This document is a step-by-step guide to the Online Faculty System for DAC Secretaries.
# Table of Contents

How to Register as a DAC Secretary ................................................................. 4
Signing In and Out of the Online System .......................................................... 8
Recovering your Password ................................................................................. 9
Managing your Account ..................................................................................... 11
Managing the Members List ............................................................................... 13
  Approving a new user ....................................................................................... 14
  Registration Emails ......................................................................................... 17
  Changing a user’s password ............................................................................ 21
Navigating your Dashboard .............................................................................. 22
Navigating a Case File ....................................................................................... 28
Receiving Emails from the Online Faculty System ........................................... 33
Inviting External Consultees to View an Application ......................................... 34
Managing your List of Consultees ..................................................................... 36
Starting Applications on behalf of Parishes ....................................................... 37
  Case File Summary ......................................................................................... 40
  Recording a List A matter .............................................................................. 40
  Applying for a List B matter ........................................................................... 43
  Applying for Full Faculty ............................................................................... 45
Standard Information ......................................................................................... 45
Petition ............................................................................................................... 49
Statement of Significance .................................................................................. 52
Statement of Needs ............................................................................................ 57
Submitting the proposal ..................................................................................... 61
Attaching Documents ....................................................................................... 63
Providing Advice to a List B Application ........................................................... 68
Providing Informal Advice to the Applicant for Full Faculty ............................ 70
Providing Formal Advice on behalf of the DAC Committee ............................ 75
  Generating an Agenda for the DAC Committee Meeting ............................... 75
  The DAC recommends the proposal ............................................................. 76
  The DAC does not object to your proposal .................................................... 82
  The DAC does not recommend your proposal .............................................. 86
Public Notice Form ............................................................................................ 92
Monitoring the Progress of a Faculty Application ............................................ 97
Faculty Approved .............................................................................................. 98
Faculty Refused ................................................................................................. 100
How to Register as a DAC Secretary

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 form](image)

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

![Dropdown menu for Diocese selection]

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.

![Create Account button]

9. **Select your diocese:**

![Dropdown menu for Diocese selection]

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.

![Create Account button]

10. **Enter the security code** as it is shown:
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 registered user of the database.

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

   N.B. The CCB will need to check against their records to verify that you are a DAC Secretary. 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

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 into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!
4. To exit the system, click **Sign Out**.

Recovering your Password

1. Go to the sign in page [https://facultyonline.churchofengland.org/Secure/Login.aspx](https://facultyonline.churchofengland.org/Secure/Login.aspx) and click **Recover Password**
2. Enter the email address you used to register with the Online Faculty System and click Next.

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

4. Go back to the sign in page [https://facultyonline.churchofengland.org/Secure/Login.aspx](https://facultyonline.churchofengland.org/Secure/Login.aspx) and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click Change Password.
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.
3. This is your Profile tab. It holds all your contact details and lets you manage the emails you receive from the system.

Managing the Members List
As DAC Secretary, you are responsible for overseeing user registrations and management in your diocese.
Approving a new user

Every time an individual registers in your diocese, the Online Faculty System will send you an email to let you know.

1. Click on the link supplied and **sign in**
   Or
2. Go to the main page ([https://facultyonline.churchofengland.org/](https://facultyonline.churchofengland.org/)), Sign In, and Click **Members List**

3. Click **Show users waiting for approval**
4. Click the **Edit** icon to open the account of the user you need to approve

5. Go to the user’s **profile** page. Make sure that the contact information is correct.
6. Make certain that they have applied for the **correct role** (if not change it)
7. If the user has applied for the role of **Applicant**, ensure that he/she has selected **ALL the church buildings** in their care.

8. To find a church building, start typing the **name of the parish**. A list will appear automatically.

9. If you make any changes, click **Update**

**N.B.** An applicant who has not selected any church buildings will not be able to complete a faculty application.

10. Go to the **Identity** tab

11. Click **Approve**

12. If an individual who is not part of the faculty process applies to use the Online Faculty System in your diocese, click **Lock**
Registration Emails

Users are asked to confirm their email address upon registration. They will automatically receive an email from the Online Faculty System instructing them to click on a link as confirmation.

Should a user loose this confirmation email:

1. Ask them to look into their spam or junk inbox
2. Go to the Online Faculty System’s main page
3. Sign In
4. And click **Members List**

5. Search for a user with their **first, last, full name or email address** (This is case sensitive)
6. Click Search
7. Click the Edit icon to open the user’s account

Option 2

8. Search for a user by filtering for the letter for their first name
9. **Scroll** through to users using the **Next & Last** buttons

10. Once you have found the specific user you are looking for, click the **Edit** icon to open their account
11. Click **Re-send confirmation email**

The user will receive their confirmation email again. If they still do not receive it, verify that the email address is entered correctly.

---

**Changing a user’s password**

As DAC Secretary, you can change a user’s password if necessary (e.g. because the user can no longer remember his or her password, or because the account’s main administrator has left).

1. Go to the Online Faculty System’s main page and Sign In
2. Go to the Members List and find your user (see pages 18-20)
3. Click the **Edit** icon to open a user’s account and go to the **Identity** tab

4. Type in a **new password**
5. Tick **User must change password**
6. Click **Update**

7. **Contact the user** to inform them of their new password
8. The next time they sign in, they will be asked to change it for security purposes.

**Navigating your Dashboard**
Your dashboard is where you will be able to access all the Faculty proposals and 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 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 Faculty application which requires your attention, go to Applications requiring your action.
4. To access an application where a determination has not yet been made, go to **Active Cases**

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

The functions here are the same as the previous tab.

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

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created or
- Status
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 legal forms and information necessary to assess a parish’s proposal and provide your advice. It is also where you can attach any other relevant documents to an application. Each Faculty 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 22).

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 DAC processing. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

The forms are found here. Including the DAC informal feedback form

Click here to **exit** the case file

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

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

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, photographs, archaeological reports, or advice letters following consultation with amenity societies.

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.

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

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.
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 22)
3. In each individual case file under the Messages tab (see Navigating a Case File page 27)

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

1. A parish begins an application for List B or Full Faculty
2. A parish records a List A matter
3. A parish submits an application to you for informal advice
4. A parish submits a formal faculty application to the Registrar & Chancellor
5. At the end of the public notice period
6. When the Registrar informs you of the Chancellor’s determination
7. When the Archdeacon approves a List B application

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.
Inviting External Consultees to View an Application

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

1. Go to an application’s case file (see *Navigating a Case File* page 27)
2. Click **Invite Consultee**

3. Search for the consultee by **typing in the name or role** into the text box & clicking **FIND**

4. **Select** the consultee you wish to invite
5. Write an optional **message**

6. Click **OK**

4. 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.
Managing your List of Consultees
Tailor your list of consultees. Choose which organisation or individual(s) applicants can have access to on the Online Faculty System.

1. Go to Applications
2. Find the TOOLS tab
3. Click Manage Consultees
4. Select which consultee should be visible to applicants
5. Click Save
Starting Applications on behalf of Parishes
When you are ready to begin a Faculty application on behalf of a parish in your diocese:

1. Go to the Church Heritage Record [https://facultyonline.churchofengland.org/churches](https://facultyonline.churchofengland.org/churches)
2. Sign In

![Church Heritage Record](https://via.placeholder.com/150)

Welcome to the Church Heritage Record

The Church Heritage Record contains over 16,000 entries on church buildings in England covering a wide variety of topics including architectural history, archaeology, worship, and the surrounding natural environment. It is continuously being updated and should not be regarded as complete - find out more.

Click on a red church symbol in the map to access its record.

3. Use the Church Search function to locate the specific church building
   a. Select Find a church
   b. Enter the church’s name OR
   c. Enter the church’s code

![Church Search](https://via.placeholder.com/150)

4. Click on the red dot symbolising the church building. This will open a summary information box. Click on the church’s name to open the record.
5. In the Church Heritage Record for your specific church building, go to the **Condition** tab
*Please note that you will only have access to this tab if you are logged in as DAC Secretary.*

6. Scroll down the page to Event Log (Faculty History)
7. Click **Start a new application**
### Event Log (Faculty History)

<table>
<thead>
<tr>
<th>App Ref</th>
<th>Summary</th>
<th>Church</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-000333</td>
<td>Removal of pews</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Wed 25 Mar 2015</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2015-000331</td>
<td>Multiple repairs in church hall</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Tue 24 Mar 2015</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2015-000319</td>
<td>Flood damage!</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Wed 18 Mar 2015</td>
<td>Registrar to Issue Faculty</td>
</tr>
<tr>
<td>2015-000313</td>
<td>Building a children's church</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 12 Mar 2015</td>
<td>Awaiting DAC Processing</td>
</tr>
<tr>
<td>2015-000312</td>
<td>To upgrade the lighting system</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 12 Mar 2015</td>
<td>Proposal In Preparation</td>
</tr>
<tr>
<td>2015-000308</td>
<td>Take the pews out! Come on, why not</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Tue 10 Mar 2015</td>
<td>Registrar to Issue Faculty</td>
</tr>
</tbody>
</table>
Case File Summary

8. Complete the Case File Summary
   a. The Case Reference will appear automatically
   b. The name of the church will appear automatically

9. Enter a brief summary (max 10 words) of the works into the Summary of proposed works box
10. Enter a contact telephone number into the next box
11. Click Finish

Recording a List A matter
Is the work you are recording happening to the building or within the churchyard?
Not sure? Read List A to find out.

Church buildings etc. includes:
- A1 – Church buildings etc.
- A2 – Musical instruments
- A3 – Bells etc.
- A4 – Clocks
- A5 – Church content
- A6 – Church halls and similar buildings

Churchyard includes:
- A7 – Churchyard
- A8 – Trees

1. Select the appropriate option
2. Click Next

3. Select the appropriate List A matter which you want to record. Don’t forget to read the conditions

4. Scroll to the bottom of the page
5. Click Next
6. A message confirms that you have selected a List A matter

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.

If in doubt, contact your DAC Secretary [link]

7. If you are certain that the work to undertake falls under List A and complies with all specified conditions, click Finish.

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.

If in doubt, contact your DAC Secretary [link]
Applying for a List B matter
You can use the Online Faculty System to apply to your Archdeacon for permission to undertake works, which fall under List B of the Faculty Jurisdiction Rules.

1. Repeat steps on pages 37 to 40.

N.B. Church buildings etc. includes:
   - B1 – Church buildings etc.
   - B2 – Bells etc.
   - B3 – Clocks
   - B4 – Church contents

Churchyard includes:
   - B5 – Churchyard
   - B6 – Trees

2. When you arrive at List A, scroll to the bottom of the page
3. Click None of the Above
4. Click Next
5. You will arrive at List B
6. Select the appropriate List B matter which you want to apply for. Don’t forget to read the conditions

Works on this list require the permission of your Archdeacon who will obtain advice from the DAC members or offices before making a decision. The Archdeacon may impose conditions on the works, which must be adhered to.

If the proposed works match one of the “List B” items below, please select that item, otherwise select “None of the above” to apply for full Faculty.

- (B5-1) The introduction of benches in a churchyard
  Specified conditions:
  • No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor
7. Scroll to the bottom of the page
8. Click Finish

9. Click the **Edit** icon to add more details to the application

10. Type additional details about your proposal in the text box

11. Click **Finish**

12. Attach any additional files under the **Supporting Documents and Image** tab

13. Click **Submit** to send to the next stage
Applying for Full Faculty

1. Repeat steps on pages 37 to 40.
2. Arrive at List A, scroll to the bottom of the page, click None of the Above and Next.
3. Arrive at List B, scroll to the bottom of the page, click None of the Above
4. Click Finish

You have successfully begun a new faculty proposal and created a case file.

For more on navigating a case file, see page 27.

Standard Information

1. Complete the Standard Information Form. Click the Edit icon.
2. **First**, click **Reload from Church Heritage Record**. If the church building’s record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.

3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.
4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**.

5. Complete the second page and click **Next**.
6. Complete the third page and click **Next**.

7. Complete the last page and click **Finish**.
8. The form is now complete

<table>
<thead>
<tr>
<th>Details</th>
<th>Supporting documents and images</th>
<th>History</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary description of proposed works</strong></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
</tr>
<tr>
<td><strong>Standard Information</strong></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
</tr>
<tr>
<td><strong>Petition</strong></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
</tr>
<tr>
<td><strong>Statement of Significance</strong></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
</tr>
<tr>
<td><strong>Statement of needs</strong></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
<td><img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /> <img src="image" alt="button" /></td>
</tr>
</tbody>
</table>

Petition

1. To complete the petition form, click the **Edit** icon to begin
2. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by clicking **Next** at the bottom of the page.

3. At any time, you can save your work and return to it another day by clicking **Save & come back later**.
4. Once you have completed as much information as you can, go to **step 15 and click Finish**.

5. The form is now complete.
Statement of Significance
You are encouraged to provide a Statement of Significance (although this document is only essential when proposals involve changes to a listed church).

Click [here](#) for guidance on writing statements of significance.

If you choose not to provide a statement of significance:

1. Click the edit icon on the statement of significance

2. Go to the last page and click Finish.

If you choose to attach a pre-prepared statement of significance as a Word or PDF document instead of completing the online form:
1. Click the **edit** icon on the statement of significance
2. **Tick** the box indicating that you have chosen to upload a file instead

---

### Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare website](http://www.churchcare.org) and look up your [Church Heritage Record](http://www.churchheritage.org).

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.

---

1. **Save & come back later**
2. **Cancel**
3. **Next**

---

3. You will see this prompt. Click **Submit** to continue or close if you wish to complete the online statement of significance form

---

4. The form is now complete

---

5. Go to page 59 to find out how to **attach** your pre-prepared statement of significance as a Word or PDF document

If you choose to complete the online statement of significance form:

1. Click the **Edit** icon
2. Ensure that the box remains empty. Click **Next**

3. Complete the brief history and description of the church building. Click **Next**.
4. Complete steps 3 and 4. Navigate the form using the **Next** button.

5. **Steps 5 through 7** allow you to upload a plan of the church and photographs of the interior and exterior of the building. Click **Add**.
6. Insert your image file
   a. You can Drag & Drop a file into the middle of the box using your computer's mouse OR
   b. You can also choose to upload a file by locating it on your computer. Click Select file…

7. Write a description of the image and click Upload
8. Once you have completed step 7, click **Finish**

9. The form is now complete

**Statement of Needs**
You are encouraged to provide a **Statement of Needs** (although this document is only essential when proposals involve changes to a listed church).
Click here for guidance on writing statements of needs.

If you choose not to provide a statement of needs or attach a pre-prepared Word or PDF document:

1. Click the edit icon on the statement of needs

   ![Image of the statement of needs editor interface]

   2. Go to step 5 and click Finish

If you choose to complete the online statement of needs form:

1. Click the Edit icon
2. Complete the General Information and click **Next**

**Statement of Needs Form**

For assistance with your statement of needs, please visit the [churchCare] website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.

Use the web-editing tools to format your text:
- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italic
- Headings
- Numbering
- Bullets
- Web Links

3. Repeat for **steps 2 through 5**
4. Click Finish

5. The form is now complete
Submitting the proposal

You have now completed all forms initially required by the Online Faculty System.

1. If you need to attach any documents to the application, see page 59.

2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
   a. Click the Edit icon on that particular form
   b. Go to the form’s last page
   c. Click the Finish button

3. Once you are certain that the proposal is complete, Click Submit
4. Click **OK** to proceed or Cancel if you change your mind.

**N.B.** Once you have clicked submit, the applicant will no longer be able to amend the forms until you return the proposal with informal comments.

5. As DAC, you will receive an email to inform you of this application

6. You can monitor the progress of the application anytime by signing into your account (see *Navigating a Case File* page 27).
Attaching Documents

If you need to attach other relevant documents to support the proposal:

1. Go to the application’s case file (see Navigating a Case File page 27)
2. Click on Supporting Documents and Images

3. Click Add

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)

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

7. Click **Upload**

8. The file has successfully attached.
Option 2

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

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

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Size</th>
<th>Modified</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church Plan.bmp</td>
<td>Plan Drawing</td>
<td>151318</td>
<td>04/11/2014 10:43:05</td>
<td>Julie Patenaude</td>
</tr>
</tbody>
</table>

Add a file:
Providing Advice to a List B Application

As DAC, you will be notified by email when a parish submits a List B application for determination by the Archdeacon. You have the option to provide informal advice to assist the Archdeacon with their decision.

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

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

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

4. Go to the **Supporting Documents and Images** tab for additional information

5. Click the **Edit** icon to provide advice to the Archdeacon
6. Insert your **draft conditions** or **written advice** to the Archdeacon in the box (N.B. If you do not wish to comment, write N.A.)

7. Click **Finish**

8. Click **Submit** to send your comments to the Archdeacon
Providing Informal Advice to the Applicant for Full Faculty

The Online Faculty System will inform you when the applicant has submitted a faculty proposal for advice.

1. Click on the link found in the email or go to the applications tab (https://facultyonline.churchofengland.org/applications)
2. Sign In
3. You can locate the application from your dashboard under Applications Requiring Your Action (Click the View icon to open)
4. From the Supporting Documents and Images tab you can view all other relevant documents
5. From the Details tab you can access and read all the forms completed by the parish (Click View to open)
6. Click the Open as PDF for printing to print or export it into a Word or Excel document.
7. Once you have completed your initial assessment of the proposal click the Edit icon on the DAC informal feedback form. *Note that you can also edit the parish’s proposal if necessary.

Option 1

8. If the proposal is ready to go before the DAC committee and no more information is required, Click YES and Finish
9. The form is now marked as complete
10. Click **Submit** to proceed

11. You will get this prompt. Click **Ok** to proceed or **Cancel** to abort. (go to page 69).

*Option 2*

12. If the **proposal is not ready** to go before the DAC committee and more information is required, click **NO** and enter your comments/feedback to the parish in the box below.
13. Click **Finish**

14. The form is now marked as complete.

15. Click **Submit** to return the application to the parish with your comments.
16. You will get this prompt. Click **Ok** to proceed or **Cancel** to abort.

The Parish will receive an email from the Online Faculty System with your comments. Once they have made the necessary changes to their proposal, they can re-submit their proposal to you for further informal advice.
Providing Formal Advice on behalf of the DAC Committee

Generating an Agenda for the DAC Committee Meeting

The Online Faculty System can produce a simple list of all proposals in your diocese which are ready to go to the DAC committee. This can help you, for example, draw up agendas quickly and easily.

1. From your dashboard, go to the **Tools** tab (see *Navigating your Dashboard* on page 22)

2. Click on **DAC meeting report**

3. All the cases with the status **Awaiting DAC Recommendation** in your diocese will appear in a table complete with basic information about the proposal.
4. Click **Open as PDF for printing** to print the document as seen on your screen.

5. **OR, export it into a Word** document and adapt the tables to fit your diocese’s needs.

---

**The DAC recommends the proposal**

Should the Committee recommend the parish’s proposal, use the Online Faculty System to complete your Notification of Advice.
1. Go to the main page ([https://facultyonline.churchofengland.org](https://facultyonline.churchofengland.org))
2. Sign In
3. Go to the **Applications** tab
4. From you dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.

6. On the case file’s details tab, click the **Edit** icon to open the **Notification of Advice** form.
7. Complete step 1
   a. Enter the **date** of the DAC Committee meeting
   b. Enter the DAC Committee's **recommendation**
   c. Insert your **provisos/reasons**
   d. Click **Next**

8. Complete **step 2**
9. Click **Next**
Form 2 - Notification of Advice

10. Complete **step 3** and click **Finish**
11. The form is now marked as complete. Click **Submit** to send the committee’s recommendation to the parish.
12. You will get this prompt. Click **Ok** to proceed or **Cancel** to abort.

See page 87 for more on how to complete the Public Notice form.
The DAC does not object to your proposal
Should the Committee not object to the parish’s proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (https://facultyonline.churchofengland.org)
2. Sign In
3. Go to the Applications tab
4. From your dashboard, find the proposal under Applications Requiring your Action.
5. Click the View icon to open the case file.

6. On the case file’s details tab, click the Edit icon to open the Notification of Advice form.
7. Complete step 1
   a. Enter the **date** of the DAC Committee meeting
   b. Enter the DAC Committee’s **recommendation**
   c. Insert your **provisos/reasons**
   d. Click **Next**

8. Complete step 2
9. Click **Next**
10. Complete step 3 and click Finish
11. The form is now marked as complete. Click **Submit** to send the committee’s recommendation to the parish.
12. You will get this prompt. Click **Ok** to proceed or **Cancel** to abort.

See page 87 for more on how to complete the Public Notice form.

**The DAC does not recommend your proposal**

Should the Committee not recommend the parish’s proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (https://facultyonline.churchofengland.org)
2. Sign In
3. Go to the **Applications** tab
4. From you dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.
6. On the case file’s details tab, click the **Edit** icon to open the **Notification of Advice** form.
7. Complete step 1
   a. Enter the **date** of the DAC Committee meeting
   b. Enter the DAC Committee’s **recommendation**
   c. Insert your **provisos/reasons**
   d. Click **Next**

8. Complete step 2
9. Click **Next**
10. Complete step 3 and click Finish
11. The form is now marked as complete. Click Submit to send the committee’s recommendation to the parish.
12. You will get this prompt. Click **Ok** to proceed or **Cancel** to abort.

Should the DAC Committee not recommend the proposal, the parish will have the option to **revise** their application and continue to seek DAC advice, **OR**, to **submit** their formal application to the court despite DAC advice.
Public Notice Form

The Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.

See page 87 for more on how to complete the Public Notice form.
It must be displayed no later than on the day the applicant submits their application to the diocesan registry (or on a later day if the chancellor so directs)

And it must be displayed for a continuous period of 28 days (or longer). The online system will send the applicant and the DAC an email reminder when the notice period has ended.

To complete the public notice form on behalf of the parish:

1. Sign in to the Online Faculty System
2. Locate the proposal on your dashboard (see *Navigating your Dashboard* page 22)
3. Click the **Edit** icon
4. Indicate **where** a member of the public could view copies of the application’s relevant plans and documents
5. Using the **Calendar** function, select the date the applicant will put up the public notice inside and outside the church building
6. Click **Finish**. (You will still be able to make changes if necessary)
The Online Faculty System will automatically calculate the end date for you.

To print and/or access the Public Notice form:

7. Click the View icon

8. 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/](http://get.adobe.com/uk/reader/)
9. The Public Notice form will open as a PDF. Click **Print**

*Please note this process might be slightly different according to individual computers and operating systems.*
Do not forget to click **submit** to send the application to the Registrar.

The Online Faculty System will automatically send the applicant and the DAC an email at the end of the public notice period.

Do not forget to take down the Public Notice form, remove and fill in the Certificate of Publication, and post it to the Diocesan Registry at the end of the public notice period.
Monitoring the Progress of a Faculty Application

You can easily monitor the progress of a faculty application while it is being assessed by the Registrar and Chancellor.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Active Cases** (see page 22)
3. Find the **Status** icons on the Registrar’s remarks and Chancellor’s determination forms.
Faculty Approved

In cases where the Chancellor approves the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under Archived Cases (see page 22)
3. Click the View icon on the Faculty Form

4. Click Open as PDF for printing
5. Click Print
Faculty Refused

In cases where the Chancellor refuses the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under Archived Cases (see page 22)
3. Click the View icon on the Faculty Refusal Letter to read the Registrar’s comments
4. Go to the Supporting documents and Images Tab to find the Chancellor’s judgement
**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**

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

5. Filter by listed building grade (if required)
6. Select a **start and end date** for your search using both calendars.

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

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

9. Use the floppy disk icon to **export your results** into different file format types.
<table>
<thead>
<tr>
<th>Ref</th>
<th>Church</th>
<th>Diocese</th>
<th>Grade</th>
<th>Created</th>
<th>Summary of Works</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-001016</td>
<td>Hazelwood: St John the Evangelist (812243)</td>
<td>Derby</td>
<td>II</td>
<td>7 Dec 2015</td>
<td>Provide and fit metal safety handrail to Vastry steps.</td>
<td>Proposal in preparation</td>
</tr>
</tbody>
</table>
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

020 7898 1860

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