

# Online Faculty System

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## A Registrar's User Manual

**James Miles**  
**1<sup>st</sup> April 2020**

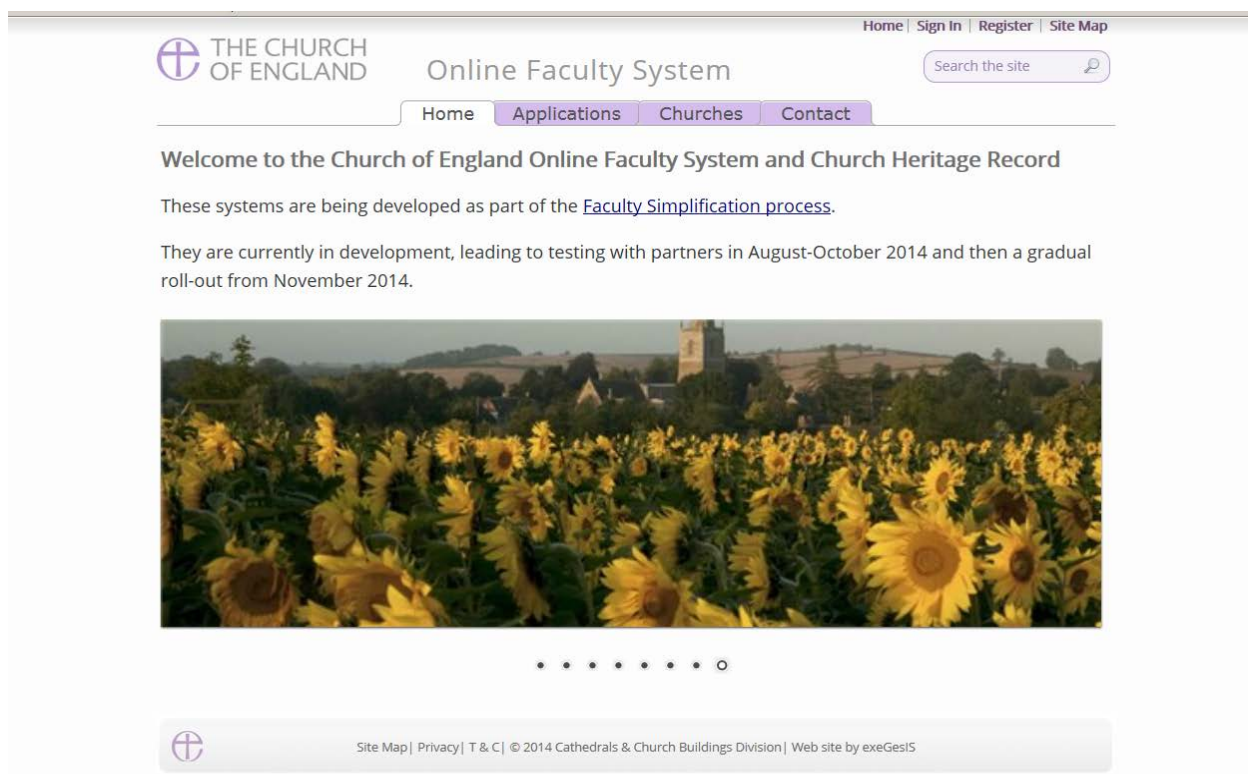


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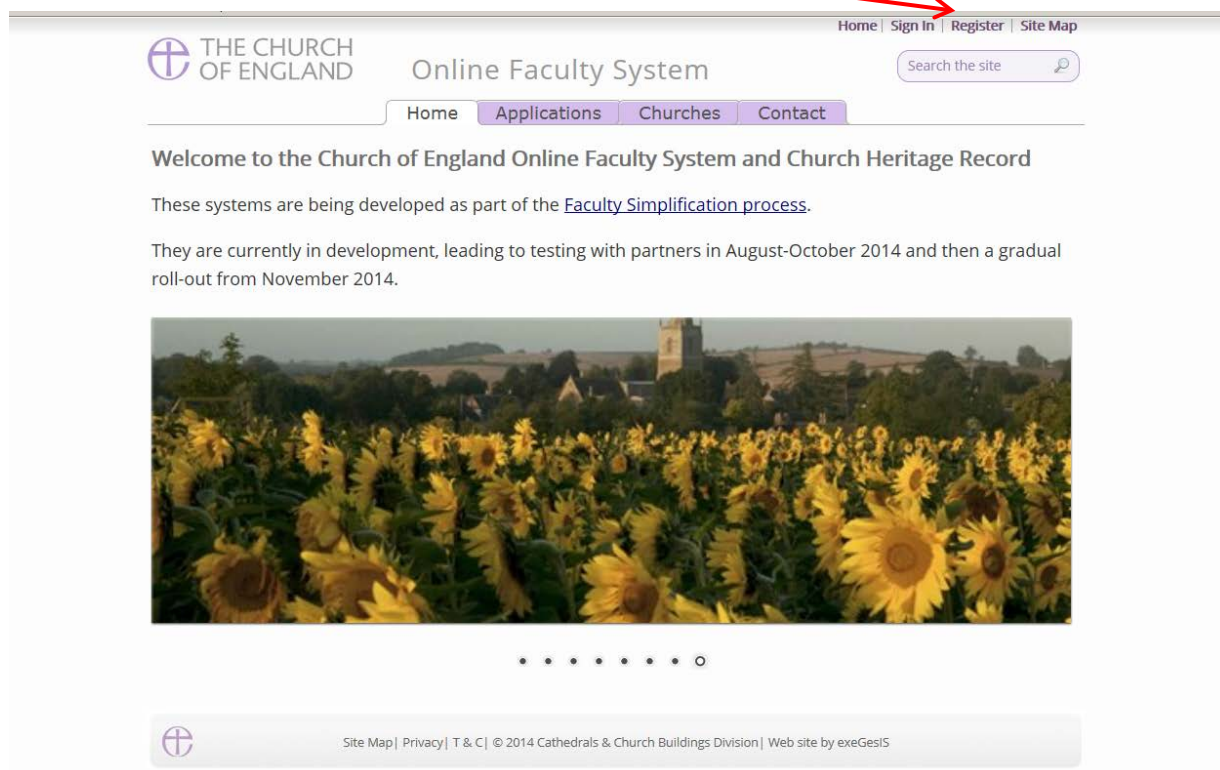
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## How to Register as a Registrar

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:

- Top right navigation: Home | Sign In | Register | Site Map
- Logo: THE CHURCH OF ENGLAND
- Page Title: Online Faculty System
- Section Header: Create a New Account
- Instruction: 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 (text area)
  - Postcode
- Radio button options:
  - Email preference:
    - Daily summary
    - Everytime something happens
  - Role applied for:
    - Applicant (to submit petitions)
    - DAC Secretary
    - Archdeacon

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:

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 Registrar).

8. When you select **Registrar** and scroll down, you'll get a drop down menu from the Diocese field:

Confirm Password

Title

First Name

Last Name

Daytime telephone

Alternative telephone



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

Diocese

 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 process and manage your account. We may

9. Select your diocese:

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


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

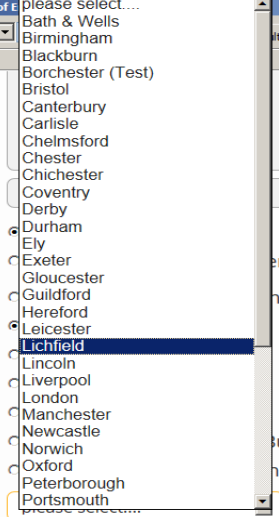
Diocese

 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.



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

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](#)

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

12. Click on **Create Account**

13. 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.

14. 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.

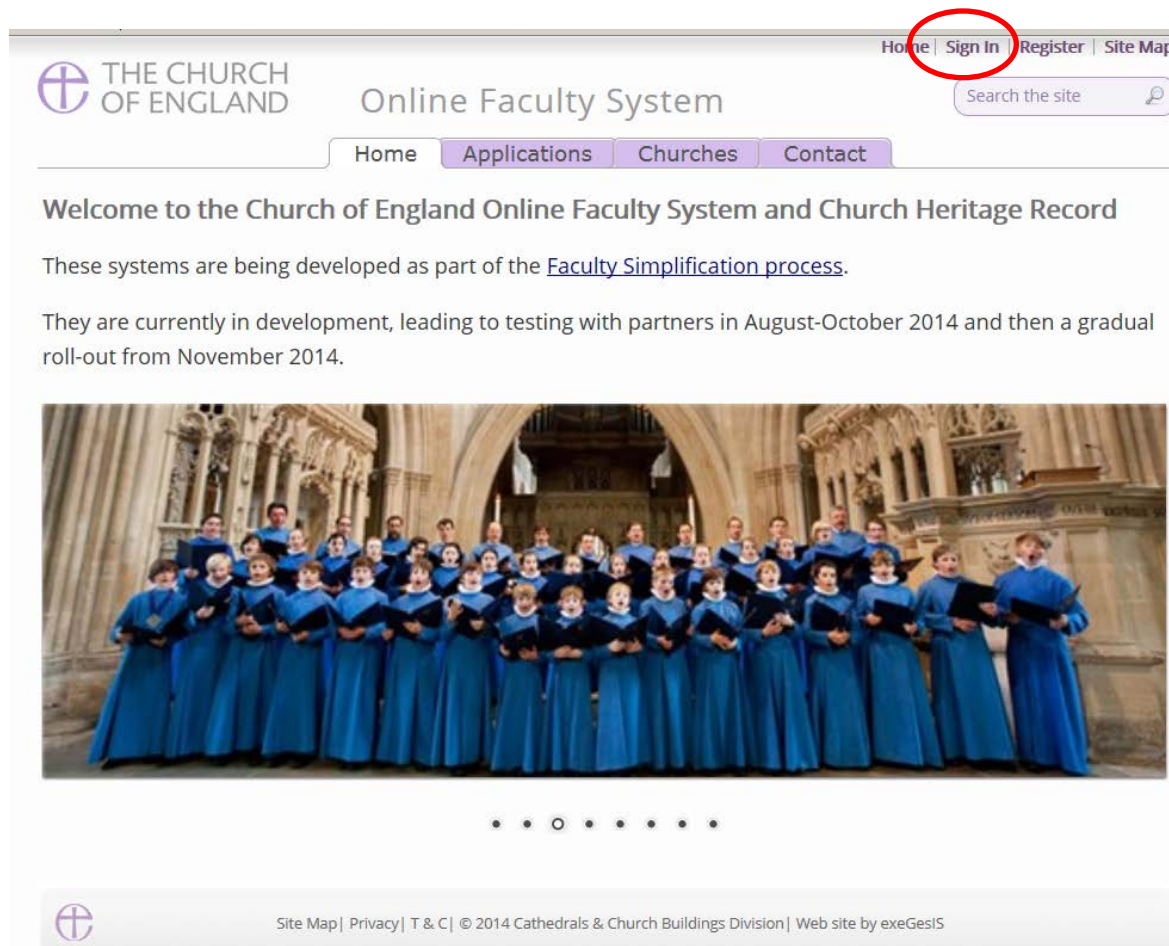
15. The DAC Secretary will then be asked to approve your registration.

**N.B.** DAC Secretary will need to check against their records to verify that you are a Registrar. If not, you will be contacted to check the details of your registration.

16. 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

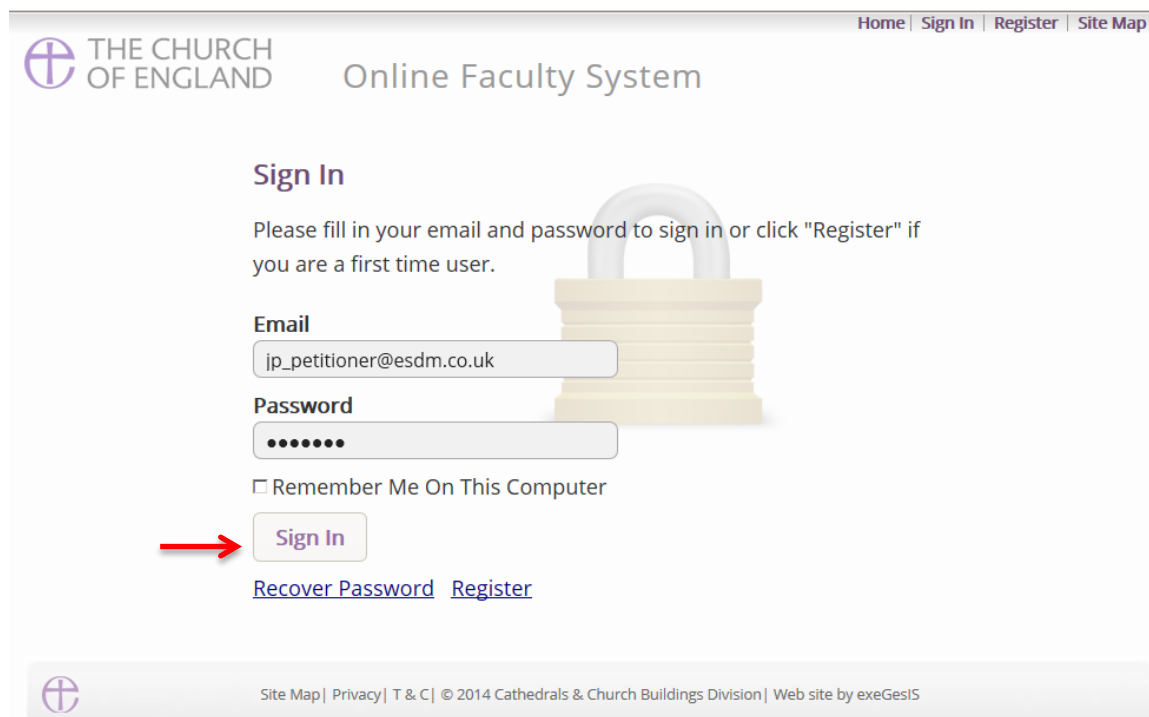
These systems are being developed as part of the [Faculty Simplification process](#).

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!

Signed in as: [jp\\_petitioner@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](#).

The Online Faculty System is currently being tested with partners and will launch for a trial period in the Dioceses of Leicester and Truro in December 2014. A gradual roll-out in all other dioceses will begin from February 2015.

• • • • • • • • • •

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

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

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## 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

[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**.

THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

### 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 Secretary.

- Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.
- 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 issue.

New Password  
[Password field with 7 dots]

Confirm New Password  
[Password field with 7 dots]

**Change Password** ←

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- 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

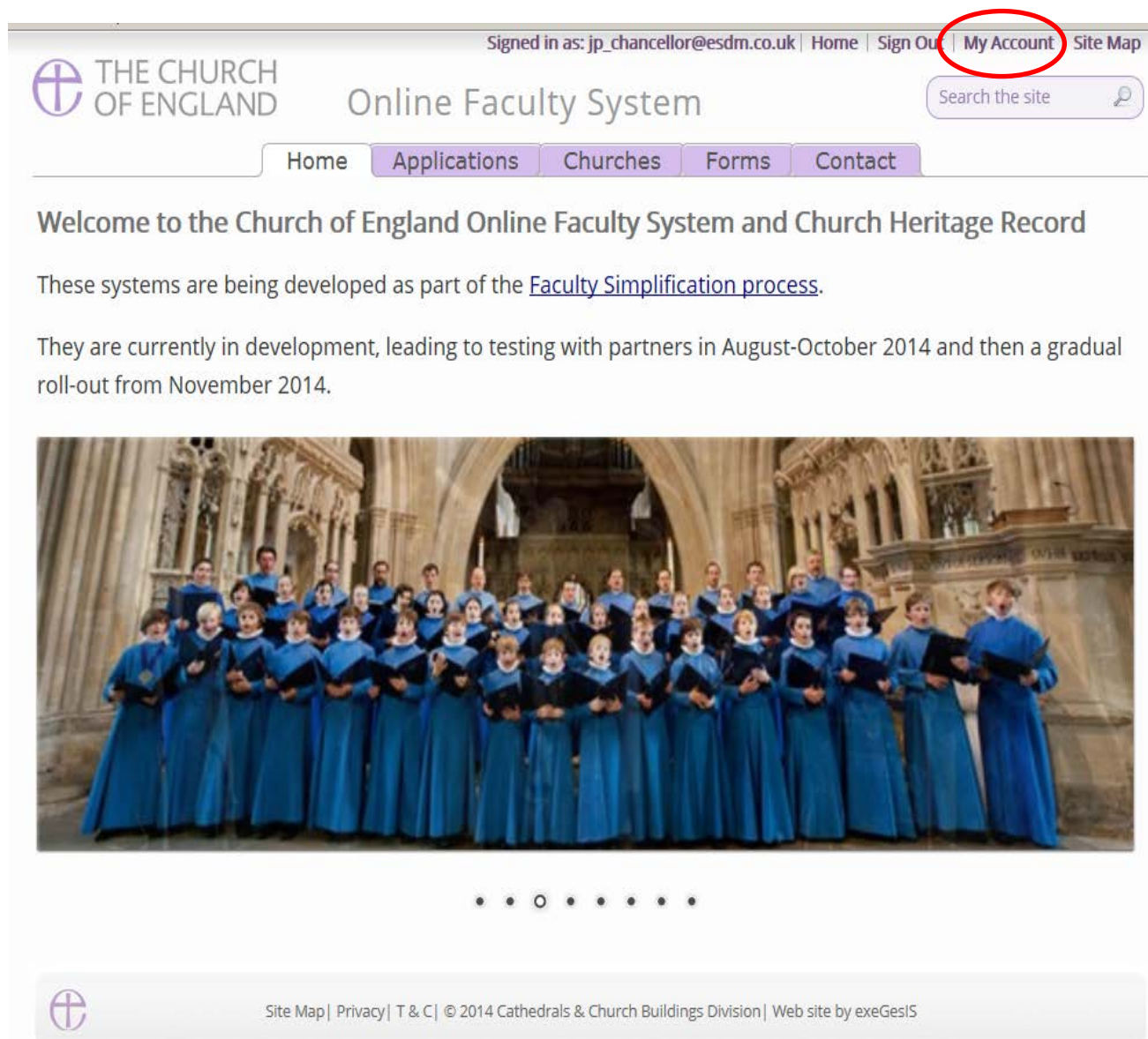
Settings

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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](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System


Search the site

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### 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 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  Everytime 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.

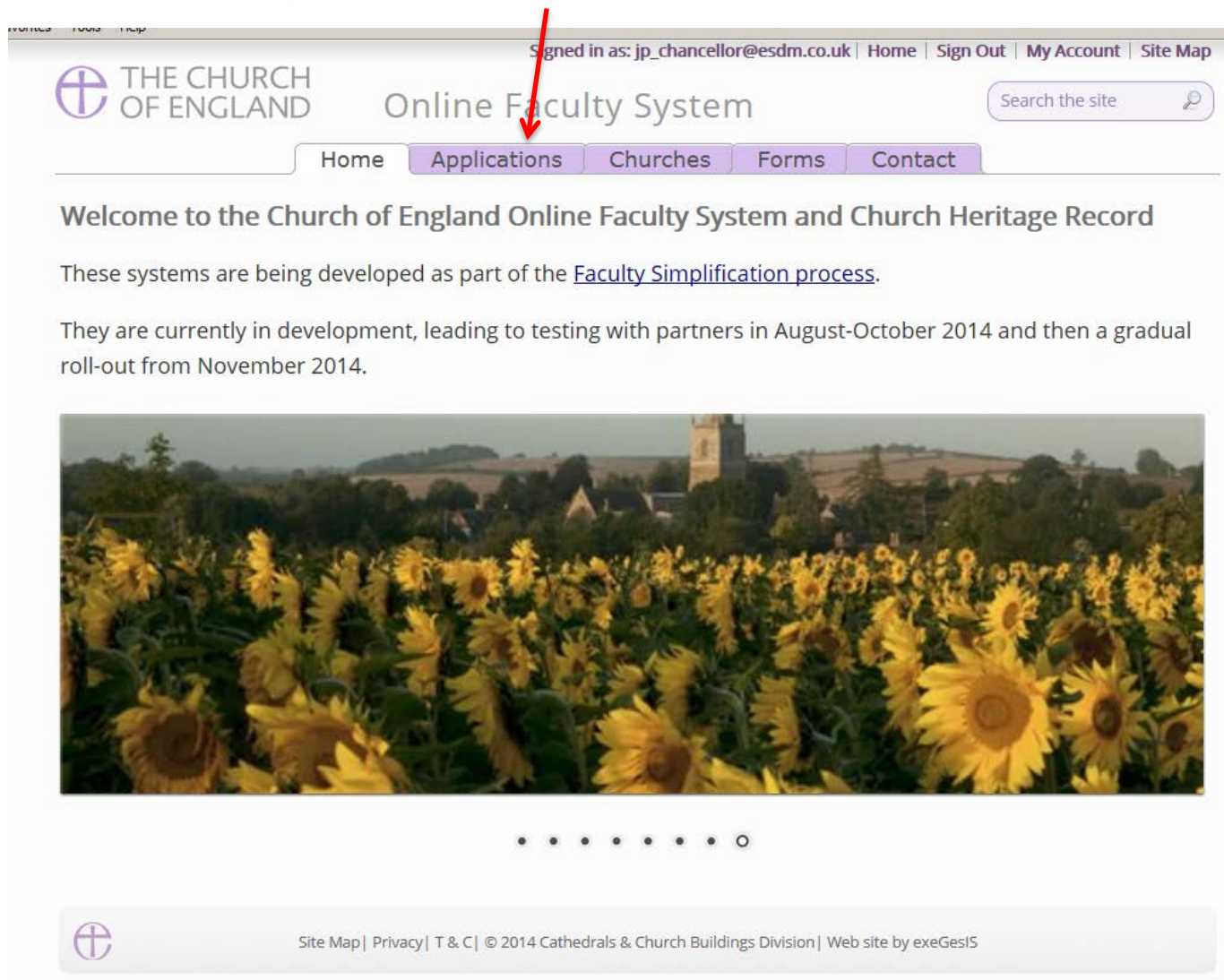
Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

## Navigating your Dashboard

Your dashboard is where you will be able to access all the applications for church buildings 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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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 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\_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | 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 2014-000073 has been determined	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000075 has been determined	Fri 28 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000078	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000057 rejection	Fri 28 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000077	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000082 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000081 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 returned by DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		

First Previous Next Last

Page size: 10 Page 1 of 32 (317 items)

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 Faculty 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\_registrar@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
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Registrar to Issue Faculty	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Application with Registrar	

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



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

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

App Ref	Summary	Church	Created	Status	View
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000073	Conservation of wall paintings UAT TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Awaiting Chancellor's determination	
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hasset: St David (Test)	Thu 13 Nov 2014	Ready for formal application	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	

First Previous **Next** Last

Page size: 10 Page 1 of 5 (44 items)

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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

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.

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

App Ref	Summary	Church	Created	Status	View
2014-000076	DAC starting new app test	Penny Hasset: St David (Test)	Mon 17 Nov 2014	Faculty Post-Determination	
2014-000069	Test record to task 24008, i.e. does DAC meeting report work.	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Abandoned	
2014-000059	UAT Test DAC - Underfloor heating	Penny Hasset: St David (Test)	Sat 08 Nov 2014	Abandoned	
2014-000053	JP - New Community Center - *Please do not push throughy	Penny Hasset: St David (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000052	JP - New Extension - ***Please do not push through	Ambridge: St Stephen's (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
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	
2014-000044	JP - Modification of help-text	Penny Hasset: St David (Test)	Tue 14 Oct 2014	Faculty Post-Determination	
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	

First Previous Next Last Page size: 10 Page 1 of 3 (24 items)

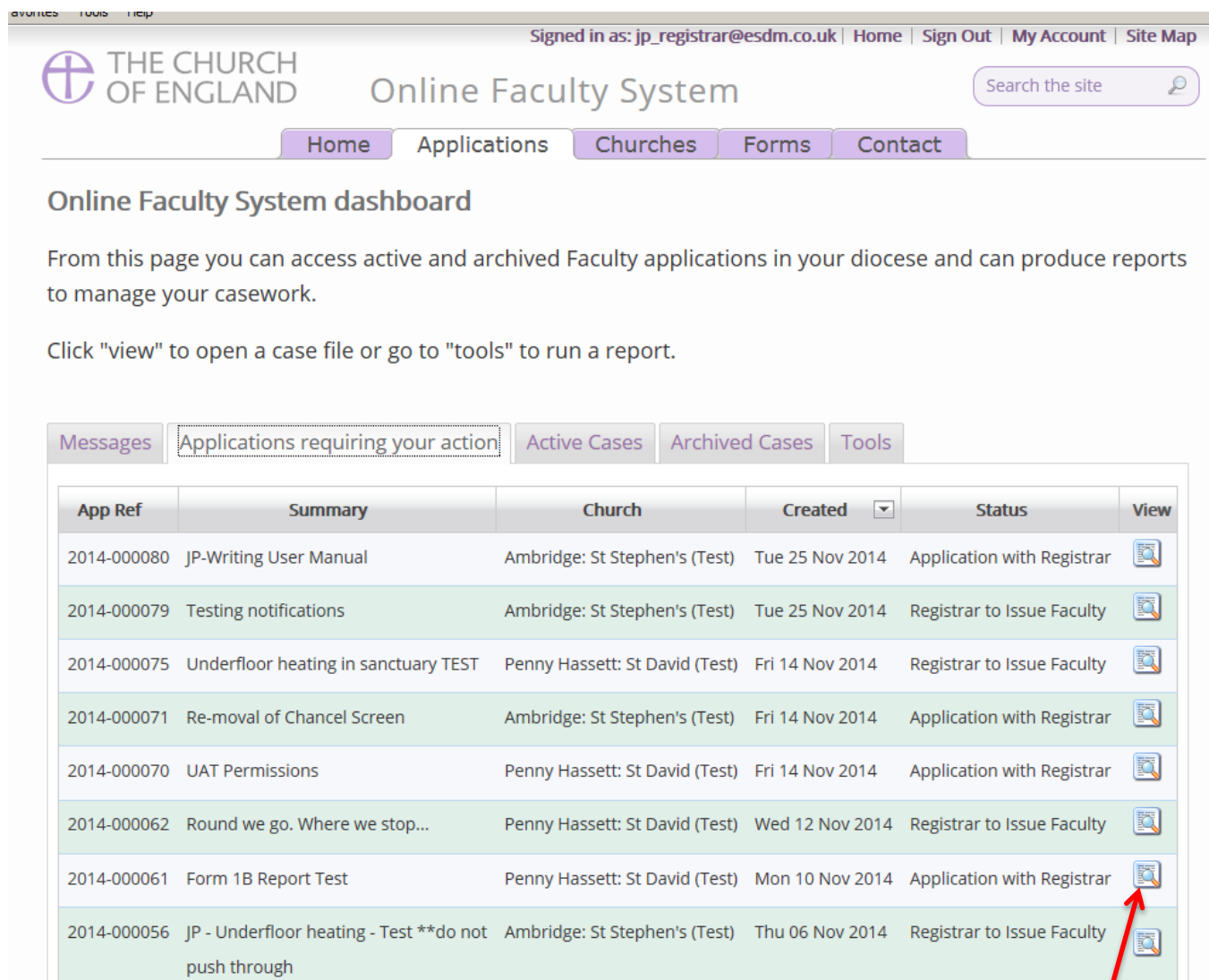
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## Navigating a Case File









A case file is where you will find all the legal forms and information necessary to assess a parish's application and provide your remarks to the Chancellor. It is also where you can attach any other relevant documents to an application. 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 13).



The screenshot shows the 'Online Faculty System' dashboard for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp\_registrar@esdm.co.uk'. The dashboard has tabs for 'Home', 'Applications', 'Churches', 'Forms', and 'Contact'. Below the tabs, there is a section titled 'Online Faculty System dashboard' with a description: '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.' Below this is a navigation bar with tabs for 'Messages', 'Applications requiring your action', 'Active Cases', 'Archived Cases', and 'Tools'. The main content is a table with columns: 'App Ref', 'Summary', 'Church', 'Created', 'Status', and 'View'. The table contains 8 rows of application data. A red arrow points to the 'View' icon in the last row.

App Ref	Summary	Church	Created	Status	View
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Registrar to Issue Faculty	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000062	Round we go. Where we stop...	Penny Hassett: St David (Test)	Wed 12 Nov 2014	Registrar to Issue Faculty	
2014-000061	Form 1B Report Test	Penny Hassett: St David (Test)	Mon 10 Nov 2014	Application with Registrar	
2014-000056	JP - Underfloor heating - Test **do not push through	Ambridge: St Stephen's (Test)	Thu 06 Nov 2014	Registrar to Issue Faculty	

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 which has passed through the necessary steps and has been submitted to the registrar. The **Details** tab gives you access to all the forms generated by the Online Faculty System. These forms have been released as the cases progresses and stops any form being completed too early or unnecessarily.

Summary: **Surgrjki; ugrnujk**

Details Supporting documents and images History My Notes Messages Archived Forms

Summary description of proposed works	✓	📄	
Standard Information	✓	📄	
Initial DAC Review	✓	📄	
DAC Form Selection	✓	📄	
Statement of Significance	✓	📄	
Statement of Needs	✓	📄	
DAC Review Pre-Formal Consultation	✓	📄	
Application Formal Consultation Responses	✓	📄	📝
DAC Review Post-Consultation	⌚	📄	
DAC Review Consultation Changes	⌚	📄	
Notification of Advice	✓	📄	
Public Notice File Selection	✓	📄	
Petition	✓	📄	
Public Notice	✓	📄	
Public Notice Certificate	✓	📄	
Registrar's remarks to Chancellor	⌚	📄	📝
Chancellor's determination and judgment	⌚	📄	

Submit Return to Applications dashboard Delete the application Invite Consultees

Basic summary of an application

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

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

Click here to **exit** the case file

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

3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, advice letters following consultation with amenity societies, public objections and the Certificate of Publication.


The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top, it indicates the user is signed in as 'jp\_chancellor@esdm.co.uk' and provides links for 'Home', 'Sign Out', 'My Account', and 'Site Map'. A search bar is also present.

The main content area displays application details for 'Application Ref: 2014-000052'. Other details include 'Diocese: Borchester (Test)', 'Church: Ambridge: St Stephen's (Test)', 'Archdeaconry: Felpersham (Test)', 'Status: Pending submission to Chancellor', and 'Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)'. The summary is 'JP - New Extension - \*\*\*Please do not push through'.

Below the details, a 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 interface has several tabs: 'Detail', 'Supporting documents and images' (circled in red), 'History', 'Notes', and 'Messages'. An 'Edit' link is visible on the right.

Under the 'Supporting documents and images' tab, there is a table with the following data:

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

Below the table, there is an 'Add a file' section with an 'Add' button. A red arrow points from a text box 'Click on a file to open it.' to the file name in the table. Another red arrow points from a text box 'Add a new file' to the 'Add' button.


At the bottom, there is a footer with 'Site Map | Privacy | T & C | © Church Buildings Division | Web site by exeGesIS'.

Click on a file to open it.

Add a new file

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

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](#)

Show only status changes  Show all

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

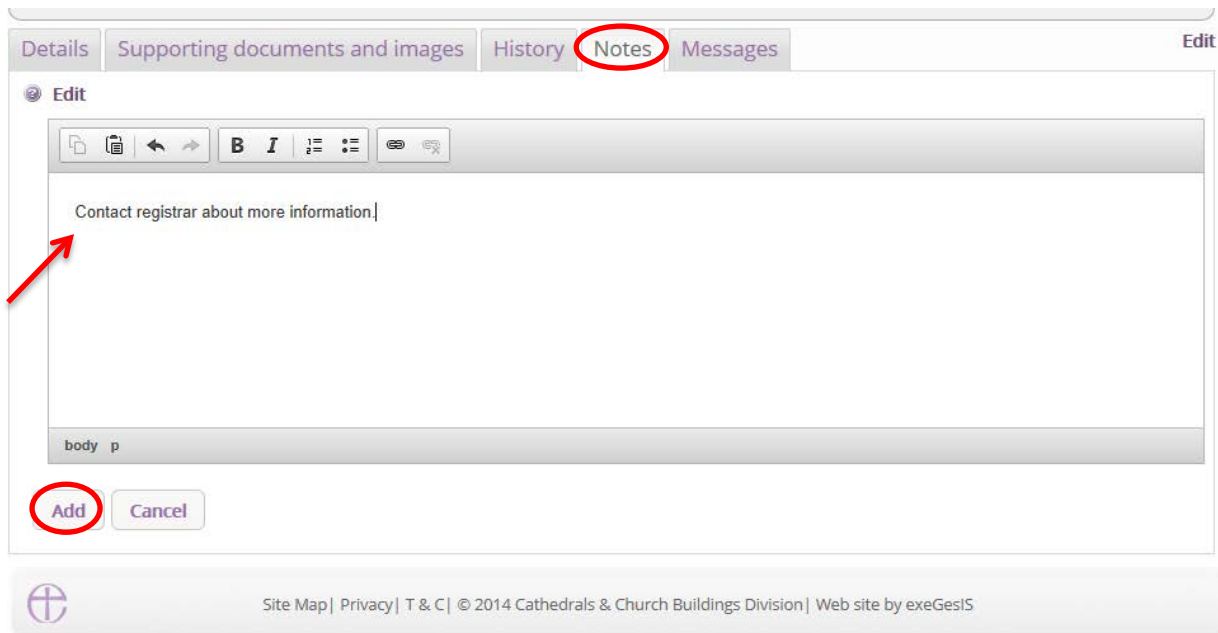
 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

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.

5 The **Notes** tab lets you keep track of your thoughts on a specific application. Type in the information and click **Add** to save your comments.



Click **Edit** to make changes or add new information.



6. The **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

THE CHURCH OF ENGLAND Online Faculty System

Search the site

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 Note **Messages** Edit

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

First Previous **Next** Last Page size: 10 Page 1 of 2 (13 items)

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See who received the email, what the subject was, and when it was sent.





























Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.



7. Finally. The **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.

<span>Details</span> <span>Supporting documents and images</span> <span>History</span> <span>My Notes</span> <span>Messages</span> <span>Archived Forms</span>				
	File name	Description	Archived on	Archived by
	 2020-000527_Form7Report_2020_03_25_14_44_19.pdf	Faculty	25/03/2020 14:44:19	Test JP Registrar
	 2020-000527_Form4Report_2020_03_25_14_23_10.pdf	Public Notice	25/03/2020 14:23:10	Test Dac
	 2020-000527_Form3FullEngland2020Report_2020_03_25_14_23_10.pdf	Petition	25/03/2020 14:23:10	Test Dac
	 2020-000527_Form2England2020Report_2020_03_25_14_23_09.pdf	Notification of Advice	25/03/2020 14:23:09	Test Dac
	 2020-000527_Form3FullEngland2020Report_2020_03_25_14_13_00.pdf	Petition	25/03/2020 14:13:01	Test Petitioner
	 2020-000527_Form2England2020Report_2020_03_24_16_49_47.pdf	Notification of Advice	24/03/2020 16:49:47	Test Dac
	 2020-000527_Form2England2020Report_2020_03_24_16_42_36.pdf	Notification of Advice	24/03/2020 16:42:36	FAS DAC1
	 2020-000527_Form2England2020Report_2020_03_24_16_40_44.pdf	Notification of Advice	24/03/2020 16:40:44	FAS DAC1
	 2020-000527_DACReviewPostConsultationReport_2020_03_24_16_21_21.pdf	DAC Review Post-Consultation	24/03/2020 16:21:21	Test Dac
	 2020-000527_DACReviewConsultationChangesReport_2020_03_24_16_12_43.pdf	DAC Review Consultation Changes	24/03/2020 16:12:43	Test Dac
	 2020-000527_StatementOfNeedsReport_2020_03_24_16_06_07.pdf	Statement of Needs	24/03/2020 16:06:08	Test Petitioner
	 2020-000527_StatementOfSignificanceEngland2020Report_2020_03_24_16_06_07.pdf	Statement of Significance	24/03/2020 16:06:07	Test Petitioner
	 2020-000527_Form3England2020Report_2020_03_24_16_06_07.pdf	Petition Details	24/03/2020 16:06:07	Test Petitioner
	 2020-000527_DACReviewPostConsultationReport_2020_03_24_16_04_16.pdf	DAC Review Post-Consultation	24/03/2020 16:04:16	Test Dac

## Receiving Emails from the Online Faculty System

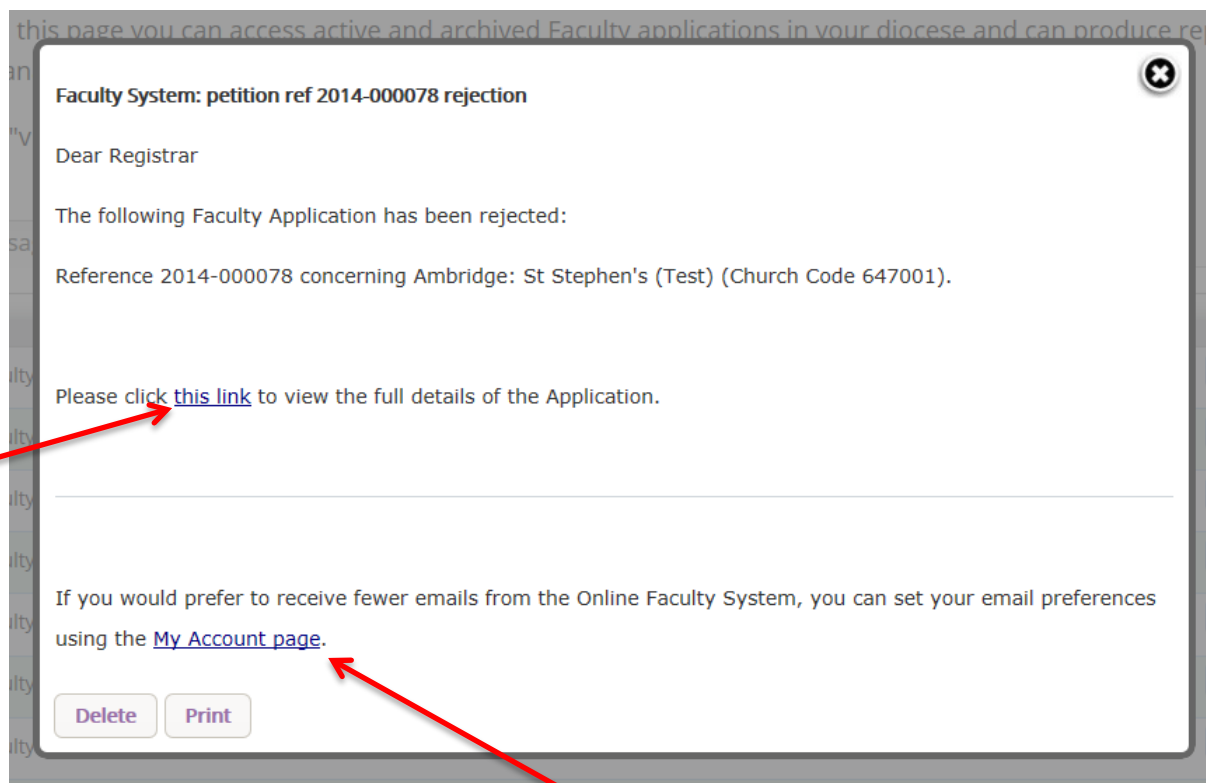
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see *Navigating your Dashboard* page 13)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 18)

As a Registrar, you will receive an email from the Online Faculty System every time:

1. A List B application is approved by the Archdeacon
2. The DAC notification of Advice
3. A parish complete the Petition form prior to completing the public notice form
4. A parish formally submits a Faculty application to you and the Chancellor
5. At the end of the public notice period
6. If the Chancellor returns an application to you with comments
7. When the Chancellor has made a determination



Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

## Accessing a List B application

As Registrar, you will be automatically notified every time the Archdeacon approves a List B application in your Diocese.

1. To access the application, **click this link**

Faculty System: List B application ref 2015-001077 approved

Dear Registrar

Reference 2015-001077 concerning Ambridge: St Stephen's (Test) (Church Code 647001).






The application for the List B matter (reference 2015-001077) has been approved with conditions

Please click [this link](#) to view the full details of the application.

You will arrive at the List B case file.

2. To open the Archdeacon's Written Notice, click the **view** icon

Details Supporting documents and images History My Notes Messages Edit

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

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

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

[Open as PDF for printing](#) [Return to application details](#)

1 of 1 Find | Next

**Ref:** 2015-001077 **Church:** Ambridge: St Stephen's (Test)  
**Diocese:** Barchester (Test) **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Fiona Petty **Contact Tel.:**  
**Status:** Post determination List B

List B Application

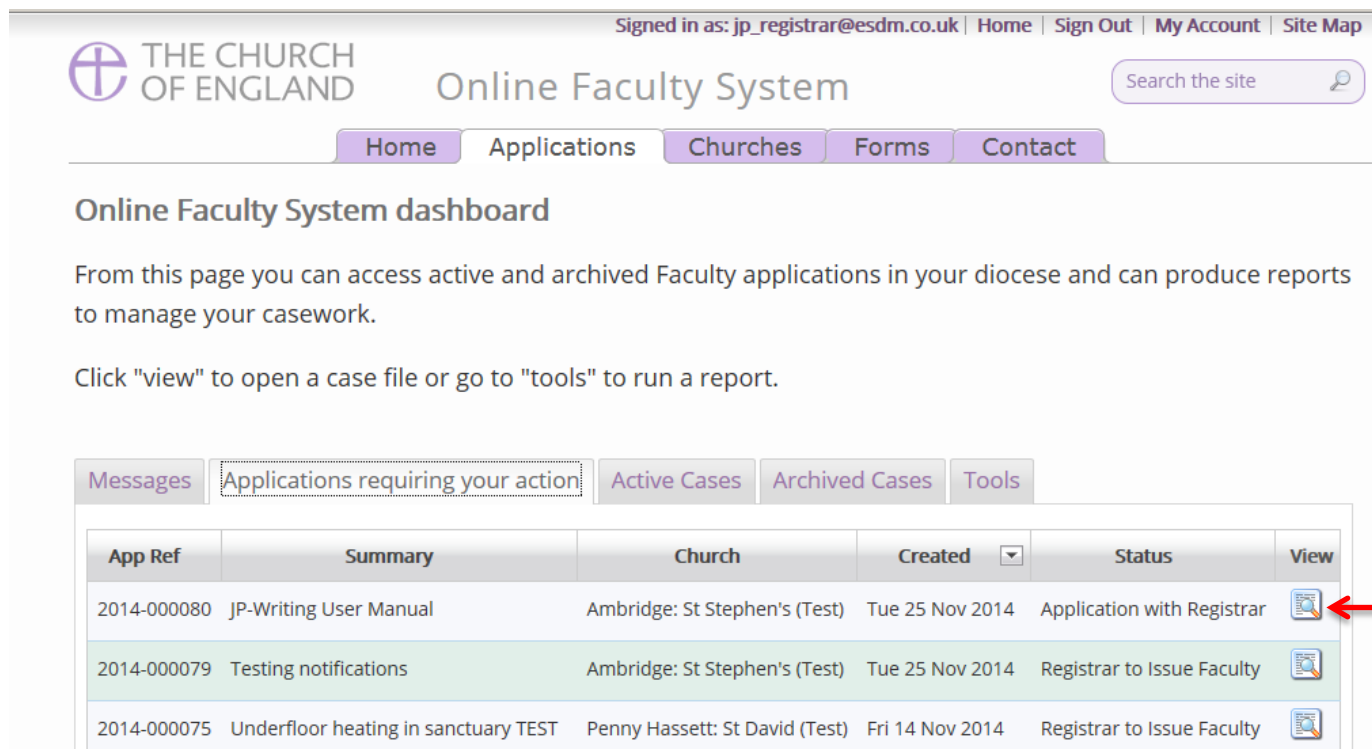
Archdeacon's Written Notice  
(Rule 3.3)

Diocese of Barchester (Test)  
Church of Ambridge: St Stephen's (Test)  
In the parish of Ambridge (Test)

## Begin Working on an Application

When you are ready to begin working on a 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 go to the **Applications Requiring Your Action** tab where you will find the specific case file you require. If you cannot find the application you are looking for, search under **Active Cases**. (see *Navigating your Dashboard* on page 13)
4. Click on the **View** icon to open the case file



Signed in as: jp\_registrar@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
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Registrar to Issue Faculty	

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 under the **Supporting Documents and Images** tab. (See *Navigating a Case File* on page 18)


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

Summary: **saigrjki; aigrujk**

Details | Supporting documents and images | History | My Notes | Messages | Archived Forms

Summary description of proposed works		
Standard Information		
Initial DAC Review		
DAC Form Selection		
Statement of Significance		
Statement of Needs		
DAC Review Pre-Formal Consultation		
Application Formal Consultation Responses		 
DAC Review Post-Consultation		
DAC Review Consultation Changes		
Notification of Advice		
Public Notice File Selection		
Petition		
Public Notice		
Public Notice Certificate		
Registrar's remarks to Chancellor		 
Chancellor's determination and judgment		

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



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

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

**Open as PDF for printing** [Return to application details](#)

1 of 1 Find | Next 

**Ref:** 2014-000076 **Church:** Penny Hassett, 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 Hassett, 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:

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

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

If it is, please state which

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.

**To Registrars:** Click Submit to send application to Chancellor Edit

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

Summary description of proposed works	✓
Standard Information	✓
Petition	✓
Statement of Significance	✓
Statement of Needs	✓
Notification of Advice	✓
Public Notice	✓
Registrar's remarks to Chancellor	✓
Chancellor's determination and judgment	✓

Submit Return to Applications dashboard Abandon Invite Consultees

10. Click the **document's name** 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 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

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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## Revert the application back to the Petitioner

Should changes be required to the Petition document please use the revert function available via the revert button at the bottom of the page. The petitioners will be notified of this and they will be able to submit the case back to you

## Public Notice File Selection

The public notice file selection form is an important form, which enables relevant supporting documents to be made public during the necessary public notice period. This form will need to be reviewed as part of any ongoing case as it provides a control mechanism for any publicly available file made available in the Public Notice page. To do this, press the edit button of the public notice file selection.

Notification of advice

Details Supporting documents and images History My Notes Messages Archived Forms Edit

Summary description of proposed works	✓	🔍	✎
Standard Information	✓	🔍	
Initial DAC Review	✓	🔍	
DAC Form Selection	✓	🔍	
Petition Details	✓	🔍	
Statement of Significance	✓	🔍	
Statement of Needs	✓	🔍	
DAC Review Pre-Formal Consultation	✓	🔍	
Application Formal Consultation Responses	✓	🔍	✎
DAC Review Post-Consultation	✓	🔍	
Notification of Advice	🕒	🔍	✎
Public Notice File Selection	🕒	🔍	✎

Submit Return to Applications dashboard Delete the application Download All Forms & Documents

This form is editable by the Registry and the DAC, so it may be worthwhile creating a review process between both user types whereby the DAC could select the relevant forms and this is reviewed by the Registry, or is left purely in the hands of the Registry to edit.

Within this form is a question in regard rule 9.9 which is duplicated from the Notification of Advice. This selection takes precedent over the one that appears in the Notification of Advice and is editable by the Registrar. Rather than provide the public notice on your diocesan website, should the case fall under rule 9.9, selecting Yes within this option will make the application appear as such on the Online Faculty Website in its public notice website. Should you deem that the case does or does not fall under rule 9.9 and this differs in opinion with the DAC, please edit this and press Finish Form to save the selection.

This form will also automatically list each file that appears in the supporting document tab, including any consultation replies that were added as supporting documents. Each file is automatically turned off for public sharing and requires a selection to be made public.



If the case is complex and has being ongoing for some time, there may be a large number of documents shown. The intention here is to make those documents publicly available which should

already be available to members of the public if they were to visit the church or registry in person. To do this, click the edit button next to each relevant file.

## Public Notice File Selection

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website applies): Y/N  Yes  No [Edit](#)

Please select which supporting documents and images you would like to be visible to the public on the public notice dashboard:

Include	File Name	File Uploaded	Uploaded By	Description	
	Response 1.pdf	24/03/20	Test Consultee	This is a response by The Gardens Trust	

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




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Select yes and then press the save button.

## Public Notice File Selection

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website applies): Y/N  Yes  No [Edit](#)

Please select which supporting documents and images you would like to be visible to the public on the public notice dashboard:

Include	File Name	File Uploaded	Uploaded By	Description	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Response 1.pdf	24/03/20	Test Consultee	This is a response by The Gardens Trust	

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





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If the Yes button was selected, a green tick will appear next to the file.

## Public Notice File Selection

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website applies): Y/N  Yes  No [Edit](#)

Please select which supporting documents and images you would like to be visible to the public on the public notice dashboard:

Include	File Name	File Uploaded	Uploaded By	Description	
	Response 1.pdf	24/03/20	Test Consultee	This is a response by The Gardens Trust	

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



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Repeat as necessary and then press finish form to return to the applications dashboard. Should you find that a mistake has occurred or require other documents to be shown, this form will be editable during the later stages of the case by you.

Once you are happy to proceed, and are ready to continue, press Finish Form.

## Formal Consultation Review

Formal consultation with statutory bodies should already have taken place prior to the Notification of Advice being given. To review the Formal Consultation replies, pressing the edit button against this form will provide a tabulated overview of who was consulted, when they were consulted, and whether or not they replied or decided to refrain from commenting in an official capacity.

The screenshot displays a web interface for reviewing formal consultation responses. At the top, there are navigation tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. Below these is a list of application stages, each with a status indicator (green checkmark or hourglass) and an action icon (document with pencil or document with magnifying glass). The 'Application Formal Consultation Responses' stage is highlighted with a red circle around its edit icon. At the bottom of the list are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Invite Consultees'. The footer contains a site map icon and copyright information: 'Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7391.14564'.






Stage	Status	Action
Summary description of proposed works	Green checkmark	Document with magnifying glass
Standard Information	Green checkmark	Document with magnifying glass
Initial DAC Review	Green checkmark	Document with magnifying glass
DAC Form Selection	Green checkmark	Document with magnifying glass
DAC Review Pre-Formal Consultation	Green checkmark	Document with magnifying glass
Application Formal Consultation Responses	Green checkmark	Document with pencil (highlighted)
DAC Review Post-Consultation	Green checkmark	Document with magnifying glass
DAC Review Consultation Changes	Hourglass	Document with magnifying glass
Notification of Advice	Green checkmark	Document with magnifying glass
Public Notice File Selection	Green checkmark	Document with magnifying glass
Petition	Green checkmark	Document with magnifying glass
Public Notice	Green checkmark	Document with magnifying glass
Public Notice Certificate	Hourglass	Document with magnifying glass
Registrar's remarks to Chancellor	Green checkmark	Document with magnifying glass
Chancellor's determination and judgment	Hourglass	Document with magnifying glass and document with pencil

Submit Return to Applications dashboard Delete the application Invite Consultees


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Add a response 

Responses 































Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee	Historic England	24/03/2020 15:43	No	No	1	
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

Invited Consultees 

Consultee	Number of Responses	Consultee invited date 	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

Any reply generated through the online reply function, can also be collated into one single document using the view button on the main dashboard.

Summary description of proposed works		
Standard Information		
Initial DAC Review		
DAC Form Selection		
DAC Review Pre-Formal Consultation		
Application Formal Consultation Responses		
DAC Review Post-Consultation		
DAC Review Consultation Changes		
Notification of Advice		
Public Notice File Selection		
Petition		
Public Notice		
Public Notice Certificate		
Registrar's remarks to Chancellor		
Chancellor's determination and judgment		

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





































## Inviting External Consultees to View an Application

In circumstances when you need to send the application to further external members for consultation:

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

Summary: **saigrjka; aigrnjrk**

Details | **Supporting documents and images** | History | My Notes | Messages | Archived Forms

Summary description of proposed works	 
Standard Information	 
Initial DAC Review	 
DAC Form Selection	 
Statement of Significance	 
Statement of Needs	 
DAC Review Pre-Formal Consultation	 
Application Formal Consultation Responses	  
DAC Review Post-Consultation	 
DAC Review Consultation Changes	 
Notification of Advice	 
Public Notice File Selection	 
Petition	 
Public Notice	 
Public Notice Certificate	 
Registrar's remarks to Chancellor	  
Chancellor's determination and judgment	 

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

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

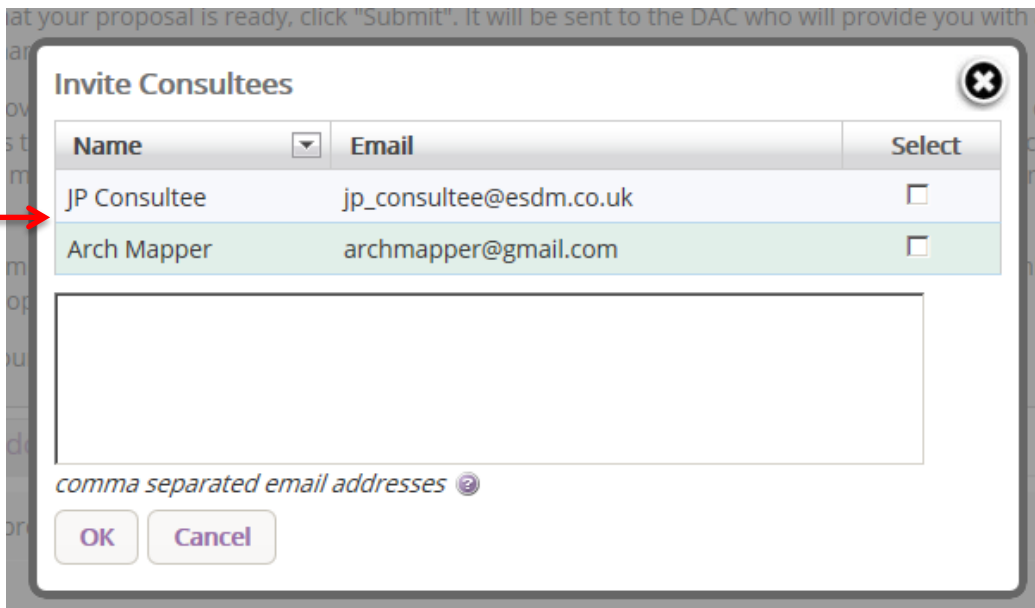
at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

### Invite Consultees

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

comma separated email addresses

OK Cancel



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

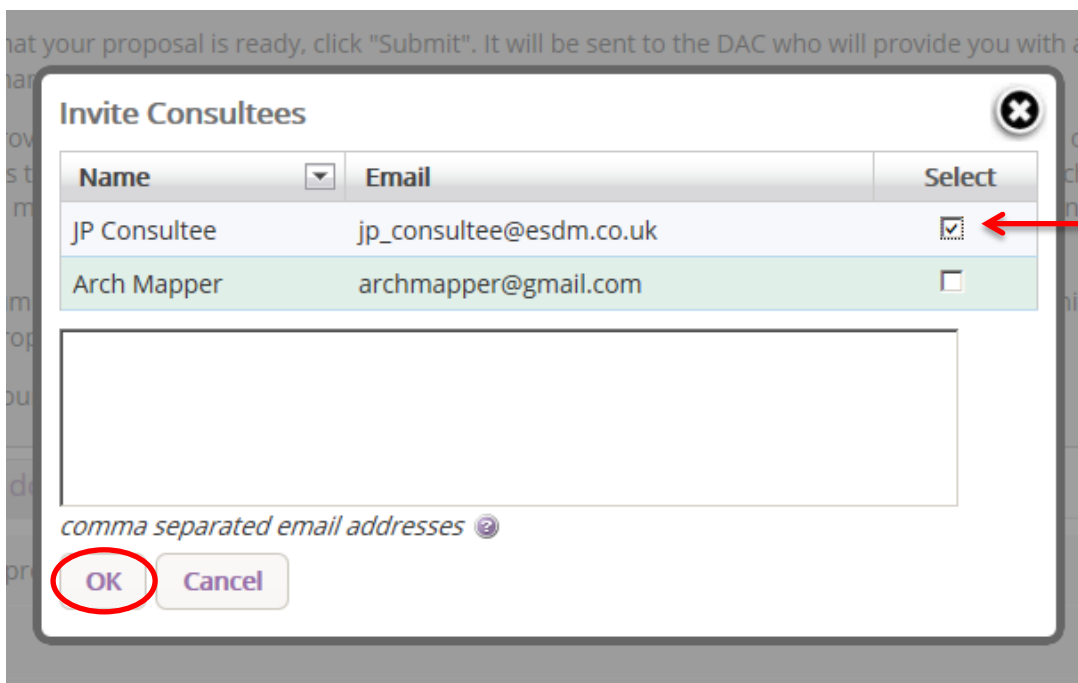
at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

### 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

### 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







































## Registrar's Remarks to the Chancellor

When you have processed a parish's faculty application and are ready to send it to the Chancellor with comments:

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **Edit** icon on the Registrar's Remarks to the Chancellor.

Summary: **Soignijk, Oignijk**

Details [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#) [Archived Forms](#)

Summary description of proposed works	 
Standard Information	 
Initial DAC Review	 
DAC Form Selection	 
Statement of Significance	 
Statement of Needs	 
DAC Review Pre-Formal Consultation	 
Application Formal Consultation Responses	  
DAC Review Post-Consultation	 
DAC Review Consultation Changes	 
Notification of Advice	 
Public Notice File Selection	 
Petition	 
Public Notice	 
Public Notice Certificate	 
Registrar's remarks to Chancellor	  
Chancellor's determination and judgment	 

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

4. Enter your **comments** in the box provided
5. Click **Finish** (or Save & come back later)

Application Ref: 2014-000080  
Diocese: Borchester (Test)  
Status: Application with Registrar  
Summary: JP-Writing User Manual

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [Mrs Julie Patenaude \(Tue 25 Nov 2014\)](#)

## Registrar's Remarks to Chancellor Form

Enter your comments to the Chancellor below (if applicable). If you have no remarks, click **Finish**

Edit

Remarks to Chancellor  Edit



Save & come back later

Cancel





















Finish



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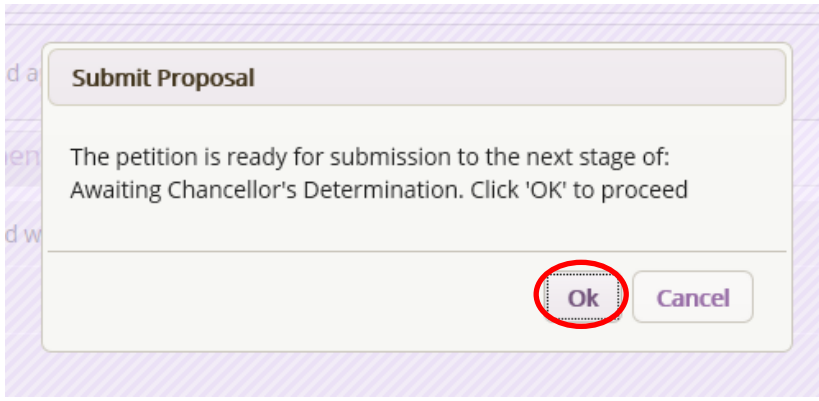
- You will automatically return to the application's case file. The form is marked as **complete**.
- Click **Submit** to send the application to the Chancellor

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

Summary description of proposed works	 
Standard Information	 
Petition	  
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	  
Chancellor's determination and judgment	 

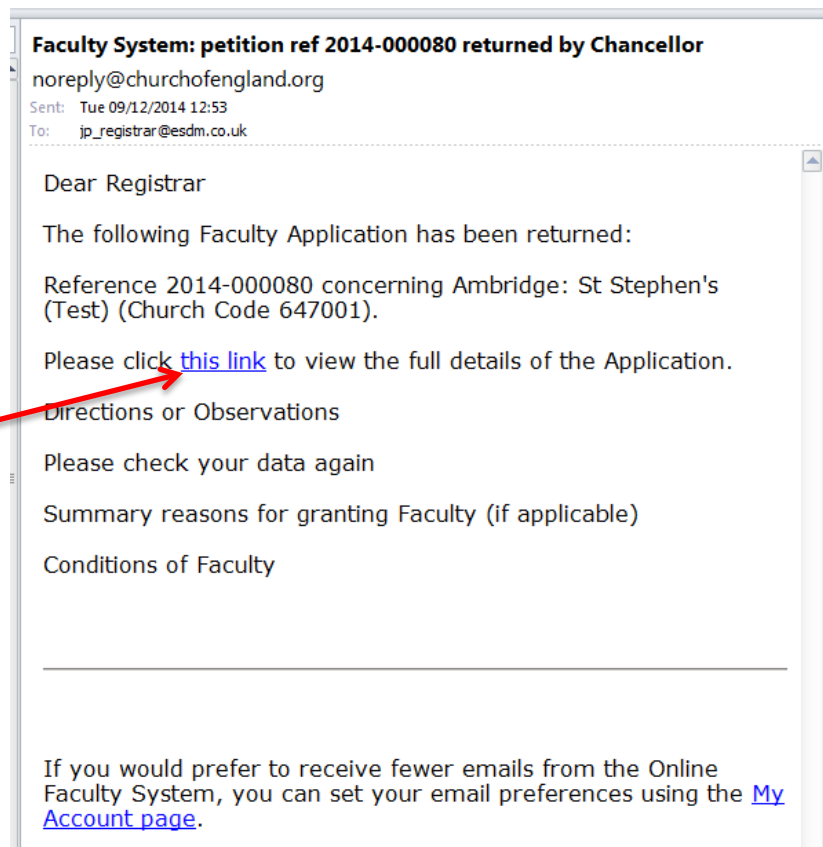
**Submit** | Return to Applications dashboard | Abandon | Invite Consultees

- You will get this prompt
- Click Ok to proceed or Cancel to abort







































### Chancellor Returns Application to Registrar

If a chancellor chooses to return an application to you with directions or observations, you will receive an email with the chancellor's comments.



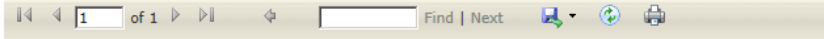
1. Click on the **link** to access the faculty application
2. Sign in
3. You should automatically arrive at the faculty application's details page. If not, go to your **Dashboard** and locate the application under **Applications Requiring Your Action** (see page 13)
4. Click the **View** icon on the Chancellor's Determination and Judgement Form

Summary description of proposed works	 
Standard Information	 
Initial DAC Review	 
DAC Form Selection	 
Statement of Significance	 
Statement of Needs	 
DAC Review Pre-Formal Consultation	 
Application Formal Consultation Responses	  
DAC Review Post-Consultation	 
DAC Review Consultation Changes	 
Notification of Advice	 
Public Notice File Selection	 
Petition	 
Public Notice	 
Public Notice Certificate	 
Registrar's remarks to Chancellor	  
Chancellor's determination and judgment	 

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

5. Access the Chancellor's comments and click **Return to application details**

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

[Open as PDF for printing](#)[Return to application details](#)[Edit](#)

**Ref:** 2014-000080      **Church:** Ambridge: St Stephen's (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (25/11/2014)      **Contact Tel.:** 020 7898 1860  
**Status:** Application with Registrar

#### Chancellor's Determination

**Action**

- Issue Faculty (subject to public notice)
- Faculty Refused
- Return Application to Registrar

#### Directions or other Observations

Please check your data again

#### Summary reasons for granting the faculty (if applicable)

#### Conditions of Faculty (if any)

Tuesday, December 09, 2014 12:54 PM

Page 1



6. Once you are ready to send the faculty application to the Chancellor, insert new comments into the **Registrar's remarks** form (if necessary) and click **Submit**.

Summary: **Saigrijki, Oigrujk**

Details | Supporting documents and images | History | My Notes | Messages | Archived Forms

Summary description of proposed works		
Standard Information		
Initial DAC Review		
DAC Form Selection		
Statement of Significance		
Statement of Needs		
DAC Review Pre-Formal Consultation		
Application Formal Consultation Responses		
DAC Review Post-Consultation		
DAC Review Consultation Changes		
Notification of Advice		
Public Notice File Selection		
Petition		
Public Notice		
Public Notice Certificate		
Registrar's remarks to Chancellor		
Chancellor's determination and judgment		

**Submit** | Return to Applications dashboard | Delete the application | Invite Consultees

## Public Notice Certificate

During the above process, you may notice that a new form also appears on the main dashboard, the Public Notice Certificate. This certificate previously had to be completed and sent via the post to you but an online form has now been created. This form can be edited by the petitioner at point after the public notice is complete, and issues may arise around the form being completed too early. Due to the way the system was originally developed, changing this process to enable the form to appear whilst the case sits in another user's work load is complex, so to fix issues related to the form being completed prior the public notice ending (or evening beginning), petitioners can edit this form once it is complete. There is not submit function for this form, so you will need to review the symbol against the form to see if it has been completed. We have asked the petitioners not to fill this form in until necessary, and an email is sent explaining this as well. Should you however find that the form has not been completed correctly, or you receive certificates via the post, editable rights have been granted to the registrar to edit this form. This may be completed at any point whilst the case is reviewed by the Registrar and Chancellor. A Faculty should not be granted until this certificate is complete. In some cases, should you direct the Parish to do edit incorrect forms, a phone call or email may be necessary to request the completion of the form, or to edit the response entered.

## Faculty Approval

In cases where the Chancellor approves the faculty application, you will receive a notification through the Online Faculty System with the Chancellor's comments.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action**
3. Click the **View** icon to access the Chancellor's comments

summary: suigrujk, uigrujk

Details Supporting documents and images History My Notes Messages Archived Forms

Summary description of proposed works	✓	
Standard Information	✓	
Initial DAC Review	✓	
DAC Form Selection	✓	
Statement of Significance	✓	
Statement of Needs	✓	
DAC Review Pre-Formal Consultation	✓	
Application Formal Consultation Responses	✓	
DAC Review Post-Consultation		
DAC Review Consultation Changes		
Notification of Advice	✓	
Public Notice File Selection	✓	
Petition	✓	
Public Notice	✓	
Public Notice Certificate	✓	
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgment	✓	

Submit Return to Applications dashboard Delete the application Invite Consultees

4. Read the Chancellor's determination and return to the application's details



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

[Open as PDF for printing](#)

[Return to application details](#)

[Edit](#)

1 of 1 Find | Next

**Ref:** 2014-000080      **Church:** Ambridge: St Stephen's (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (25/11/2014)      **Contact Tel.:** 020 7898 1860  
**Status:** Application with Registrar

#### Chancellor's Determination

**Action**     Issue Faculty (subject to public notice)  
                  Faculty Refused  
                  Return Application to Registrar

#### Directions or other Observations

#### Summary reasons for granting the faculty (if applicable)

No comment

#### Conditions of Faculty (if any)

Standard Archaeological Condition



5. Click the **Edit** icon on the Faculty Form

Application Ref: 2020-000509  
Diocese: Borchester (Test)  
Status: Registrar to Issue Faculty  
Summary: summary 1

Church: Penny Hassett: St David (NotReal)  
Archdeaconry: Felpersham (Test)  
Logged By: Mr Test Dac (Thu 05 Mar 2020)

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works	✓	
Standard Information	✓	
DAC Form Selection	✓	
Statement of Significance	✓	
Statement of Needs	✓	
DAC Review Pre-Formal Consultation	✓	
Application Formal Consultation Responses	✓	
DAC Review Post-Consultation	✓	
DAC Review Consultation Changes	✓	
Notification of Advice	✓	
Petition	✓	
Public Notice	✓	
Public Notice Certificate	✓	
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgment	✓	
Faculty		

[Return to Applications dashboard](#)

[Delete the application](#)

[Download All Forms & Documents](#)

6. **Edit** the legal text of the Faculty Form as required and click **Next**:
  - a. The Bishop's name
  - b. Delete unnecessary sentences
  - c. Add relevant dated

## Faculty (Form 6)



Details for Form 6 Edit

**B** *I* Format

The Worshipful Julie Patenaude, Chancellor of the Diocese and Official Principal of the Right Reverend \_\_\_\_\_, Lord Bishop of Borchester (Test)

To

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]

[All the parties to the proceedings having agreed in writing that the Chancellor should determine the

Save & come back later

Cancel

Next



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- Edit** the schedule of works and the Chancellor's conditions (if required) and click **Finish**. These schedule of works are populated from the Notification of Advice and may be amended by you, following the Chancellor's determination.

## Faculty (Form 6)



### Schedule Of Works

 Edit



Build new extension on the south of the church building.

body p

### Conditions of Faculty (if any) Edit

Standard Archaeological Condition

[Save & come back later](#)

[Cancel](#)

[Finish](#)



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8. The form is now marked as complete. Click the **View** icon to open the Faculty Form.

Application Ref: 2020-000509  
Diocese: Borchester (Test)  
Status: Registrar to Issue Faculty  
Summary: summary 1

Church: Penny Hassett: St David (NotReal)  
Archdeaconry: Felpersham (Test)  
Logged By: Mr Test Dac (Thu 05 Mar 2020)

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works		
Standard Information		
DAC Form Selection		
Statement of Significance		
Statement of Needs		
DAC Review Pre-Formal Consultation		
Application Formal Consultation Responses		
DAC Review Post-Consultation		
DAC Review Consultation Changes		
Notification of Advice		
Petition		
Public Notice		
Public Notice Certificate		
Registrar's remarks to Chancellor		
Chancellor's determination and judgment		
Faculty		

[Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)

9. To print the Faculty, click **Open as PDF for printing**

[Open as PDF for printing](#)
[Return to application details](#)

1 of 1 Find | Next

**Ref:** 2014-000079      **Church:** Ambridge: St Stephen's (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (25/11/2014)      **Contact Tel.:** 6456546354  
**Status:** Registrar to Issue Faculty

Form 6  
 (Rule 6.4)  
 Faculty

**In the Consistory Court of the Diocese of Borchester (Test)**  
**Parish of Ambridge (Test)**  
**Church of Ambridge: St Stephen's (Test)**

**The Worshipful Julie Patenaude, Chancellor of the Diocese and Official Principal of the Right Reverend Bob Smith, Lord Bishop**

**To JP (FS), FS (BR), BR (SF)**

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.  
 or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

10. The Faculty can now be sealed and sent to the parish by post

11. To inform the parish of the Chancellor's determination, click **Return to application details**







































[Open as PDF for printing](#)
[Return to application details](#)

1 of 1 Find | Next

**Ref:** 2014-000079      **Church:** Ambridge: St Stephen's (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (25/11/2014)      **Contact Tel.:** 6456546354  
**Status:** Registrar to Issue Faculty

Form 6  
 (Rule 6.4)  
 Faculty

12. And click **Submit**. The Online Faculty System will send an email to the parish and the DAC.

Summary description of proposed works	 
Standard Information	 
Initial DAC Review	 
DAC Form Selection	 
Statement of Significance	 
Statement of Needs	 
DAC Review Pre-Formal Consultation	 
Application Formal Consultation Responses	  
DAC Review Post-Consultation	 
DAC Review Consultation Changes	 
Notification of Advice	 
Public Notice File Selection	 
Petition	 
Public Notice	 
Public Notice Certificate	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgment	 
Faculty	  

**Submit**

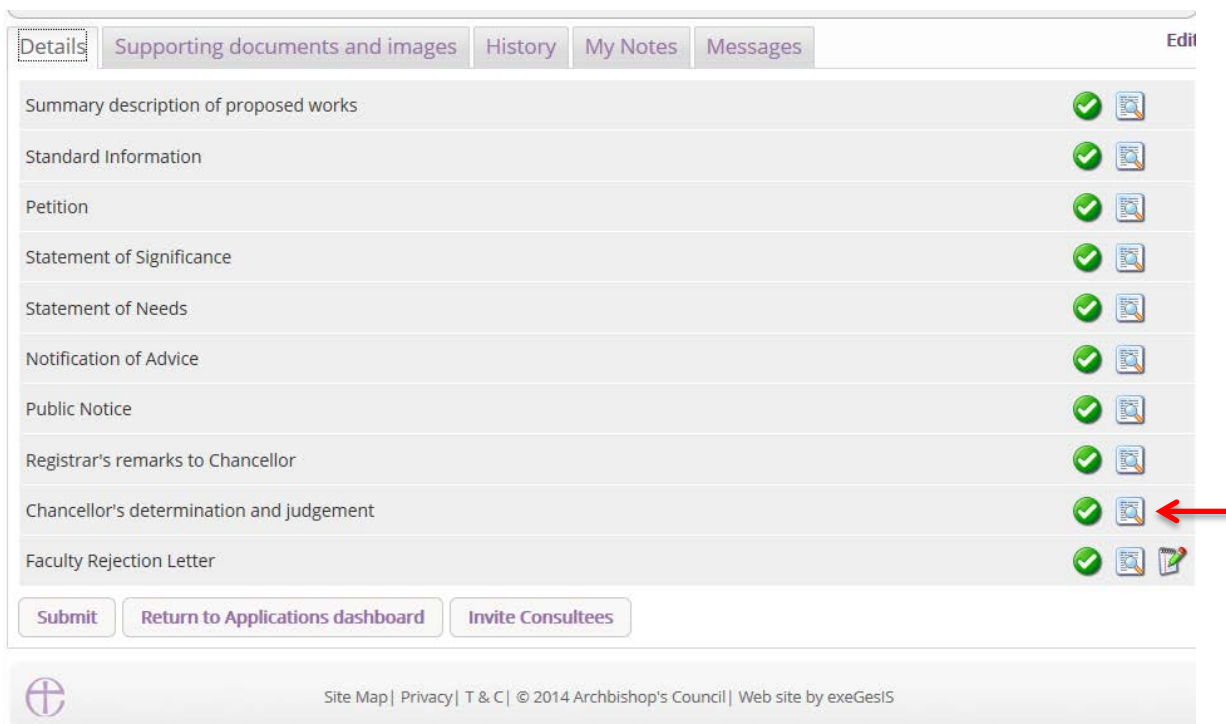
[Return to Applications dashboard](#)

[Delete the application](#)

## Faculty Refusal

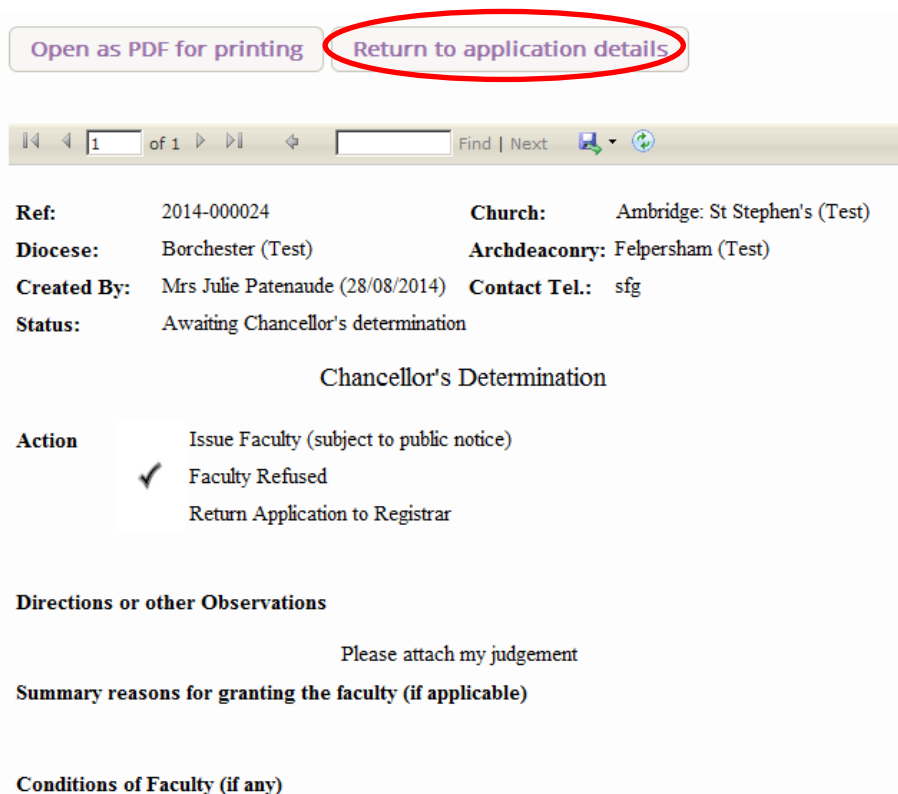
In cases where the Chancellor refuses a faculty application, you will receive a notification through the Online Faculty System.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **View** icon to access the Chancellor's comments



The screenshot shows the 'Details' view of an application in the Online Faculty System. The interface includes tabs for 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. A list of documents is displayed, each with a green checkmark and a document icon. The documents are: Summary description of proposed works, Standard Information, Petition, Statement of Significance, Statement of Needs, Notification of Advice, Public Notice, Registrar's remarks to Chancellor, Chancellor's determination and judgement, and Faculty Rejection Letter. A red arrow points to the 'View' icon next to 'Chancellor's determination and judgement'. Below the list are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'. The footer contains a site map, privacy policy, and copyright information for the Archbishop's Council.

4. Read the Chancellor's determination and click **Return to application details**



The screenshot shows the 'Chancellor's Determination' page. At the top, there are two buttons: 'Open as PDF for printing' and 'Return to application details', which is circled in red. Below the buttons is a navigation bar with a search field and 'Find | Next' options. The main content area displays application details:

<b>Ref:</b>	2014-000024	<b>Church:</b>	Ambridge: St Stephen's (Test)
<b>Diocese:</b>	Borchester (Test)	<b>Archdeaconry:</b>	Felpersham (Test)
<b>Created By:</b>	Mrs Julie Patenaude (28/08/2014)	<b>Contact Tel.:</b>	sfg
<b>Status:</b>	Awaiting Chancellor's determination		

**Chancellor's Determination**

**Action**

- Issue Faculty (subject to public notice)
- ✓ Faculty Refused
- Return Application to Registrar

**Directions or other Observations**

Please attach my judgement

**Summary reasons for granting the faculty (if applicable)**

**Conditions of Faculty (if any)**



5. Click the **Edit** icon on the Faculty Refusal Letter

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works ✓ [document icon]

Standard Information ✓ [document icon]

Petition ✓ [document icon]

Statement of Significance ✓ [document icon]

Statement of Needs ✓ [document icon]

Notification of Advice ✓ [document icon]

Public Notice ✓ [document icon]

Registrar's remarks to Chancellor ✓ [document icon]

Chancellor's determination and judgement ✓ [document icon]

Faculty Rejection Letter ✓ [document icon] [edit icon] ←

Submit Return to Applications dashboard Invite Consultees

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6. Insert any **remarks** intended for the parish and click **Finish**.

Faculty Rejection Form

Do not forget to attach the Chancellor's judgment under the Supporting Documents and Images tab.

Rejection remarks [edit icon] Edit

[Text Area]






















Save & come back later Cancel Finish

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7. To attach the Chancellor's judgement (if necessary) see page 47.

8. To inform the parish of the Chancellor's determination, click **Submit**.

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

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	 
Faculty Rejection Letter	  

**Submit** | Return to Applications dashboard | Invite Consultees

 Site Map | Privacy | T & C | © 2014 Archbishop's Council | Web site by exeGesIS

## Public Notice Page

Under the new legislation, if cases were processed through an online system, these applications should be made available to the public. To allow for this, a new public page has been created which provides access to the legal documents, and the supporting documentation that has been assigned by the DAC secretary and/or the Registrar to be publicly available (see *Public Notice File selection*).

This new page will provide access to all cases across the country which fall between the statues of Public Notice and the Registrar to Issue Faculty or Awaiting Faculty Rejection Letter under the 2020 changes. These will be shown in the order in which they were created on the Online System but can be sorted by Diocese, Church, Reference Number, and End Date. Likewise a text-based filter has been added to filter these cases by Diocese, Church and Reference number. Highlighted within these publicly available cases will be those that have been assigned as falling under rule 9.9 (by the DAC and Registrar) and a tick box function is provided to filter these cases further. They are also highlighted in purple. As these are now available through the online system, any application submitted through the OFS, no longer needs to be published on the Diocesan website. Instead, you can redirect and point your users to the central webpage

<https://facultyonline.churchofengland.org/public-notices>

An overview of this central webpage is below.

The screenshot shows the 'TEST Online Faculty System' website. The header includes the Church of England logo and navigation links: Home, Church Search, Public Notices, and Contact. A search bar is also present. The main heading is 'Faculty Public Notices'. Below this, a text block explains that the page shows public notices of Faculty application, visible to all users, and that users can view details and lodge objections if registered. A filtering section allows sorting by Diocese (dropdown), Ascending/Descending (radio buttons), and filtering by Diocese (dropdown) with a Refresh button. A checkbox option 'Show applications that fall under 9.9 rule' is also available. The list of notices includes navigation buttons (First, Previous, Next, Last), page size (10), and page number (Page 1 of 3 (22 items)). Three notices are listed: 'test' (2020-000503), 'FullListC' (2020-000507, highlighted in purple), and 'summary' (2020-000508). Each notice includes its reference number, location, and date, along with a 'View details' link.

Reference Number	Location	Date
2020-000503	Bath & Wells   Bath, Twerton-on-Avon: St Michael	31/03/20
2020-000507	Borchester (Test)   Ambridge: St Stephen's (Test)	23/04/20
2020-000508	Borchester (Test)   Penny Hassett: St David (NotReal)	03/04/20

Pressing View details against any application will provide the below example, where each form that is completed (as well supporting documents that are made available) are viewable as a PDF. No download all function has been provided.

Home | Sign In | Register | Church Search | Site Map

THE CHURCH OF ENGLAND TEST Online Faculty System

Application Ref: 2020-000509 Church: [Penny Hasset: St David \(NotReal\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Registrar to Issue Faculty](#) Logged By: [Mr Test Dac \(Thu 05 Mar 2020\)](#)  
Summary: [summary 1](#)

Missing help text - to be added by an administrator

### Application details

Standard Information	
Statement of Significance	
Statement of Needs	
Application Formal Consultation Responses	
Notification of Advice	
Petition	
Public Notice	

### Supporting documents

File Name	File Uploaded	Description
<a href="#">pexels-photo-3120307.jpeg</a>	20/01/2020 10:39:03	photo

[Return to public notices](#)

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Each page has a unique URL, and should this be needed, these links can be shared via email or published on your own websites.

The public notice page is also mobile friendly and allows for members of the public to view and access the forms whilst at the church should they wish to. This function also removes any issues related to accessing the necessary paperwork should the relevant person listed on the Public Notice be unavailable.

## Attaching Documents

If you need to attach other relevant documents to the application:

1. Go to the application's case file (see *Navigating a Case File* page 18)
2. Click on **Supporting Documents and Images**

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-00064** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Proposal in Preparation** Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**  
Summary: **Removal of Pews**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details **Supporting documents and images** History Messages

Summary description of proposed works	✓
Standard Information	✓
Petitioner	✓
Statement of Significance	✓
Statement of Needs	✓

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

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### 3. Click **Add**

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

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-00018** 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.

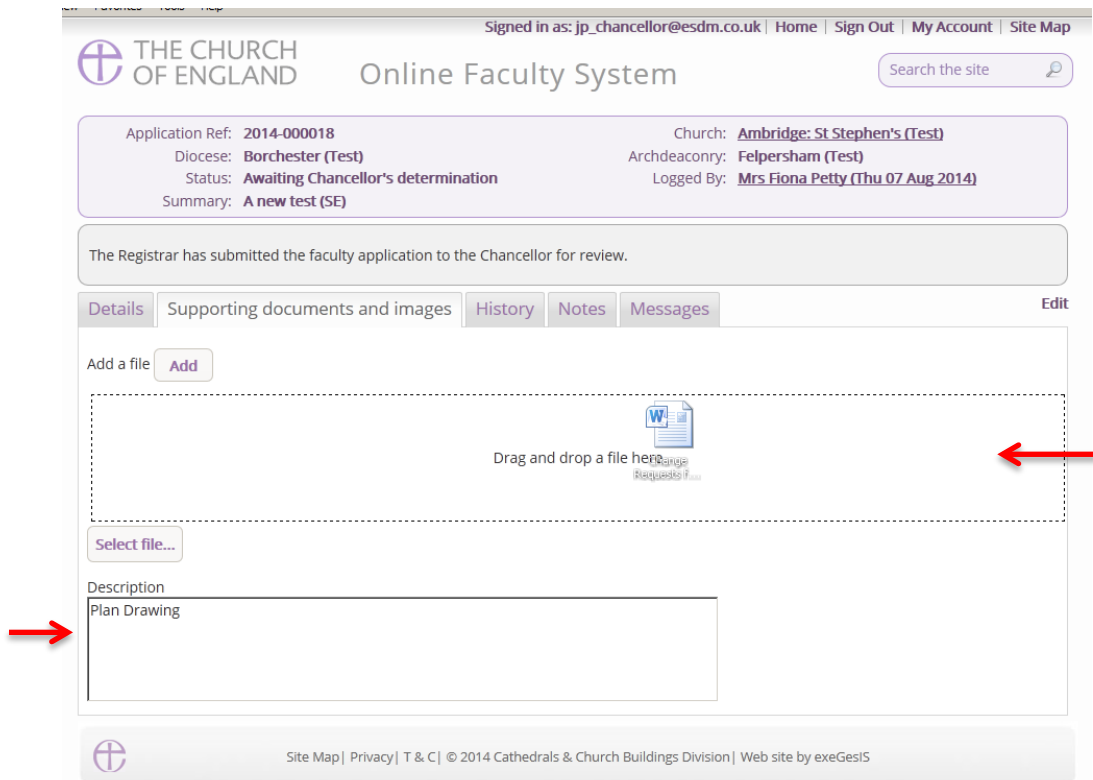
Details **Supporting documents and images** History Notes Messages [Edit](#)

Add a file **Add**

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## Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)



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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

Add a file

Drag and drop a file here

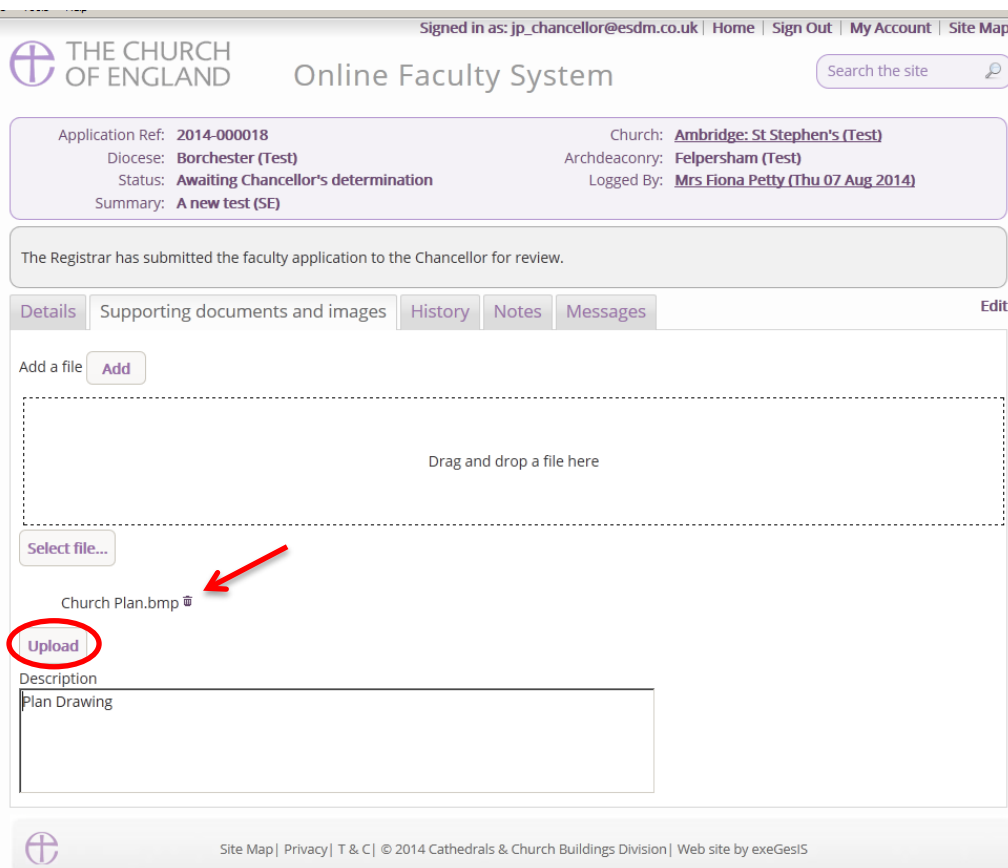
Select file...

Description  
Plan Drawing

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Two red arrows point to the 'Add' button and the 'Description' text box.

6. Notice that the file has uploaded (you can delete it by click on the trash icon next to it)
7. Click **Upload**



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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

Add a file

Drag and drop a file here

Select file...

Church Plan.bmp


Description  
Plan Drawing

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Two red arrows point to the 'Upload' button and the 'Church Plan.bmp' file name.

8. The file has successfully attached.


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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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Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

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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](#)

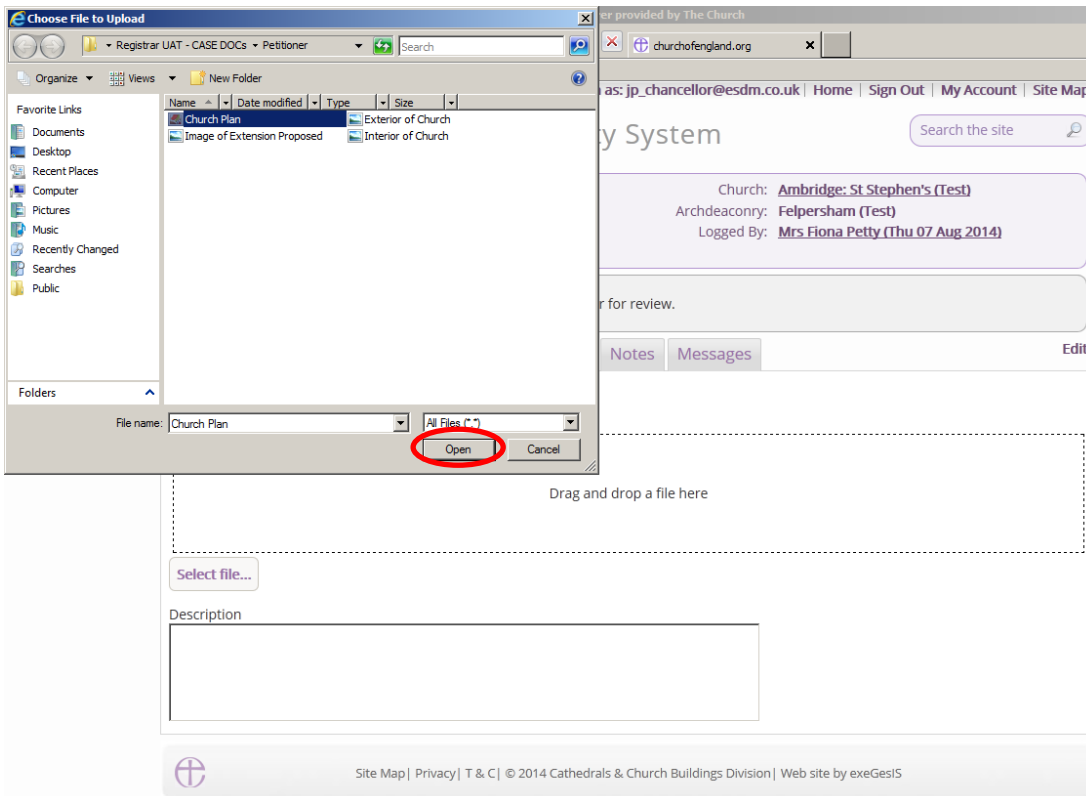
Add a file

Drag and drop a file here

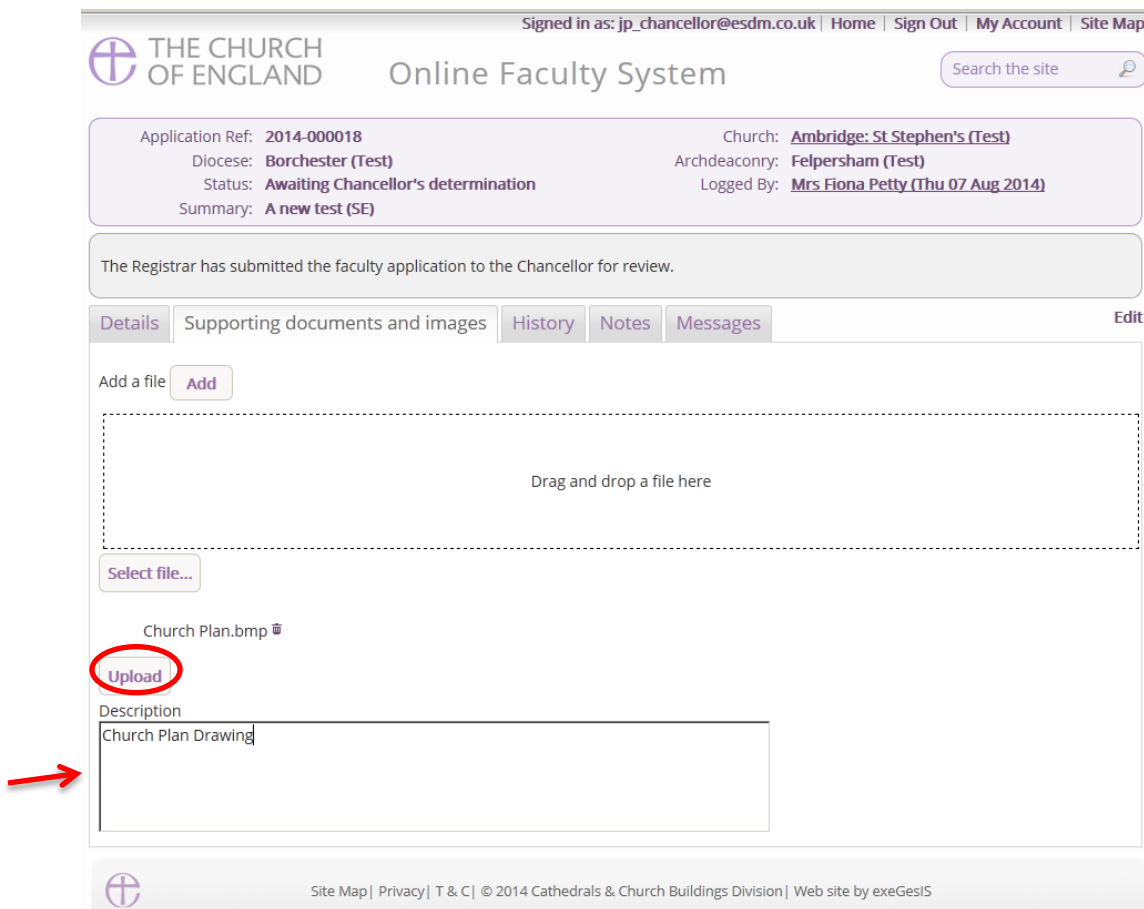
Description

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10. **Locate** the file on your computer. **Select** it. Click **Open**.




11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)  
12. Click **Upload**





### 13. The file has successfully attached


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

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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## Casework Analytics Report

This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

1. Go to the Applications tab
2. Go to the Tools tab on your Dashboard
3. Click Casework Analytics Report

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact Help

### 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. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

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**

DAC meeting report

Casework analytics report

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4. Select your **Diocese** from the Drop down menu

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black  
Listed Building Grade: Unlisted, I, II, II\*  
From: (Select All) Bath & Wells Birmingham Blackburn Bristol Canterbury Carlisle Chelmsford Chester  
To: 06/01/2016 15:56:49  
View Report

Ref	Diocese	Grade	Application Type	Created	Summary of Works	Status
-----	---------	-------	------------------	---------	------------------	--------

5. Filter by listed building grade (if required)

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To:    Status: Open

1 of 5    Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status
-----	--------	---------	-------	------------------	---------	------------------	--------

6. Select a **start and end date** for your search using both calendars

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To: 06/01/2016 15:56:49

Status:    December 2015

1 of 5    Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status
2015-001	Evangelist	Derby	II	Full Faculty	07 Dec 2015	Provide and fit metal safety	Proposal in preparation

7. Filter by **Open** (active) cases or **Closed** (archived) cases.

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To: 06/01/2016 15:56:49

Status: Open    Open    Closed

1 of 5    Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status
-----	--------	---------	-------	------------------	---------	------------------	--------

8. Click **View Report** to obtain your results

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To: 06/01/2016 15:56:49

Status: Open

1 of 5    Find | Next

9. Use the floppy disk icon to **export your results** into different file format types.

The screenshot shows a web application interface with a search and filter section at the top. Below this is a table of data. A context menu is open over the floppy disk icon in the table's toolbar, listing various export options.

Diocese: Bath & Wells, Birmingham, Black | Listed Building Grade: Unlisted, I, II, II\* | View Report

From: 07/12/2015 15:56:49 | To: 06/01/2016 15:56:49

Status: Open

1 of 5 | Find | Next

Ref	Church	Diocese	Grade	Created	Summary of Works	Status
2015-001016	Hazelwood: St John the Evangelist (612243)	Derby	II	7 Dec 2015	Provide and fit metal safety handrail to Vestry steps.	Proposal in preparation

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

## 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 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>