

Online Faculty System

A Consultee's User Manual

Julie Patenaude

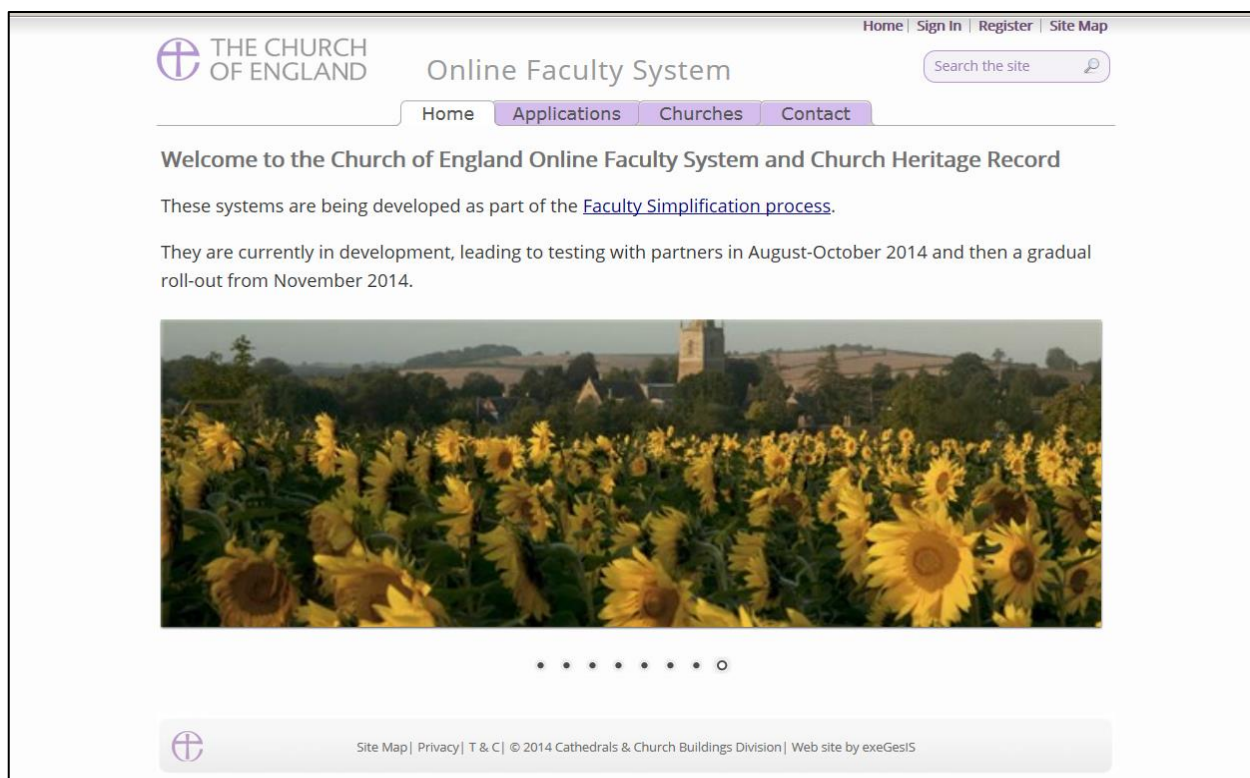
1/3/2017

Table of Contents

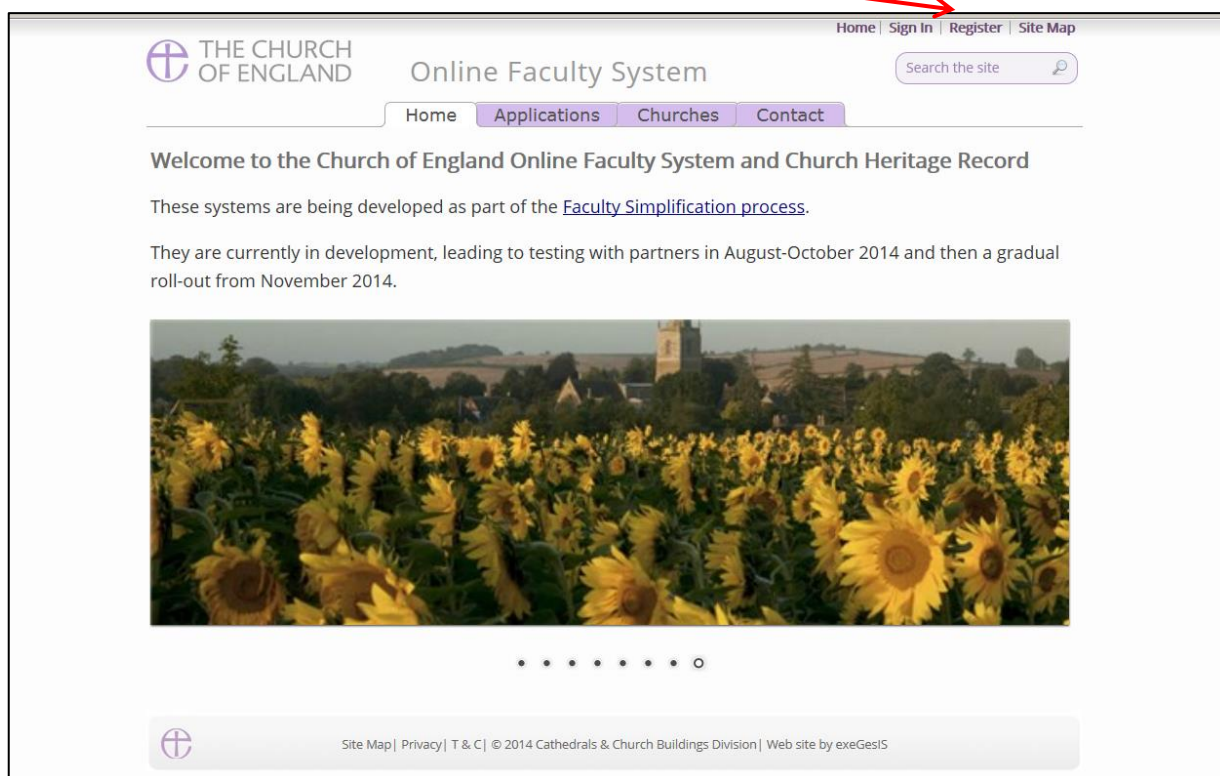
How to Register as a Consultee	3
Signing In and Out of the Online System	7
Recovering your Password	9
Managing your Account.....	11
Navigating a Case File	13
Printing Documents	18
Getting Help	20

How to Register as a Consultee

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.

The screenshot shows a web browser window with the following content:

- Header: THE CHURCH OF ENGLAND Online Faculty System. Navigation links: Home | Sign In | Register | Site Map.
- Section: **Create a New Account**
- Text: Please complete the form below to register for the Online Faculty System.
- Form fields:
 - Email
 - Password
 - Confirm Password
 - Title
 - First Name
 - Last Name
 - Daytime telephone
 - Alternative telephone
 - Address
 - Postcode
- Radio buttons for preferences:
 - Email preference:
 - Daily summary
 - Everytime something happens
 - Role applied for:
 - Applicant (to submit petitions)
 - DAC Secretary
 - Archdeacon
- Footer: 100%

4. Choose the most suitable email address. This could be your personal or 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 related to your church(es) building(s) either as:

a. **Daily summary** (received at the end of each day – but only if you need to perform a task)

Or

b. **Every time** something changes

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

8. Select **Consultee**:

Address

Postcode

Email preference Daily summary
 Everytime something happens

Role applied for Applicant (to submit petitions)
 DAC Secretary
 Archdeacon
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Consultee

9. Insert your role as Consultee (This is what people will see they want to consult you)

Consultative role Consultee (e.g. DAC member, Historic England)
 Heritage Recorder

Diocese

10. **Select** all the **Dioceses** for whom you act as Consultee

Consultative role

Diocese

Bath & Wells
 Birmingham
 Blackburn
 Borchester (Test)
 Bristol
 Canterbury
 Carlisle

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

Enter the code 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 registered user of the database.

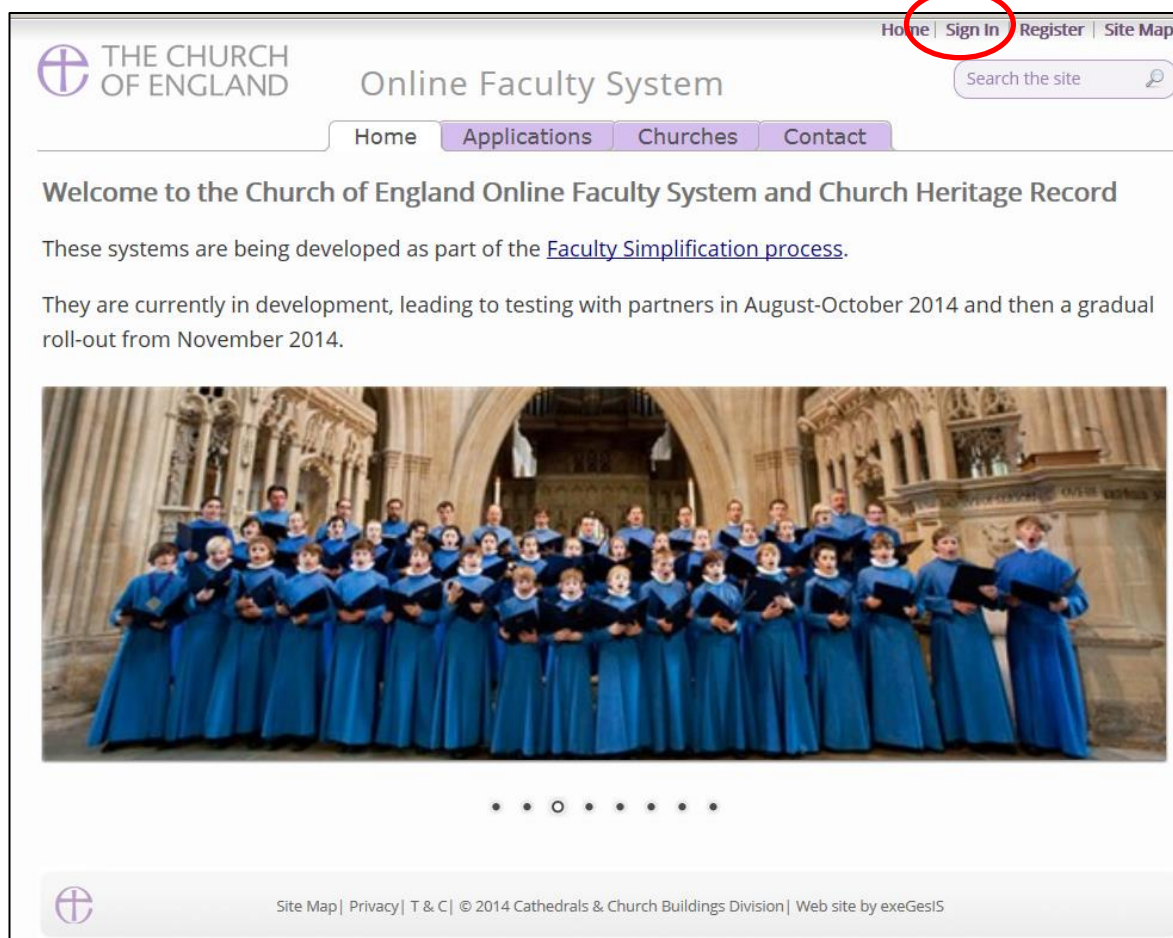
16. The CCB will then be asked to approve your registration.

N.B. The CCB will need to check against the Diocesan Database and other records to verify that you are a consultee. 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**



THE CHURCH OF ENGLAND Online Faculty System

Home | **Sign In** | Register | Site Map


Search the site

Home Applications Churches Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

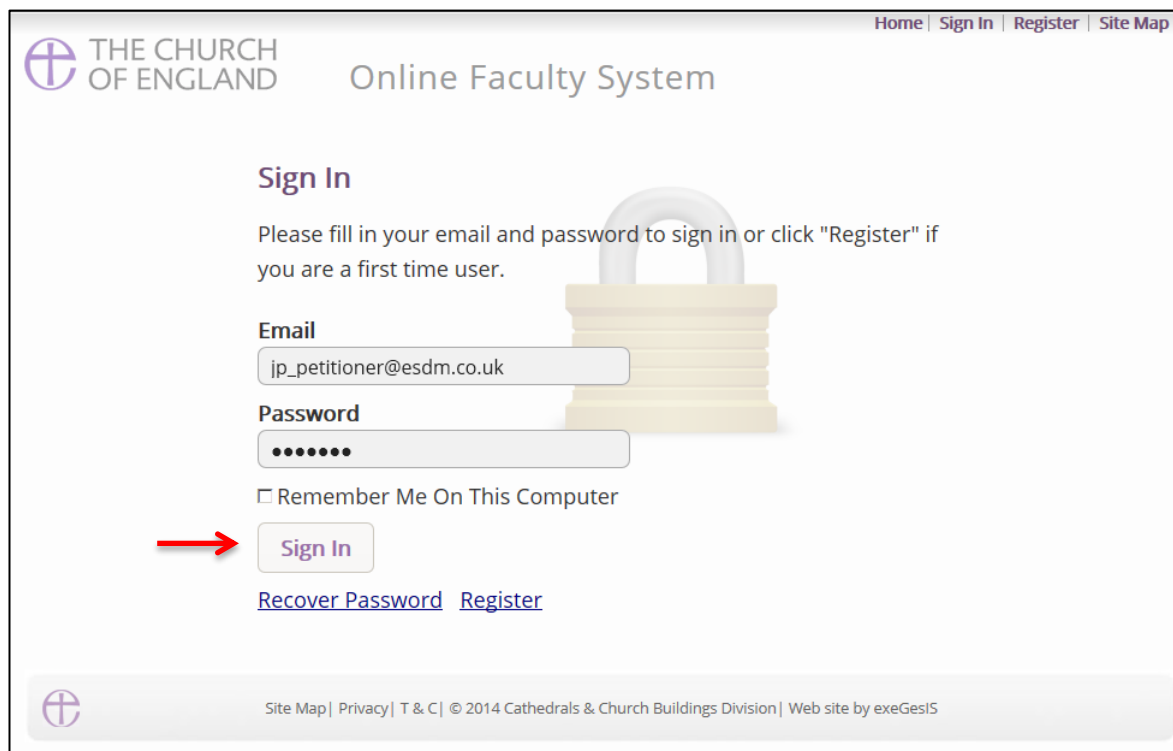
These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



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

2. Enter your **email** address and **password**, and click **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

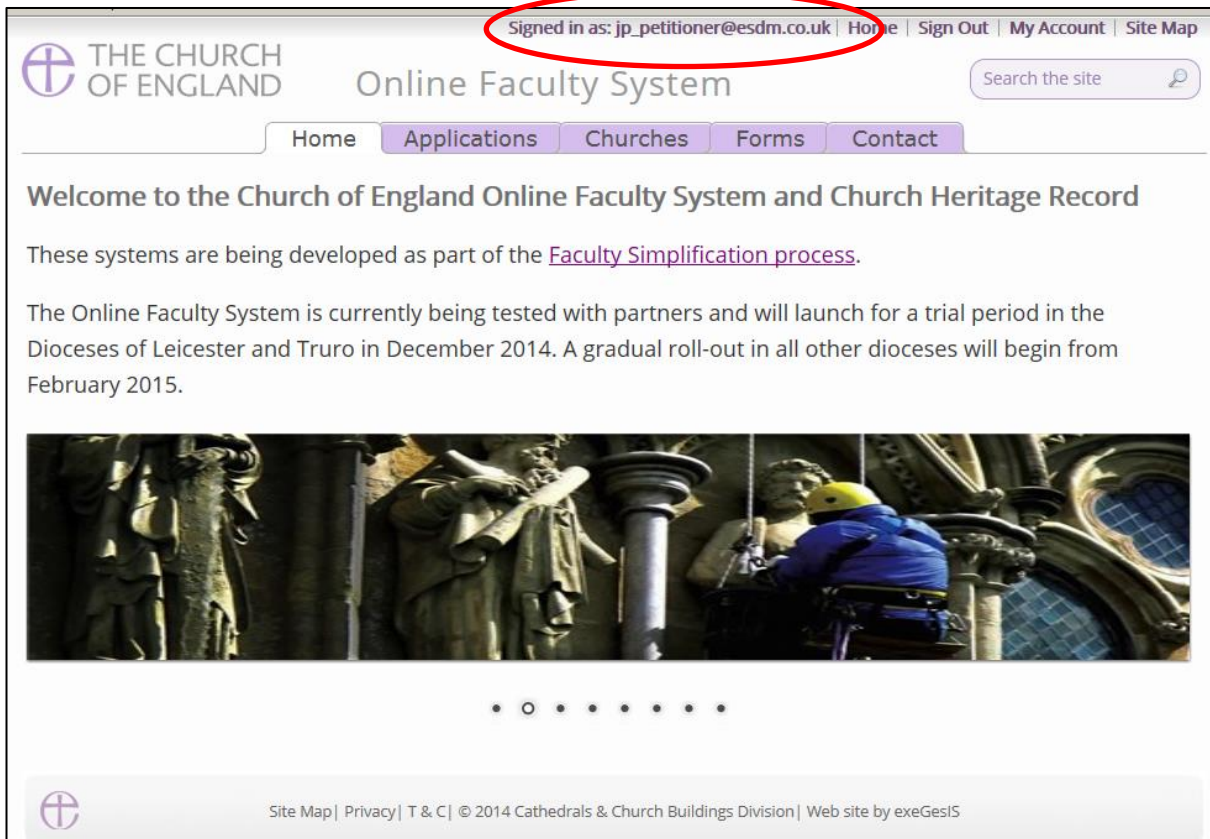
Sign In

[Recover Password](#) [Register](#)

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2.1 If you tick the box “Remember Me on This Computer” you will remain signed into 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!

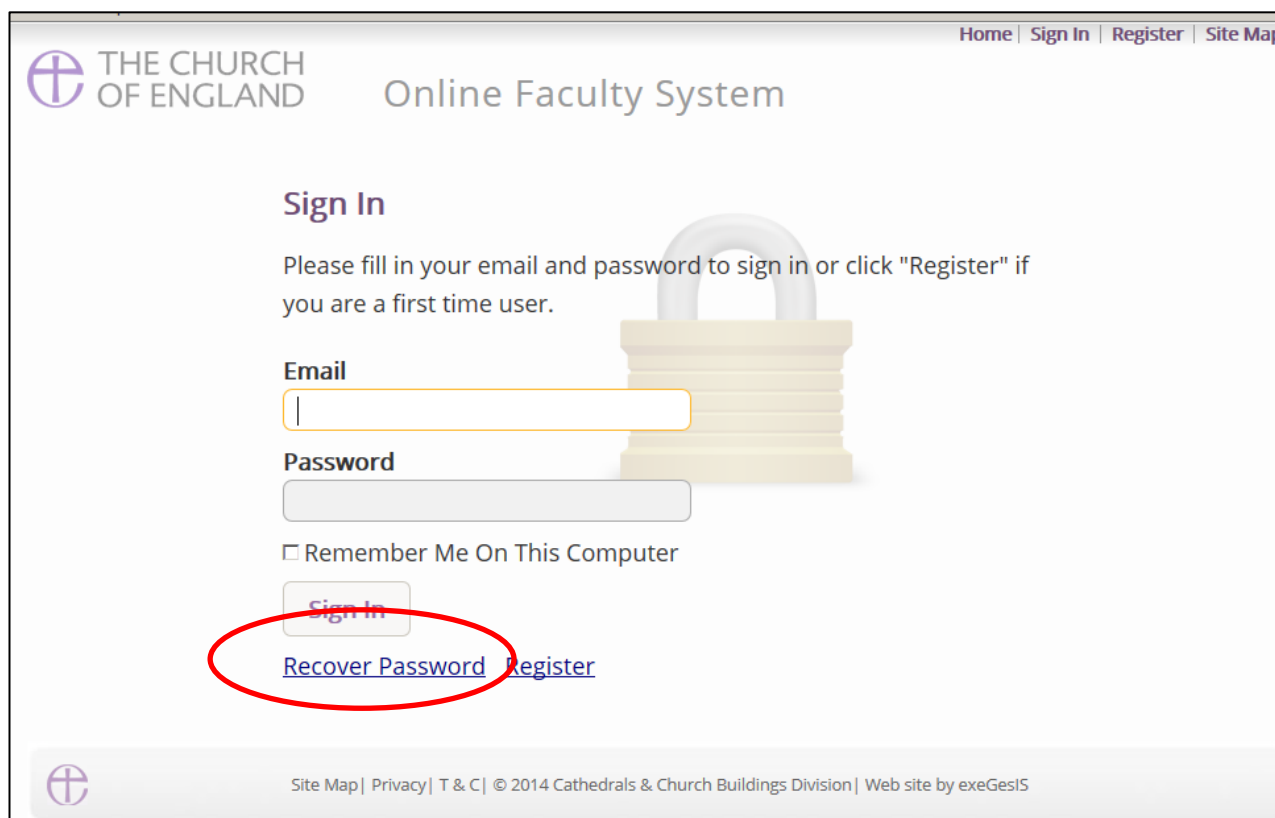


4. To exit the system, click **Sign Out**.



Recovering your Password

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



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Recover Password](#) [Register](#)

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



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Recover Password

Forgotten Your Password?

Please enter your email address

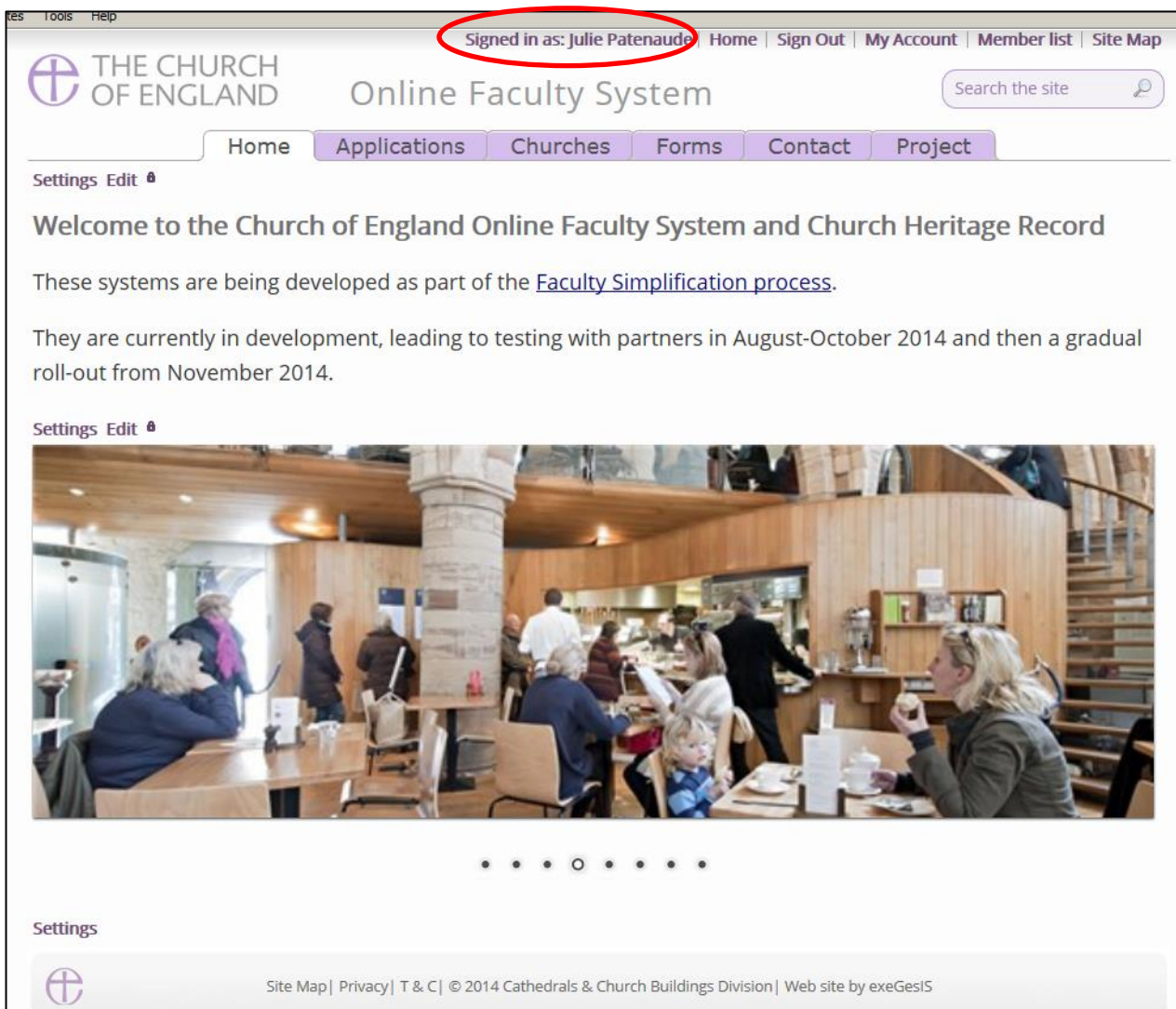
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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.
4. Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.

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

The screenshot shows the 'Change Password' form in the 'Online Faculty System'. At the top, it says 'Signed in as: Julie Patenaude' with links for 'Home', 'Sign Out', 'My Account', 'Member list', and 'Site Map'. The Church of England logo is on the left. The main heading is 'Online Faculty System'. Below this, a message states: 'You are required to change your password either by the administrator or because...'. There are two password input fields: 'New Password' and 'Confirm New Password', both containing seven dots. A 'Change Password' button is at the bottom, with a red arrow pointing to it. The footer contains the Church of England logo, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

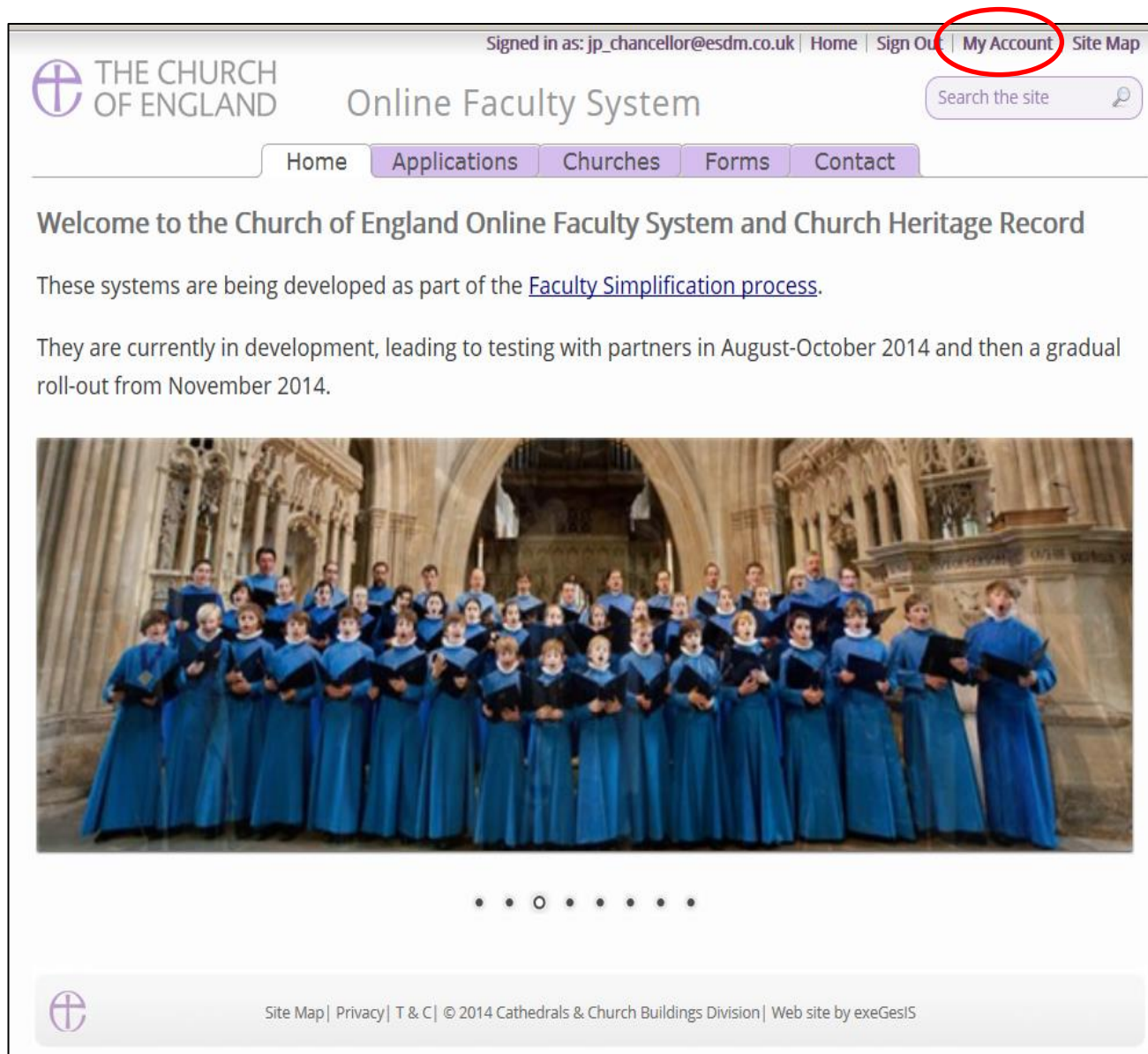
6. You will automatically return to the main page and will be signed in.



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**



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

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



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

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

My Account

Security/Identity Profile

Display Name jp_chancellor@esdm.co.uk

User ID JP Chancellor

Email Address jp_chancellor@esdm.co.uk

Update Change Password

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

Update your email address here

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.

My Account

Security/Identity **Profile**

Created 22/07/2014 13:01:36

Time Zone (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House
Great Smith Street
London

Postcode SW1P 3AZ

Email preference Edit
 Daily summary
 Everyday something happens

Total Posts 0

[View my profile as others see it.](#)

Update Change Password

Do not forget to update your changes

Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.

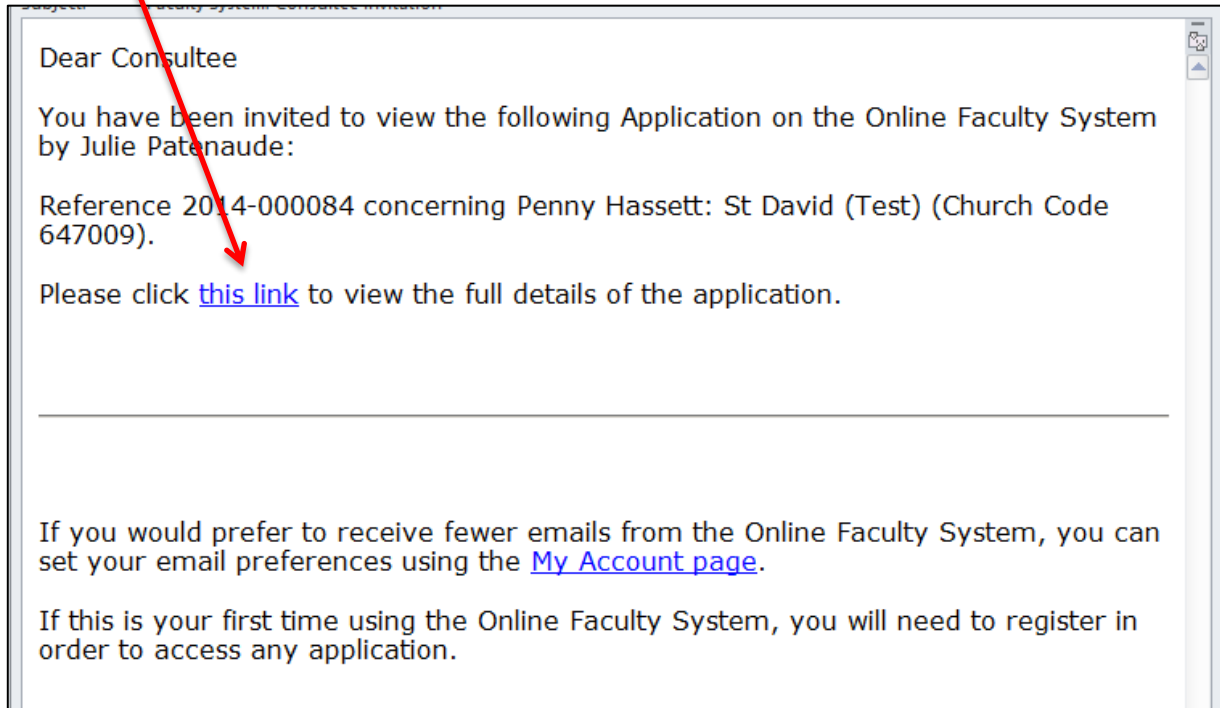
Change the way you receive emails from the system. Click Daily Summary or Everyday something happens.

Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's proposal and provide your advice. Each Faculty application has its own case file.

As a Consultee, you will be asked to look at Faculty proposals by email.

1. Upon receiving an email inviting you to consult on an application or proposal, **click the link** to open the case file.



2. Sign In

3. You will automatically arrive at the relevant application or proposal.

Alternatively, you can locate the application through the Online Faculty System's main page.

1. Go to the **main page** and sign in <https://facultyonline.churchofengland.org/>
2. Go to the **Applications** Tab



Signed in as: JP Consultee | Home | Sign Out | My Account | Church Search | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Contact Help

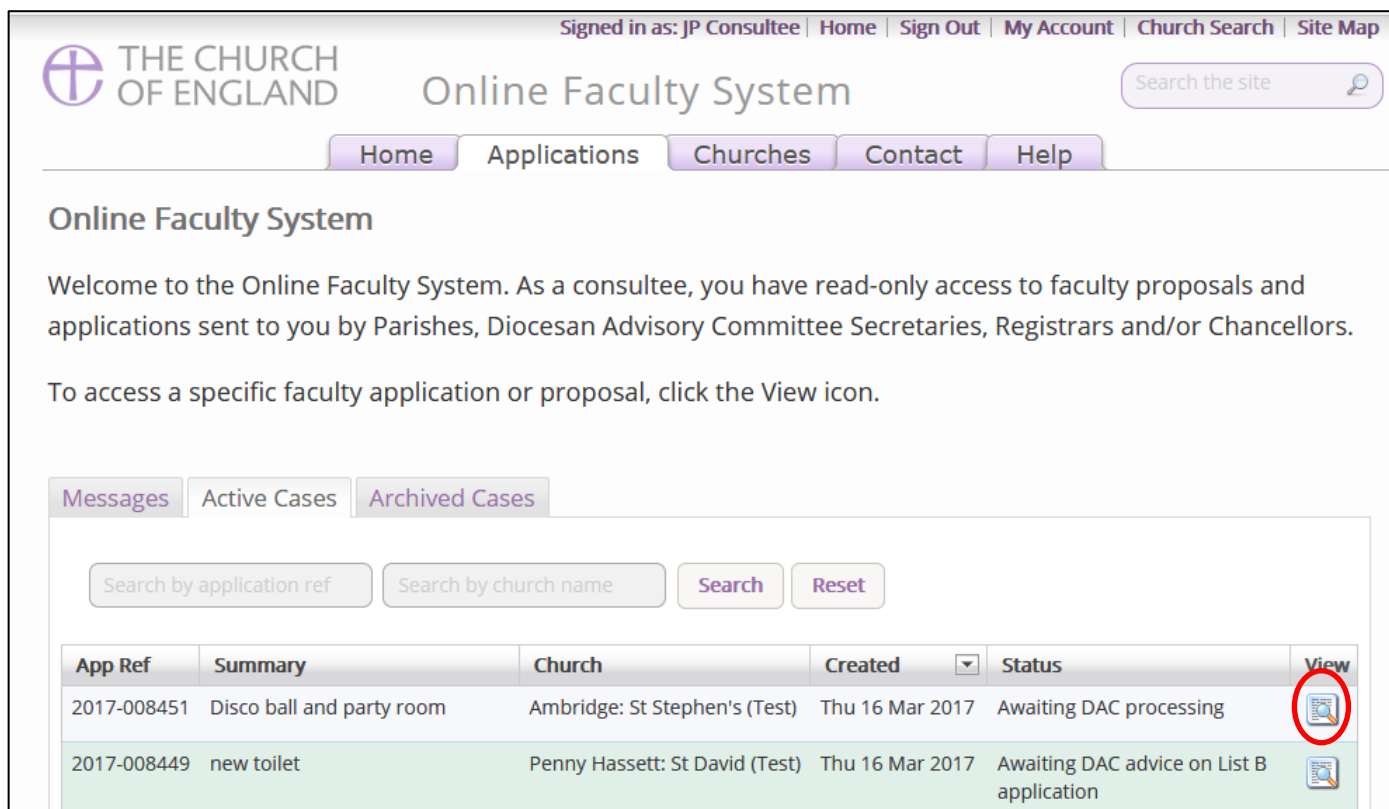
Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems form part of the [Faculty Simplification process](#).

The Online Faculty System is now being rolled out nationally to all interested dioceses.



3. Use your **dashboard** to find the Faculty proposal – Click **View** to open



Signed in as: JP Consultee | Home | Sign Out | My Account | Church Search | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Contact Help



Online Faculty System

Welcome to the Online Faculty System. As a consultee, you have read-only access to faculty proposals and applications sent to you by Parishes, Diocesan Advisory Committee Secretaries, Registrars and/or Chancellors.

To access a specific faculty application or proposal, click the View icon.

Messages Active Cases Archived Cases

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2017-008451	Disco ball and party room	Ambridge: St Stephen's (Test)	Thu 16 Mar 2017	Awaiting DAC processing	
2017-008449	new toilet	Penny Hasset: St David (Test)	Thu 16 Mar 2017	Awaiting DAC advice on List B application	

1. This is a typical case file in preparation. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application















Application Ref: **2014-000084** Church: **[Penny Hassett: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Ready for formal application** Logged By: **[Mrs Julie Patenaude \(Tue 02 Dec 2014\)](#)**
Summary: **UAT Petitioner Test Penny Hassett**

Your proposal is now ready for submission to the diocesan registry. Complete the Public Notice and click "Submit".


You must display the Public Notice for a continuous period of 28 days or longer inside and outside your church to give parishioners and anyone else the chance to comment or object.

Don't forget to post your **Certificate of Publication** to the diocesan registry at the end of the public notice period.

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

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 

[Return to Applications dashboard](#)

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The legal forms are found here.

Click here to **exit** the case file

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

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

3. Under the **Supporting Documents and Images** tab, you will find additional information to support the application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.



Application Ref: **2014-000084** Church: **[Penny Hassett: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **[Felpersham \(Test\)](#)**
Status: **Ready for formal application** Logged By: **[Mrs Julie Patenaude \(Tue 02 Dec 2014\)](#)**
Summary: **UAT Petitioner Test Penny Hassett**


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Don't forget to post your **Certificate of Publication** to the diocesan registry at the end of the public notice period.

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

File Name	Description	Size	Modified	Uploaded By
 006 copy.jpg	extension plan north side	1310720	02/12/2014 10:59:04	Julie Patenaude
 AnnualReview_1.5.14.pdf	Budget	263613	02/12/2014 10:59:04	Julie Patenaude

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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.

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp_chancellor@esdm.co.uk'. The application details are as follows:

- Application Ref: 2014-000052
- Church: Ambridge: St Stephen's (Test)
- Diocese: Borchester (Test)
- Archdeaconry: Felpersham (Test)
- Status: Pending submission to Chancellor
- Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
- Summary: JP - New Extension - ***Please do not push through

The user has applied to the court for Faculty. The Registrar and Chancellor are reviewing the application. A note mentions posting a signed copy of the [Certificate of Publication](#).

The 'History' tab is selected and circled in red. Below it, there are radio buttons for 'Show only status changes' (selected) and 'Show all'. A table lists the history of actions:

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

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

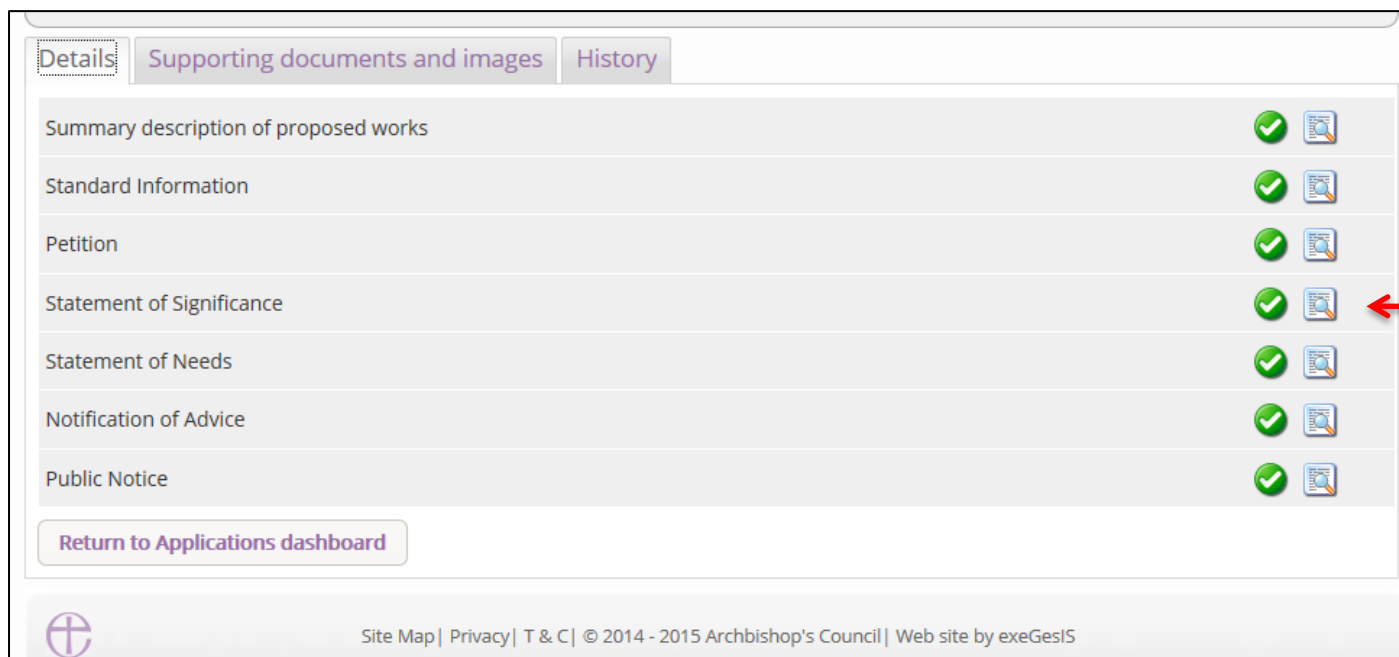
Or
You can choose to see all the details every time some worked on this case file.

See who worked on this application.
What they did.
And when.

Printing Documents

To print any of the forms

1. Click the **View** icon



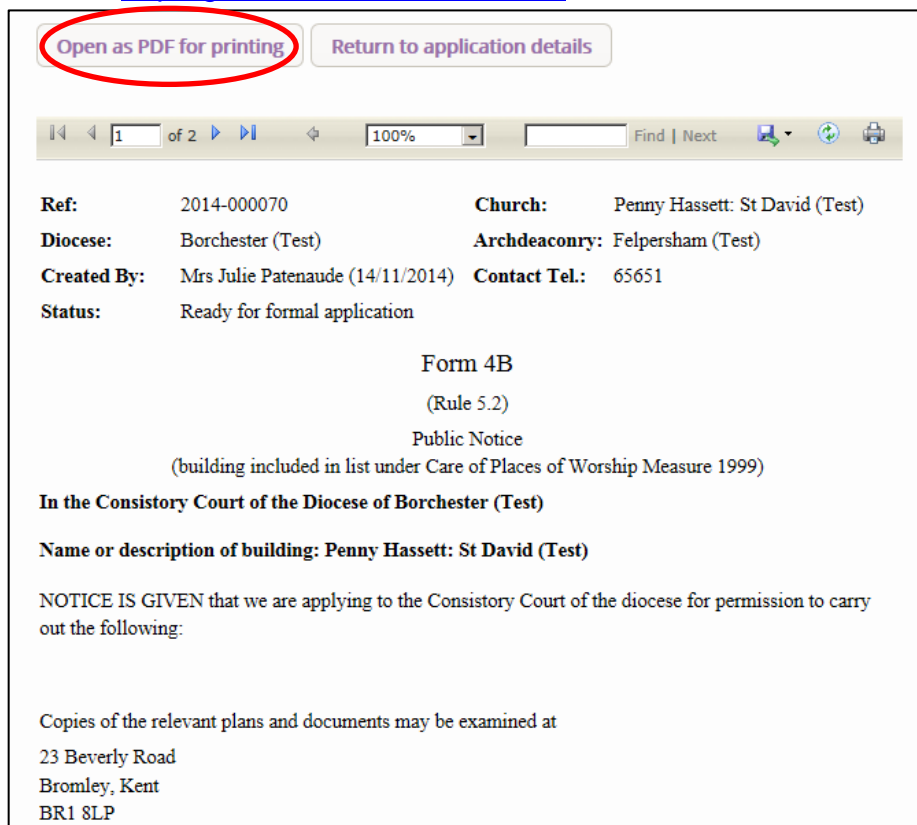
The screenshot shows a web application interface with three tabs: 'Details', 'Supporting documents and images', and 'History'. The 'Supporting documents and images' tab is active. Below the tabs is a table with the following rows:

Document Name	Status	Action
Summary description of proposed works	✓	View
Standard Information	✓	View
Petition	✓	View
Statement of Significance	✓	View
Statement of Needs	✓	View
Notification of Advice	✓	View
Public Notice	✓	View

Below the table is a button labeled 'Return to Applications dashboard'. At the bottom of the page, there is a footer with a logo, 'Site Map | Privacy | T & C | © 2014 - 2015 Archbishop's Council | Web site by exeGesIS', and a red arrow pointing to the 'View' icon for the 'Statement of Significance' document.

2. 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/>



The screenshot shows a PDF document viewer with a toolbar at the top. The 'Open as PDF for printing' button is circled in red. Below the toolbar is a form with the following fields:

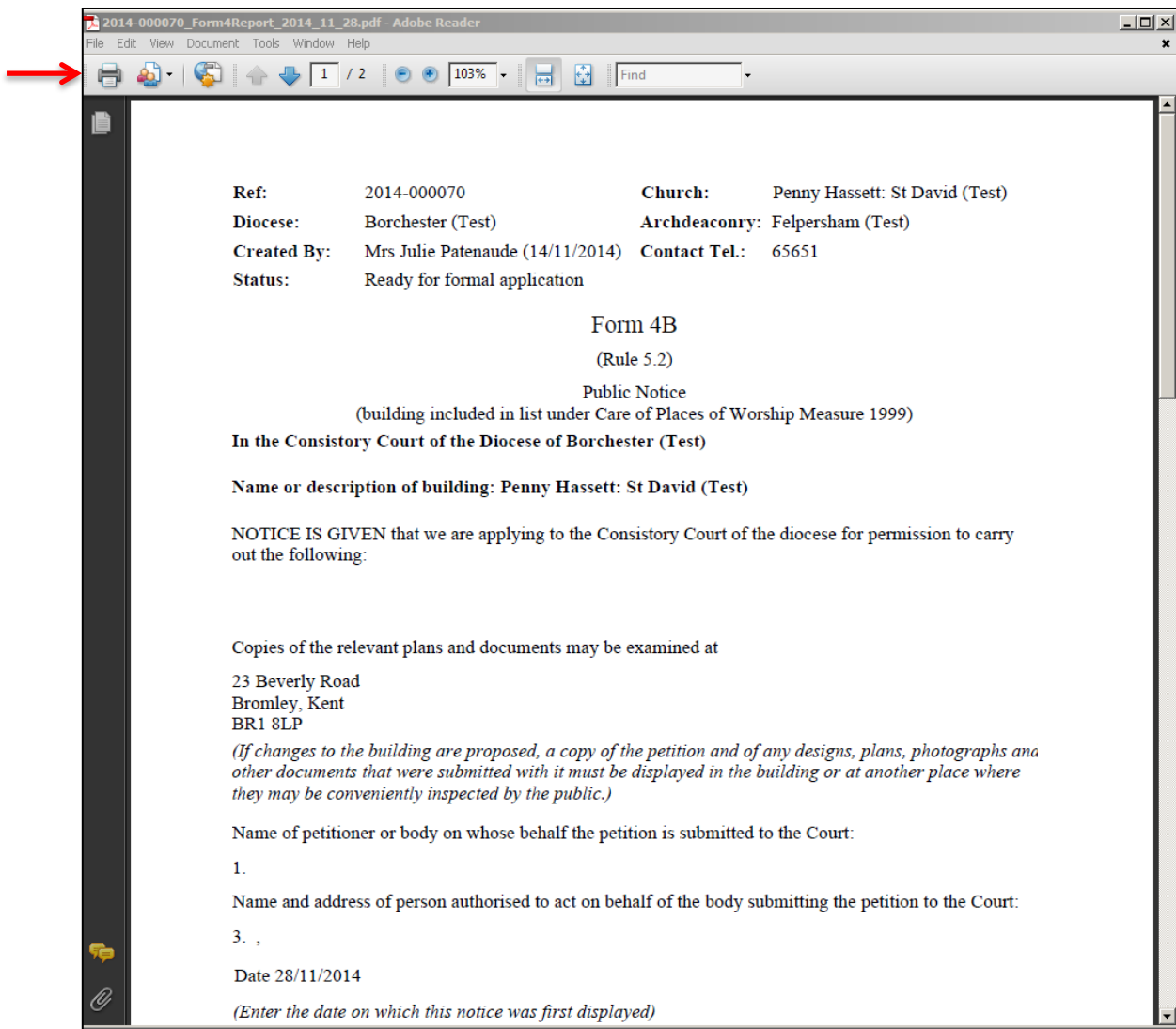
Ref:	2014-000070	Church:	Penny Hassett: St David (Test)
Diocese:	Borchester (Test)	Archdeaconry:	Felpersham (Test)
Created By:	Mrs Julie Patenaude (14/11/2014)	Contact Tel.:	65651
Status:	Ready for formal application		

Form 4B
(Rule 5.2)
Public Notice
(building included in list under Care of Places of Worship Measure 1999)
In the Consistory Court of the Diocese of Borchester (Test)
Name or description of building: Penny Hassett: St David (Test)
NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP

3. The form will open as a PDF. Click **Print**

*Please note this process might be slightly different according to individual computers and operating systems.



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, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Support Officer at the Cathedral and Church Building Division:

Kim.jeffal@churchofengland.org

020 7898 1863

or click on <https://facultyonline.churchofengland.org/contact>