2016

Online Faculty System

RECORDING A LIST A MATTER

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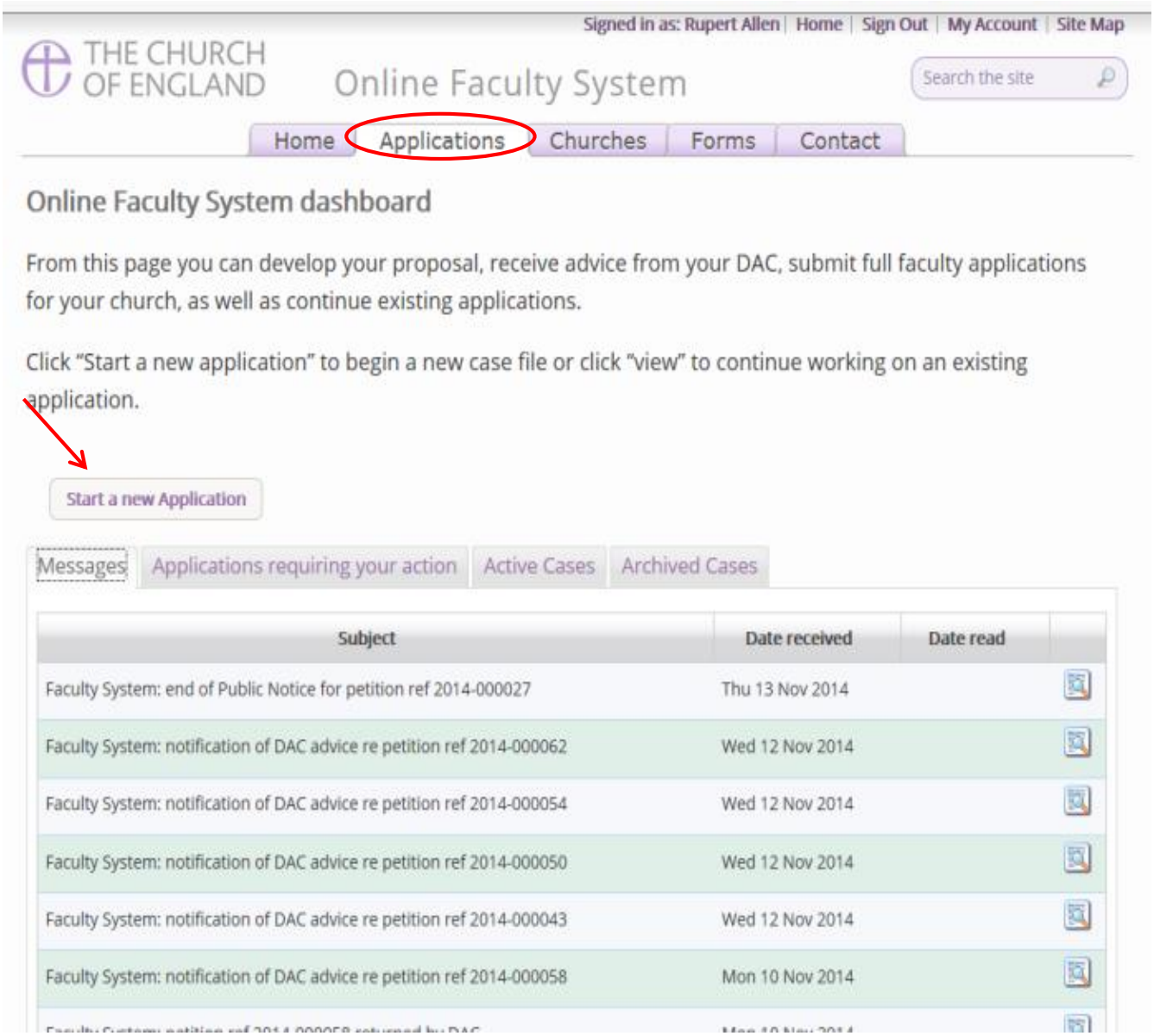
Recording a List A Matter

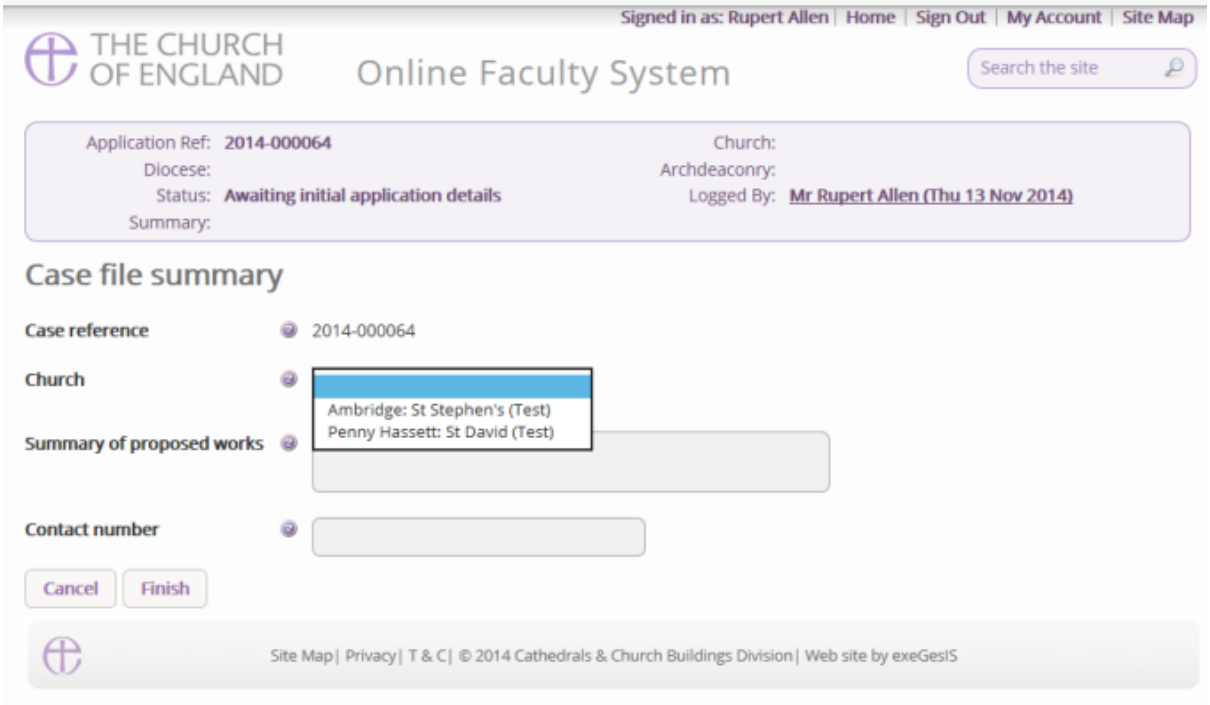
You can use the Online Faculty System to record works that you have undertaken at your church, which fall under List A of the Faculty Jurisdiction Rules. These matters do not require permission from your Archdeacon nor do they require a Faculty.

1. Go to the main page https://facultyonline.churchofengland.org
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application**

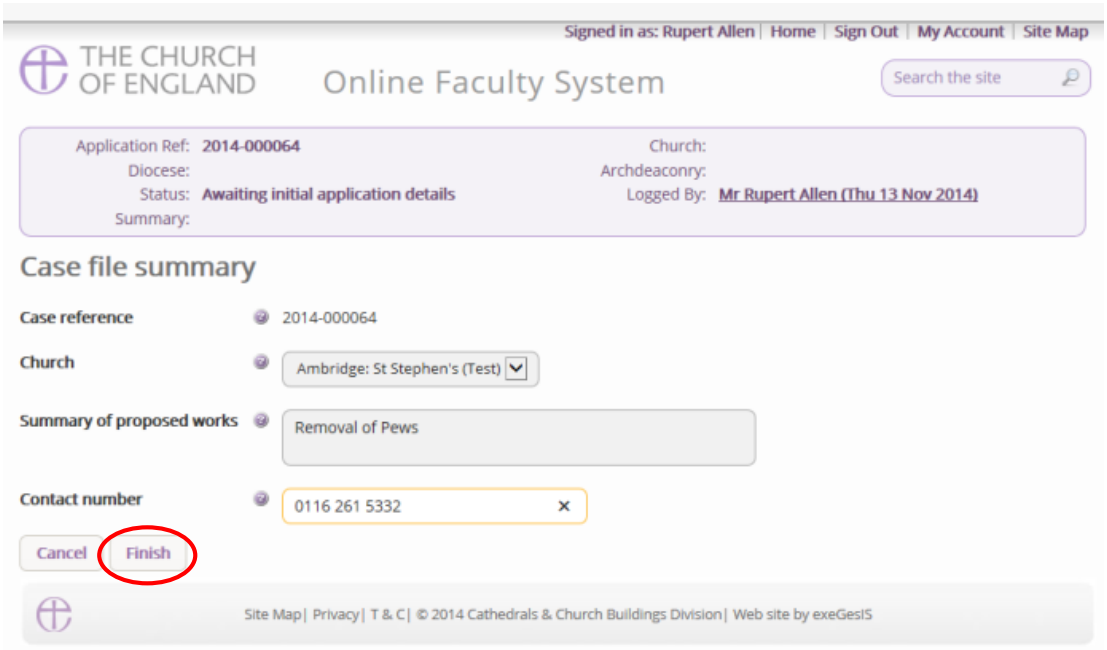


Case File Summary

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**



Church building or Churchyard

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

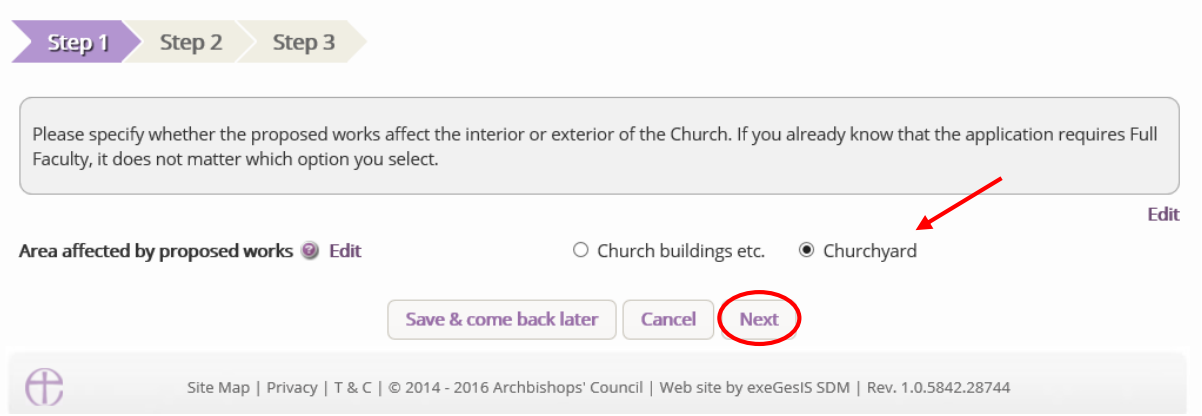
Church buildings etc. includes:

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

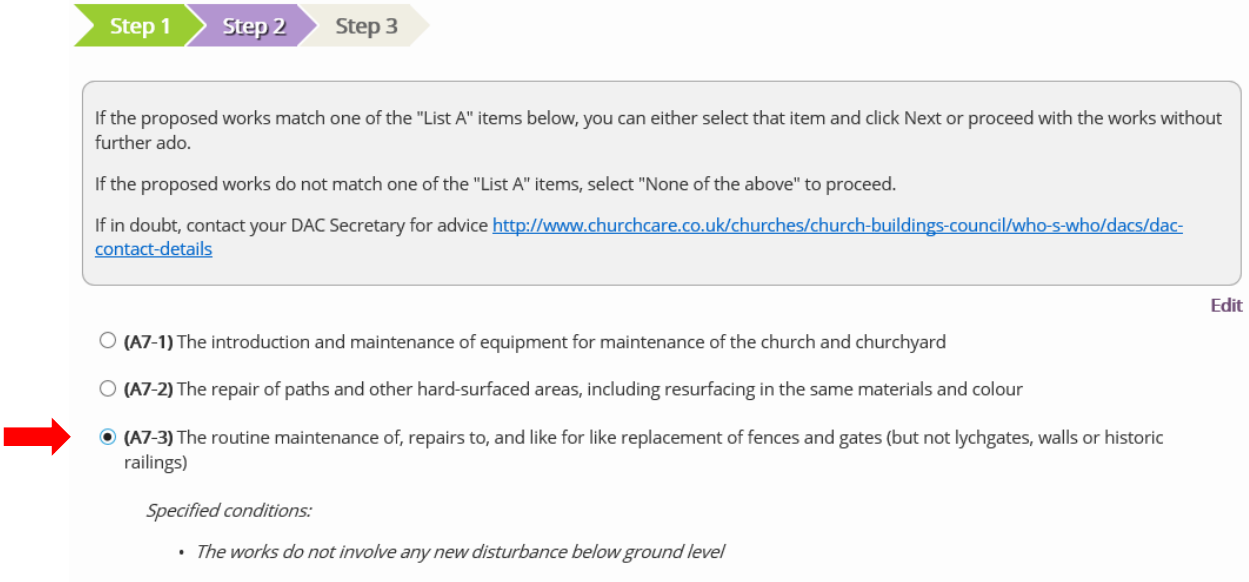
Churchyard includes:

- A7 – Churchyard
- A8 – Trees

1. Select the appropriate option
2. Click **Next**

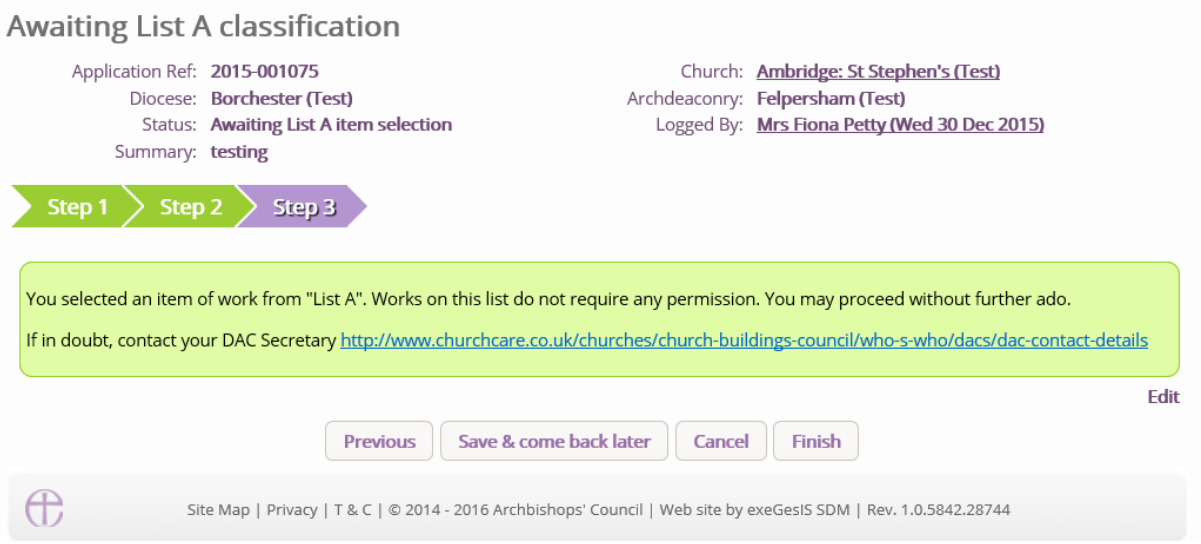


3. Select the appropriate List A matter which you want to record. Don't forget to read the conditions

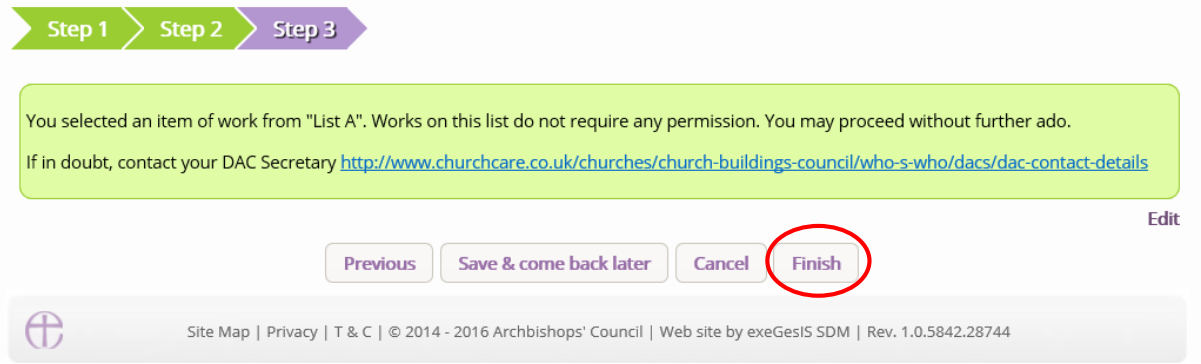


4. Scroll to the bottom of the page
5. Click **Next**

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



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

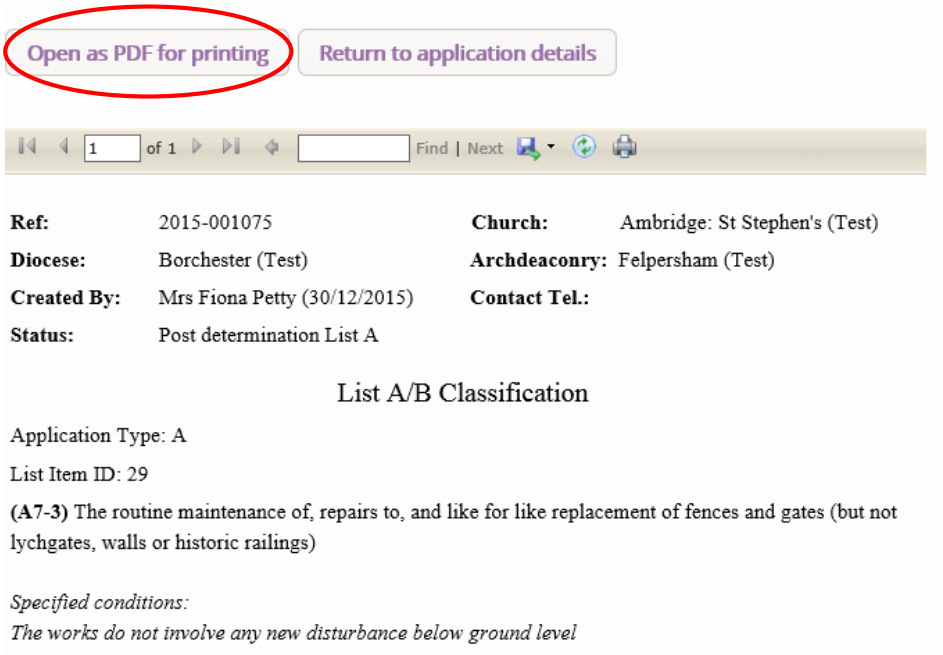


Keeping a copy for your Log Book

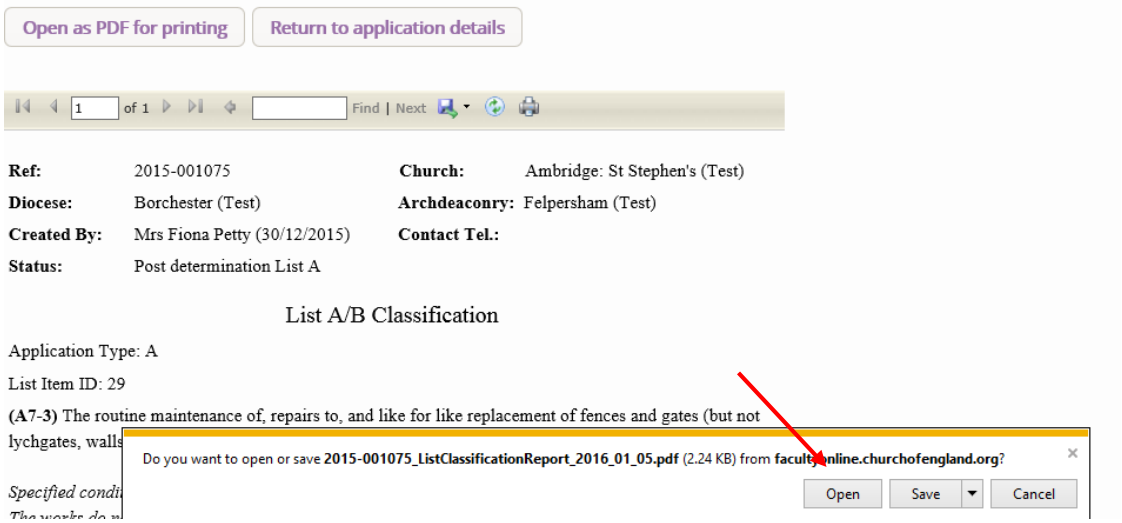
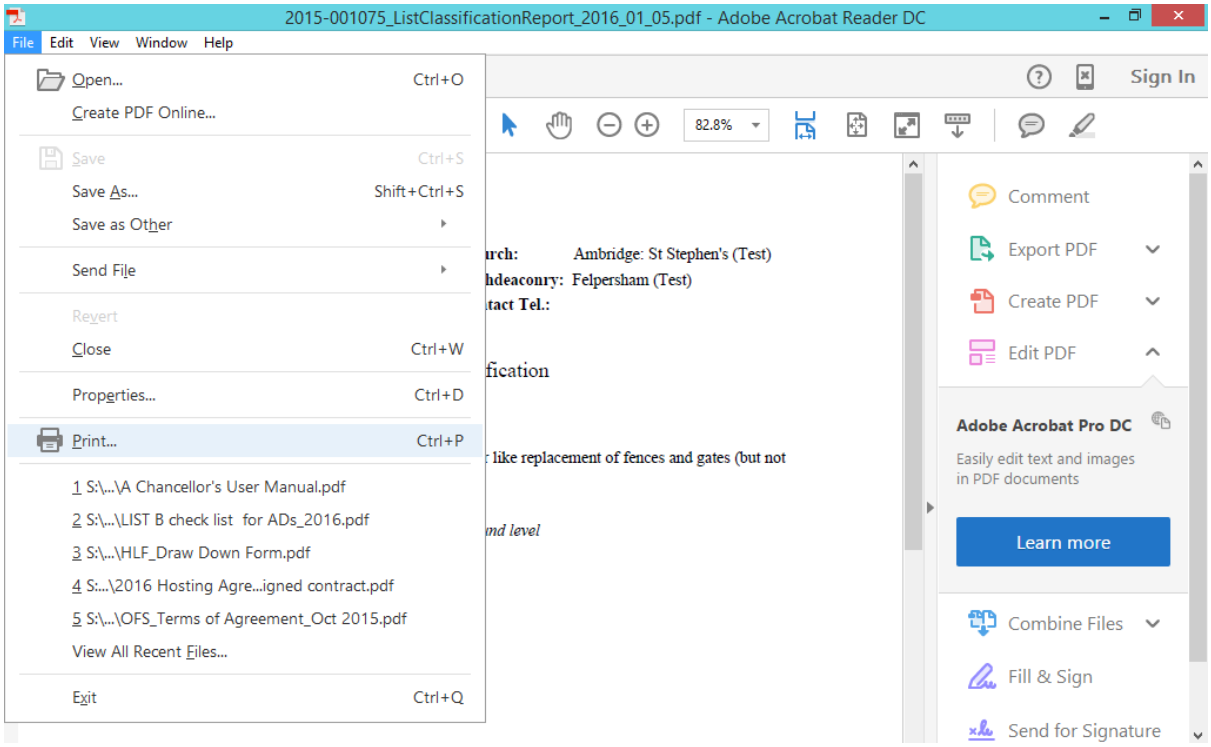
It may be a good idea to print a copy of the List A matter you have just recorded for your Log Book.

1. Click the **View** icon next to the "List A or List B classification" form

2. Click "Open as PDF for printing" to print



3. Click **Open** to open the PDF



4. Once the **PDF file** is open, go to the top left corner of the file.
5. Click **File**
6. Click **Print**