

Online Faculty System

A Chancellor's User Manual 2022 Rules

James Miles

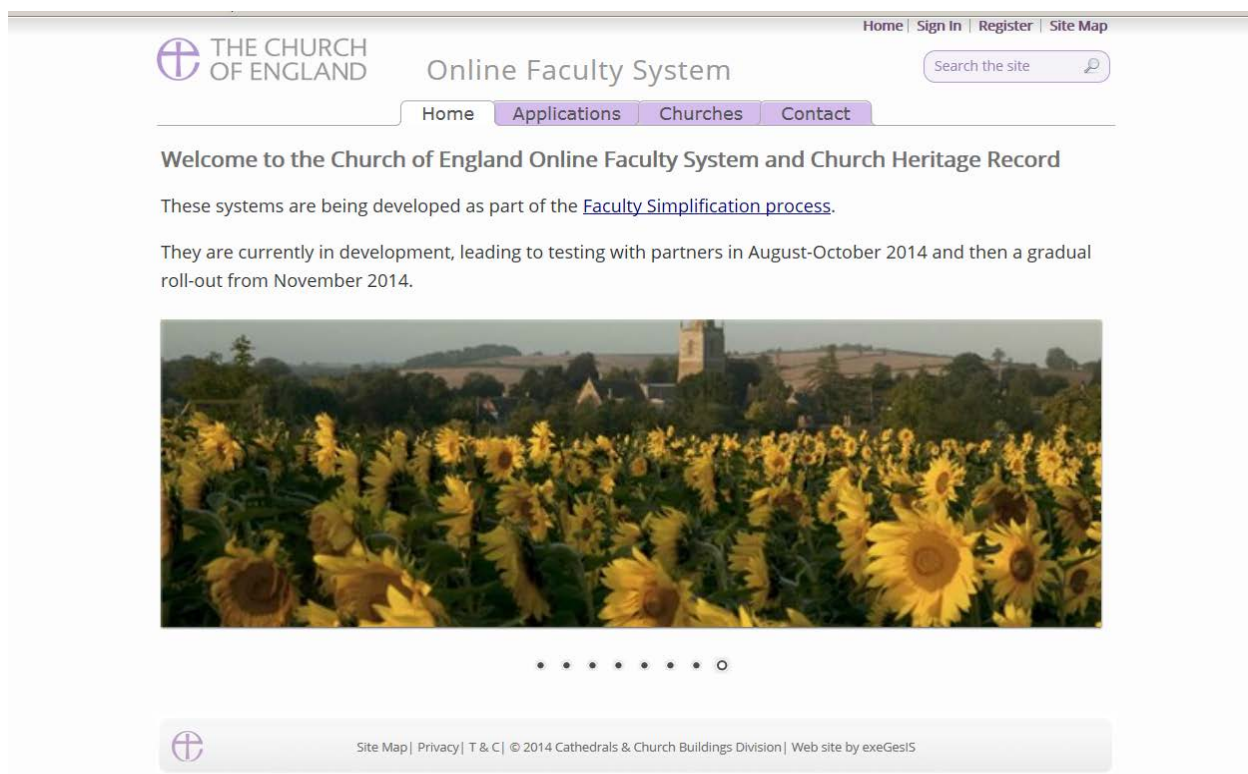
1st July 2022

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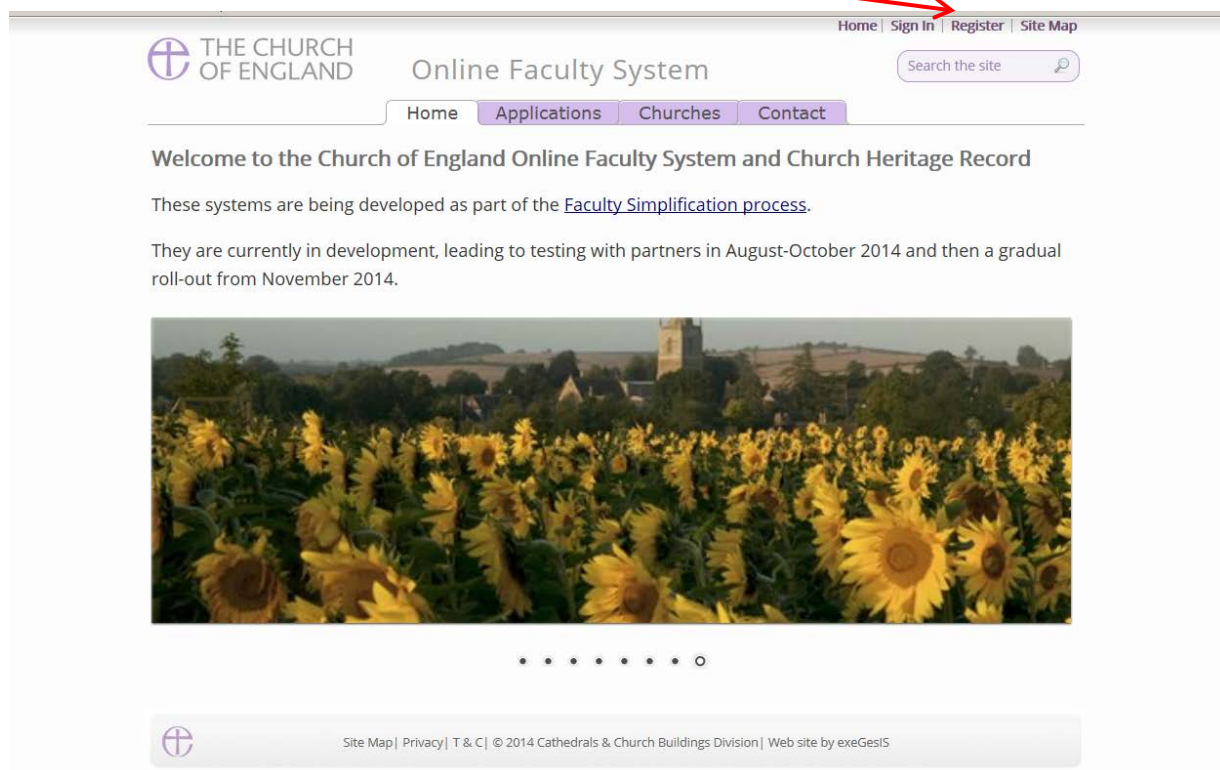
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How to Register as a Chancellor

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.

The screenshot shows the 'Create a New Account' page for the Online Faculty System. At the top left is the logo for 'THE CHURCH OF ENGLAND' and the title 'Online Faculty System'. At the top right are navigation links: 'Home | Sign In | Register | Site Map'. The main heading is 'Create a New Account'. Below it, a message says 'Please complete the form below to register for the Online Faculty System.' The form contains the following fields and options:

- Email:
- Password:
- Confirm Password:
- Title:
- First Name:
- Last Name:
- Daytime telephone:
- Alternative telephone:
- Address:
- Postcode:
- Email preference: Daily summary, Everytime something happens
- Role applied for: Applicant (to submit petitions), DAC Secretary, Archdeacon

4. Choose the most suitable email address. This is likely to be your work email.

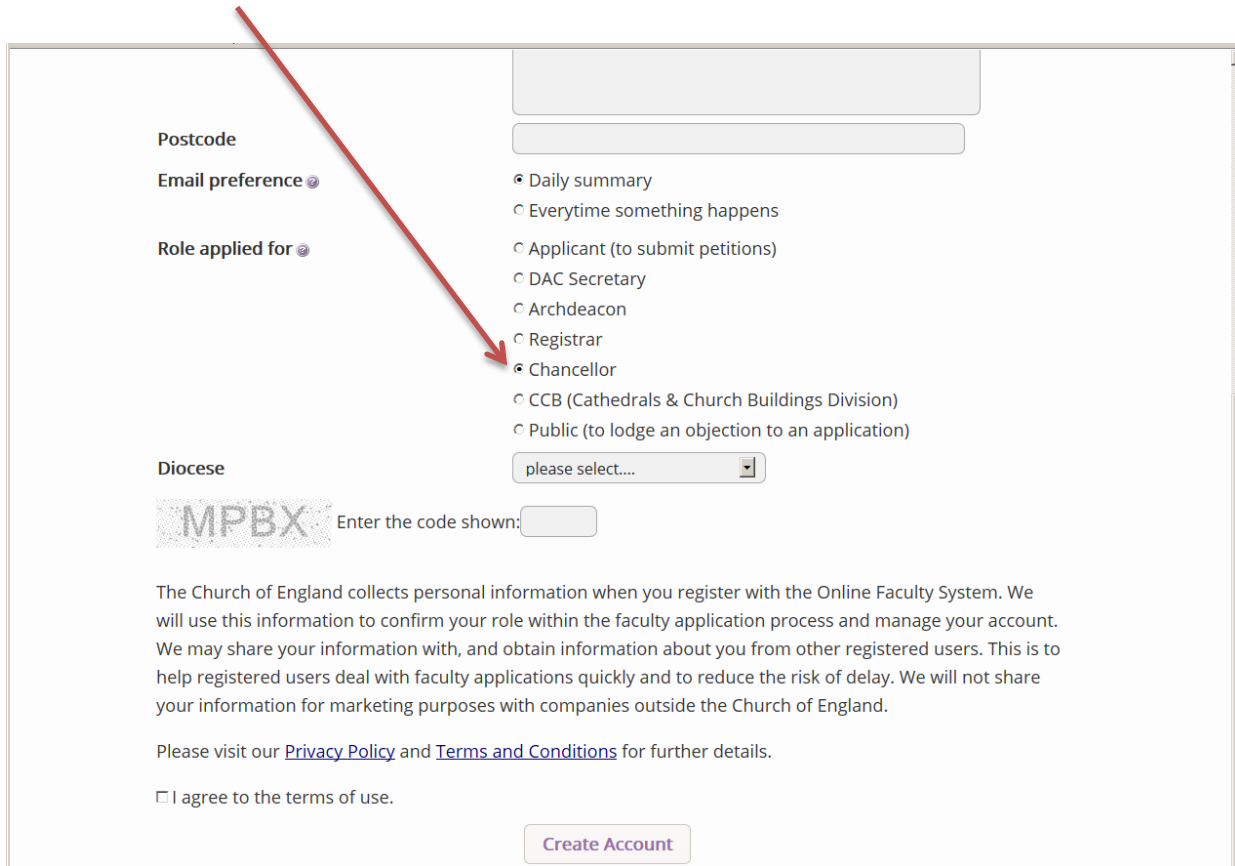
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your Diocese either as:

- Daily summary** (daily summary of work that requires your attention only) Or
- Every time** something changes (an email that is sent every time something happens)
- Daily Digest** (an email that is sent once a day which groups these every time something happens emails into one)

7. Select the **role** for which you wish to register (in this case, Chancellor).

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



Postcode

Email preference Daily summary
 Everytime something happens

Role applied for Applicant (to submit petitions)
 DAC Secretary
 Archdeacon
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Public (to lodge an objection to an application)

Diocese

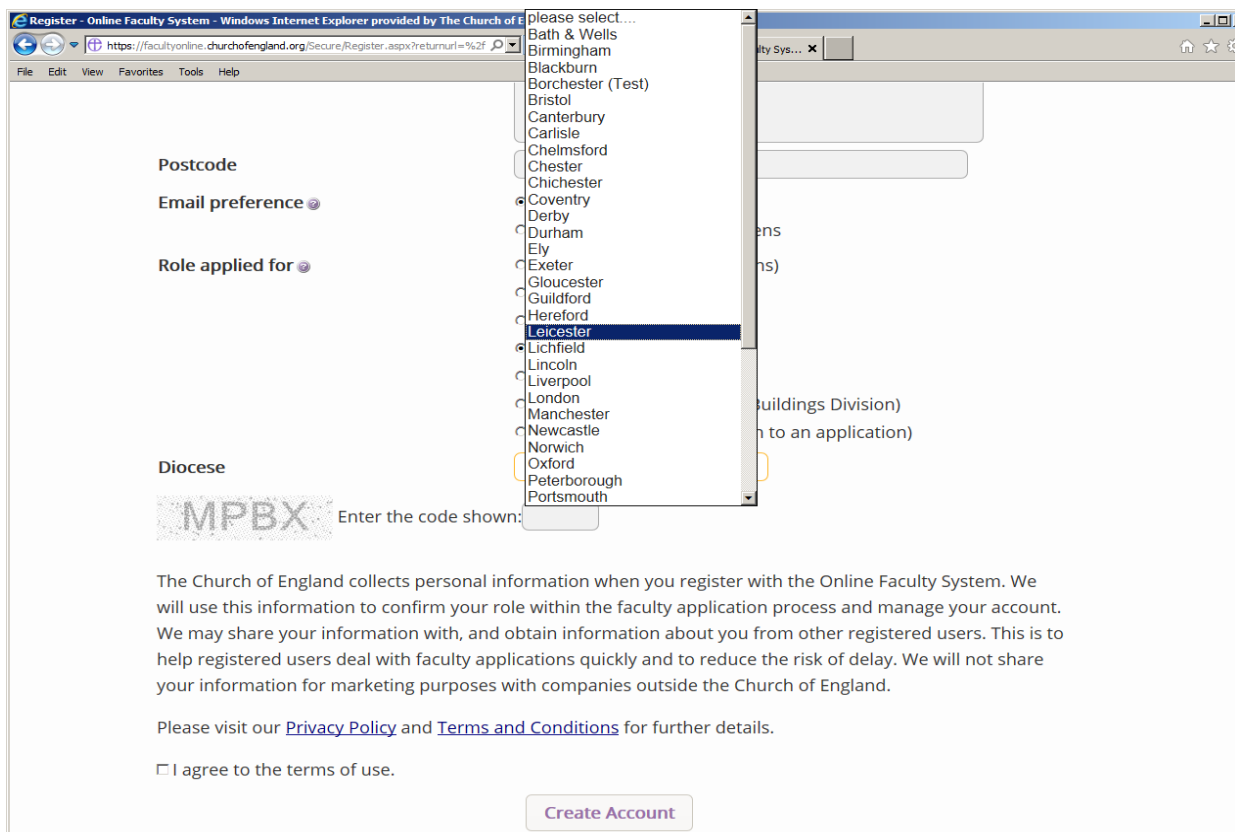
MPBX Enter the code shown:

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.

I agree to the terms of use.

9. Select your Diocese:



Postcode

Email preference Daily summary
 Everytime something happens

Role applied for Applicant (to submit petitions)
 DAC Secretary
 Archdeacon
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Public (to lodge an objection to an application)

Diocese

- Bath & Wells
- Birmingham
- Blackburn
- Borchester (Test)
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Exeter
- Gloucester
- Guildford
- Hereford
- Leicester**
- Lichfield
- Lincoln
- Liverpool
- London
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth

MPBX Enter the code shown:

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.

I agree to the terms of use.

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

Postcode

Email preference Daily summary
 Everytime something happens

Role applied for Applicant (to submit petitions)
 DAC Secretary
 Archdeacon
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Public (to lodge an objection to an application)

Diocese Leicester

MPBX Enter the code shown:

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.

I agree to the terms of use.

[Create Account](#)

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 a registered user of the database.

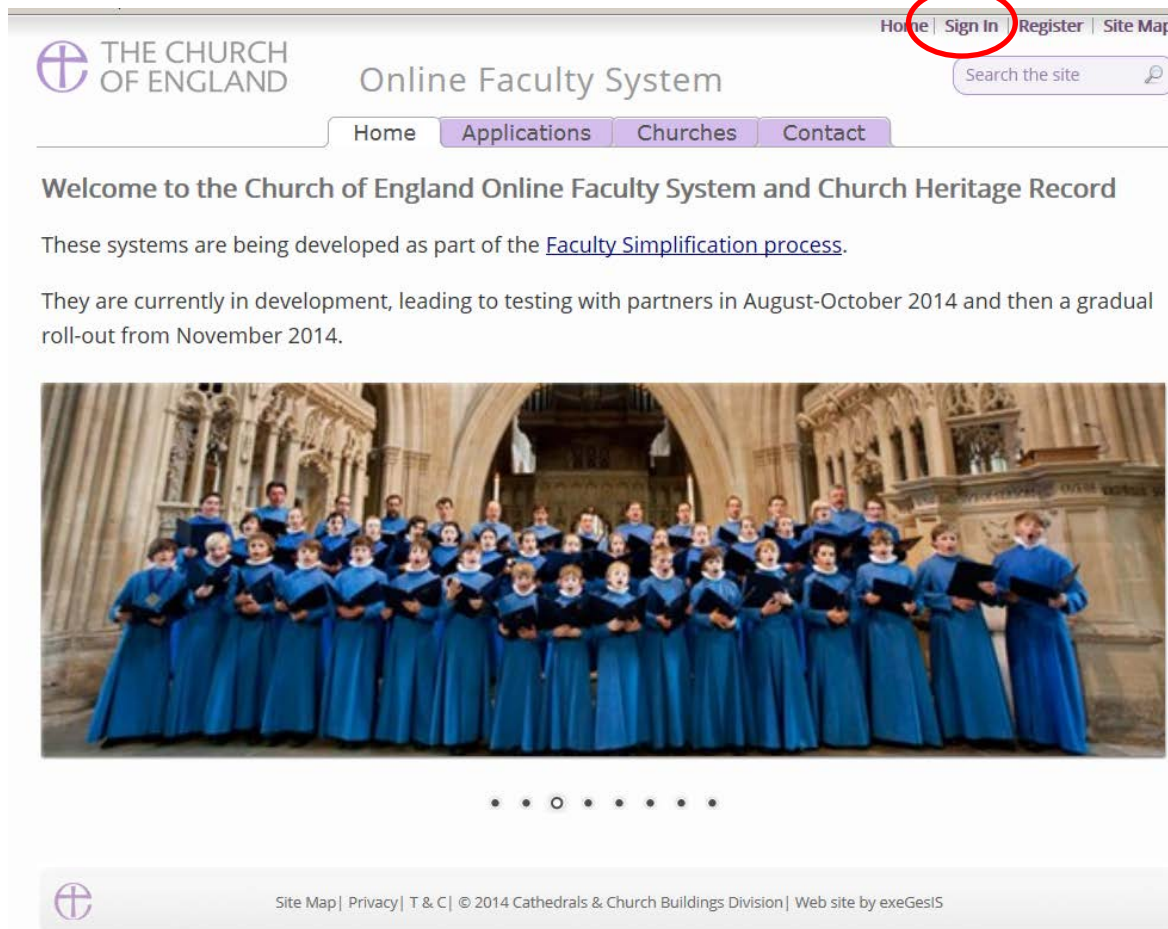
15. The DAC Secretary will then be asked to approve your registration.

N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are the Chancellor. 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**



THE CHURCH OF ENGLAND Online Faculty System

Home | **Sign In** | Register | Site Map


Search the site

Home Applications Churches Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

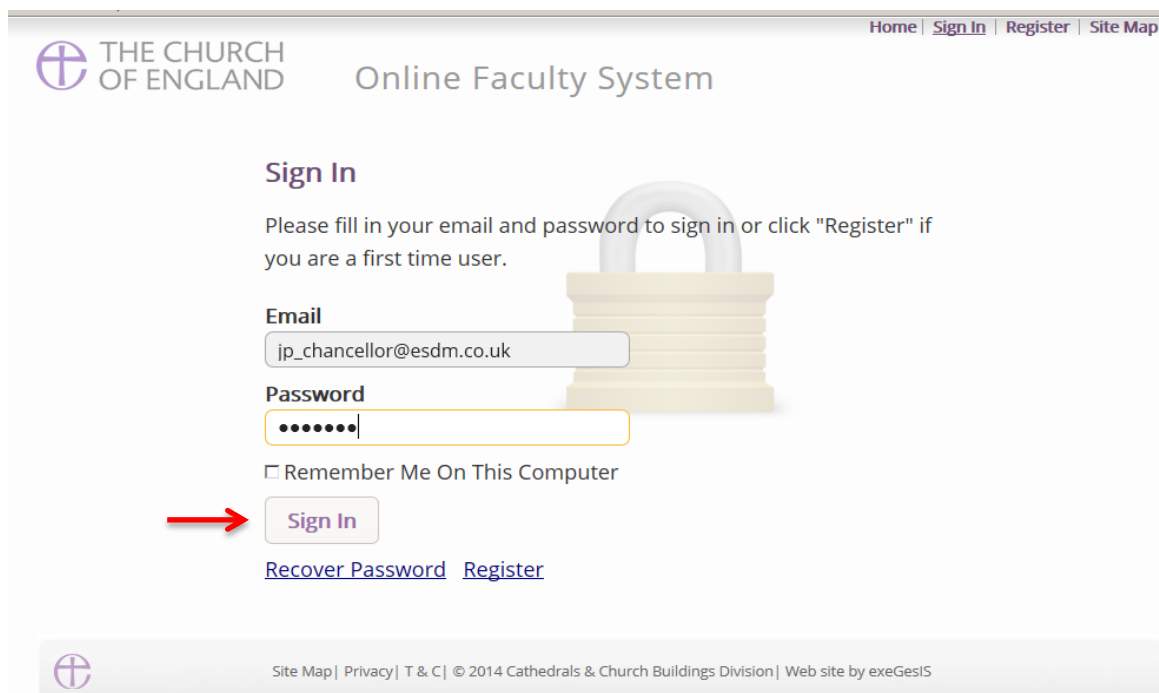
These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. Enter your **email** address and **password**, and click **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | [Sign In](#) | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

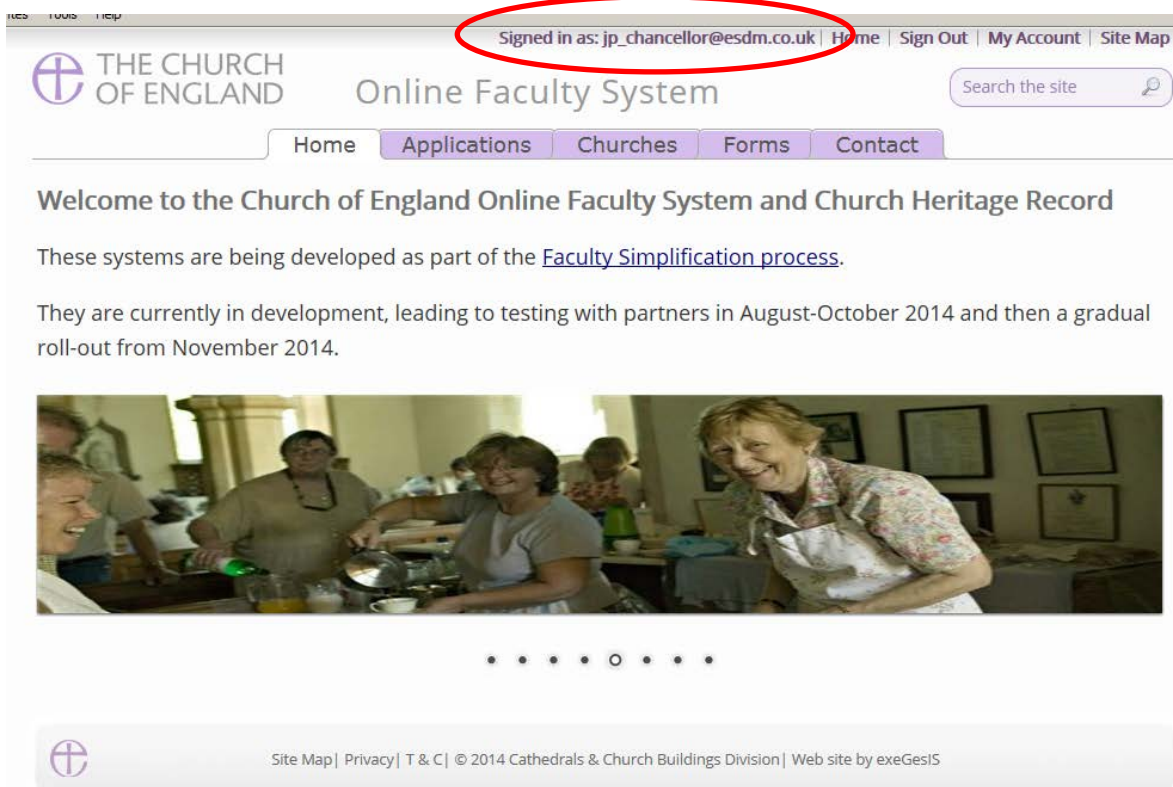
Sign In

[Recover Password](#) [Register](#)

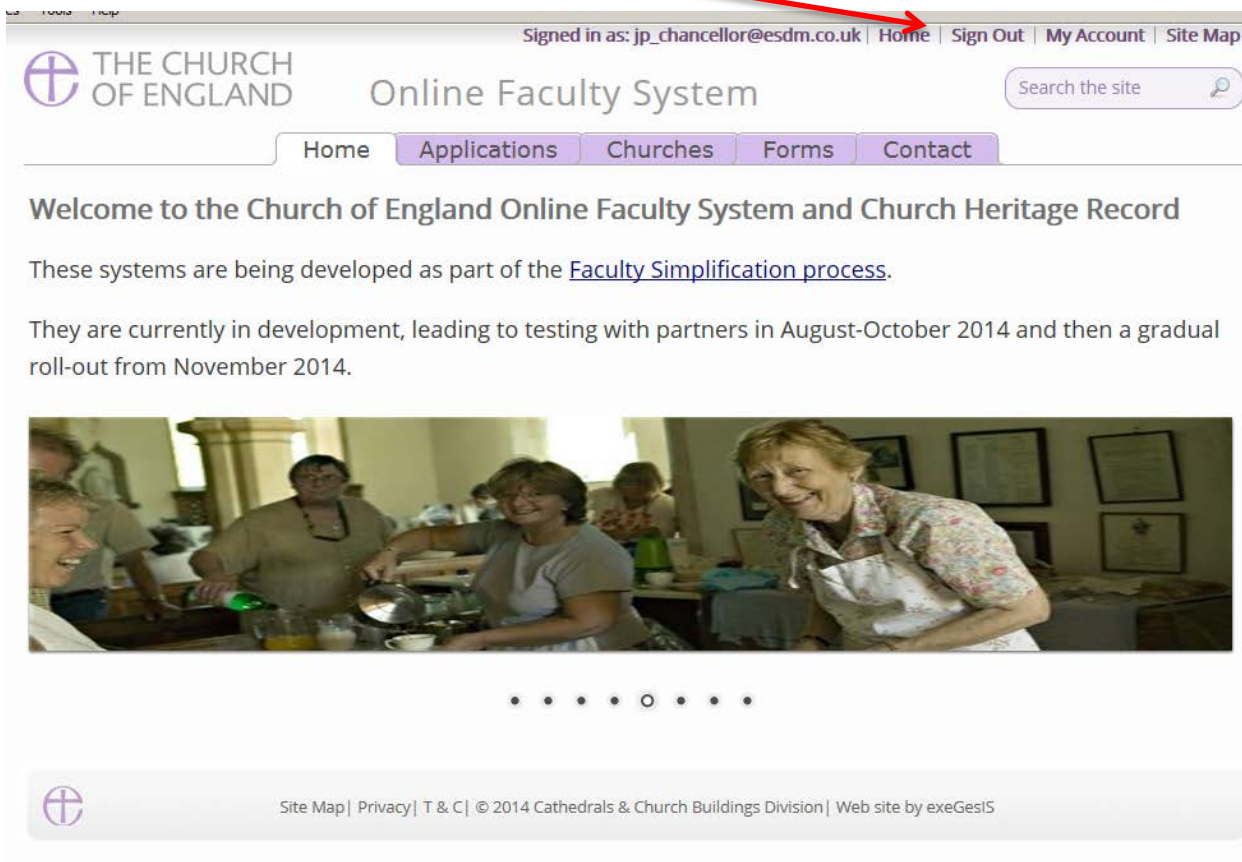
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2.1 If you tick the box “Remember Me on This Computer”, you will remain signed in to the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!

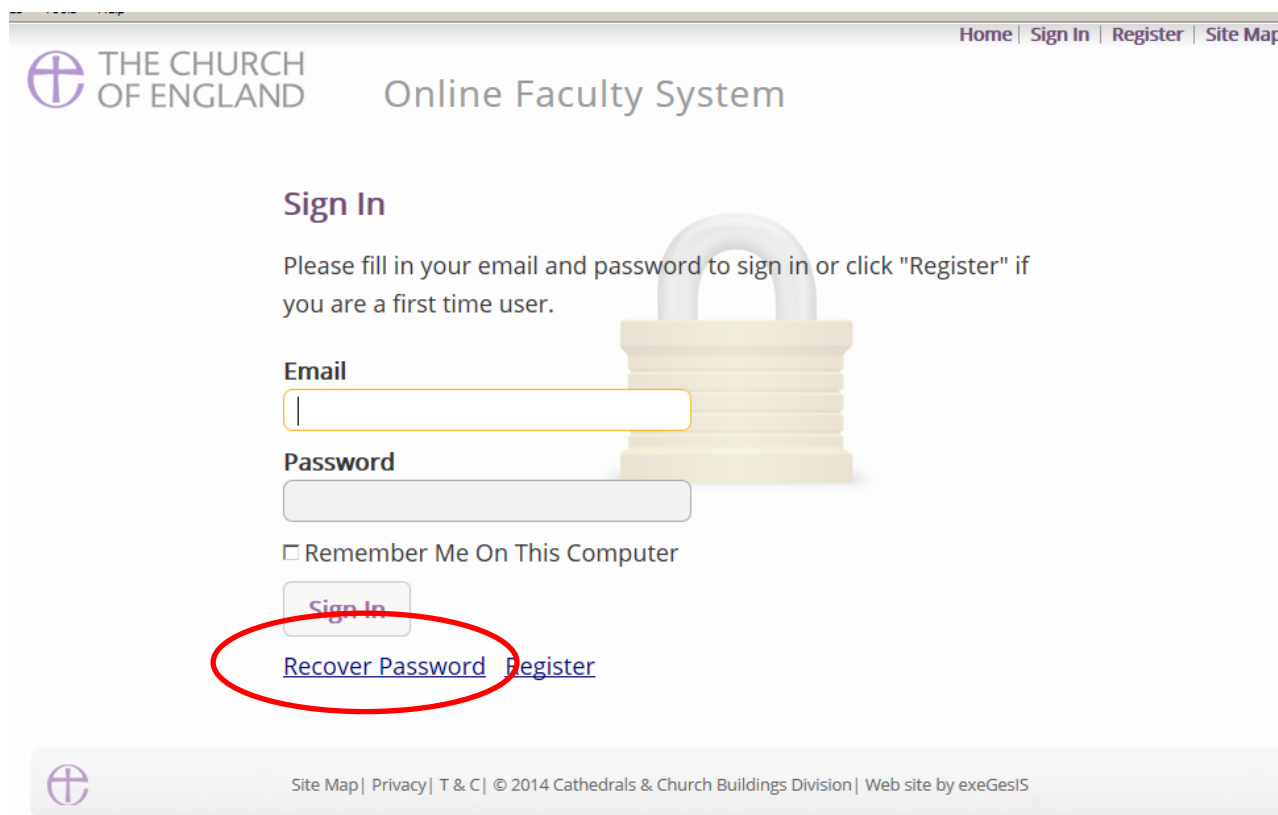


4. To exit the system, click **Sign Out**.



Recovering your Password

1. Go to the sign-in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and click **Recover Password**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Sign In](#)

[Recover Password](#) [Register](#)

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2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Recover Password

Forgotten Your Password?

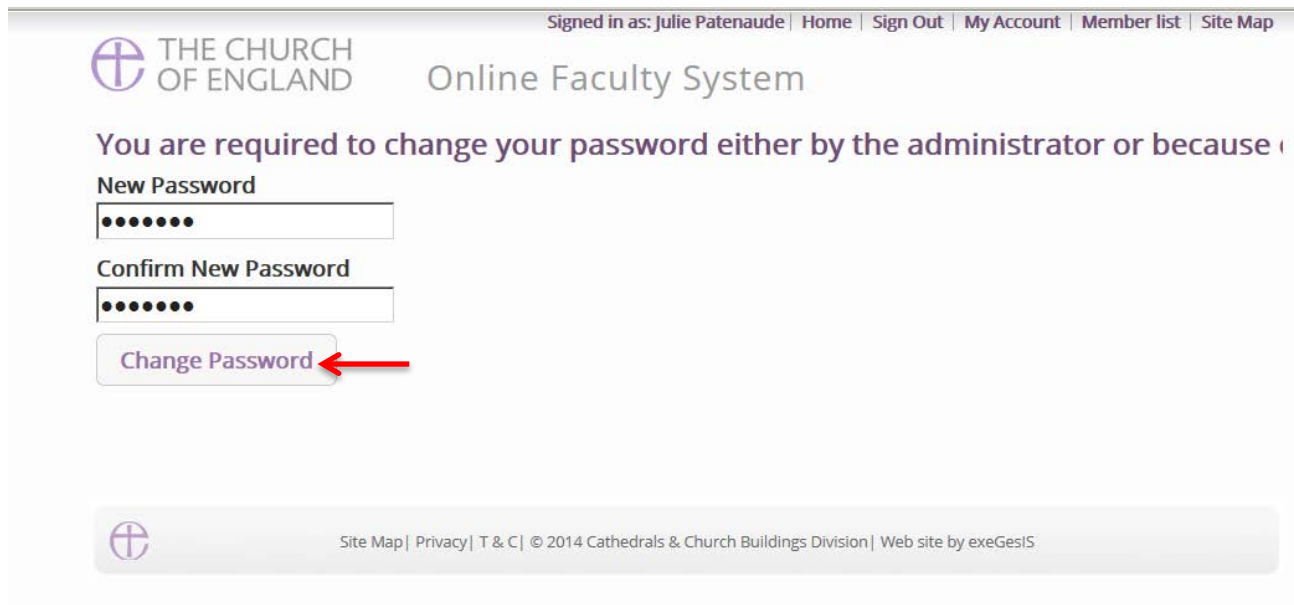
Please enter your email address

[Next](#)


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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**.



Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map


 THE CHURCH OF ENGLAND Online Faculty System

You are required to change your password either by the administrator or because of

New Password

Confirm New Password

←

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6. You will automatically return to the main page and will be signed in.



Settings Edit

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.

Settings Edit



Settings



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.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)

My Account

Security/Identity Profile

Display Name

User ID JP Chancellor

Email Address

[Change Password](#)

Do not forget to press update **every time** you make changes to your account.

Update your email address here

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.

My Account

Security/Identity **Profile**

Created 22/07/2014 13:01:36

Time Zone (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House
Great Smith Street
London

Postcode SW1P 3AZ

Email preference Daily summary **Everytime something happens**

Total Posts 0

[View my profile as others see it.](#)

[Change Password](#)

Do not forget to update your changes

Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.

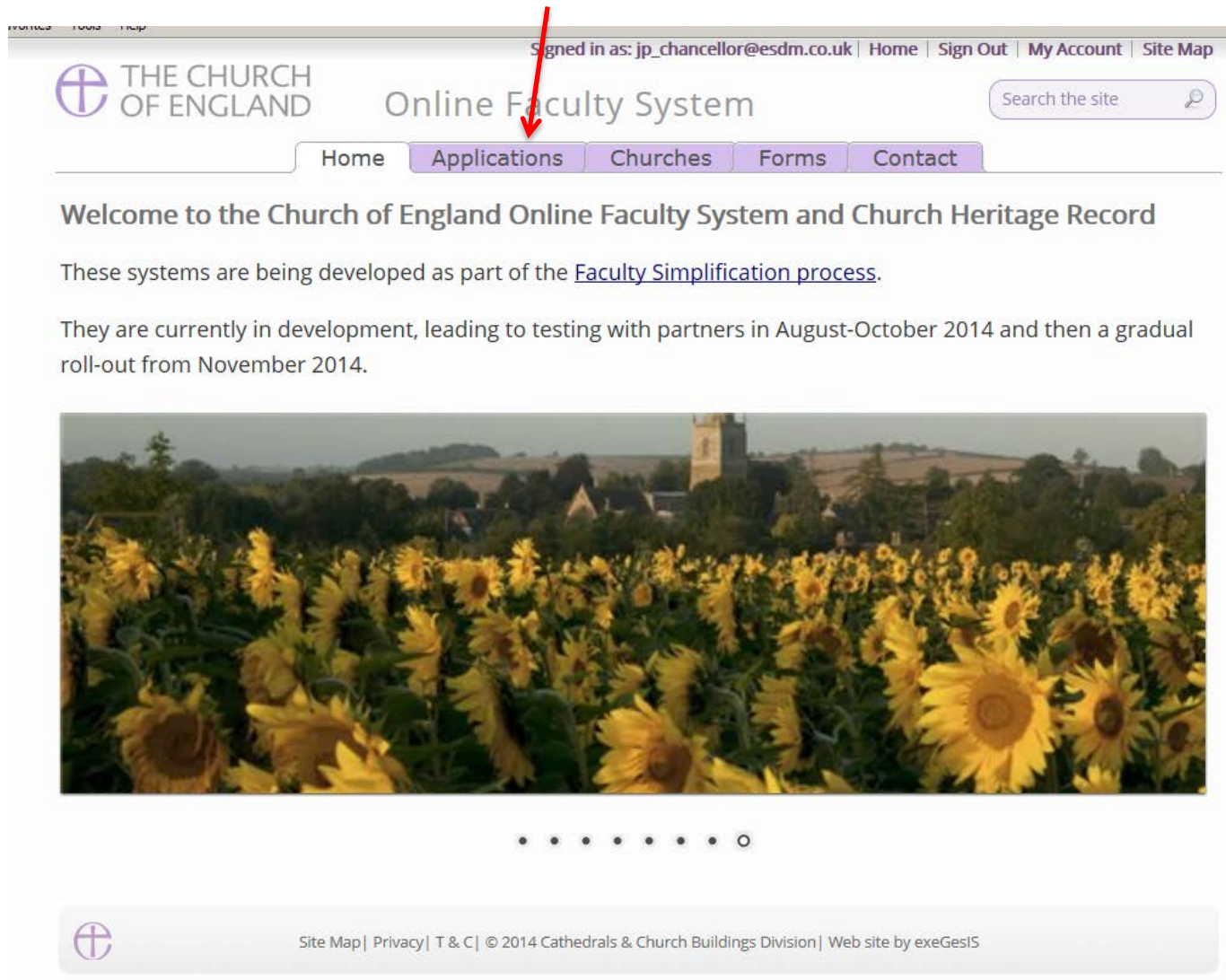
Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications 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.



Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System


Search the site

Home Applications Churches Forms Contact

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.



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2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

THE CHURCH OF ENGLAND Online Faculty System









Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

Subject	Date received	Date read	
Faculty System: petition ref 2014-000005 awaiting determination	Thu 16 Oct 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Tue 16 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Wed 03 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Mon 18 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		

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You can arrange your messages by:

- Subject
- or
- Date Received
- or
- 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.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000020	Help Text Form B	Penny Hasset: St David (Test)	Mon 18 Aug 2014	Awaiting Chancellor's determination	
2014-000018	A new test (SE)	Armidge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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

4. To access any 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

Click "view" to open a case file or go to "tools" to run a report.

App Ref	Summary	Church	Created	Status	View
2014-000051	JP-prep Forms A	Ambridge: St Stephen's (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000050	JP-prep	Penny Hassett: St David (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000046	One storey extension for a new toilet	Ambridge: St Stephen's (Test)	Mon 20 Oct 2014	Pending submission to Chancellor	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000043	*** SE Test - Please do not modify this application or update any of the forms ***	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Awaiting DAC recommendation	
2014-000042	SE testing issue with applications 'not recommended' by DAC and then revised.	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000041	complete demolition	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000039	List-C changes	Ambridge: St Stephen's (Test)	Tue 07 Oct 2014	Pending submission to Chancellor	
2014-000038	Toilets - obviously	Penny Hassett: St David (Test)	Mon 06 Oct 2014	Pending submission to Chancellor	
2014-000037	new toilet facilities	Ambridge: St Stephen's (Test)	Wed 01 Oct 2014	Pending submission to Chancellor	

Page size: 10 Page 1 of 3 (29 items)


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.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System











[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

[Messages](#) [Applications requiring your action](#) [Active Cases](#) **[Archived Cases](#)** [Tools](#)

App Ref	Summary	Church	Created	Status	View
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	
2014-000030	New toilet	Penny Hasset: St David (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000029	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000028	Testing whether going straight to List C is working (SE)	Penny Hasset: St David (Test)	Fri 12 Sep 2014	Post determination List A	
2014-000019	UAT Scripts - Form 1A & 3A	Ambridge: St Stephen's (Test)	Wed 13 Aug 2014	Abandoned	
2014-000015	JP - Form 1B & 3B - Help Text	Penny Hasset: St David (Test)	Thu 07 Aug 2014	Faculty Post-Determination	
2014-000012	Help Text Writing (JP)	Penny Hasset: St David (Test)	Tue 29 Jul 2014	Abandoned	

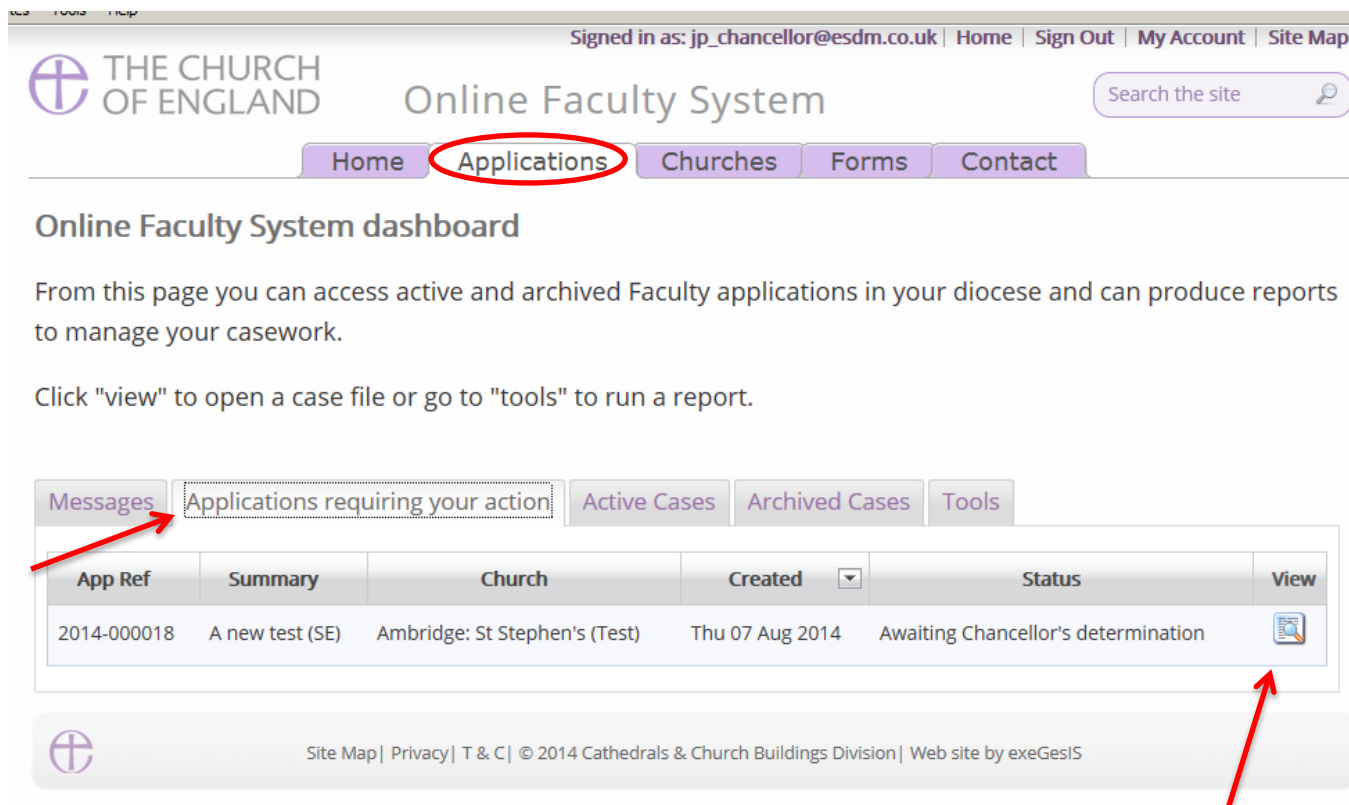
[First](#) [Previous](#) [Next](#) [Last](#) Page size: 10 Page 1 of 2 (14 items)

Navigating a Case File


A case file is where you will find all the necessary forms and documents to help you make your determination. It is also where you can fill out any forms or send any comments of your own to the Registrar. 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*.



The screenshot shows the 'Online Faculty System' dashboard for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp_chancellor@esdm.co.uk'. The 'Applications' tab is highlighted with a red circle. Below the navigation tabs, there is a section titled 'Online Faculty System dashboard' with instructions on how to use the system. A table of 'Applications requiring your action' is displayed, with a red arrow pointing to the 'View' icon for the first case.

App Ref	Summary	Church	Created	Status	View
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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

Basic summary of an application

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top, it indicates the user is signed in as 'jp_chancellor@esdm.co.uk' and provides navigation links for Home, Sign Out, My Account, and Site Map. A search bar is also present.

The main content area displays application details for Application Ref: 2014-000018. Key information includes: Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Status: Awaiting Chancellor's determination, Archdeaconry: Felpersham (Test), Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.'

Below the message are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Details' tab is selected and circled in red. To the right of these tabs is an 'Edit' link.

The 'Details' tab contains a list of forms with their status and icons:

Form Name	Status	View Icon	Edit Icon
Summary description of proposed works	Complete (Green checkmark)	View	Edit
Church information (Form 1)	Complete (Green checkmark)	View	Edit
Petition (Form 3)	Complete (Green checkmark)	View	Edit
Statement of Significance	Complete (Green checkmark)	View	Edit
Statement of Needs	Complete (Green checkmark)	View	Edit
Notification of Advice (Form 2)	Complete (Green checkmark)	View	Edit
Public Notice (Form 4)	Complete (Green checkmark)	View	Edit
Registrar's remarks to Chancellor	Complete (Green checkmark)	View	Edit
Chancellor's determination and judgement	In Progress (Hourglass icon)	View	Edit

At the bottom of the form list are three buttons: 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'.

The forms appear as required.
This is the Chancellor's Determination and judgement form

The status icon tells you if a form is complete or in progress.

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

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

Click here to **exit** the case file

3. Under the **Supporting Documents and Images** tab, you will find all the information that the parish, DAC, and Registrar have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.


The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top, it indicates the user is signed in as 'jp_chancellor@esdm.co.uk' and provides navigation links for Home, Sign Out, My Account, and Site Map. A search bar is also present.

The main content area displays application details for 'Application Ref: 2014-000052'. Key information includes: Church: **Ambridge: St Stephen's (Test)**, Diocese: **Borchester (Test)**, Archdeaconry: **Felpersham (Test)**, Status: **Pending submission to Chancellor**, and Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**. The summary is 'JP - New Extension - ***Please do not push through'.

Below the details, a message states: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.'

The interface features several tabs: 'Details', 'Supporting documents and images' (highlighted with a red circle), 'History', 'Notes', and 'Messages'. An 'Edit' link is visible on the right.

A table lists the supporting documents:

File Name	Description	Size	Modified	Uploaded By
 Image of Extension Proposed.JPG	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

Below the table, there is an 'Add a file' section with an 'Add' button. A red arrow points from a text box 'Add a new file' to this button.


At the bottom, there is a footer with a site map icon and text: 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

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.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | **History** | [Notes](#) | [Messages](#) [Edit](#)

Show only status changes Show all

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

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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.

See who worked on this application.
What they did.
And when.

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.

The screenshot shows the 'Online Faculty System' interface. At the top, it says 'Signed in as: jp_chancellor@esdm.co.uk' with links for Home, Sign Out, My Account, and Site Map. The Church of England logo is on the left, and a search bar is on the right. Below this is a summary box with application details: Application Ref: 2014-000052, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Status: Pending submission to Chancellor, and Summary: JP - New Extension - ***Please do not push through. A message box below states: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the Certificate of Publication to the registrar at the end of the public notice period.' A navigation bar contains tabs for Details, Supporting documents and images, History, Notes (circled in red), and Messages. An 'Edit' button is on the right. Below the tabs is an 'Edit' section with a rich text editor containing the text 'Contact registrar about more information.' A red arrow points to the left side of the editor. At the bottom of the editor are 'Add' and 'Cancel' buttons, with 'Add' circled in red.

Click **Edit** to make changes or add new information.

This screenshot is identical to the one above, but the 'Notes' tab is selected and highlighted with a dashed border. The 'Edit' button at the bottom of the text editor is now circled in red, indicating the next step in the process.











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

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) [Supporting documents and images](#) [History](#) [Notes](#) **[Messages](#)** [Edit](#)

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

[First](#) [Previous](#) [Next](#) [Last](#) Page size: Page 1 of 2 (13 items)

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See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Navigate through the pages.

Change how many emails you see at any one time

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:

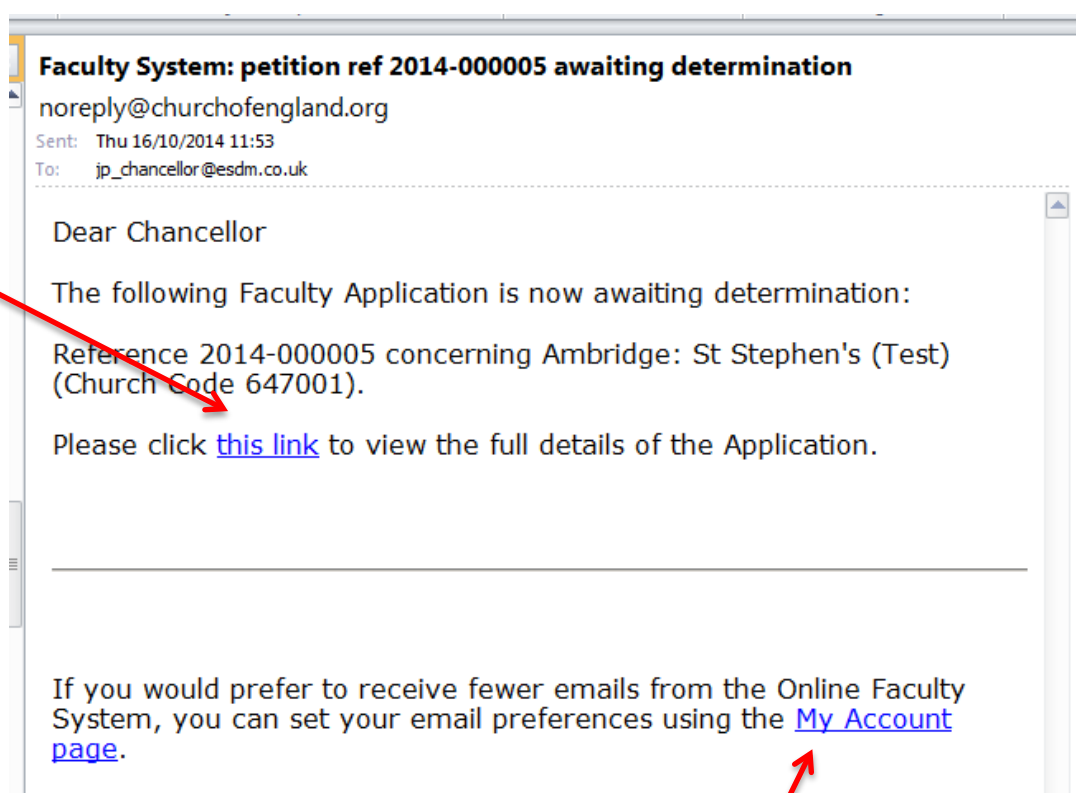
1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard, under the Messages tab
3. In each individual case file under the Messages tab

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

1. A parish submits a petition for your determination
2. The Registrar re-submits an application after obtaining further information

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
2. Click **Invite Consultee**

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018 Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

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

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works	✓	📄
Church information (Form 1)	✓	📄
Petition (Form 3)	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
Notification of Advice (Form 2)	✓	📄
Public Notice (Form 4)	✓	📄
Registrar's remarks to Chancellor	✓	📄
Chancellor's determination and judgement	✓	📄 📝

Submit Return to Applications dashboard **Invite Consultees**

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3. See if the individual(s) to whom you are sending the application is already registered

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

ar

ov

s t

m

op

ou

de

pr

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

comma separated email addresses ?

OK Cancel

4. If yes, **select them** from the list and click **Ok** to invite that consultee

The screenshot shows a dialog box titled "Invite Consultees" with a close button in the top right corner. It contains a table with the following data:

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

Below the table is a text input field that is currently empty. Underneath the input field is the text "comma separated email addresses" with a help icon. At the bottom of the dialog, there are two buttons: "OK" (circled in red) and "Cancel". A red arrow points to the checked checkbox in the "Select" column.

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.

The screenshot shows the same "Invite Consultees" dialog box. The table data is identical to the previous screenshot. The text input field now contains the email address "john.smith@gmail.com". A red arrow points to the input field. The "OK" button is circled in red.

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).

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input checked="" type="checkbox"/>

john.smith@gmail.com,rogerbeard@btinternet.co.uk

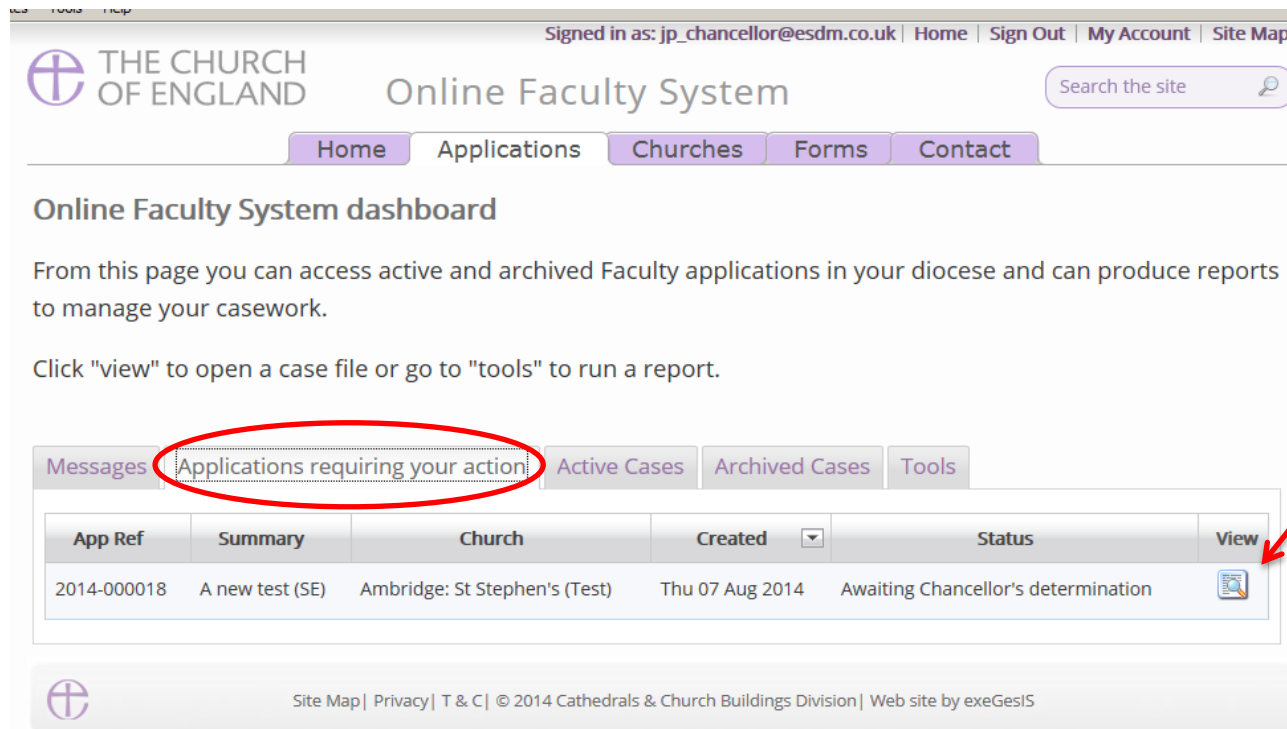
comma separated email addresses

OK Cancel

Working on an Application

When you are ready to begin working on a Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab and go to the **Applications Requiring Your Action** tab, where you will find the specific case file you require. If you cannot find the application you are looking for, search under **Active Cases**.
4. Click on the **View** icon to open the case file



Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site


Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

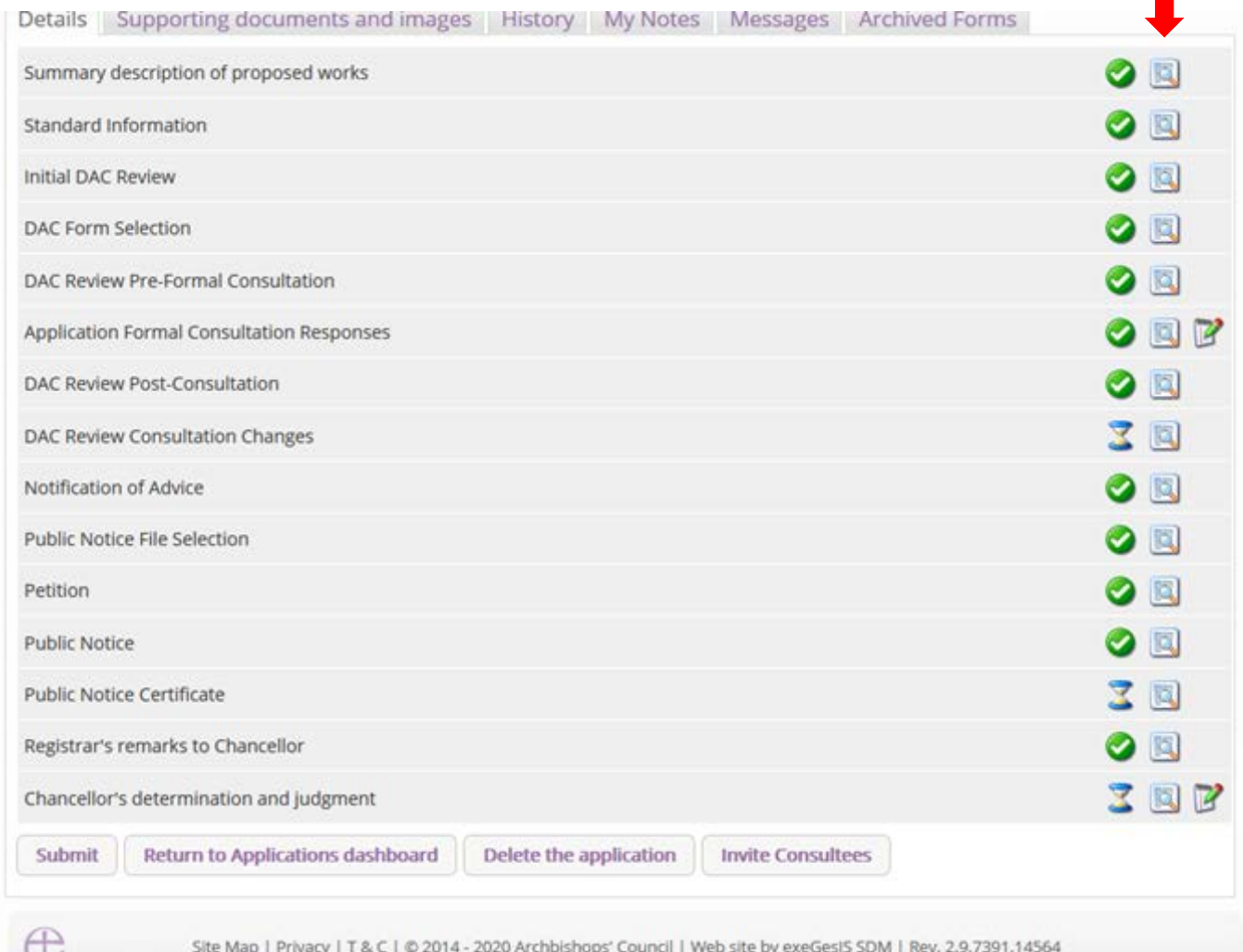
Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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Once you have opened an application's case file, you will be able to access all the legal forms required, including the standard information (Form 1) and petition (Form 3), under the **Details** tab. You will also be able to open all the additional supporting documents necessary to make your determination under the **Supporting Documents and Images** tab.

5. Click on the **View** icon to open a specific form



The screenshot displays a web application interface with a navigation bar at the top containing tabs: Details, Supporting documents and images, History, My Notes, Messages, and Archived Forms. Below the navigation bar is a list of forms, each with a status indicator (a green checkmark) and a 'View' icon (a document with a magnifying glass). A red arrow points to the 'View' icon for the first form, 'Summary description of proposed works'. Other forms in the list include 'Standard Information', 'Initial DAC Review', 'DAC Form Selection', 'DAC Review Pre-Formal Consultation', 'Application Formal Consultation Responses', 'DAC Review Post-Consultation', 'DAC Review Consultation Changes', 'Notification of Advice', 'Public Notice File Selection', 'Petition', 'Public Notice', 'Public Notice Certificate', 'Registrar's remarks to Chancellor', and 'Chancellor's determination and judgment'. At the bottom of the form list are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Invite Consultees'. The footer of the page contains a logo and the text: 'Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7391.14564'.

6. 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/>

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND 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](#)

1 of 1 Find | Next 

Ref: 2014-000076 **Church:** Penny Hasset: St David (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444
Status: Faculty Post-Determination

Form 1B
 (Rules 3.2 and 4.6)
 Standard Information
 (buildings included in list under Care of Places of Worship Measure 1999)

Diocese of Borchester (Test)
 Building: Penny Hasset: St David (Test)
 Relevant person or body: vicar

Approximate date of building:

Is the building listed? Yes No

If so, please state whether it is grade I, II* or II

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes No

If it is, please state which

You can also choose to open the form with Microsoft Word or other computer software. Click here for your options.

- The form will open in an easy-to-read format. To print, click **Print**
 *Please note this process might be slightly different according to individual computers and operating systems.

2014-000076_Form1Report_2014_12_01.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 103% Find

Ref: 2014-000076 **Church:** Penny Hassett: St David (Test)

Diocese: Barchester (Test) **Archdeaconry:** Felpersham (Test)

Created By: Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444

Status: Faculty Post-Determination

Form 1B
(Rules 3.2 and 4.6)
Standard Information
(buildings included in list under Care of Places of Worship Measure 1999)

Diocese of Barchester (Test)

Building: Penny Hassett: St David (Test)

Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes No

If so, please state whether it is grade I, II* or II 1

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes No

If it is, please state which THE conservation area of conservation areas

Is the building, its curtilage or any adjoining structure in a national park? Yes No

If it is, please state which Greenwood

8. Repeat this process as needed for all other forms

9. To review the Formal Consultation replies, pressing the edit button against this form will provide a tabulated overview of who was consulted, when they were consulted, and whether or not they replied or decided to refrain from commenting in an official capacity.

Summary description of proposed works		
Standard Information		
Initial DAC Review		
DAC Form Selection		
DAC Review Pre-Formal Consultation		
Application Formal Consultation Responses		
DAC Review Post-Consultation		
DAC Review Consultation Changes		
Notification of Advice		
Public Notice File Selection		
Petition		
Public Notice		
Public Notice Certificate		
Registrar's remarks to Chancellor		
Chancellor's determination and judgment		

[Submit](#)
[Return to Applications dashboard](#)
[Delete the application](#)
[Invite Consultees](#)

Add a response

Responses

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee	Historic England	24/03/2020 15:43	No	No	1	
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

Invited Consultees

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

10. Go to the **Supporting Documents and Images** tab to find all the attached files.

Details **Supporting documents and images** History My Notes Messages Archived Forms

Summary description of proposed works	✓	📄
Standard Information	✓	📄
Initial DAC Review	✓	📄
DAC Form Selection	✓	📄
DAC Review Pre-Formal Consultation	✓	📄
Application Formal Consultation Responses	✓	📄
DAC Review Post-Consultation	✓	📄
DAC Review Consultation Changes	🕒	📄
Notification of Advice	✓	📄
Public Notice File Selection	✓	📄
Petition	✓	📄
Public Notice	✓	📄
Public Notice Certificate	🕒	📄
Registrar's remarks to Chancellor	✓	📄
Chancellor's determination and judgment	🕒	📄

Submit Return to Applications dashboard Delete the application Invite Consultees

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11. Click the **document's name** to open it

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THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000018 Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

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

Details **Supporting documents and images** History Notes Messages Edit

File Name	Description	Size	Modified	Uploaded By
Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file **Add**

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12. Once you are ready to send a response, click the **Edit** icon on the Chancellor's determination and judgement form

The screenshot displays a web application interface with a navigation bar at the top containing tabs: Details, Supporting documents and images, History, My Notes, Messages, and Archived Forms. Below the navigation bar is a list of tasks, each with a status indicator (green checkmark or blue hourglass) and an action icon (document with checkmark or document with pencil). The tasks listed are:

- Summary description of proposed works
- Standard Information
- Initial DAC Review
- DAC Form Selection
- DAC Review Pre-Formal Consultation
- Application Formal Consultation Responses
- DAC Review Post-Consultation
- DAC Review Consultation Changes
- Notification of Advice
- Public Notice File Selection
- Petition
- Public Notice
- Public Notice Certificate
- Registrar's remarks to Chancellor
- Chancellor's determination and judgment

At the bottom of the task list are four buttons: Submit, Return to Applications dashboard, Delete the application, and Invite Consultees. A red arrow points to the 'Edit' icon (document with pencil) for the 'Chancellor's determination and judgment' task.

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13. The archived forms tab will also provide you with an overview of how the case has altered over time, and the history tab, pressing the show all button, will highlight how the case has changed at a task-based level.

Returning an Application to the Registrar

In circumstances when a determination cannot be made right away (e.g. when more information is needed), you can return an application to the Registrar with directions and/or observations.

1. Click the **Edit** icon on the Chancellor's determination and judgement form

The screenshot displays a web interface for managing an application. At the top, there are navigation tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. Below these is a list of application stages, each with a status icon (green checkmark or hourglass) and a document icon. The 'Chancellor's determination and judgment' stage is highlighted with a red arrow pointing to it from the left. To the right of this stage, there is a red circle around the edit icon (a document with a pencil). Below the list of stages are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Invite Consultees'. At the bottom of the page, there is a footer with a globe icon and the text: 'Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7391.14564'.

Stage	Status	Document Icon	Edit Icon
Summary description of proposed works	Green checkmark	Document icon	No
Standard Information	Green checkmark	Document icon	No
Initial DAC Review	Green checkmark	Document icon	No
DAC Form Selection	Green checkmark	Document icon	No
DAC Review Pre-Formal Consultation	Green checkmark	Document icon	No
Application Formal Consultation Responses	Green checkmark	Document icon	Yes
DAC Review Post-Consultation	Green checkmark	Document icon	No
DAC Review Consultation Changes	Hourglass	Document icon	No
Notification of Advice	Green checkmark	Document icon	No
Public Notice File Selection	Green checkmark	Document icon	No
Petition	Green checkmark	Document icon	No
Public Notice	Green checkmark	Document icon	No
Public Notice Certificate	Hourglass	Document icon	No
Registrar's remarks to Chancellor	Green checkmark	Document icon	No
Chancellor's determination and judgment	Hourglass	Document icon	Yes (circled in red)

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Invite Consultees](#)

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2. Select the **Return Application to Registrar** option
3. Insert your comments into the **Directions or other Observations** box
4. Click **Finish**

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action

Issue Faculty (subject to public notice) Faculty Refused Return Application to Registrar

Your Directions or other observations

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)


[Save & come back later](#) [Cancel](#) [Finish](#)

*If you wish to continue working on your response before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the case file.

5. You will automatically return to the application's case file.

6. Click **Submit**




















Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000073** Church: **Penny Hassett: St David (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Julie Patenaude (Fri 14 Nov 2014)**
Summary: **Conservation of wall paintings UAT TEST**

Once you have completed your determination. please click "submit" to send the application to the Registrar.

[Details](#) | [Supporting documents and images](#) | [History](#) | [My Notes](#) | [Messages](#)

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 judgement	  

[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#)

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7. A warning message will ask you to confirm that you are ready to return the application to the Registrar.

8. Click **OK** to proceed

OR

9. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Application with Registrar. Click 'OK' to proceed

[Ok](#) | [Cancel](#)

Approving a Faculty

If you decide to approve the Faculty application

10. Click on the Chancellor's determination and judgement form
11. Select the **Issue Faculty** option
12. Enter any Directions or other observations if necessary
13. Insert your **summary reasons** for granting the Faculty (if applicable) into the correct box
AND/OR
14. Enter your **conditions** in the correct box
15. Click **Finish**


Application Ref: **2014-000073** Church: **Penny Hasset: St David (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Julie Patenaude (Fri 14 Nov 2014)**
Summary: **Conservation of wall paintings UAT TEST**

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".


Action 

Issue Faculty (subject to public notice) Faculty Refused Return Application to Registrar

Your Directions or other observations

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

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*If you wish to continue working on your conditions before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the case file.

16. You will automatically return to the application's case file. Notice that the status of the Chancellor's determination and judgement form has changed and is now marked as complete.
17. Click **Submit**

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

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

Details | Supporting documents and images | History | Notes | Messages Edit

Summary description of proposed works	✓	
Church information (Form 1)	✓	
Petition (Form 3)	✓	
Statement of Significance	✓	
Statement of Needs	✓	
Notification of Advice (Form 2)	✓	
Public Notice (Form 4)	✓	
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgement	✓	

Submit | [Return to Applications dashboard](#) | [Invite Consultees](#)

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18. A warning message will ask you to confirm that you are ready to send the application to the Registrar for final processing.
19. Click **OK** to proceed
- OR
20. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Awaiting Form 6. Click 'OK' to proceed

Ok | **Cancel**

Refusing a Faculty

If you decide to refuse the Faculty application

1. Click on the Chancellor's determination and judgement form
2. Select the **Faculty Refused** option
3. Enter any Directions or Observations if necessary
4. Click **Finish**


Application Ref: **2014-000073** Church: **[Penny Hasset: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **[Felpersham \(Test\)](#)**
Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Julie Patenaude \(Fri 14 Nov 2014\)](#)**
Summary: **Conservation of wall paintings UAT TEST**

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action 


Issue Faculty (subject to public notice) **Faculty Refused** Return Application to Registrar

Your Directions or other observations

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

[Save & come back later](#) [Cancel](#) [Finish](#)

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*If you wish to continue working on your determination before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the individual case file.

5. You will automatically return to the application's case file. Notice that the status of the Chancellor's determination and judgement form has changed and is now marked as complete.
6. Go to the **Supporting Documents and Images** to attach your judgment (if applicable) or email it to the Registrar, who can attach it for you.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
 Summary: **A new test (SE)**

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

Details | **Supporting documents and image** | History | Notes | Messages Edit

Summary description of proposed works	✓	
Church information (Form 1)	✓	
Petition (Form 3)	✓	
Statement of Significance	✓	
Statement of Needs	✓	
Notification of Advice (Form 2)	✓	
Public Notice (Form 4)	✓	
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgement	✓	

Submit | [Return to Applications dashboard](#) | [Invite Consultees](#)

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1. Click **Submit**
2. A warning message will ask you to confirm that you are ready to send the application to the Registrar for final processing.
3. Click **OK** to proceed
OR
4. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Awaiting Faculty Rejection Form. Click 'OK' to proceed

Ok | [Cancel](#)

Attaching Documents

If you need to attach your judgement (or any other type of document) to the application:

1. Go to the application's case file
2. Click on **Supporting Documents and Images**

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp_chancellor@esdm.co.uk'. The application details are: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' The 'Supporting documents and images' tab is selected and circled in red. Below the tabs is a table of documents with status indicators (green checkmarks and document icons). At the bottom are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'.

Document	Status
Summary description of proposed works	✓
Church information (Form 1)	✓
Petition (Form 3)	✓
Statement of Significance	✓
Statement of Needs	✓
Notification of Advice (Form 2)	✓
Public Notice (Form 4)	✓
Registrar's remarks to Chancellor	✓
Chancellor's determination and judgement	✓

3. Click **Add**

This screenshot is identical to the previous one, but the 'Add' button in the 'Add a file' section is circled in red. The 'Add' button is a small purple button with white text.

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. Chancellor's Judgement)


The screenshot shows the 'Online Faculty System' interface. At the top, it says 'Signed in as: jp_chancellor@esdm.co.uk' with links for 'Home', 'Sign Out', 'My Account', and 'Site Map'. The main header includes 'THE CHURCH OF ENGLAND' logo and 'Online Faculty System' with a search bar. Below this is a summary box with application details: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states 'The Registrar has submitted the faculty application to the Chancellor for review.' Below this are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages', with an 'Edit' link. The 'Supporting documents and images' tab is active, showing an 'Add a file' button and a dashed box for file upload. A red arrow points to the dashed box with the text 'Drag and drop a file here'. Below the dashed box is a 'Select file...' button. A red arrow points to the 'Description' field, which contains the text 'Plan Drawing'.

6. Notice that the file has been uploaded (you can delete it by clicking on the trash can next to it)
7. Click **Upload**

The screenshot shows the 'Online Faculty System' interface after a file has been uploaded. The top navigation and header are identical to the previous screenshot. The summary box and message are also the same. The 'Supporting documents and images' tab is active, showing the 'Add a file' button and the dashed box for file upload. Below the dashed box is the 'Select file...' button. A red arrow points to the file name 'Church Plan.bmp' which has a trash can icon next to it. Below the file name is an 'Upload' button, which is circled in red. The 'Description' field still contains the text 'Plan Drawing'.

8. The file has been successfully attached.


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 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000018** Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [Awaiting Chancellor's determination](#) Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)
Summary: [A new test \(SE\)](#)

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

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude


Add a file

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Option 2

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

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [Awaiting Chancellor's determination](#) Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)
Summary: [A new test \(SE\)](#)


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

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

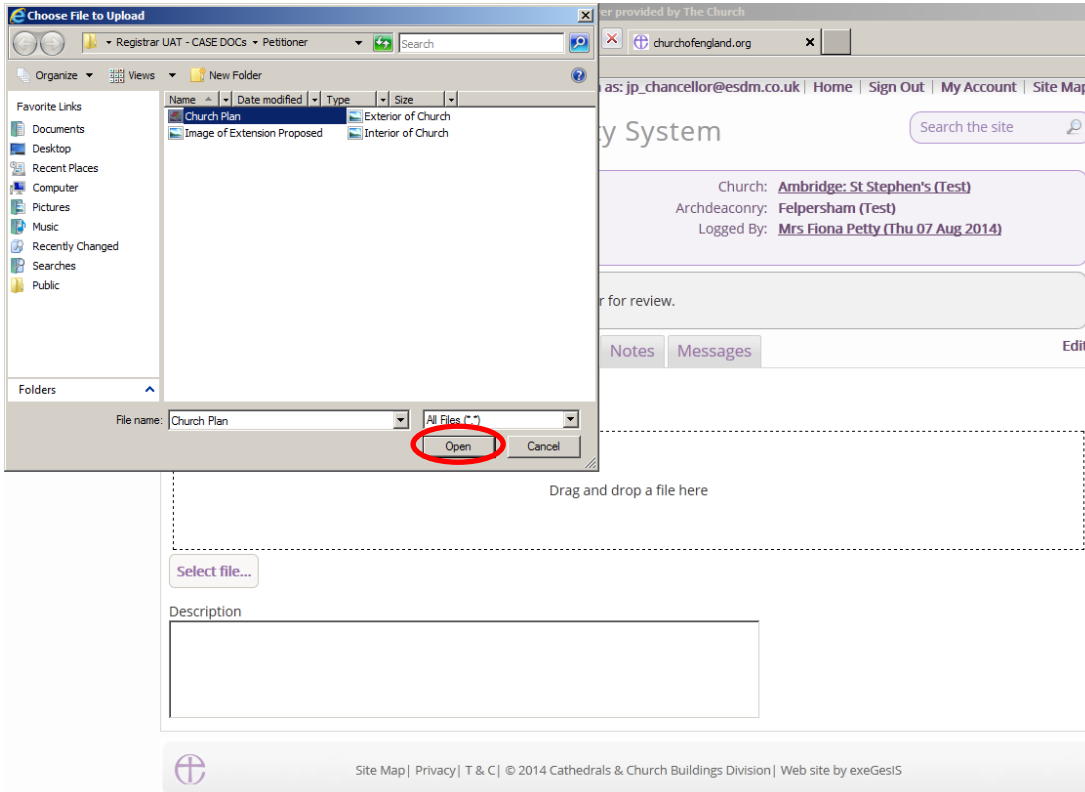
Add a file

Drag and drop a file here

Description

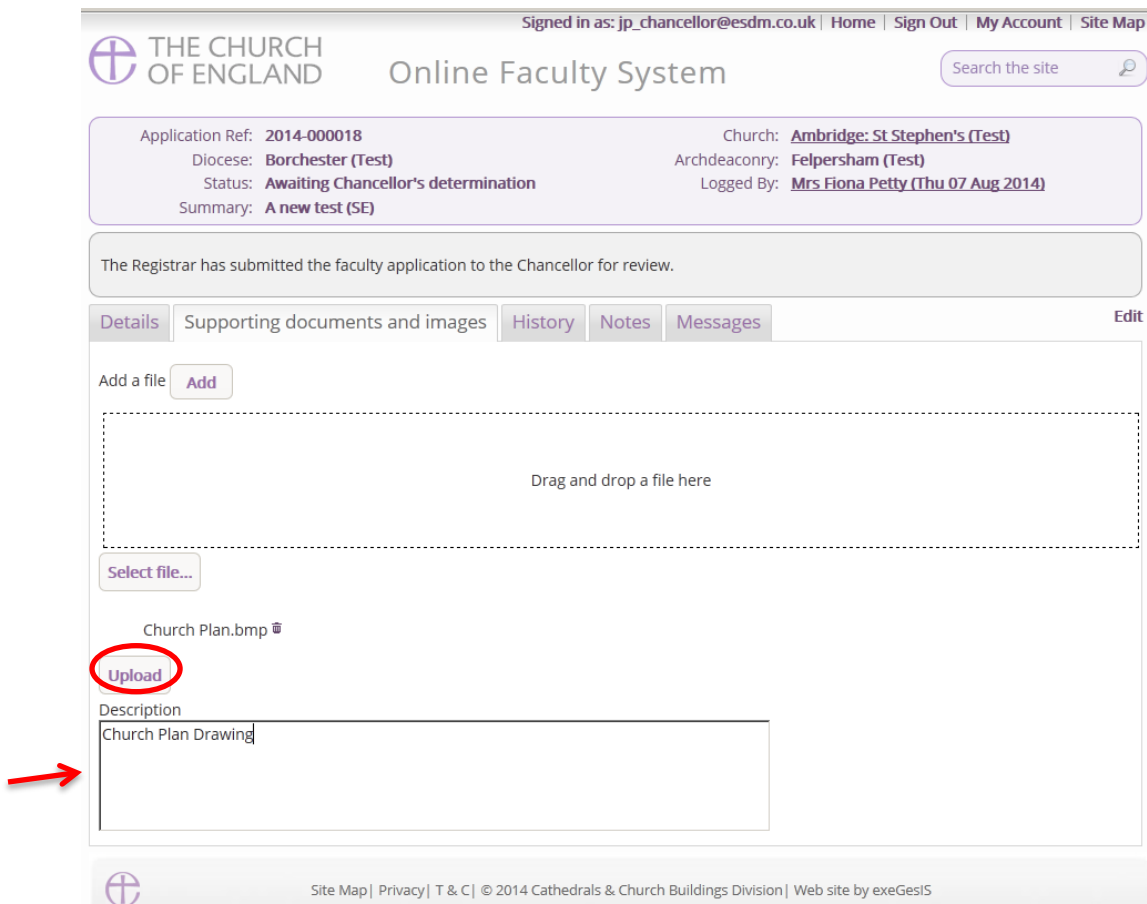
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10. **Locate** the file on your computer. **Select** it. Click **Open**.




11. Insert a summary **description** of the file you have attached (e.g. Chancellor's Judgement)

12. Click **Upload**



13. The file has been successfully attached


Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

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Details | **Supporting documents and images** | History | Notes | Messages Edit

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file

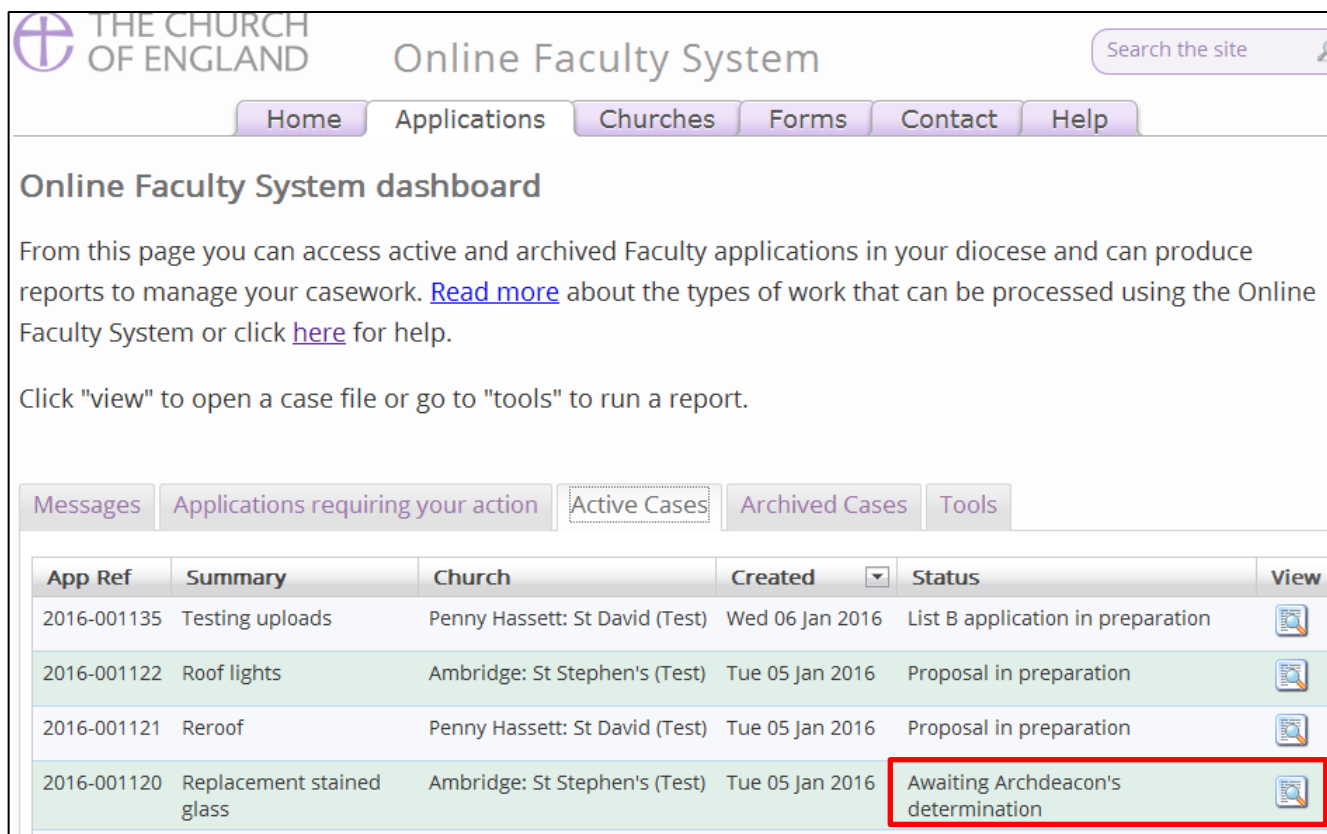
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Determining a List B Application

In situations where a List B application cannot be determined by the Archdeacon, the Chancellor can use the Online Faculty System to make a determination in their place.

You will **not** receive an automatic email from the Online Faculty System. You will be contacted either by the DAC Secretary or the Archdeacon in your Diocese. To access the case, you will need to know the **case's reference number**.

1. Go to the Applications Tab
2. Go to the **Active Cases** tab on your Dashboard
3. Locate the application using the reference number
4. Click the **View** icon to open the case file



THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact Help

Online Faculty System dashboard

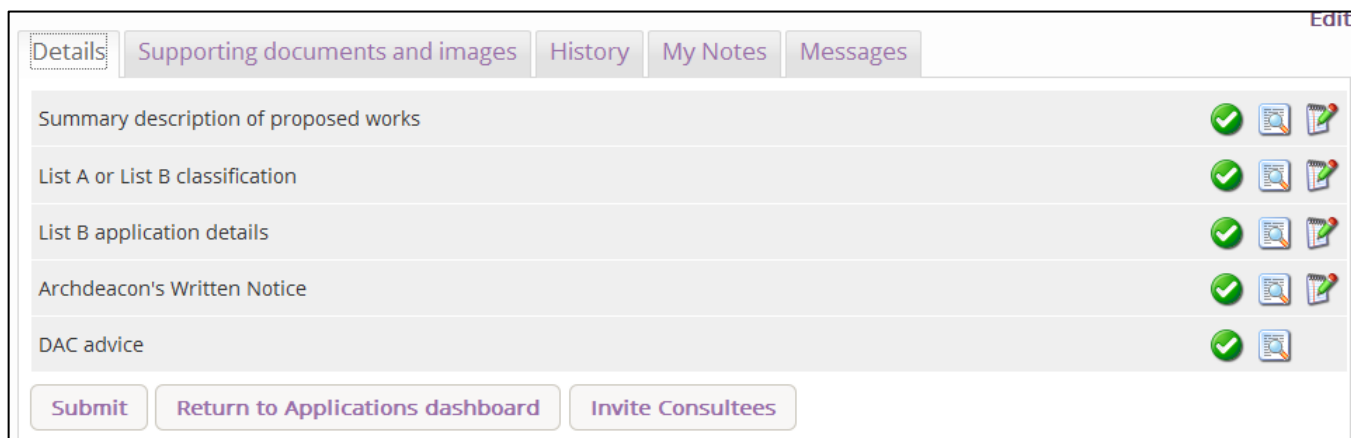
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action **Active Cases** Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2016-001135	Testing uploads	Penny Hassett: St David (Test)	Wed 06 Jan 2016	List B application in preparation	
2016-001122	Roof lights	Ambridge: St Stephen's (Test)	Tue 05 Jan 2016	Proposal in preparation	
2016-001121	Reroof	Penny Hassett: St David (Test)	Tue 05 Jan 2016	Proposal in preparation	
2016-001120	Replacement stained glass	Ambridge: St Stephen's (Test)	Tue 05 Jan 2016	Awaiting Archdeacon's determination	

You will arrive at the case file



Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works

List A or List B classification

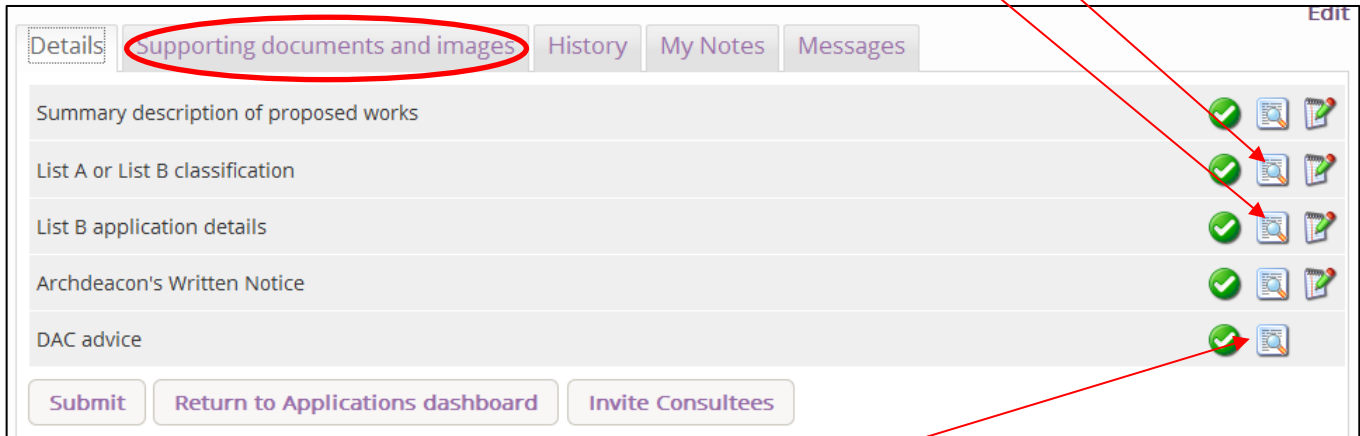
List B application details

Archdeacon's Written Notice

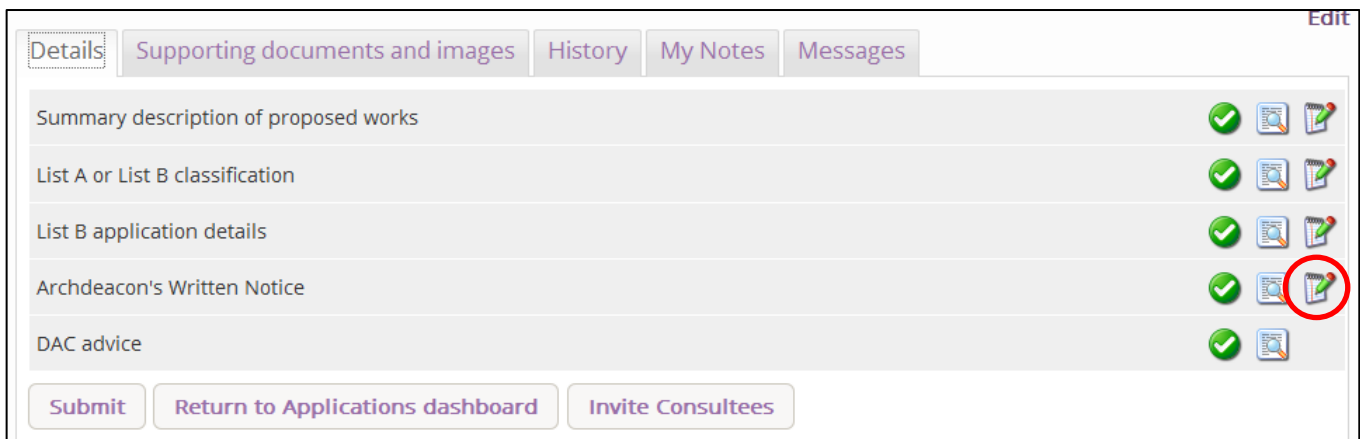
DAC advice

Submit Return to Applications dashboard Invite Consultees

5. Click here to find out which **List B matter** has been selected
6. Click here to read **more details** about the application
7. Go to the **Supporting Documents and Images** to look for additional information



8. Click here to read the **DAC's advice** (if any)
9. To make your determination and fill out the **Written Notice**, click the **Edit** icon



10. Select the appropriate **determination**

N.B. If you select options 2, 3 or 4, the application will automatically be transformed into a Full Faculty application giving the parish a choice to continue with it or leave it.

Response Edit The works may be implemented without faculty, subject to the following condition(s):

- Although what is proposed is a matter prescribed in List B, I nevertheless decline to give notice that it may be undertaken without a faculty for the following reason(s):
- The proposal is excluded by rule 3.5 of the Rules because:
- The proposal is not a matter prescribed in List B.

11. Insert any additional **conditions** required if the application is approved or explain why the application was refused.

12. Click **Finish** to return to the case file

Conditions / reasons Edit

Archaeological recording required during works

Save & come back later Cancel **Finish**

13. Click **Submit** to send your determination to the parish

Details Supporting documents and images History Messages Edit

Summary description of proposed works ✓ 📄 ✎

List A or List B classification ✓ 📄 ✎

List B application details ✓ 📄 ✎

Archdeacon's Written Notice ✓ 📄 ✎

DAC advice ✓ 📄

Submit Return to Applications dashboard Invite Consultees

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 Digital Projects Officer at the CCB:

james.miles@churchofengland.org

020 7898 1860

or contact the Admin team at <https://facultyonline.churchofengland.org/contact>