Online Faculty System

A Parish’s User Manual

Julie Patenaude

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**How to Register as an Applicant**

1. Go to the front page of the website ([https://facultyonline.churchofengland.org](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 could be your personal or work email. It might also be your church’s email address. Contact your DAC for advice.

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

6. **Indicate** whether you wish to receive an email about **ALL** applications related to your church(es) building(s) either as:
   - **Daily summary** (received at the end of each day – but only if you need to perform a task)
   - Or
   - **Every time** something changes

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

![Dropdown menu showing various dioceses]

9. Select your **diocese** and go to the church field:
10. Start with the name of your parish. As you type the name of your parish, a drop down menu will appear. Select your church with your computer mouse.

11. Once selected, it will appear below the church field in purple. Repeat the process to add all the church buildings you are responsible for.
12. Enter the **security code** as it is shown:

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

14. Click on **Create Account**

15. 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.

16. 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.

17. 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 an officer of the PCC. If not, you will be contacted to check the details of your registration.

18. 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](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 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 your DAC.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.
5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

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.
Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your care. 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**.

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

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created
4. To access an application where a determination has not yet been made, go to **Active Cases**

The functions here are the same as the previous tab.

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

Organise your applications by clicking on:
- App Ref
- Summary
- Church
- Created or
- Status

Scroll through the pages to find a specific application

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.
Navigating a Case File

A case file is where you will find all the necessary legal forms to develop your proposal. It is also where you can attach any other relevant document to support your 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 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 in preparation. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

![Image of Online Faculty System interface]

**Basic summary of an application**

**The legal forms are found here.**

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 to support your 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 someone worked on this case file.

See who worked on this application.

What they did.

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

![Online Faculty System interface](image)

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.

---

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Subject</th>
<th>Date sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Darcey Cavendish</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Sue Thorold</td>
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</tr>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Fiona Petty</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Rupert Allen</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
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<td>Sue Thorold</td>
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<td>Thu 30 Oct 2014</td>
</tr>
</tbody>
</table>

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 14)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 19)

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

1. The Archdeacon makes a decision about a List B application
2. The DAC returns an application to you with comments
3. At the end of the public notice period
4. The Registrar informs you of the Chancellor’s 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.
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 19)
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 your 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).

N.B. You should contact your DAC before inviting external consultees to view your application as some offices will do this for you.
Starting an Application

When you are ready to begin an application:

1. Go to the main page [https://facultyonline.churchofengland.org](https://facultyonline.churchofengland.org)
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application**
Case File Summary

1. Complete the Case File Summary
   a. If you have registered for only one church, this will appear automatically under Church
   b. If you have registered for multiple churches, click on the arrow to the right of the church box to produce a drop down menu and select the appropriate church building

2. Enter a brief summary (max 10 words) of the works into the Summary of proposed works box
3. Enter a contact telephone number into the next box
4. 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**

![Image of selection screen](image)

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

![Image of conditions screen](image)
4. Scroll to the bottom of the page
5. Click **Next**

   - [ ] (AB-3) The removal of dead branches from a living tree

   **Specified conditions:**
   - Regards is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

   - [ ] None of the above

6. A message confirms that you have selected a List A matter

   **Awaiting List A classification**
   - Application Ref: 2015-001075
   - Diocese: Worcester (Test)
   - Status: Awaiting List A item selection
   - Summary: testing
   - Church: Armbridge, St Stephen's (Test)
   - Archdeaconry: Felpersham (Test)
   - Logged By: Mrs Fiona Petty (Wed 30 Dec 2015)

   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 [http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details](http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details)

7. If you are **certain** that the work you wish to undertake falls under List A and complies with all specified conditions, click **Finish**.
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 28 to 29.

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**

- **(B6-3)** All other works to trees (whether or not prescribed in List A) except felling

  Specified conditions:
  - If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with
  - Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

- None of the above

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You have successfully begun a new List B application and created a case file.

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 28 to 29.
2. Arrive at List A,
3. Scroll to the bottom of the page
4. Click None of the Above
5. Click Next

6. Arrive at List B
7. Scroll to the bottom of the page
8. Click None of the Above
9. Click Finish
You have successfully begun a new faculty proposal and created a case file.

For more on navigating a case file, see page 19.

Before proceeding any further, you should contact your DAC Secretary to find out what type of information is required by them when seeking informal and formal advice.

**Standard Information**

1. Complete the Standard Information Form. Click the **Edit** icon.
2. **First**, click **Reload from Church Heritage Record**. If your 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
Petition

1. You will need to begin filling out the petition form. Contact your DAC Secretary first to find out exactly what information they require from you so that they might provide their advice. This will differ between dioceses.

2. Click the Edit icon to begin

3. Navigate the petition form by selecting a specific step on the row of numbers at the top of the page or by Next at the bottom of the page.

4. At any time, you can save your work and return to it another day by clicking Save & come back later
5. Once you have completed as much information as you can or as advised by your DAC, go to step 15 and click Finish.
6. 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). Contact your DAC for advice.

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
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 **Attaching Documents** (page 48) 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 your church building. Click Next.

Use the web-editing tools to format your text:
- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italic
- Headings
- Numbering
- Bullets
- Web links
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 your 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). Contact your DAC for advice.

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](#)

2. Go to step 5 and click Finish

![Image](#)
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.

**Section 1: General Information**

This should provide an overview of the parish and the current use of the building.

In summary, the overall picture of attendance at established and "traditional" services is of gentle decline over the past twenty years. This reflects a significant number of deaths of regular older attendees, plus the less frequent attendance of “regulars” due to changing social habits, and a slower rate of replacement by newer and younger worshippers.

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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 your proposal

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

1. If you need to attach any documents to your application, see page 48.

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 you are ready to seek DAC advice, Click **Submit**

4. Click **OK** to proceed or **Cancel** if you change your mind.

**N.B.** Once you have submitted your proposal to the DAC, you will no longer be able to amend the forms until the DAC returns the proposal to you with comments.

5. The DAC will receive an email to inform them of your application

6. You can monitor the progress of your application anytime by signing into your account (see *Navigating a Case File* page 19).
Attaching Documents

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

1. Go to the application’s case file (see Navigating a Case File page 19)
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.

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**
The file has successfully attached
Receiving Informal Advice from the DAC Secretary

The Online Faculty System will inform your DAC Secretary once you have submitted your proposal. You can keep track of the progress of your application by logging into your account and monitoring the status icon.

Should the DAC Secretary decide that further information is required in order to provide formal advice, you will receive an email from the Online Faculty System which will include all the DAC’s comments.

Dear Applicant

The following Faculty Proposal has been returned with comments:

Please consult English Heritage and the Victorian Society on your proposal.

Reference 2014-000050 concerning Penny Hassett: St David (Test) (Church Code 647009).

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

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the My Account page.
In order to make changes to your proposal:

1. Sign In to the Online Faculty System
2. Locate your proposal on your Dashboard (see Navigating your Dashboard page 14)
3. Make the necessary changes using the **Edit** icons
4. Once your finished making alterations to your proposal, click Submit to return it to your DAC Secretary
Receiving Formal Advice from the DAC Committee

The Online Faculty System will inform your DAC Secretary once you have submitted your proposal.

You can keep track of the progress of your application by logging into your account and monitoring the status icon.

Should the DAC Secretary decide that your proposal is ready to go before the Committee, the Notification of Advice form will appear on your case file.

Your proposal has been processed by the DAC and will be reviewed at an upcoming committee meeting.
This does not constitute authority for carrying out the works.

Once the Committee has made its determination, you will automatically receive their formal advice by email.

You will also be able to access the Notification of Advice by clicking the View icon in your proposal's case file.
The DAC recommends your proposal

Should the Committee recommend your proposal, you will receive a Notification of Advice via email.

Dear Applicant

Reference 2014-000043 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The Diocesan Advisory Committee has recommended your proposal for approval and you may now proceed to public consultation.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

Click here to view details.

Form 2
(Rule 3.6)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Worcester (Test)
Parish of Ambridge (Test)
Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.
The listing is grade II*

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see Navigating your Dashboard page 14)
3. Click the View icon to access the Notification of Advice
Before submitting your formal application to the Registrar and Chancellor, you will need to complete the Public Notice form (see page 61).

**The DAC does not object to your proposal**

Should the Committee not object to your proposal, you will receive a Notification of Advice via email. Click here to view details.

---

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the View icon to access the Notification of Advice
Before submitting your formal application to the Registrar and Chancellor, you will need to complete the Public Notice form (see page 61).

**The DAC does not recommend your proposal**

Should the Committee not recommend your proposal, you will receive a Notification of Advice via email.

---

**Dear Applicant**

**Reference 2014-000080 concerning Ambridge: St Stephen's (Test) (Church Code 647001).**

The Diocesan Advisory Committee has **not recommended** your proposal for approval.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

[Click here to view details.](#)

---

**Form 2**

(Rule 3.6)

Diocesan Advisory Committee

Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Borchester (Test)

Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade 1

At a meeting of the Diocesan Advisory Committee held on 27/11/2014...
1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice

Once you have read the DAC’s advice, you can choose to either submit your formal application to the Registrar and Chancellor for determination, **OR** revise your proposal in line with the DAC’s advice.

To **submit** your formal application to the Registrar and Chancellor:

1. Click **Submit anyway**

2. Click **Ok** to proceed
To revise your proposal in line with the DAC’s advice:

1. Click revise

2. Click OK to proceed

3. You can make changes to your proposal and continue to seek DAC advice.
Public Notice Form

Your 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.

It must be displayed no later than on the day you submit your 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 you an email reminder when the notice period has ended.

To complete the public notice form:

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see Navigating your Dashboard page 14)
3. Click the Edit icon

N.B. if you have not already done so, complete the remaining information on the petition form before submitting your application to the courts. **You must not change your schedule of works** (page 2) as this has been agreed by your DAC. If you change your schedule of works, you risk having to start the application progress again. If you have decided not to apply for everything on your schedule of works, please notify your registry.
4. Indicate **where** a member of the public could view copies of application’s the relevant plans and documents
5. Using the **Calendar** function, select the date you will put up the public notice inside and outside your 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 your 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** and send your application to the Registrar.

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

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

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

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under Active Cases (see page 14)
3. Find the Status icons on the Registrar’s remarks and Chancellor’s determination forms.
Faculty Approved

In cases where the Chancellor approves your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Archived Cases** (see page 14)
3. Click the **View** icon on the Faculty Form

<table>
<thead>
<tr>
<th>Details</th>
<th>Supporting documents and images</th>
<th>History</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary description of proposed works</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
<td></td>
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<tr>
<td>Standard Information</td>
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<td>Petition</td>
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<td>Statement of Significance</td>
<td>![Checkmark]</td>
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<td>Statement of Needs</td>
<td>![Checkmark]</td>
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<td>Notification of Advice</td>
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<td>Public Notice</td>
<td>![Checkmark]</td>
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<td></td>
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<tr>
<td>Registrar's remarks to Chancellor</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
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<tr>
<td>Chancellor's determination and judgement</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
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<tr>
<td>Faculty</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
<td></td>
</tr>
</tbody>
</table>

[Image of Online Faculty System interface]
4. Click **Open as PDF for printing**

   ![Image of the 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**

   ![Image of the PDF file]

   *Ref:* 2014-000076  
   *Church:* Penny Hassett; St David (Test)  
   *Diocese:* Worcester (Test)  
   *Archdeaconry:* Felpersham (Test)  
   *Created By:* Mrs Julie Pateman (17/11/2014)  
   *Contact Tel.:* 465455444  
   *Status:* Faculty Post-Determination

   **Form 6**  
   (Rule 6.4)  
   Faculty

   **In the Consistory Court of the Diocese of Worcester (Test)**

   **Parish of Ashbridge (Test)**

   **Name or description of building:** Penny Hassett; St David (Test)

   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].

5. Click **Print**

   ![Image of the printed document]

   *Ref:* 2014-000076  
   *Church:* Penny Hassett; St David (Test)  
   *Diocese:* Worcester (Test)  
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   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 a 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 (summarised 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 proceedings upon written representations the Chancellor has decided for the reasons given in a judgment dated ______20____ that a faculty should be granted.]
Faculty Refused

In cases where the Chancellor refuses your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under Archived Cases (see page 14)
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
Getting Help

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

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

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

julie.patenaude@churchofengland.org

020 7898 1860

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