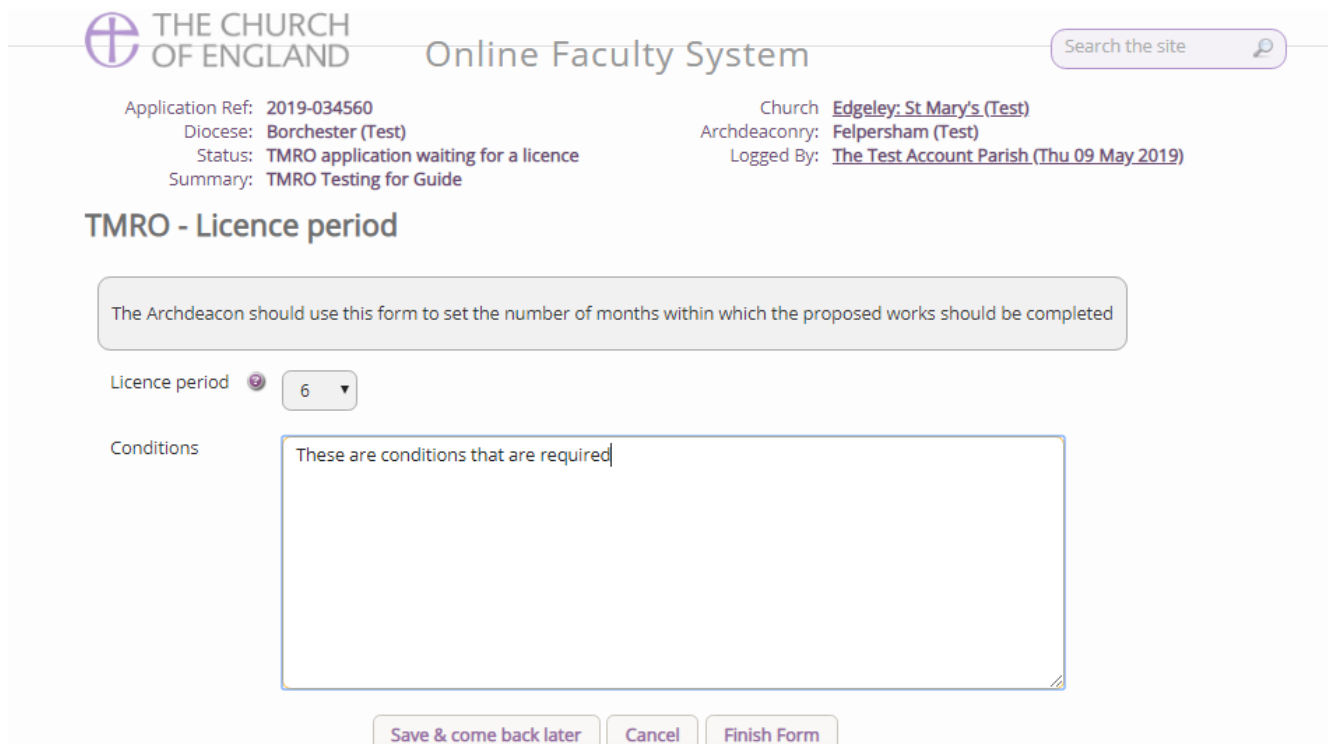
Click the edit button to create Form 9, where a license period and specific conditions can be set.

Set the required number of months for the license through the drop-down 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 prior to the end of the license period until there are two months 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 back 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 time 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 provide an explanation for the revocation. This will then be emailed to the Parish to inform them and available as a separate form.
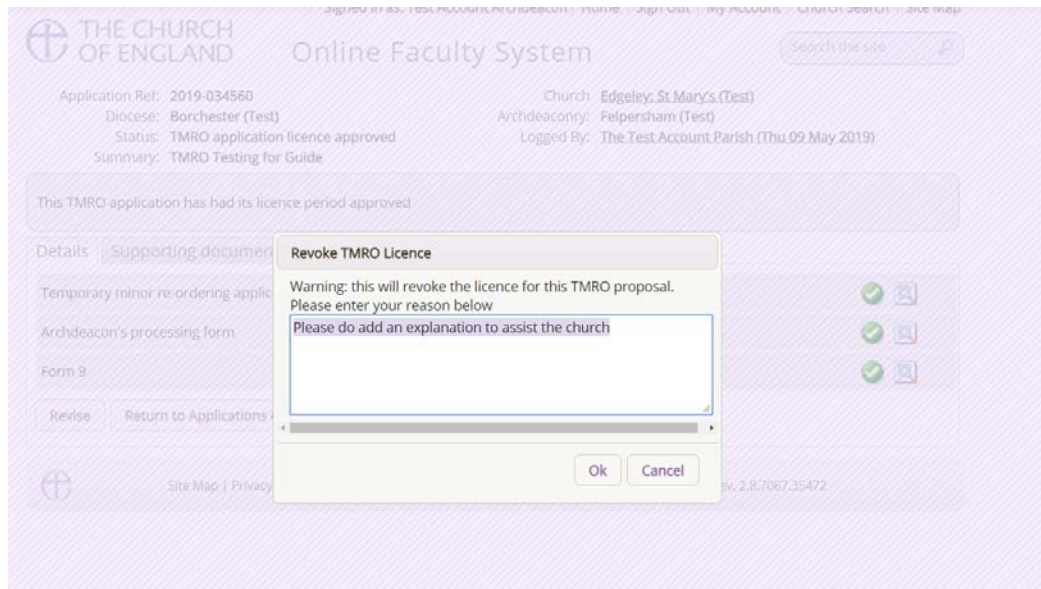
Once the application has been revoked, the Archdeacon will be required to confirm that Parish have returned the works to the original position through the **Archdeacon's verification form.**
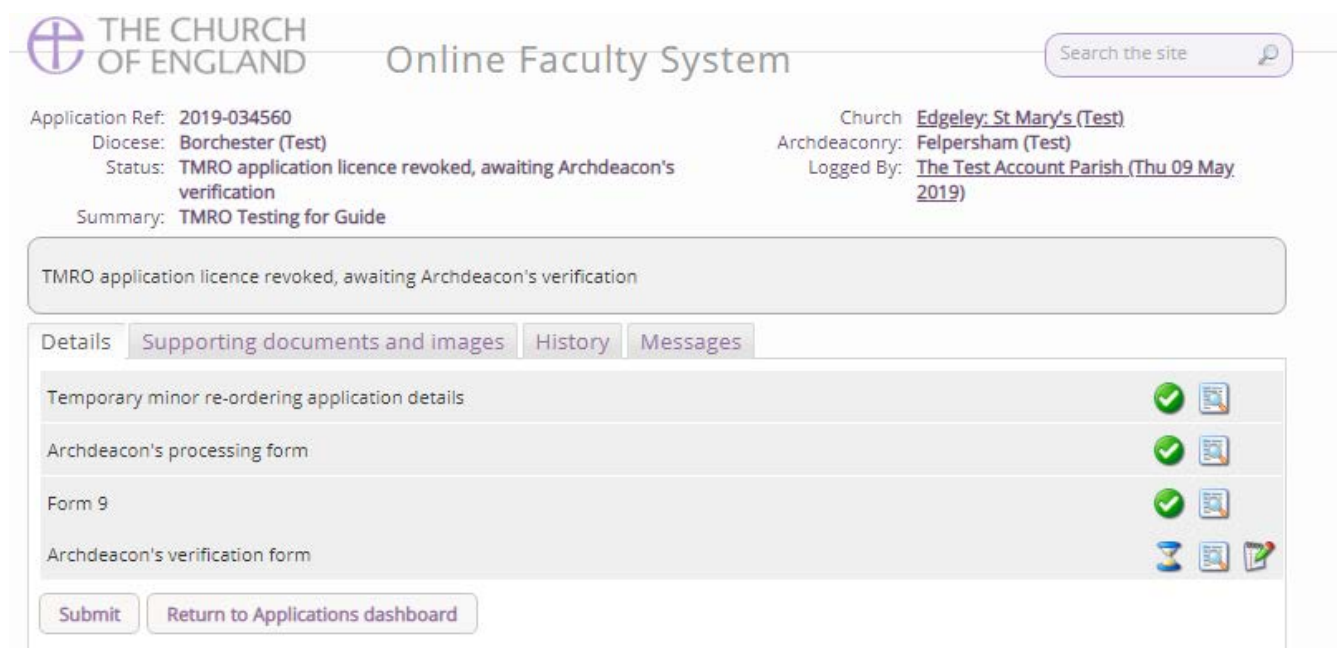
In the verification process, you will need to confirm that the works have been restored, and you will be able to provide any comments on the works that may be required.

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 have submitted Form 10, the system will treat the Temporary Minor Re-ordering application as being open.

Archdeacon's Verification

Once the Parish have 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 have missed the deadline for submission of Form 10.

5. Click on the **View** icon to open a specific form

6. Click **Open as PDF for Printing**
   *Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link http://get.adobe.com/uk/reader/

7. The form will open in an easy-to-read format. To print, click **Print**
   *Please note this process might be slightly different according to individual computers and operating systems.

8. Repeat this process as needed for all other forms

9. Go to the **Supporting Documents and Images** tab to find all the attached files.

10. Click the **document's name** to open it

Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Digital Projects Officer at the CCB:

james.miles@churchofengland.org

020 7898 1860

or contact the Admin team at https://facultyonline.churchofengland.org/contact