

# Online Faculty System

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## An Archdeacon's User Manual

**Julie Patenaude**

**1/1/2016**

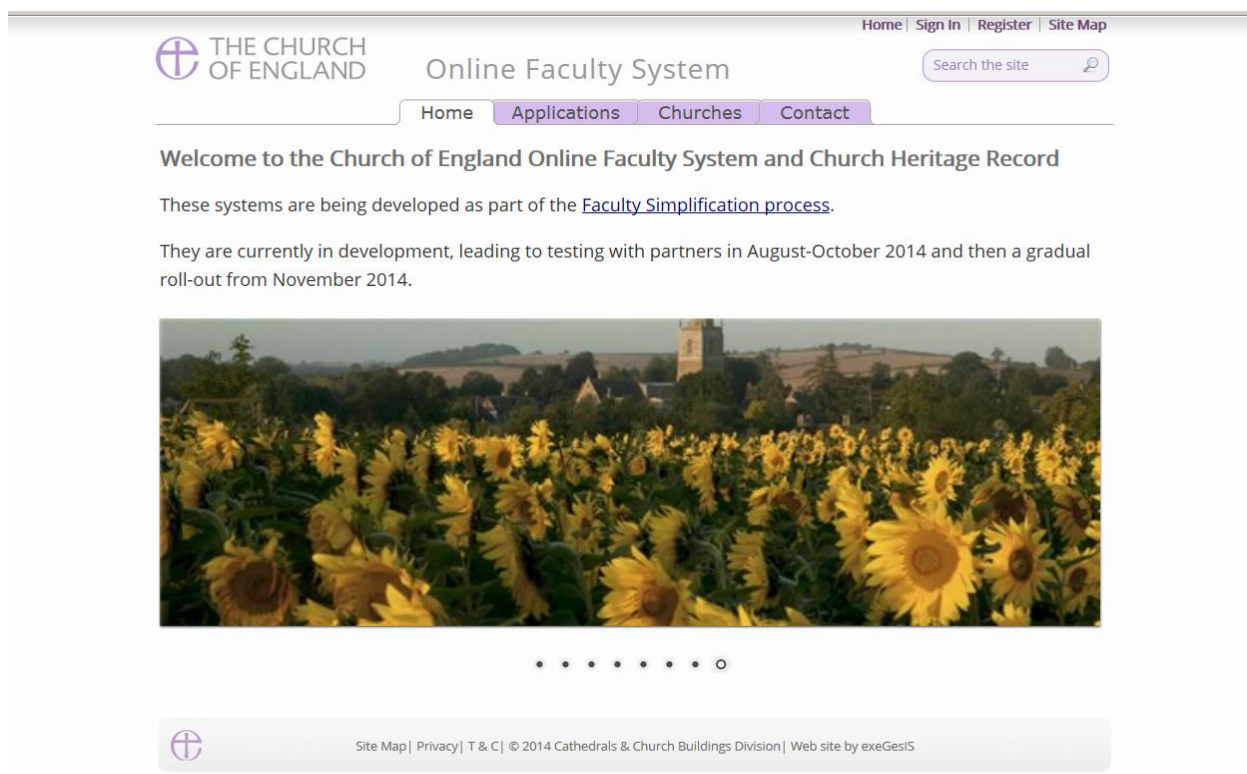


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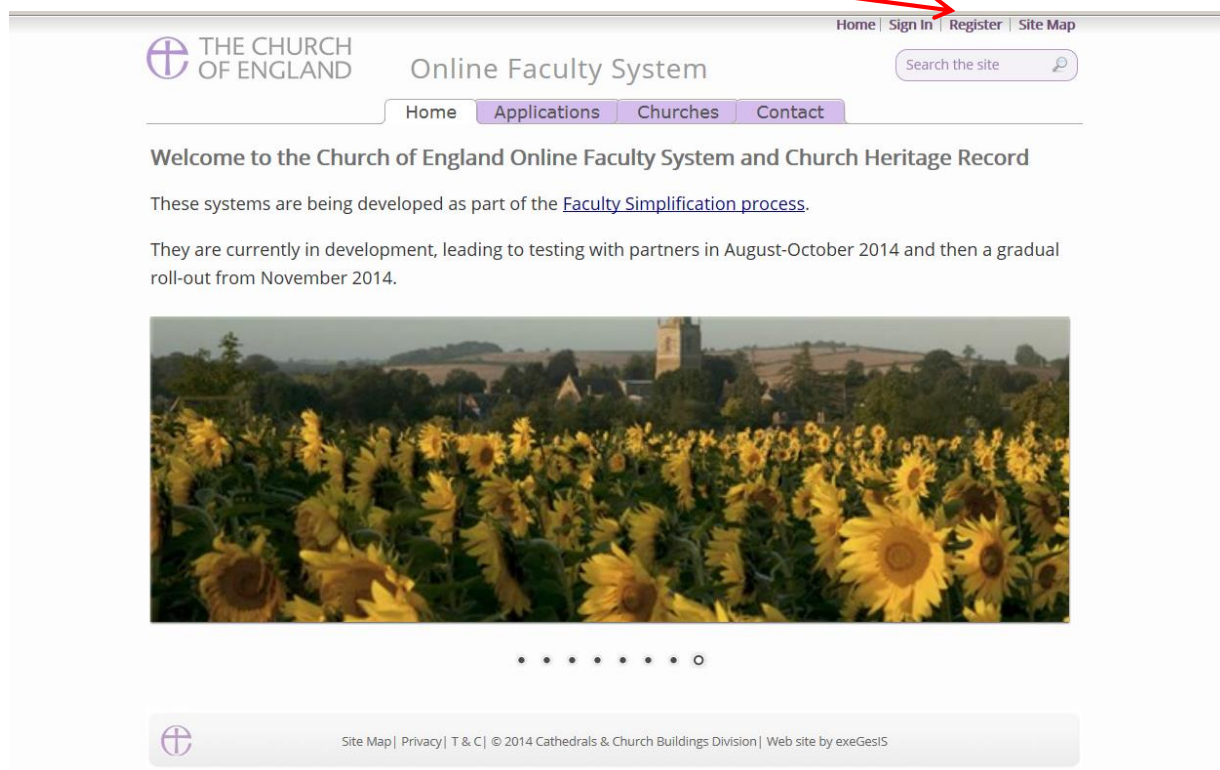
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## How to Register as an Archdeacon

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.

The screenshot shows the 'Create a New Account' page for the Online Faculty System. At the top left is the logo for 'THE CHURCH OF ENGLAND' and the title 'Online Faculty System'. Navigation links for 'Home', 'Sign In', 'Register', and 'Site Map' are at the top right. The main heading is 'Create a New Account'. Below it, a message says 'Please complete the form below to register for the Online Faculty System.' The form includes the following fields: Email, Password, Confirm Password, Title, First Name, Last Name, Daytime telephone, Alternative telephone, Address (a large text area), and Postcode. At the bottom, there are two sections: 'Email preference' with radio buttons for 'Daily summary' (selected) and 'Everytime something happens'; and 'Role applied for' with radio buttons for 'Applicant (to submit petitions)' (selected), 'DAC Secretary', and 'Archdeacon'. A zoom level of 100% is visible in the bottom right corner.

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:

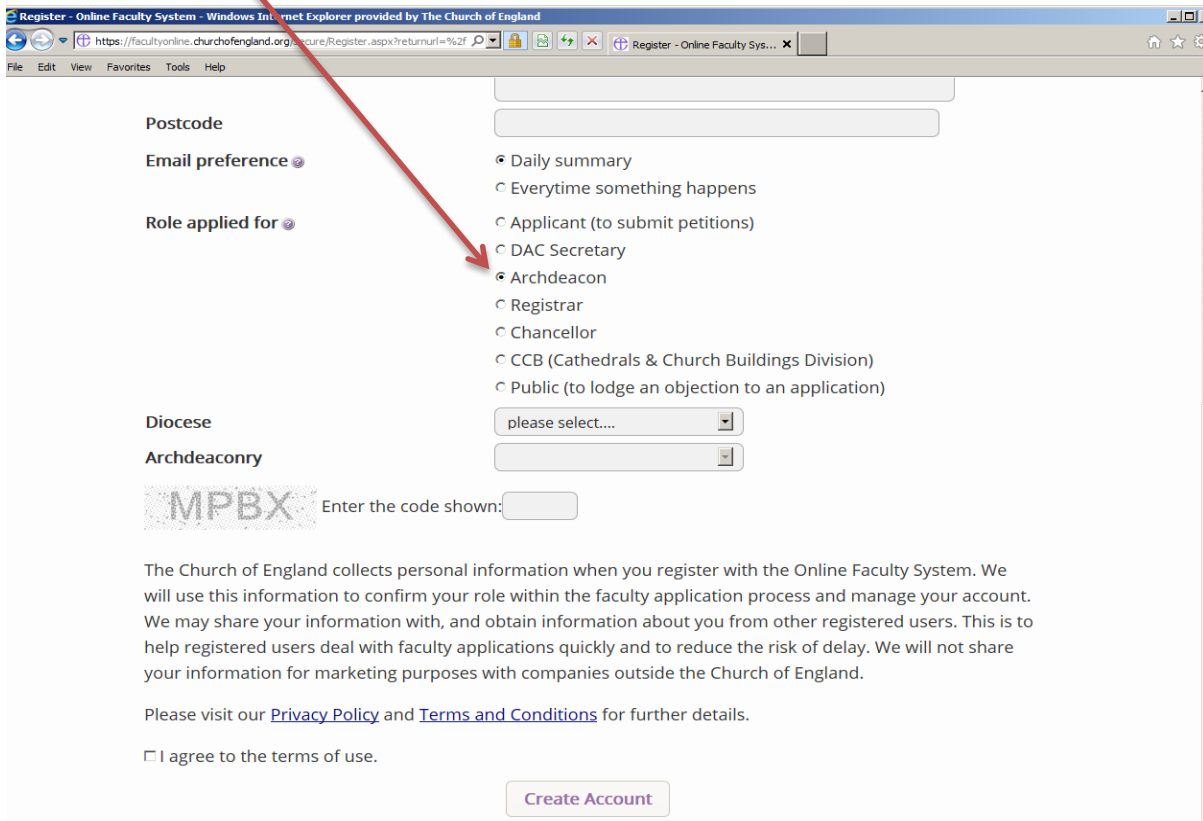
a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)

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:

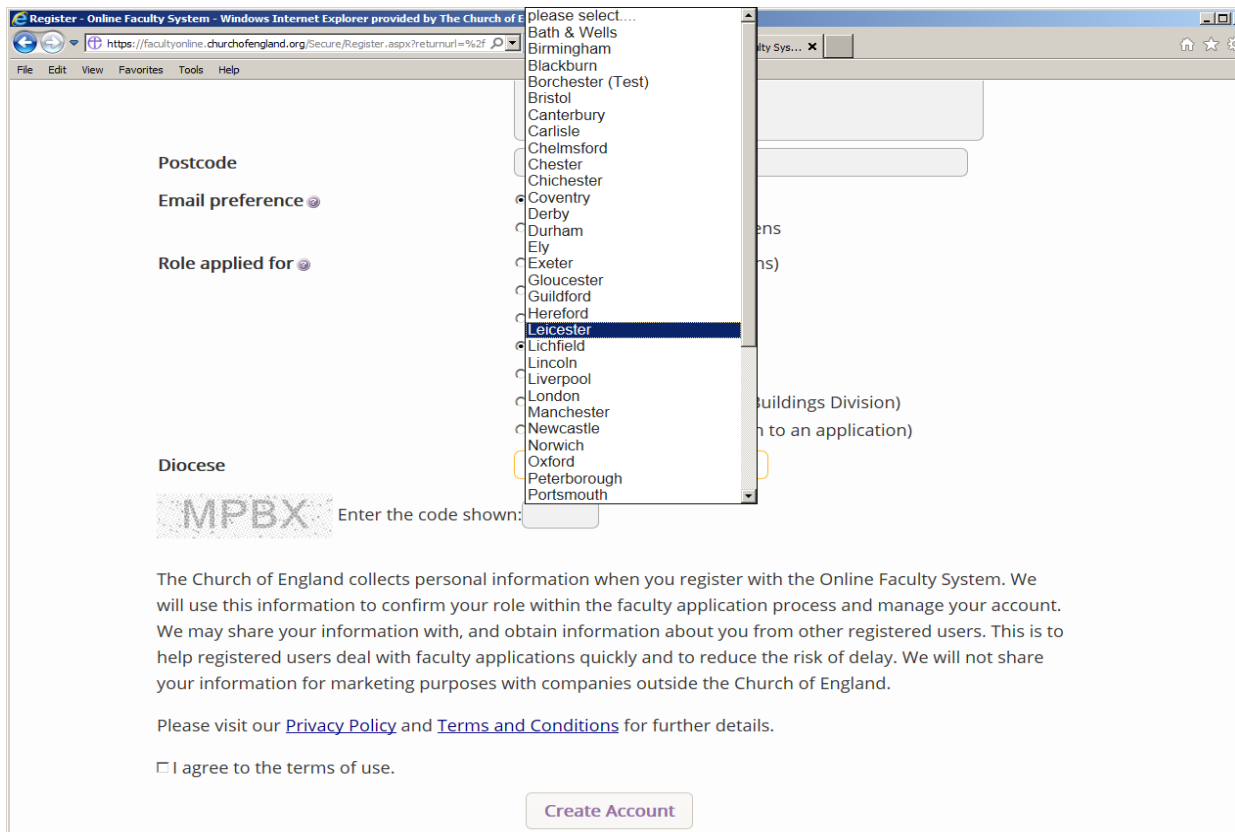


The screenshot shows a web browser window titled "Register - Online Faculty System - Windows Internet Explorer provided by The Church of England". The address bar shows the URL: <https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f>. The form contains the following fields and options:

- Postcode:
- Email preference:  Daily summary,  Everytime something happens
- Role applied for:  Archdeacon,  Registrar,  Chancellor,  CCB (Cathedrals & Church Buildings Division),  Public (to lodge an objection to an application)
- Diocese: please select... (dropdown menu)
- Archdeaconry: (dropdown menu)
- MPBX: Enter the code shown:

Below the form, there is a privacy notice: "The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England." It also includes links for [Privacy Policy](#) and [Terms and Conditions](#), and a checkbox for "I agree to the terms of use." A "Create Account" button is located at the bottom right.

9. Select your diocese:



The screenshot shows the same registration form as in the previous image, but with the "Diocese" dropdown menu open. The menu lists the following dioceses:

- Bath & Wells
- Birmingham
- Blackburn
- Borchester (Test)
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Exeter
- Gloucester
- Guildford
- Hereford
- Leicester
- Lichfield
- Lincoln
- Liverpool
- London
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth

The "Leicester" option is highlighted in blue. The rest of the form and the privacy notice are visible in the background.

## 10. Followed by your Archdeaconry

Register - Online Faculty System - Windows Internet Explorer provided by The Church of England

https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

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)  
 Public (to lodge an objection to an application)

Diocese Leicester

Archdeaconry  
please select...  
Cathedral or Unknown  
Closed Unattached Churches  
Leicester  
Loughborough

**MPBX** Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

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

Register - Online Faculty System - Windows Internet Explorer provided by The Church of England

https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

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)  
 Public (to lodge an objection to an application)

Diocese Leicester

**MPBX** Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

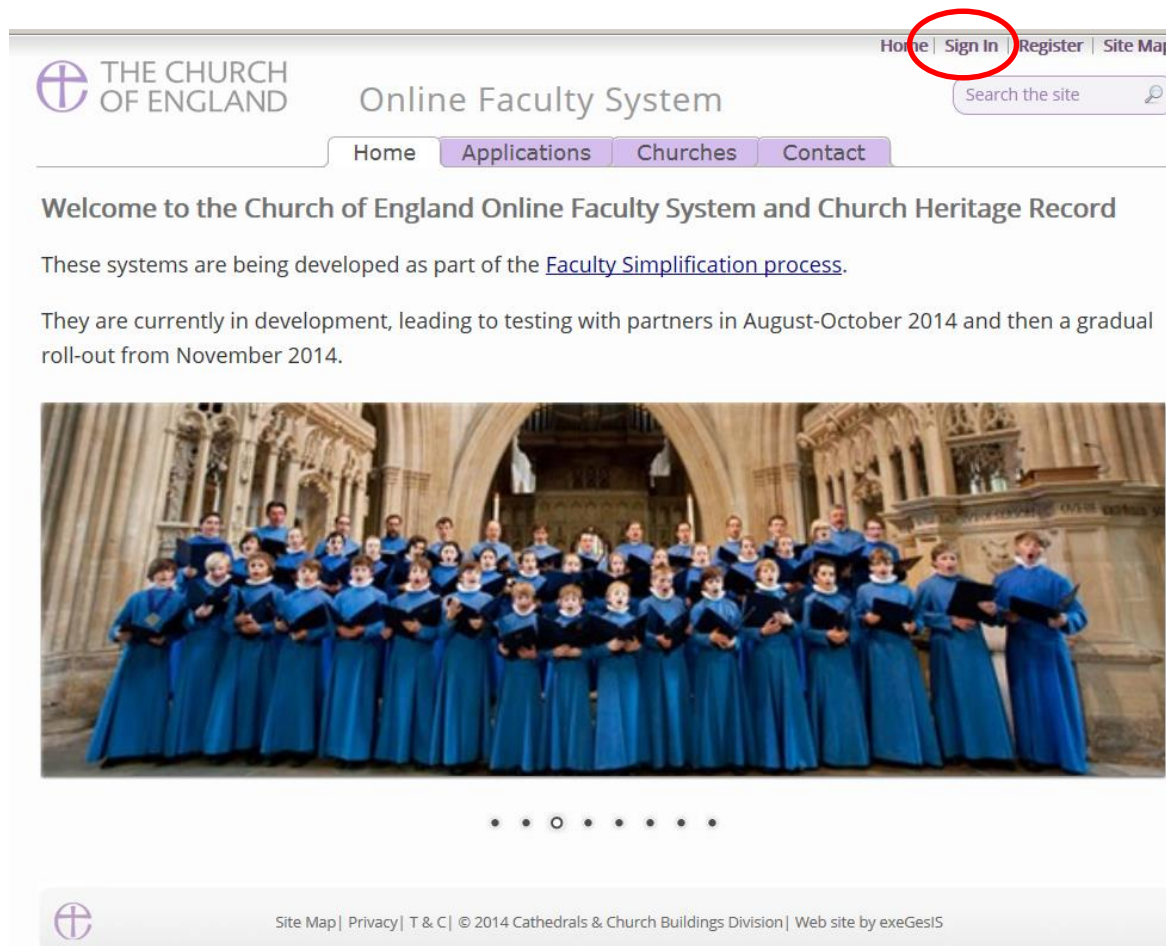
[Create Account](#)

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 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**



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

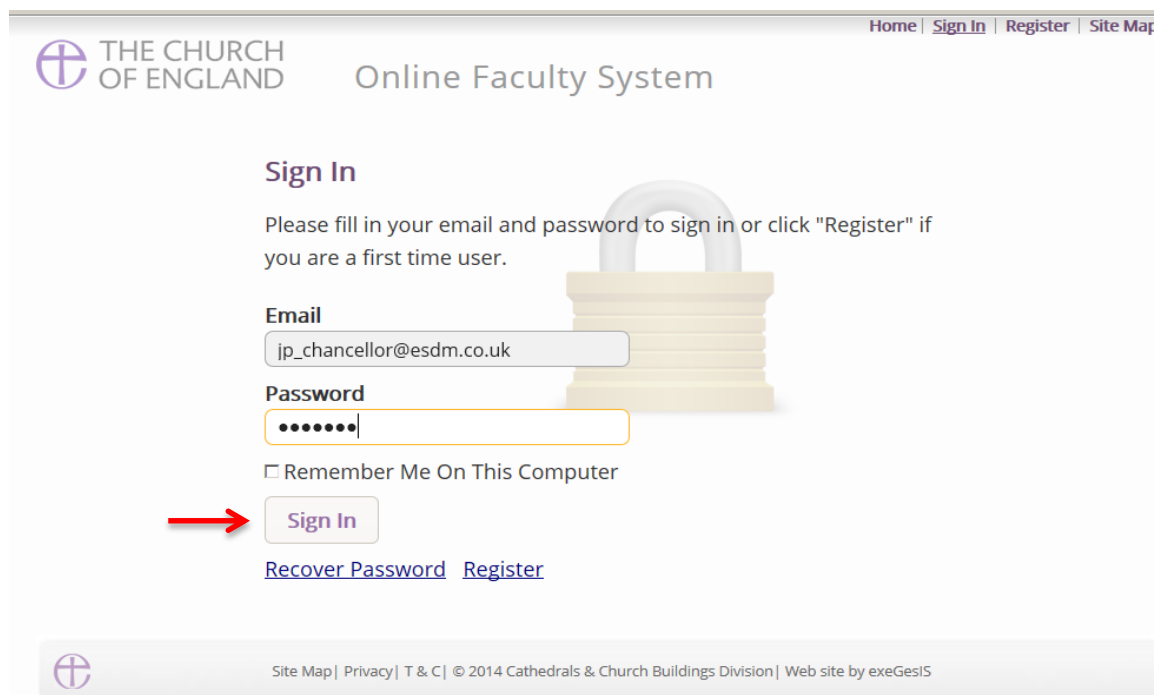
These systems are being developed as part of the [Faculty Simplification process](#).

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

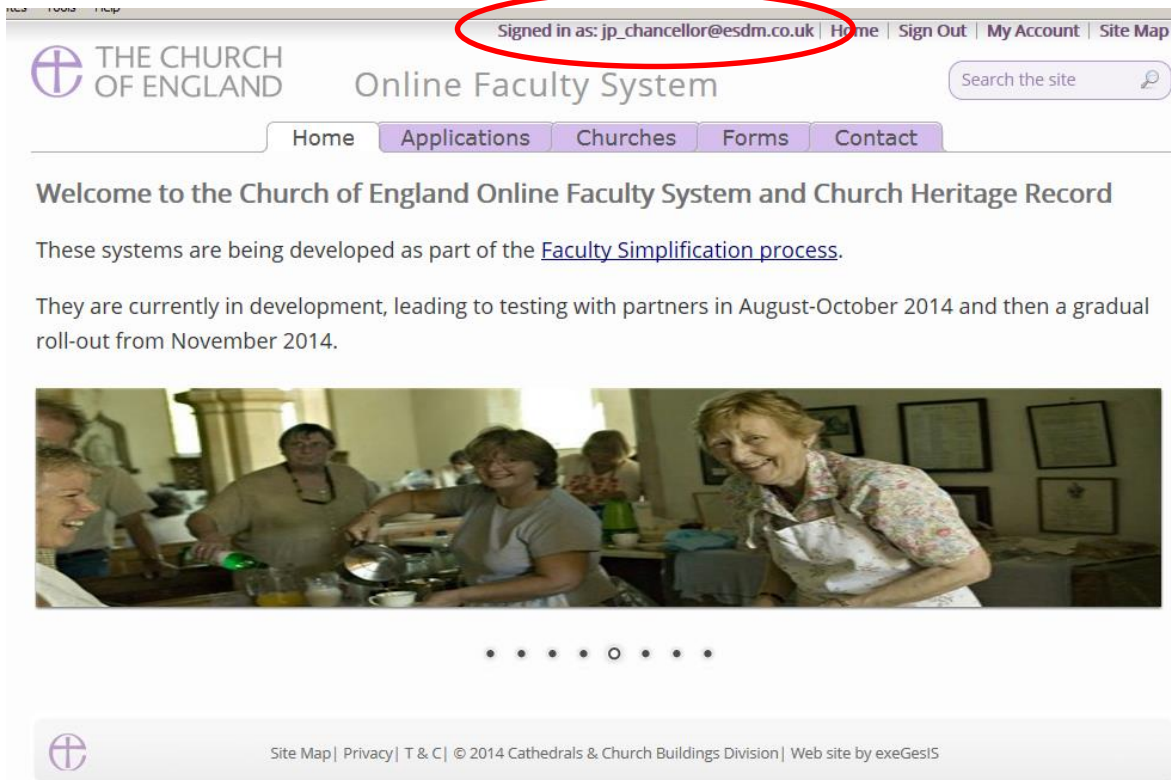
[Sign In](#)

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

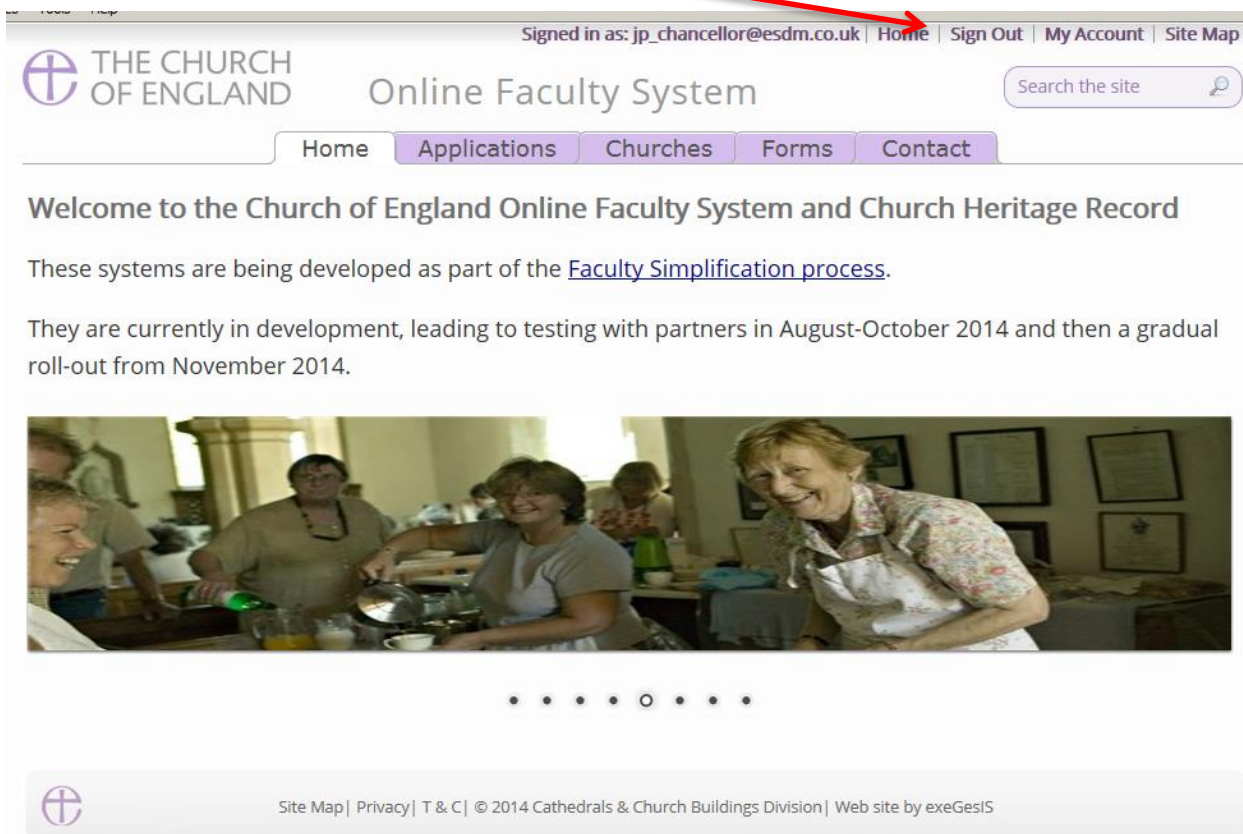
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- 2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

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

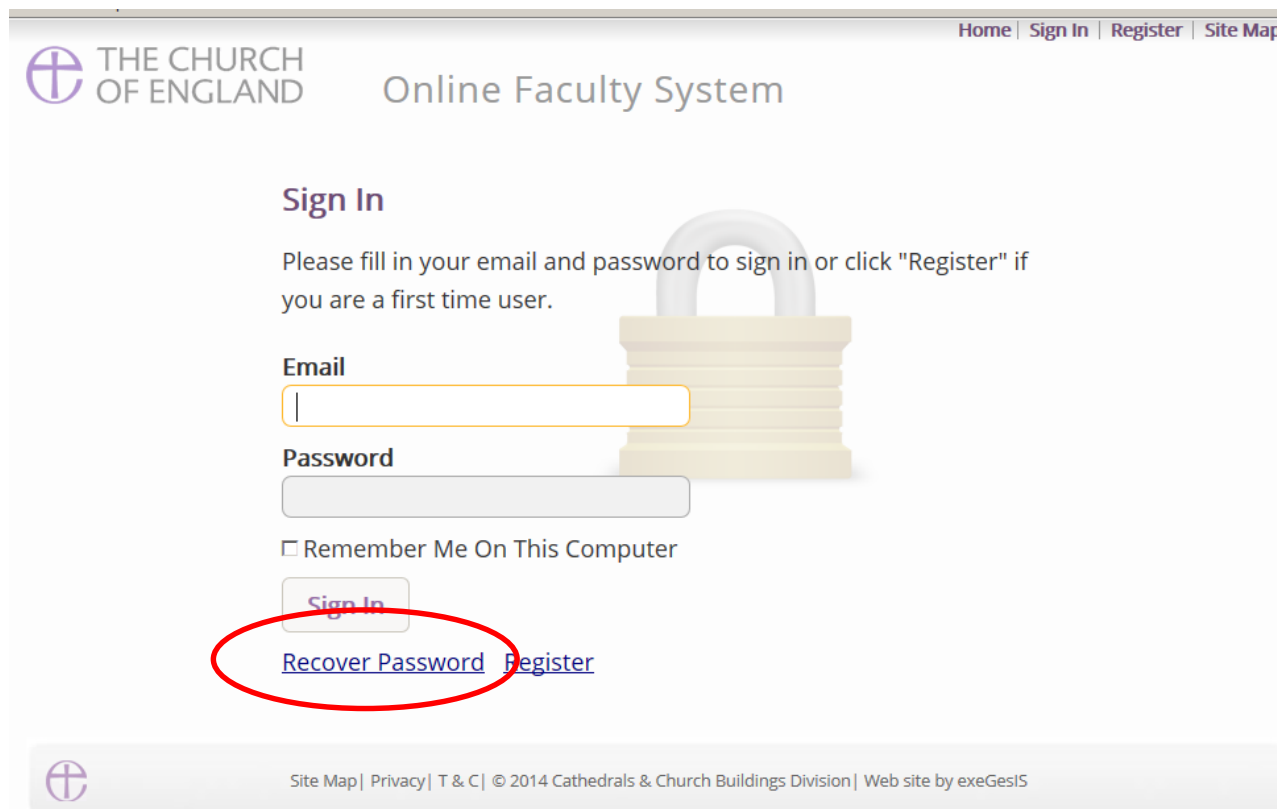


4. To exit the system, click **Sign Out**.



## Recovering your Password

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



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

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



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

### Recover Password

### Forgotten Your Password?

Please enter your email address

[Next](#)

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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 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**.

Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

You are required to change your password either by the administrator or because of a security update.

New Password  
[password field]

Confirm New Password  
[password field]

[Change Password](#) ←

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

tes | Tools | Help

Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home | Applications | Churches | Forms | Contact | Project


Settings Edit

### 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.

Settings Edit



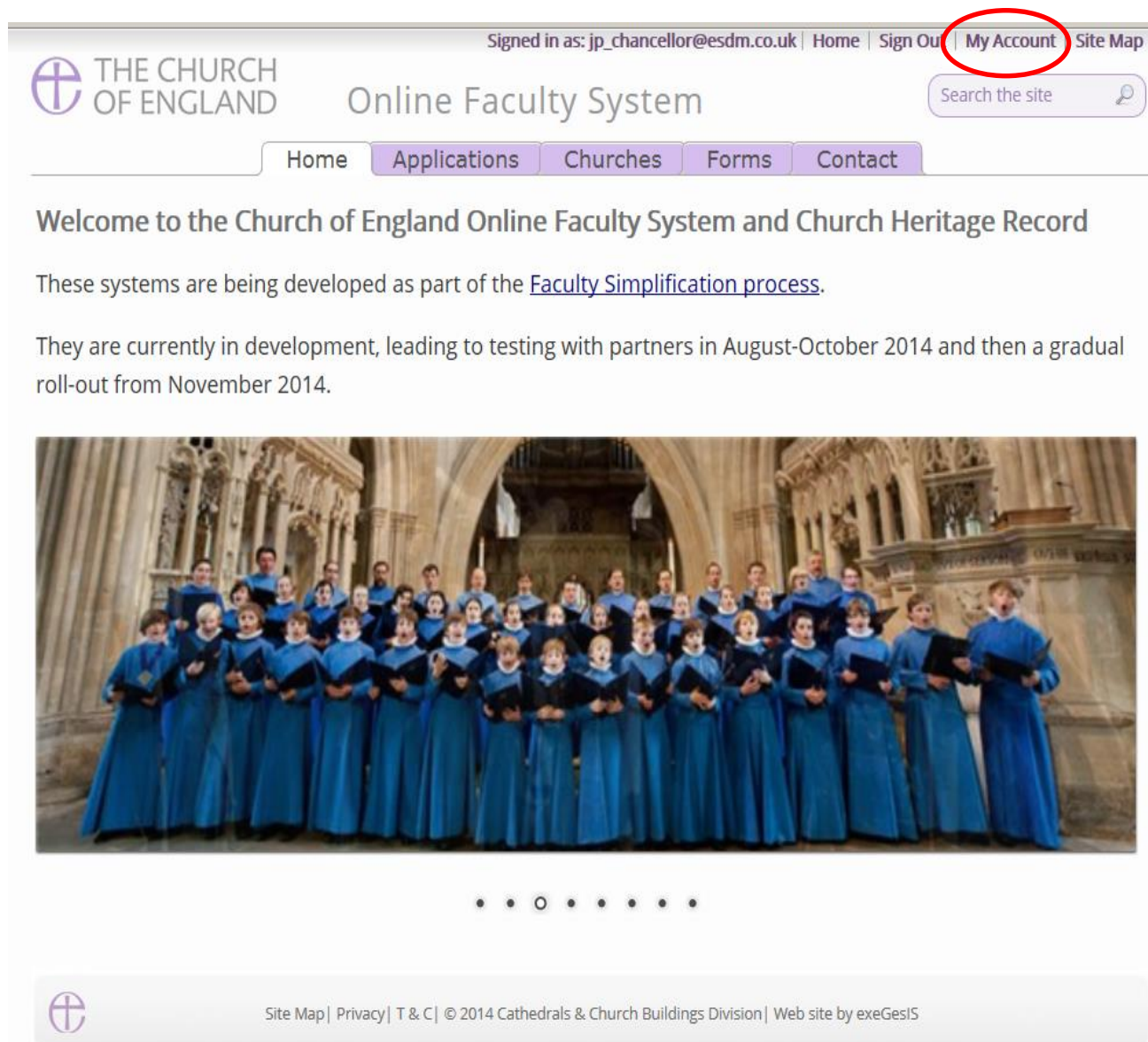
Settings

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## 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](mailto: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

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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

User ID JP Chancellor

Email Address

[Change Password](#)

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.

### 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.](#)

[Change Password](#)

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.

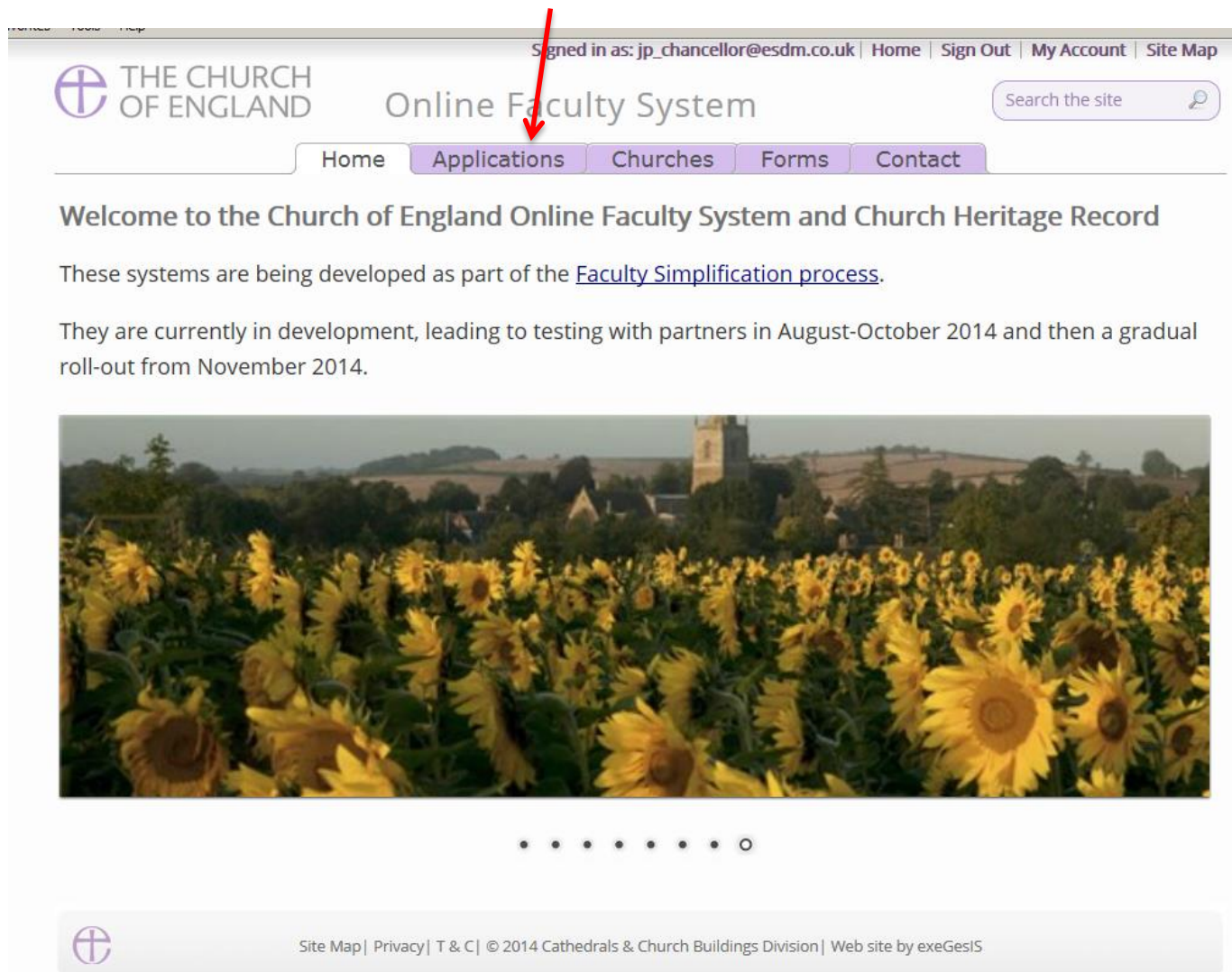
Do not forget to update your changes

## 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 in own email account).

Remember to **sign in!**

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



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](#)


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

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• • • • • • • • ○

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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









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		

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You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

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



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

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

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	

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

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

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

Scroll through the pages to find a specific application

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

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	

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

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.

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](#)

### 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	

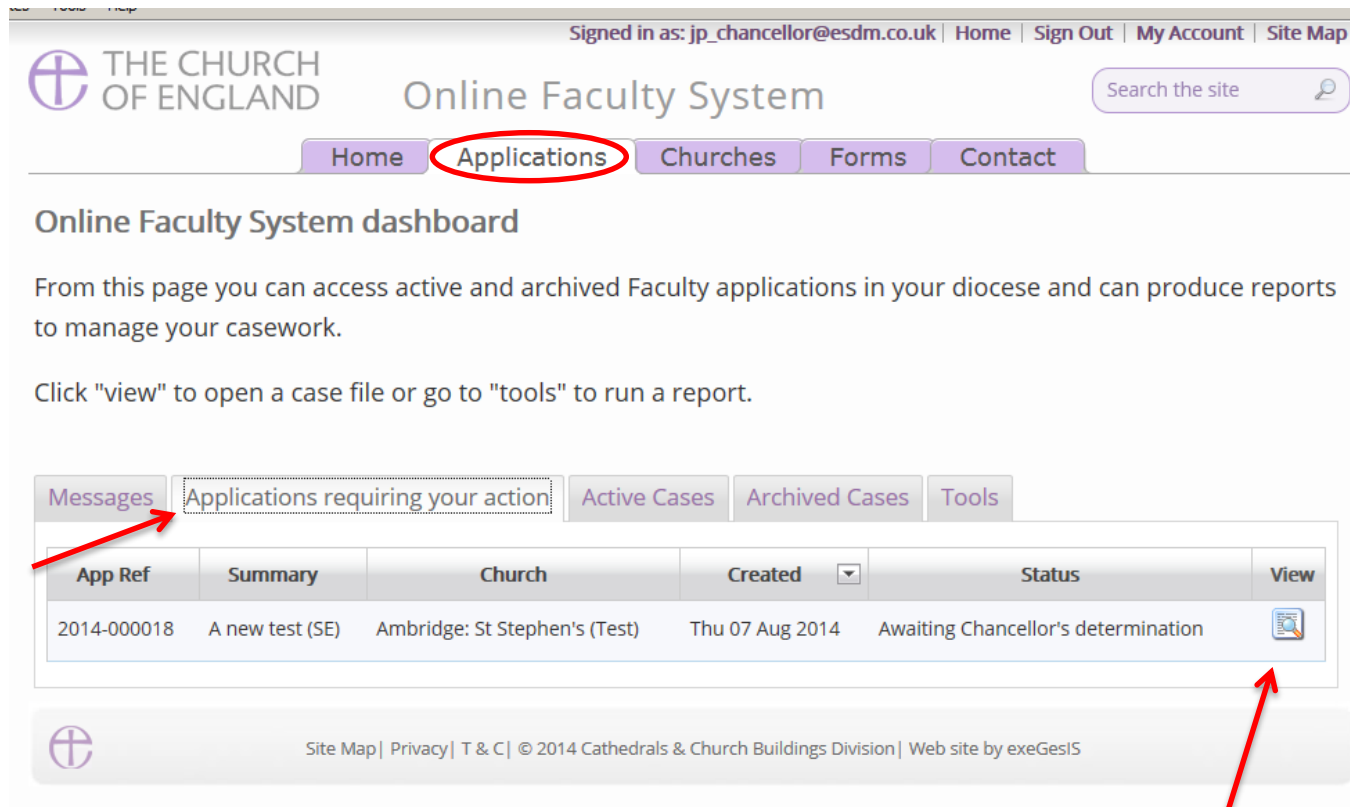
[First](#) [Previous](#) [Next](#) [Last](#) Page size:  Page 1 of 2 (14 items)

## 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).



The screenshot shows the 'Online Faculty System' dashboard for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp\_chancellor@esdm.co.uk'. The 'Applications' tab is highlighted with a red circle. Below the navigation bar, there is a section titled 'Online Faculty System dashboard' with instructions: '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.' A table of applications is displayed with columns: App Ref, Summary, Church, Created, Status, and View. A red arrow points to the 'View' icon in the first row of the table. Another red arrow points to the 'Applications requiring your action' tab.

App Ref	Summary	Church	Created	Status	View
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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

The screenshot displays the 'Online Faculty System' interface. At the top, it shows the user is signed in as 'jp\_chancellor@esdm.co.uk' and provides navigation links for Home, Sign Out, My Account, and Site Map. The main header includes the Church of England logo and the system name. A search bar is located on the right. Below the header, a summary box contains application details: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below this is a navigation bar with tabs: Details (circled in red), Supporting documents and images, History, Notes, and Messages. An 'Edit' link is on the right. The main content area lists various forms with status icons (green checkmarks or hourglass) and view/edit icons. The forms listed are: Summary description of proposed works, Church information (Form 1), Petition (Form 3), Statement of Significance, Statement of Needs, Notification of Advice (Form 2), Public Notice (Form 4), Registrar's remarks to Chancellor, and Chancellor's determination and judgement. At the bottom, there are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'. The footer contains a site map, privacy/terms links, copyright information for 2014, and the website developer 'exeGesIS'.

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.


Signed in as: [jp\\_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


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**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

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

File Name	Description	Size	Modified	Uploaded By
 <a href="#">Image of Extension Proposed.JPG</a>	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

Add a file

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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: Barchester (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 main message states: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.'

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 following 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.

## 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

Details History Messages

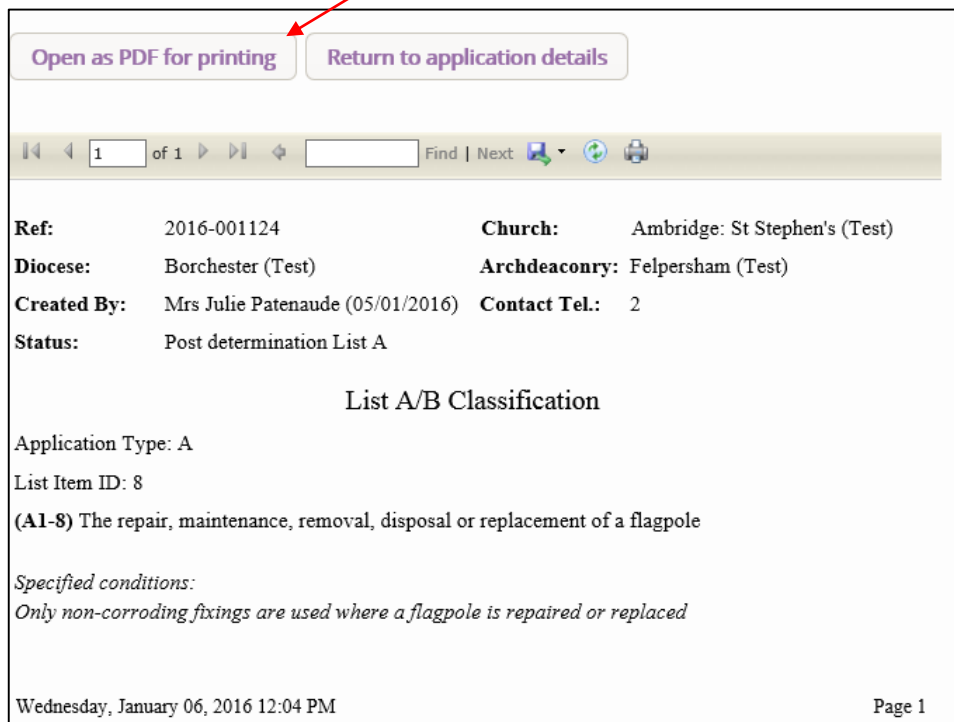
Summary description of proposed works	 
List A or List B classification	 
Confirmation of List A matters	 

[Return to Applications dashboard](#) [Invite Consultees](#)

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3. To print, click Open as PDF for printing



The screenshot shows a web application interface. At the top, there are two buttons: "Open as PDF for printing" and "Return to application details". A red arrow points to the "Open as PDF for printing" button. Below the buttons is a toolbar with navigation icons (back, forward, search, etc.) and a search box. The main content area displays the following metadata:

**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*

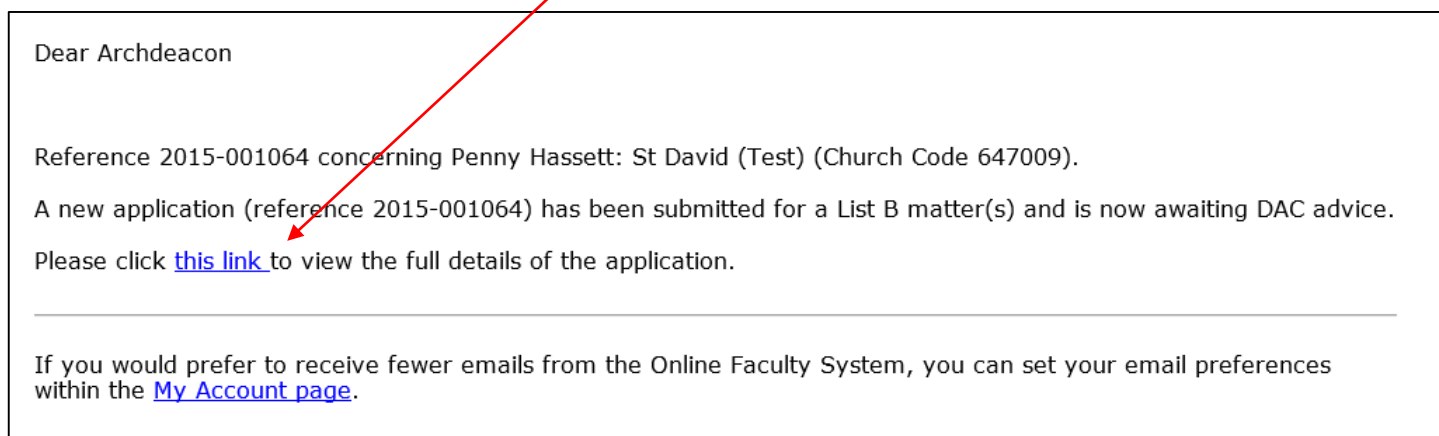
Wednesday, January 06, 2016 12:04 PM Page 1

## Working on a List B matter application

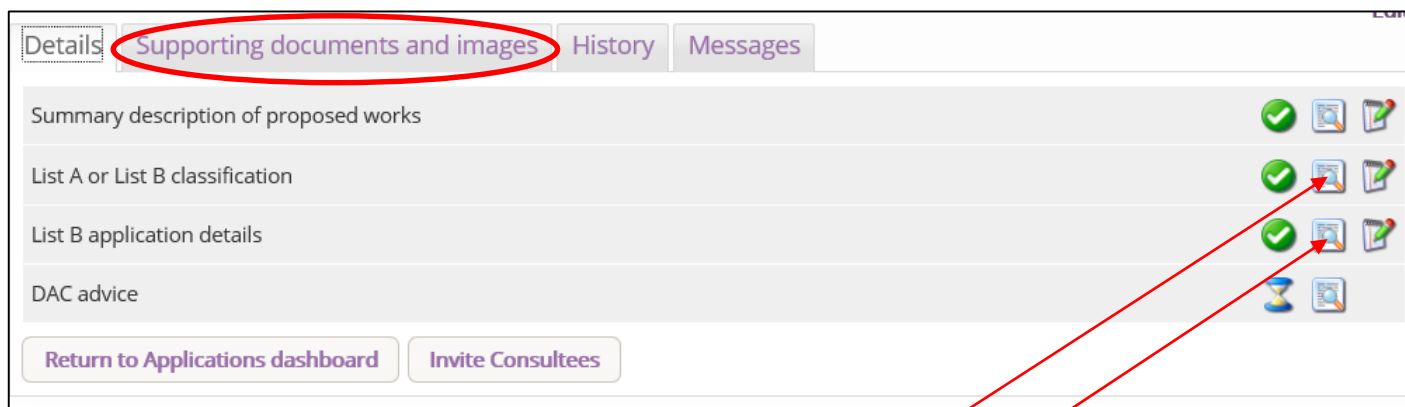
When parishes apply for a List B matter, you and the DAC Secretary will automatically be notified by email.

### Awaiting DAC Advice

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



You will arrive at the List B case file.



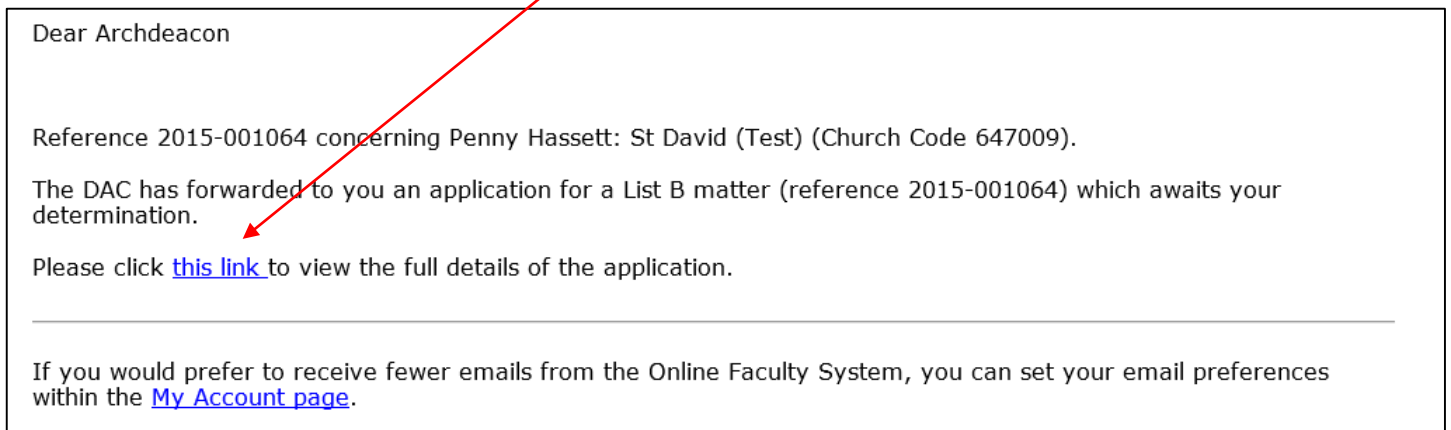
1. Click here to find out which **List B matter** was selected.
2. Click here to read more **details** about the application.
3. Go to the **Supporting Documents and Image** tab to see if there is any additional information.

**N.B.** To find out how to send the application to “consultees” go to page 28.

## Awaiting Archdeacon's Determination

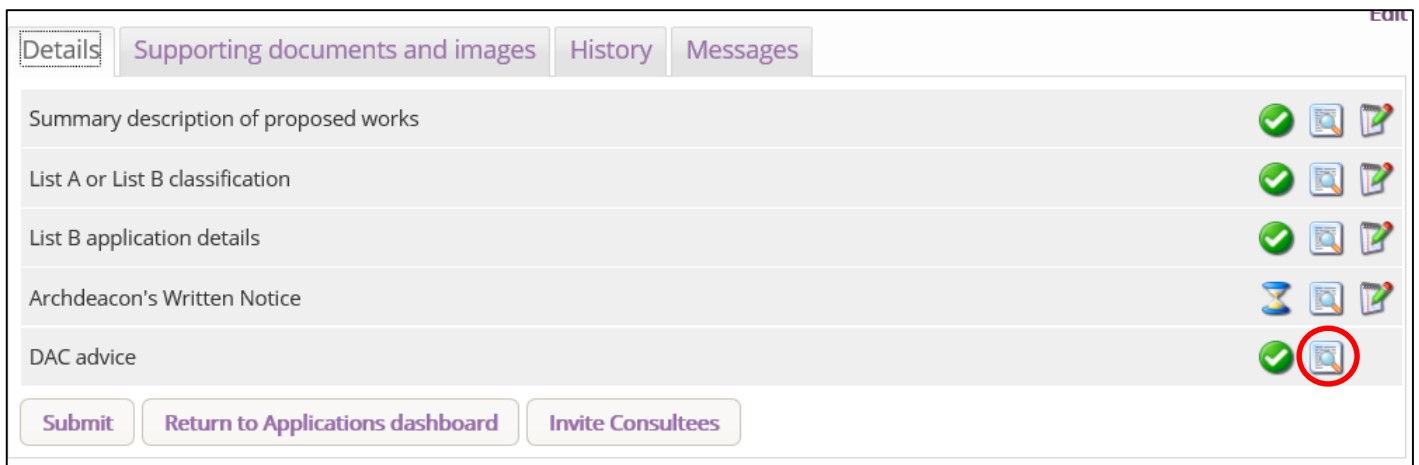
Once the DAC Secretary has sent you the List B application (with or without advice/draft conditions), you will receive this email informing you that the case is ready for your Written Notice.

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

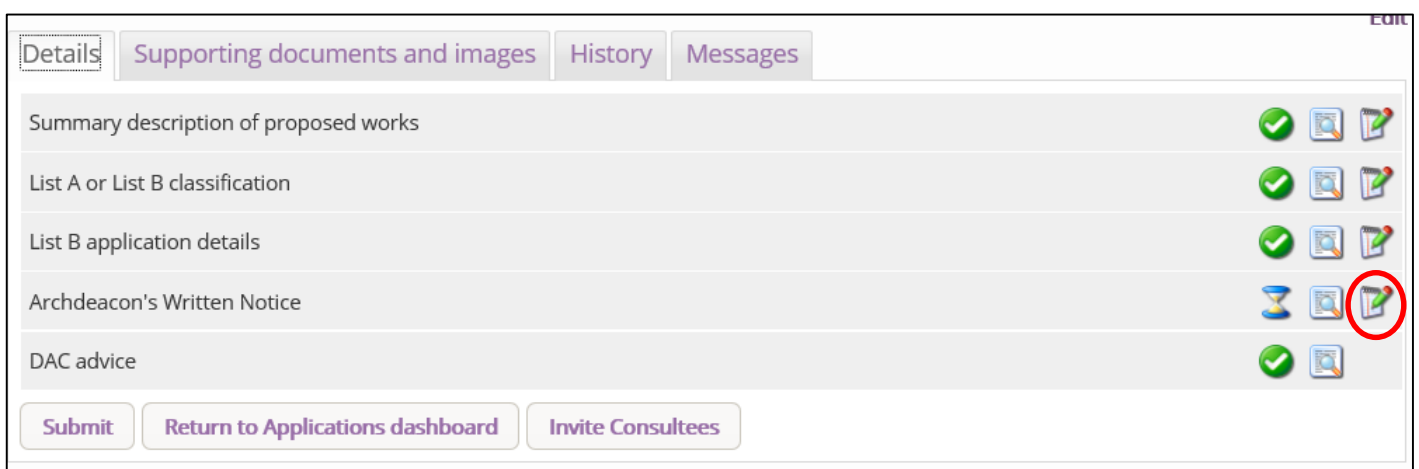


You will arrive at the case file

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.

Response  Edit  The works may be implemented without faculty, subject to the following condition(s):

- Although what is proposed is a matter prescribed in List B, I nevertheless decline to give notice that it may be undertaken without a faculty for the following reason(s):
- The proposal is excluded by rule 3.5 of the Rules because:
- The proposal is not a matter prescribed in List B.

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















Conditions / reasons  Edit

Archaeological recording required during works

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

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

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

Summary description of proposed works	  
List A or List B classification	  
List B application details	  
Archdeacon's Written Notice	  
DAC advice	 

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

## 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**

Signed in as: [jp\\_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

**THE CHURCH OF ENGLAND** Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**  
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

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

Summary description of proposed works		
Church information (Form 1)		
Petition (Form 3)		
Statement of Significance		
Statement of Needs		
Notification of Advice (Form 2)		
Public Notice (Form 4)		
Registrar's remarks to Chancellor		
Chancellor's determination and judgement		

[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#)

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3. See if the individual(s) to whom you are sending the application is already registered

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

**Invite Consultees**

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

[OK](#) [Cancel](#)

4. If yes, **select them** from the list and click **Ok** to invite that consultee

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

ar

ov

s t

m

m

op

ou

de

pr

### Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

comma separated email addresses ?

**OK** Cancel

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.

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

ar

ov

s t

m

m

op

ou

de

pr

### Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

john.smith@gmail.com

comma separated email addresses ?

**OK** Cancel

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).

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

### Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input checked="" type="checkbox"/>

john.smith@gmail.com,rogerbeard@btinternet.co.uk

*comma separated email addresses*

**OK** Cancel

## 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



App Ref	Summary	Church	Created	Status	View
2015-000242		Ambridge: St Stephen's (Test)	Thu 15 Jan 2015	Proposal in Preparation	
2014-000084	UAT Petitioner Test Penny Hassett	Penny Hassett: St David (Test)	Tue 02 Dec 2014	Ready for formal application	
2014-000082	Statement of Significance 2	Penny Hassett: St David (Test)	Fri 28 Nov 2014	Awaiting DAC Processing	
2014-000081	Statement of Significance - Image Testing	Ambridge: St Stephen's (Test)	Fri 28 Nov 2014	Proposal in Preparation	
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	

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.



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

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

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**  
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
 Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**  
 Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details | Supporting documents and images | History | Notes | Messages Edit

Summary description of proposed works	<input checked="" type="checkbox"/>	
Church information (Form 1)	<input checked="" type="checkbox"/>	
Petition (Form 3)	<input checked="" type="checkbox"/>	
Statement of Significance	<input checked="" type="checkbox"/>	
Statement of Needs	<input checked="" type="checkbox"/>	
Notification of Advice (Form 2)	<input checked="" type="checkbox"/>	
Public Notice (Form 4)	<input checked="" type="checkbox"/>	
Registrar's remarks to Chancellor	<input checked="" type="checkbox"/>	
Chancellor's determination and judgement	<input type="checkbox"/>	

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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/)

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

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

1 of 1 Find | Next

**Ref:** 2014-000076 **Church:** Penny Hasset: St David (Test)  
**Diocese:** Borchester (Test) **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444  
**Status:** Faculty Post-Determination

**Form 1B**  
 (Rules 3.2 and 4.6)  
 Standard Information  
 (buildings included in list under Care of Places of Worship Measure 1999)

Diocese of Borchester (Test)  
 Building: Penny Hasset: St David (Test)  
 Relevant person or body: vicar

Approximate date of building:

Is the building listed? Yes  No

If so, please state whether it is grade I, II\* or II

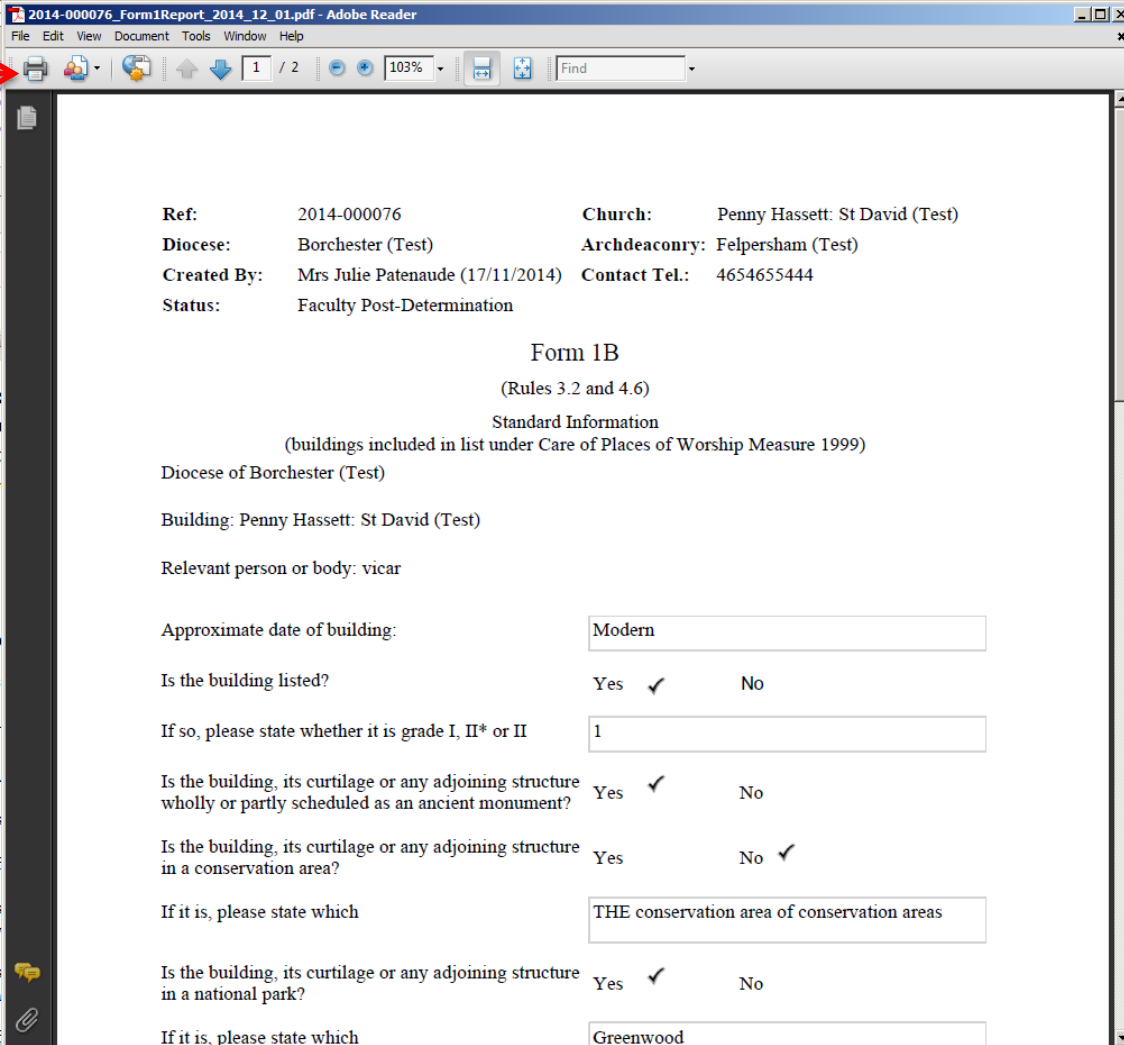
Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes  No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes  No

If it is, please state which

You can also choose to open the form with Microsoft Word or other computer software. Click here for your options.

7. The form is 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.



2014-000076\_Form1Report\_2014\_12\_01.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 103% Find

**Ref:** 2014-000076 **Church:** Penny Hasset: St David (Test)

**Diocese:** Borchester (Test) **Archdeaconry:** Felpersham (Test)

**Created By:** Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444

**Status:** Faculty Post-Determination

Form 1B  
(Rules 3.2 and 4.6)  
Standard Information  
(buildings included in list under Care of Places of Worship Measure 1999)

Diocese of Borchester (Test)

Building: Penny Hasset: St David (Test)

Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes  No

If so, please state whether it is grade I, II\* or II 1

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes  No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes No

If it is, please state which THE conservation area of conservation areas

Is the building, its curtilage or any adjoining structure in a national park? Yes  No

If it is, please state which Greenwood

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.

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THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**  
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

**Details** **Supporting documents and images** History Notes Messages Edit

Summary description of proposed works		
Church information (Form 1)		
Petition (Form 3)		
Statement of Significance		
Statement of Needs		
Notification of Advice (Form 2)		
Public Notice (Form 4)		
Registrar's remarks to Chancellor		
Chancellor's determination and judgement		

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

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THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**  
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

**Details** **Supporting documents and images** History Notes Messages Edit

File Name	Description	Size	Modified	Uploaded By
<a href="#">Church Plan.bmp</a>	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file

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## 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 Project Officer at the CCB:

[julie.patenaude@churchofengland.org](mailto:julie.patenaude@churchofengland.org)

020 7898 1860

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