Online Faculty System

An Archdeacon’s User Manual

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This document is a step-by-step guide to the Online Faculty System for Archdeacons.
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How to Register as an Archdeacon

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

2. Click on Register.
3. This will take you to the **Create a New Account** page.

![Create a New Account page](image.png)

4. Choose the most suitable email address. This is likely to be your work email.

5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese either as:

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

7. Select the **role** for which you wish to register (in this case, Archdeacon).
8. When you select Archdeacon and scroll down, you’ll get a drop-down menu from the Diocese and Archdeaconry fields:

9. Select your diocese:
10. Followed by your Archdeaconry

11. Enter the **security code** as it is shown:
12. Please read the Privacy Policy, Cookie Policy and Terms and Conditions and tick the box to say you are happy to agree with these.

13. Click on Create Account

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

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

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

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

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

1. Go to the main website https://facultyonline.churchofengland.org and click on Sign In.

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

2.1 If you tick the box “Remember Me On This Computer”, you will remain signed in to the website every time you return.
3. The system brings you back to the main page of the website. But now you are signed in!

4. To exit the system, click **Sign Out**.
Recovering your Password

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

![Image of sign-in page with Recover Password highlighted]

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

![Image of Recover Password page]

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

4. Go back to the sign-in page https://facultyonline.churchofengland.org/Secure/Login.aspx and type in your new password. Do not Copy & Paste
5. For safety reasons, the system will ask you for a new password. Create one and click Change Password.

6. You will automatically return to the main page and will be signed in.
Managing your Account
Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on My Account
2. This is the **Security and Identity** tab of your account.

[Image of the Security and Identity tab]

Update your email address here

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

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

[Image of the Profile tab]

Keep your contact information up-to-date here.

Type in your new telephone number or address every time it changes.

Do not forget to update your 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 Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to sign in!

1. From the main page, click on the Applications tab.
2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

You can arrange your messages by:

- Subject
- Date Received
- Date Read

Click on each title to sort your messages.

Click on the View icon to look at a message.
3. To access any application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:
- Reference Number
- Church Name
- Status

You can also arrange the applications by:
- Summary of works
- Date Created

Click the View icon to open a Faculty application.
4. To access any application where a determination has not yet been made, go to Active Cases.

The functions here are the same as the previous tab.

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

Organise your applications by clicking on:
- **App Ref**
- **Summary**
- **Church**
- **Created**
- **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**
- **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.
Navigating a Case File

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

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

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

1. To access a case file, click the **View** icon next to the specific case you wish to open.
2. This is a typical case file awaiting the Chancellor’s determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

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

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

![Image of Online Faculty System]

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

Or

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

See who worked on this application.

What they did.

And when.
Accessing a List A matter record

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

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

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

Dear Archdeacon

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

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

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

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

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

2. To access the List A matter recorded, click on the View icon
3. To print, click Open as PDF for printing

Ref: 2016-001124

Church: Ambridge. St Stephen's (Test)

Diocese: Rochester (Test)

Archdeaconry: Felpersham (Test)

Created By: Mrs Julie Patenaude (05/01/2016)

Contact Tel: 2

Status: Post determination List A

List A/B Classification

Application Type: A

List Item ID: 8

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

Specified conditions:
Only non-corroding fixings are used where a flagpole is repaired or replaced

Wednesday, January 06, 2016 12:04 PM
**Working on a List B matter application**

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

**Awaiting DAC Advice**

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

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Dear Archdeacon

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

A new application (reference 2015-001064) has been submitted for a List B matter(s) and is now awaiting DAC advice. Please click [this link](#) to view the full details of the application.

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

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You will arrive at the List B case file.

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

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

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

**N.B.** To find out how to send the application to “consultees”, go to page 28.
Awaiting Archdeacon's Determination

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

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

Dear Archdeacon

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

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

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

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

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You will arrive at the case file

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

![View Icon]

2. Click on the **Edit** icon to fill in your **Written Notice**

![Edit Icon]
3. Select the appropriate determination

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

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

4. Insert any additional conditions required if the application is approved or explain why the application was refused.

5. Click Finish to return to the case file

6. Click Submit to send your determination to the parish
Inviting External Consultees to View any Application

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

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

3. See if the individual(s) to whom you are sending the application is already registered
4. If yes, **select them** from the list and click **Ok** to invite that consultee.

5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.
6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).
Accessing a Full Faculty Application

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

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

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

Reviewing Temporary Minor re-ordering

The Online Faculty System allows you to grant Temporary Minor re-ordering licenses up to a maximum of 15 months, sent to you by Parishes (with Ministers). You will receive an email notifying you of the submission of the Temporary Minor re-ordering application, and these will be available in the Application tab, under Applications requiring your action
There are several possible steps that could be needed for a Temporary Minor Re-ordering to be granted.

On each application, an Archdeacon will be required to review the application details, and they will be able to process the case to the next stage for a formal decision.

The view button for the Temporary Minor Re-ordering application details will provide an overview of the Summary of proposed works and the description of the proposed works. This **text used in the description will automatically be incorporated into Form 9**. If the text is not correct or requires minor editing, an Archdeacon will need to edit this text directly by pressing the edit button on the application details.

Once the Temporary Minor Re-ordering application details have been reviewed, the **Archdeacon’s processing form** should be used to move the case forward to allow for the system to create Form 9. This can be completed by pressing the edit button next to the processing form.
There are four possible options:

1. Approve – await decision on licence period
2. Reject – Applicant is not a Minister
3. Reject – other reasons
4. Reject – return to preparation stage

1. Selecting this option will move the case forward to grant the Temporary Minor Re-ordering license
2. This will reject the license as the Parish does not have a Minister – please consult with the DAC secretary offline to confirm this. The DAC will be sent an email notifying them of the Temporary Minor Re-ordering submission and will be aware of the application.
3. This will reject the application. Please enter any comments or reasons into the text box to provide the reasoning as to why the Temporary Minor Re-ordering application has been rejected.
4. This will return the application back to the applicant to edit the application as required. Please add any comments or adjustments required in the comments box. The applicant may then edit the content and send it back to you. This may happen several times until you are happy that the application is detailed enough.

Please be aware that applications **cannot be reverted**, so please select this verification carefully. Once the correct option has been selected, press **Finish Form** and then **Submit** to move the application to the next stage, which is the creation of Form 9.
All rejected Temporary Minor Re-ordering applications can be converted by the Parish to Faculty Applications if required. Parishes are designated a 30-day period to do this to allow the system to close the case and move the application to the Archived Cases tab. This stops an ever-growing list of open cases.
Form 9

Once the application has been reviewed as being acceptable, Form 9 will then be available to edit.

Click the edit button to create Form 9, where a license period and specific conditions can be set.
Set the required number of months for the license through the drop-down box and use the text box to add any conditions that may be required for the Temporary Minor Re-ordering license.

Once completed, press **Finish Form** and then the **Submit** button on the main application page to send Form 9 to the Parish, DAC and Registry team. The Parish will then be notified that the license has been granted, and they will receive an email every month to remind them that they can apply for a faculty application prior to the end of the license period until there are two months remaining on the license. After this period, a separate faculty application will be required.

If the license is converted to a faculty application, the system will autogenerate the required Form 10 and notify you of the decision made by the Parish.

If a faculty has not been sought during the license period, the system will request that the Parish complete Form 10 as required within the required 14-day period.

**Revise or revoke the license**

Once the license has been granted, Archdeacons will have the ability to revise the conditions of the license or revoke the license completely.

To revise the conditions of the license and to revert the case back to the previous stage, press the **Revise** button. Here you will be sent back to the previous stage, where you will be able to edit Form 9. During this process, the license period will be **unable to be edited**, as this will remain constant as
the expiry date is fixed to the initial time period specified. Edit the conditions as needed, finish the form and submit the application again. The Parish will be informed of the change via email.

To revoke the license, press the **Revoke License** button. This will then generate a pop-up box where you will be able to provide an explanation for the revocation. This will then be emailed to the Parish to inform them and available as a separate form.

Once the application has been revoked, the Archdeacon will be required to confirm that Parish have returned the works to the original position through the **Archdeacon's verification form**.
In the verification process, you will need to confirm that the works have been restored, and you will be able to provide any comments on the works that may be required.

**Form 10**

Once the license has expired and no faculty application has been sought, the Parish will be required to submit a Form 10 to you. The system will notify the Parish of this requirement and will send emails on the 12th and 14th days after the license has expired. If Form 10 has not been submitted, an email will be sent to the Archdeacon warning them that the Parish have yet to complete the required form, and you will need to chase the church offline. Until the Parish have submitted Form 10, the system will treat the Temporary Minor Re-ordering application as being open.

**Archdeacon’s Verification**

Once the Parish have submitted Form 10 to you, you will be able to complete the Archdeacon’s verification as above to archive and close the case.
Email notifications
The following emails will be sent to the Archdeacon as part of the Temporary Minor Re-ordering application process

1. A Temporary Minor Re-ordering application has been submitted
2. The Parish decides to apply for Full Faculty
3. A Reminder that the Licence expires in 6 months - 4 months to apply for Full Faculty
4. A Reminder that the Licence expires in 5 months - 3 months to apply for Full Faculty
5. A Reminder that the Licence expires in 4 months - 2 months to apply for Full Faculty
6. A Reminder that the Licence expires in 3 months - 1 month to apply for Full Faculty
7. A Reminder that the Licence expires in 2 months - Faculty can no longer be applied for
8. A Reminder that the Licence expires in 1 month - Re-ordering should be restored to original
9. The Temporary Minor Re-ordering Licence has expired - Parish to complete Form 10
10. The Parish has submitted Form 10 to the Archdeacon
11. An email informing the Archdeacon that the Parish have missed the deadline for submission of Form 10.
5. Click on the View icon to open a specific form

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

You can also choose to open the form with Microsoft Word or other computer software. Click here for your options.
7. The form will open in an easy-to-read format. To print, click **Print**
*Please note this process might be slightly different according to individual computers and operating systems.*

8. Repeat this process as needed for all other forms
9. Go to the **Supporting Documents and Images** tab to find all the attached files.

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

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

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

james.miles@churchofengland.org

020 7898 1860

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