

Online Faculty System

HOW TO FILL IN THE FACULTY FORM

JULIE PATENAUDE

How to fill in the Faculty form

Once the Chancellor has approved a Faculty, form 7 appears in the Details tab on the Online Faculty System and is ready for you to fill in.

To fill in the Faculty form

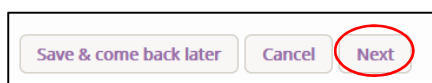
1. Click the edit button



2. Complete the relevant sections of the legal form. Delete the sentences you do not need.

A text editor window showing a legal form. The text includes: "The Worshipful Julie Patenaude, Chancellor of the Diocese and Official Principal of the Right Reverend _____, Lord Bishop of Borchester (Test)", "To", "A petition presented by you has been submitted to the Registry of this Court [together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].", "A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.", "[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]", "[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated _____ 20__ that a faculty should be granted.]", "[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]", "[All the parties to the proceedings having agreed in writing that the Chancellor should determine the". The text editor has a toolbar with icons for copy, paste, undo, redo, bold, italic, format, bulleted list, numbered list, link, and unlink.

3. Click Next



4. Edit the Petition's schedule of works as needed

A text editor window showing the "Schedule of Works" section. The text includes: "Schedule of Works wording from Petition form 3", "Edit as required", and "body p" at the bottom. The text editor has a toolbar with icons for copy, paste, undo, redo, bold, italic, normal, bulleted list, numbered list, link, and unlink.

4. Edit the Chancellor's conditions (if any) as required

Conditions provided by Chancellor
Edit as required

5. Click Finish form

Save & come back later Cancel **Finish Form**

To print the completed Faculty form

1. Click the view button

Faculty   

2. Open as a Word file

This will allow you to change the file's formatting, insert an office heading, and/or make space for the final seal.

Open as PDF for printing Return to application details

1 of 1 Find | Next

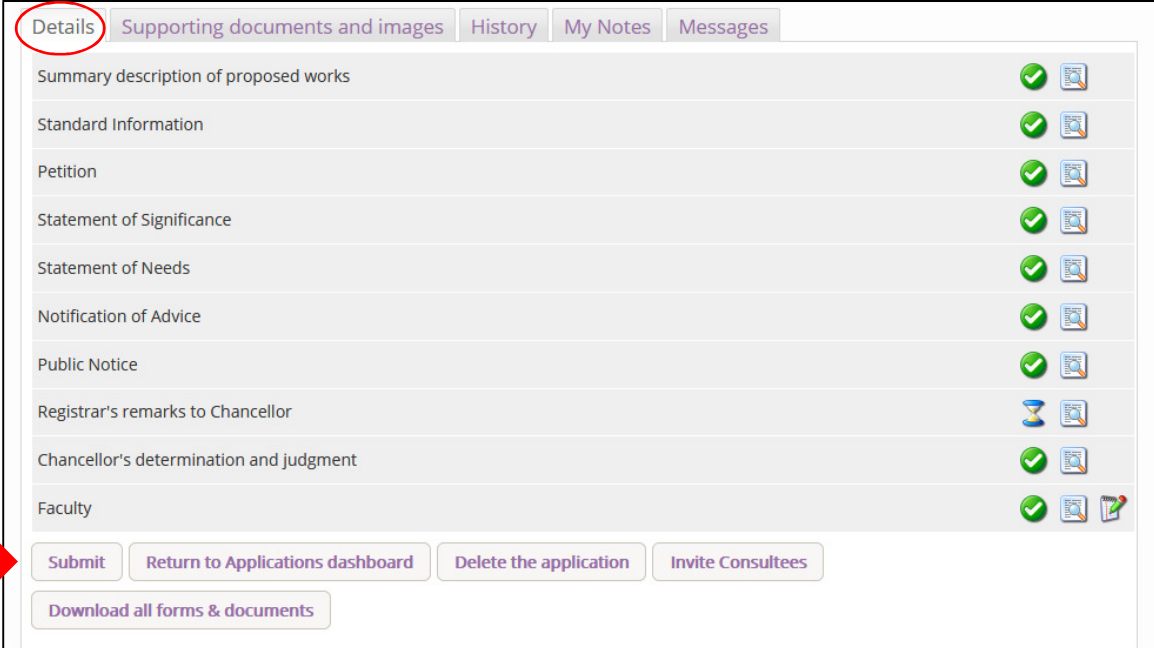
Ref: 2016-006724 **Church:**
Diocese: Borchester (Test) **Archdeacon:**
Created By: Mrs Julie Patenaude (05/12/2016) **Contact Tel.:**
Status: Registrar to issue Faculty

Form 7
(Rule 7.4)
Faculty

Word

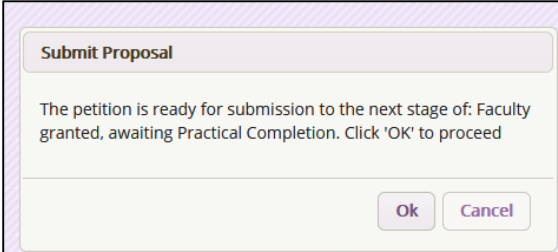
To send the electronic Faculty to the parish
From the application's main page (the Details tab):

1. Click submit



The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Details' (highlighted with a red circle), 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. Below the tabs is a list of application sections, each with a status indicator (green checkmark or blue hourglass) and a document icon. The sections are: Summary description of proposed works, Standard Information, Petition, Statement of Significance, Statement of Needs, Notification of Advice, Public Notice, Registrar's remarks to Chancellor, Chancellor's determination and judgment, and Faculty. At the bottom of the page, there are five buttons: 'Submit' (indicated by a red arrow), 'Return to Applications dashboard', 'Delete the application', 'Invite Consultees', and 'Download all forms & documents'.

2. Click OK



The screenshot shows a dialog box titled 'Submit Proposal'. The text inside the dialog reads: 'The petition is ready for submission to the next stage of: Faculty granted, awaiting Practical Completion. Click 'OK' to proceed'. At the bottom of the dialog, there are two buttons: 'Ok' and 'Cancel'.