Online Faculty System

A Consultee User Manual

2020 Rules

James Miles
1st April 2020
Contents

How to Register as a Consultee ................................................................. 3
Signing In and Out of the Online System .................................................. 7
Recovering your Password ....................................................................... 10
  Recover Password .............................................................................. 10
Managing your Account ......................................................................... 13
Navigating a Case File .......................................................................... 19
Printing Documents .............................................................................. 19
Formal Consultation ............................................................................. 30
  Reviewing replies ............................................................................. 30
  Add a response on behalf of a body .................................................. 33
Viewing Response .................................................................................. 36
Finalising Consultation ........................................................................ 37
DAC review of formal Consultation ....................................................... 38
  Second round of consultation following changes ............................. 38
Attaching Documents ........................................................................... 38
Getting Help ......................................................................................... 43
How to Register as a Consultee

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 could be your personal or work email or a central administrative emails.

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:
   a. **Daily summary** (received at the end of each day – but only if you need to perform a task) Or
   b. **Every time** something changes (an email that is sent everytime something happens)
   c. **Daily Digest** (an email that is sent once a day which groups these everytime something happens emails into one)

7. Select the **role** for which you wish to register (in this case Consultee).
8. **Select Consultee:**

![Consultee selection screen](image)

- Address
- Postcode
- Email preference
- Role applied for
  - Daily summary
  - Everytime something happens
  - Applicant (to submit petitions)
  - DAC Secretary
  - Archdeacon
  - Registrar
  - Chancellor
  - CCB (Cathedrals & Church Buildings Division)
  - Consultee

9. **Insert your role as Consultee (This is what people will see they want to consult you)**

![Role selection screen](image)

- Consultee (e.g. DAC member, Historic England)
- Heritage Recorder

**Consultative role:**
- DAC Committee - Stained Glass Specialist

**Diocese:**
- Please select

10. **Select all the Dioceses for whom you act as Consultee**

![Diocese selection screen](image)

**Diocese:**
- Please select

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

12. Enter the code shown: PGA$.

13. Please **read** the **Privacy 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 CCB will then be asked to approve your registration.

**N.B.** The CCB will need to check against the Diocesan Database and other records to verify that you are a consultee. 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.
7.
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
Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the Faculty Simplification process.

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
2. This is the **Security and Identity** tab of your account.

- Update your email address here.
- Do not forget to press update every time you make changes to your account.
- Click here to change your password.
3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

- **Keep your contact information up-to-date here.**
- **Type in your new telephone**
- **Change the way you receive emails from the system.**
- **Click Daily Summary or Every time something**

**Do not forget to update your changes.**

---

**My Account**

- **Created:** 22/07/2014 13:01:36
- **Title:** Mrs
- **First Name:** Julie
- **Last Name:** Patenaude
- **Daytime telephone:** 020 7898 1860
- **Address:** Church House, Great Smith Street, London SW1P 3AZ
- **Email preference:**
  - Daily summary
  - Everytime something happens
- **Total Posts:** 0

**Update** | **Change Password**
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*.

1. To access a case file, click the **View** icon next to the specific case you wish to open.
2. This is a typical case file which has passed through the necessary steps and has been submitted to the registrar. The **Details** tab gives you access to all the forms generated by the Online Faculty System. These forms will be released as the cases progresses and stops any form being completed too early or unnecessarily.

**Basic summary of an application**

Click here to exit the case file

**Click the View icon to look at 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.

---

<table>
<thead>
<tr>
<th>Who</th>
<th>Action</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Patenaude</td>
<td>Set Public Notice start date</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Set status of proposal - Julie Patenaude set to ready for public notice</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Submitted application</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Submitted proposal to DAC</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Set status of proposal - as Full Faculty</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Created proposal</td>
<td>Thu 30 Oct 2014</td>
</tr>
</tbody>
</table>

See who worked on this application.

What they did.

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

- Click on the **View** icon to read an email.
- See who received the email, what the subject was, and when it was sent.
- Navigate through the pages.
- Change how many emails you see at any one time.
7. Finally, the **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case, and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.

<table>
<thead>
<tr>
<th>File name</th>
<th>Description</th>
<th>Archived on</th>
<th>Archived by</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-000527_Form7Report_2020_03_15_14_44_19.pdf</td>
<td>Faculty</td>
<td>25/03/2020 14:44:19</td>
<td>Test JP Registrar</td>
</tr>
<tr>
<td>2020-000527_Form2England2020Report_2020_03_24_16_40_44.pdf</td>
<td>Notification of Advice</td>
<td>24/03/2020 16:40:44</td>
<td>FAS DAC1</td>
</tr>
<tr>
<td>2020-000527_Form8England2020Report_2020_03_24_16_06_07.pdf</td>
<td>Petition Details</td>
<td>24/03/2020 16:06:07</td>
<td>Test Petitioner</td>
</tr>
</tbody>
</table>
Printing Documents

To print any of the forms

1. Click the View icon

2. 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/)
Ref: 2014-000070  
Church: Penny Hassett: St David (Test)

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

Created By: Mrs Julie Patenande (14/11/2014)  
Contact Tel.: 65651

Status: Ready for formal application

Form 4B
(Rule 5.2)

Public Notice
(building included in list under Care of Places of Worship Measure 1999)

In the Consistory Court of the Diocese of Borchester (Test)

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

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
3. The form will open as a PDF. Click **Print**

*Please note this process might be slightly different according to individual computers and operating systems.*
Formal Consultation

Under Part 4 of the new legislation, formal consultation with national bodies is now required prior to the DAC giving their notification of advice. The DAC will advise who to contact, but under Rule 4.1, the parish are the ones who should manage this. The DAC secretary can do this on behalf of the PCC if permission is given to do so. Each person/body who is invited to formally consult on a case has a statutory period of 42 days to respond. An online response function has been developed to allow these external bodies to reply directly through the system.

Reviewing replies

Once relevant bodies/persons have been invited, if you will be given a link to the relevant application page. Here you will press edit next to the Application Formal Consultation Response to view who was invited, and how long you/they have left to reply.

Once inside the response form, you will be met with following example. Here you will see that four bodies were requested to consult. Each have 42 days to respond and none of these bodies have yet to provide a response.
A consultee will be able to reply directly through the system, and once replies are given, the responses will be visible to the parish, the DAC secretary, as well as all other consultees. In the below example, Test Consultee has responded twice and is listed as such against their name in the invited consultees table.
In the above example, you will also be able to see that the Test Consultee account responded on behalf of The Gardens Trust, and their response as an Amenity Society is listed against their response. This is an important feature as it allows for those contacting petitioners via email or letter, to have their responses added to the online system. These responses will become public during the public notice period, and it is **essential** that all relevant correspondence is added and listed against the statutory body in this interface.
Add a response on behalf of a body

Should you wish to add a response on behalf of a statutory body, the Add A response button at the top of the page is available to be selected.

Selecting this button will provide the following interface.
A response can be uploaded via the supporting documents tab if required, but it needs to be marked as such through the tick box function available in this form. You will also need to select the relevant body in the dropdown list under the I am responding on behalf of a Statutory Body field. Here you will select the relevant body. Once selected, you can press either Submit Response or Decline to Comment. If you select Submit Response, the response table in the main consultation page will list the Statutory body as having commented on the case. If you press Decline to Comment, the table will show that the body has decided not to comment.
Should the comment from the body be straightforward, you may wish to use the text box included to add the reply directly, again adding the name of the external body.

If you press Submit or Decline without selecting the body in the dropdown table, it will list the reply as coming from you directly. **Please make sure to select the relevant body.**
Viewing Response

To view individual responses made by bodies, press the **View** button on the response table found in the formal consultation section.

Once the view button has been pressed, the response by the body will be shown as below, with the name of the person providing the response; the name of the body responding; the date of the response; the proposed works that were reviewed; and the response.
On the main applications page, this view button can be used to view all responses within one PDF document.

**Finalising Consultation**

If all of the necessary comments have been received within the 42-day period, or should the 42-days have passed, and responses have not been received, parishes and DAC secretaries have the ability to finalise the consultation and move the application onto the next stage.

If this activated during the 42-day period, the consultation will end and consultees will be unable to add further responses through the online system. If you consultation period has been prematurely finalised please contact the Diocesan DAC Secretary.
DAC review of formal Consultation

Once the application has been sent to the DAC secretary and/or DAC members, they will review the comments made by the Statutory bodies. If, following the comments made, they think that proposal may need to be changed or altered, they will send the application back to the petitioners to edit the Petition details, the Statement of Significance, and the Statement of Needs, and add any further supporting documentation. **Further changes do not have to made however** and the church may continue with their application as it was original submitted.

Second round of consultation following changes

Should a second round of consultation be required, the specific body that raised objections against the proposal should be contacted using the Online System. A statutory period of 21-days is given to these bodies to reply to the consultation request, and again parishes and DAC secretaries have the power to add their responses if they receive responses offline. They will also be able to finalise the consultation should the necessary replies be given within the 21 day period. Once this process is followed, the case will then be submitted to the DAC for review of the comments made by the Consultee, and the DAC secretary could then restart this loop with further suggestions. These further rounds of consultation would be rare, but in some more complex cases, it is not uncommon for these further rounds of consultation to be made.

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.
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

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 of the diocese who have requested consultation for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at https://facultyonline.churchofengland.org/contact