Online Faculty System

A Registrar's User Manual
2022 Rules

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1st July 2022

This document is a step-by-step guide to the Online Faculty System for Registrars.

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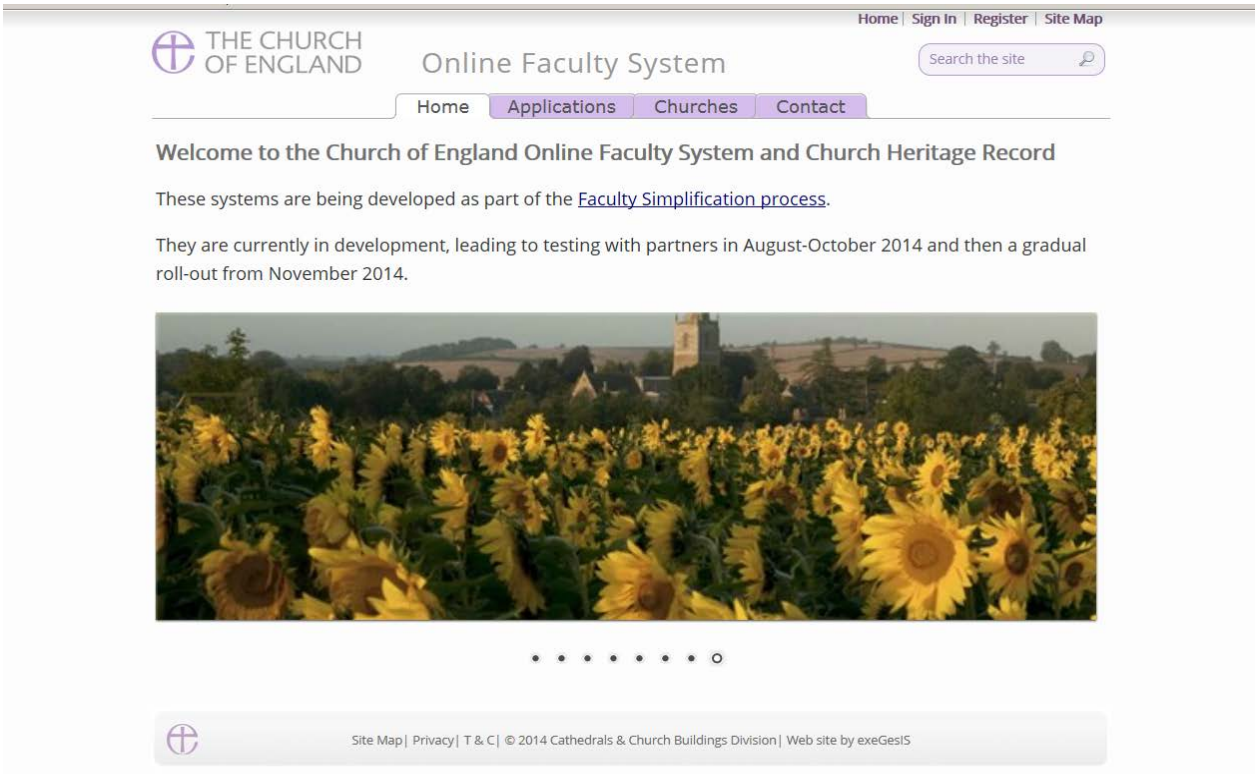
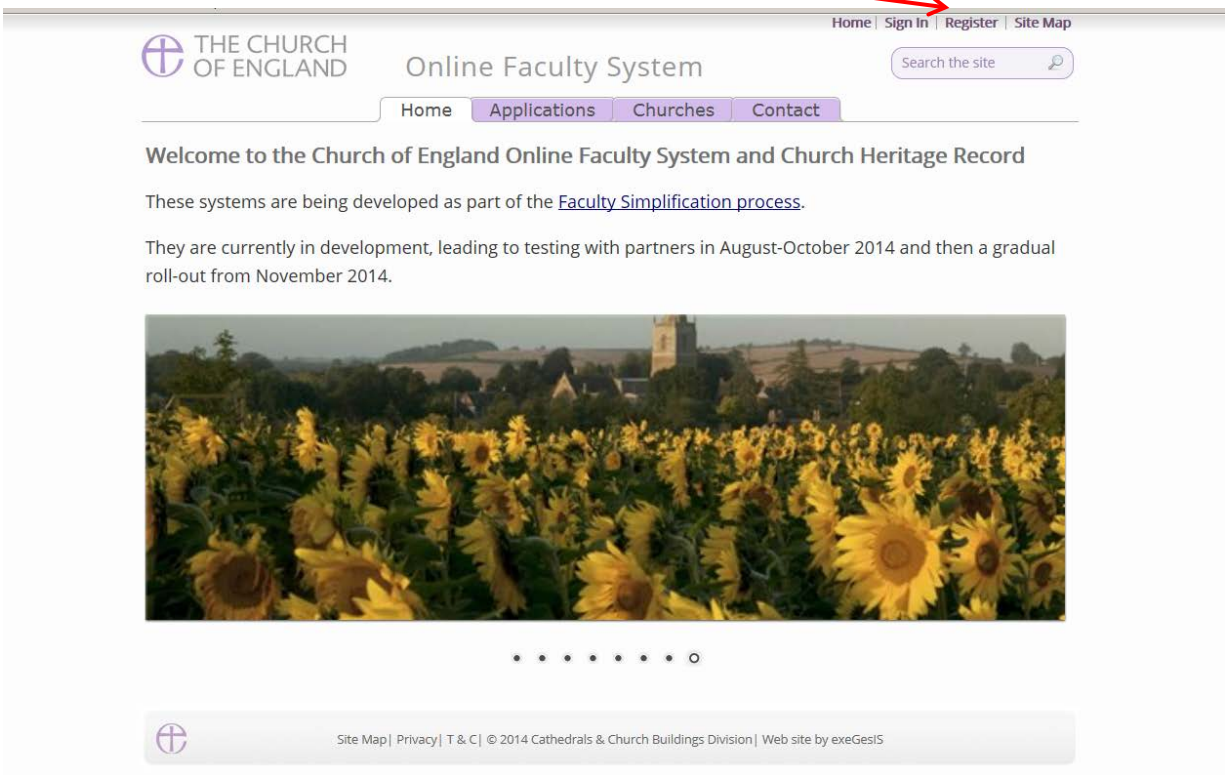
How to Register as a Registrar

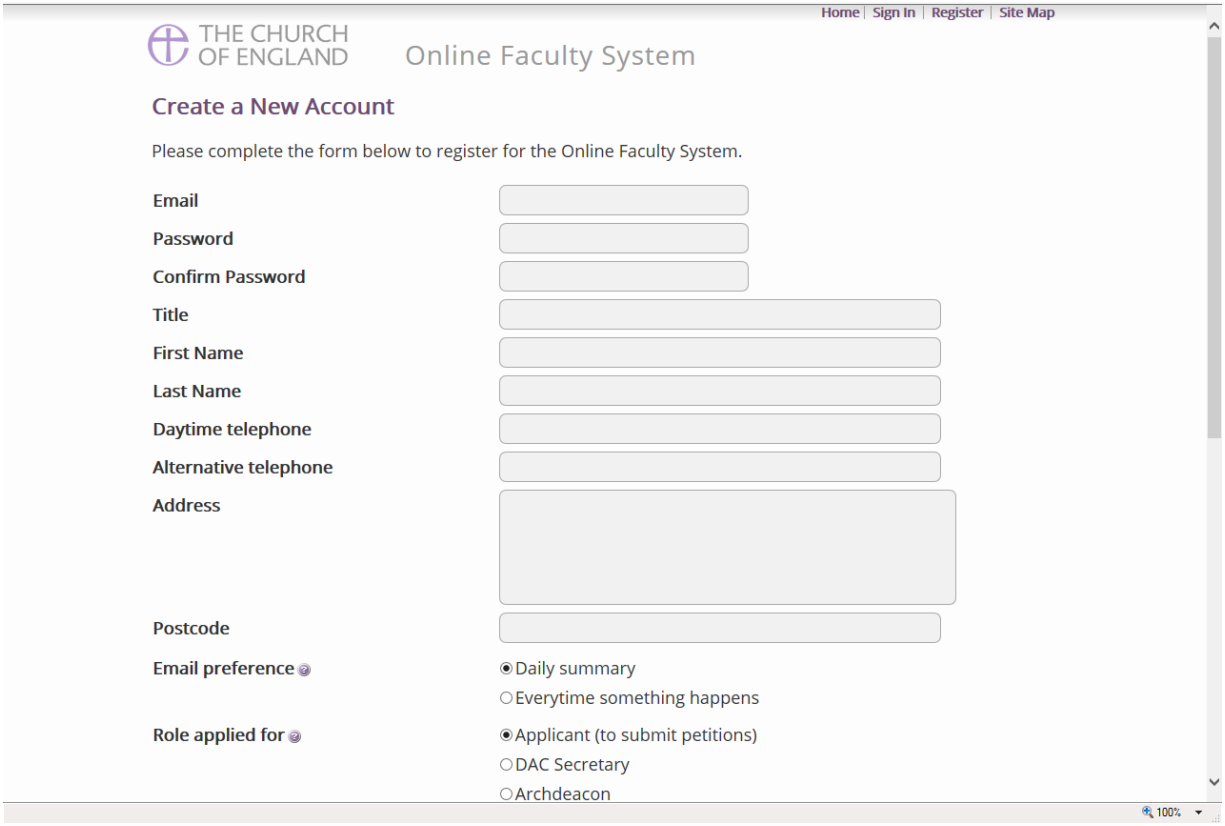
1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



3. This will take you to the **Create a New Account** page.



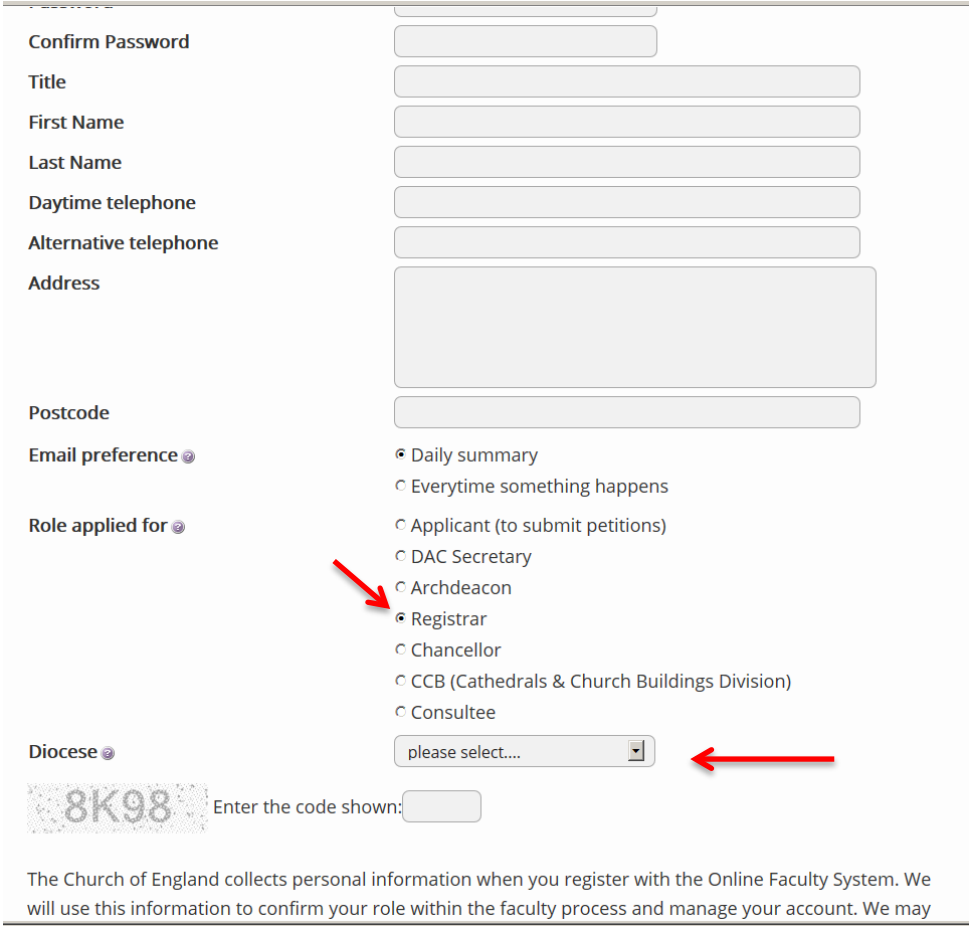
4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

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

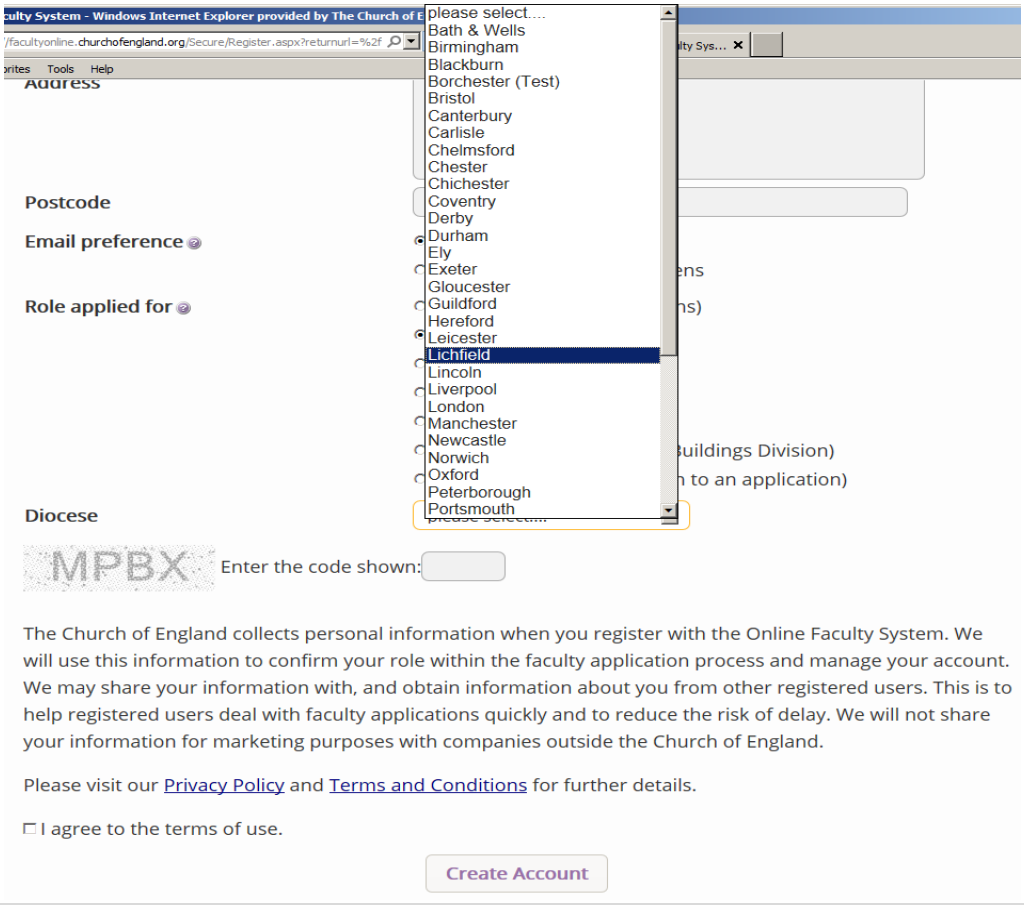
    a. **Daily summary** (daily summary of work that requires your attention only) Or
    b. **Every time** something changes (an email that is sent every time something happens)
    c. **Daily Digest** (an email that is sent once a day which groups these every time something happens emails into one)

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

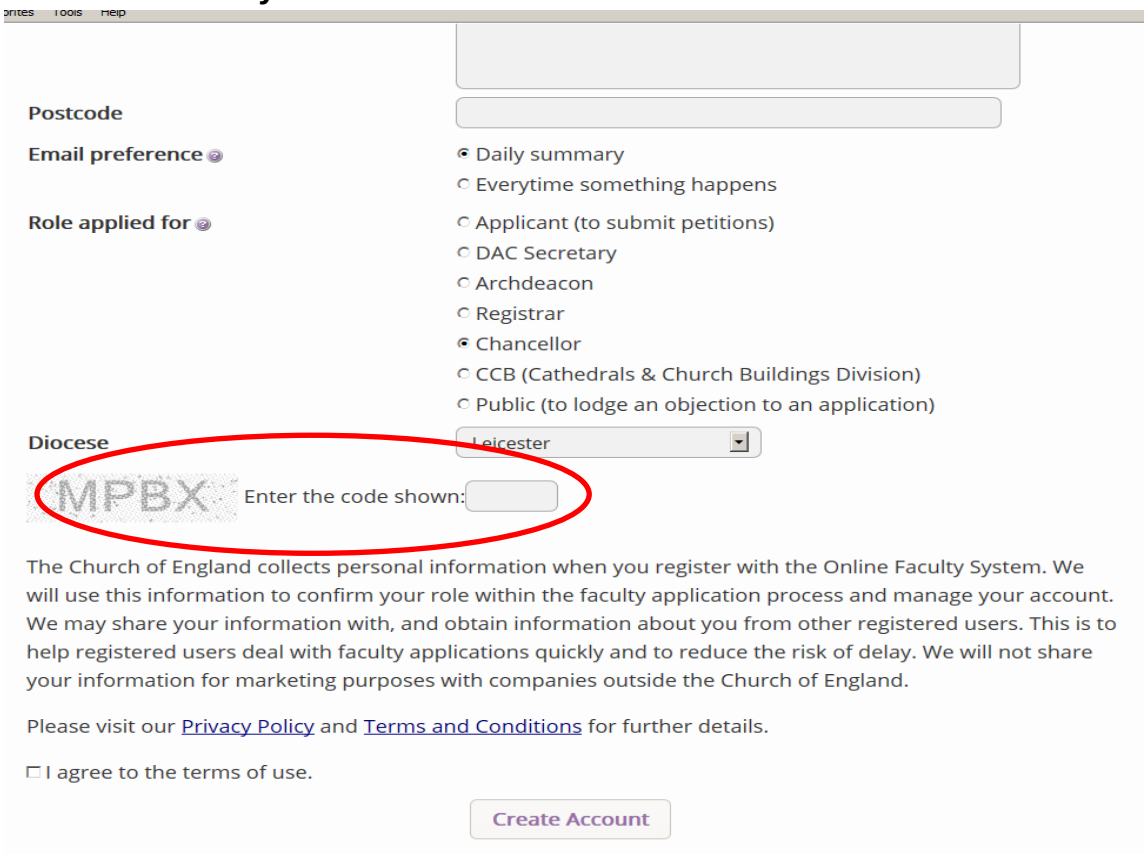
8. When you select **Registrar** and scroll down, you'll get a drop-down menu from the Diocese field:



9. Select **your Diocese:**



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



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.

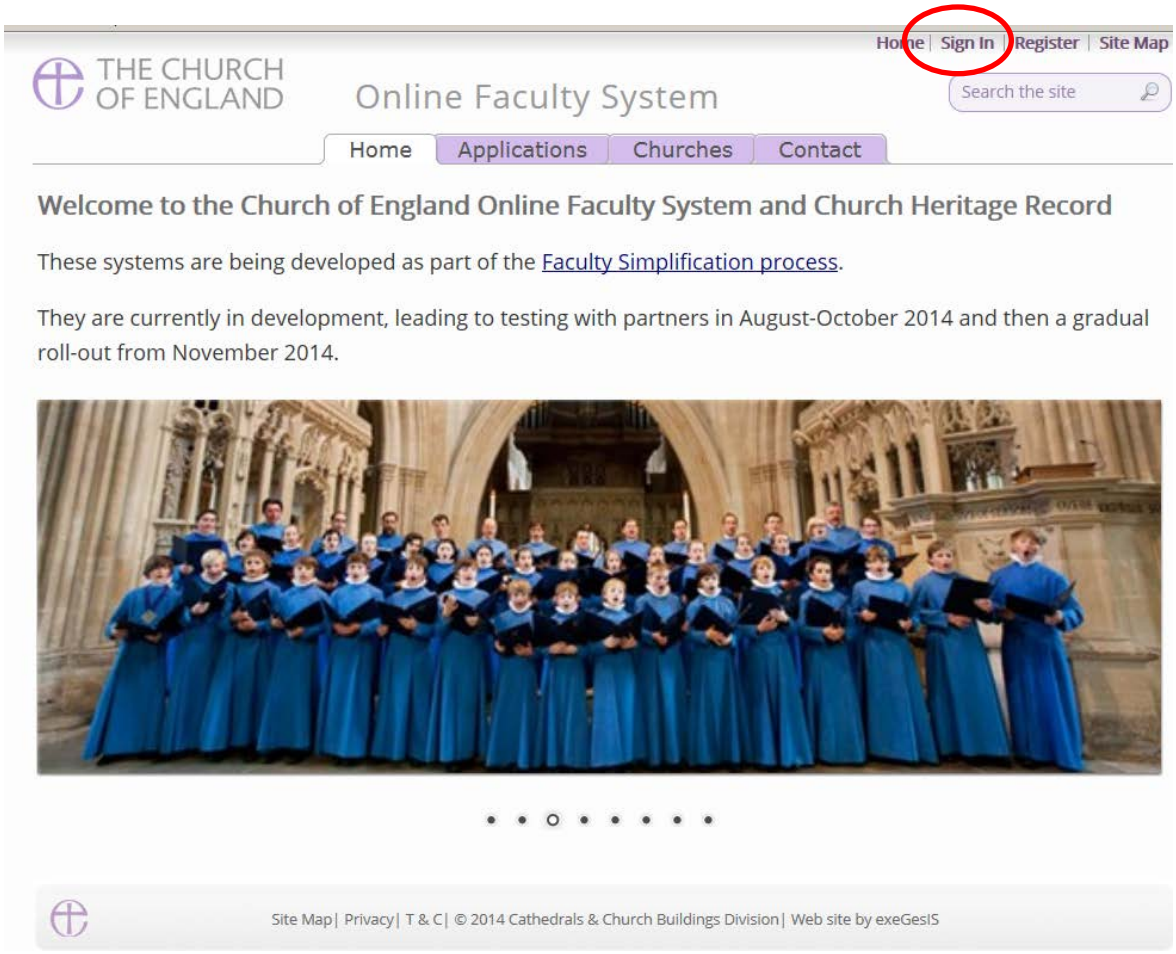
15. The DAC Secretary will then be asked to approve your registration.

    N.B. DAC Secretary will need to check against their records to verify that you are a Registrar. If not, you will be contacted to check the details of your registration.

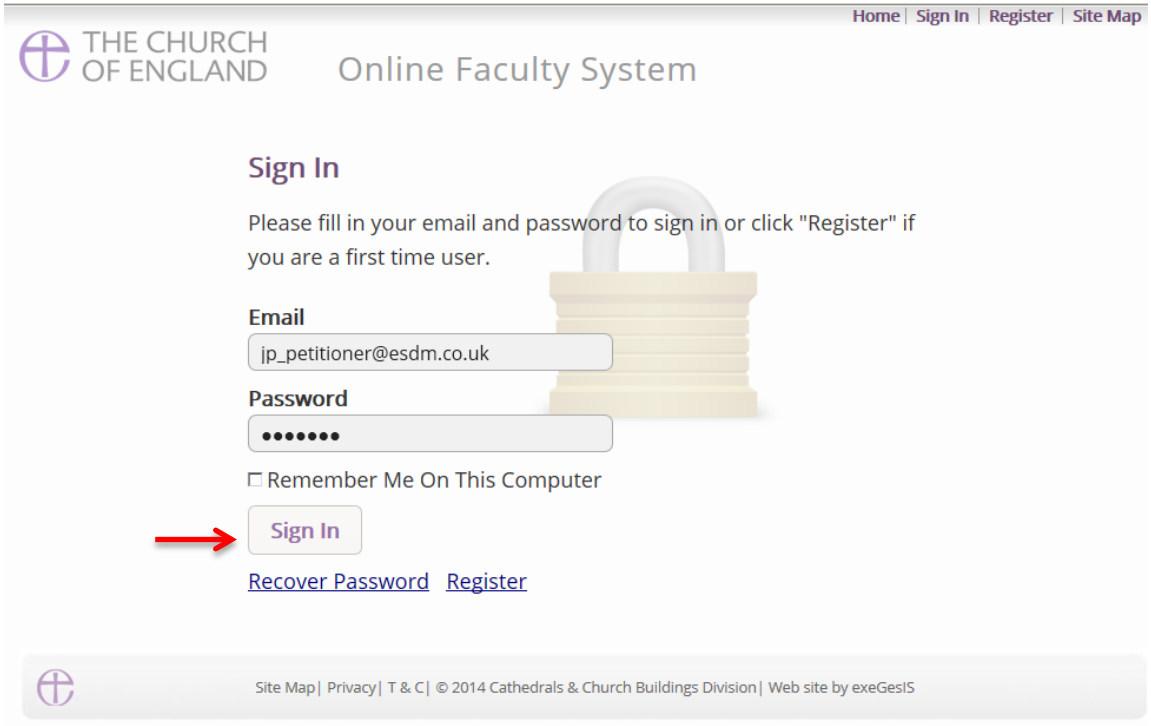
16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

1. Go to the main website https://facultyonline.churchofengland.org and click on **Sign In**

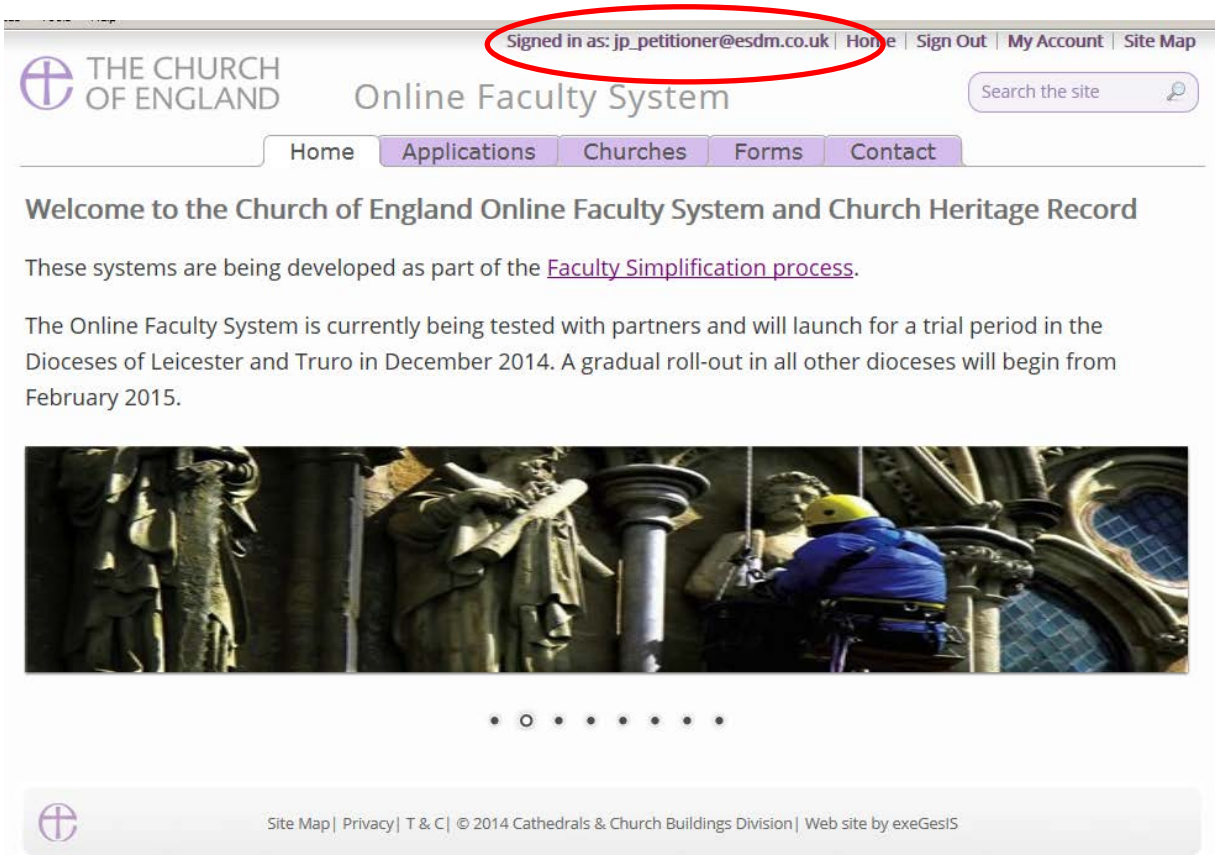


2. Enter your **email** address and **password**, and click **Sign In**



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

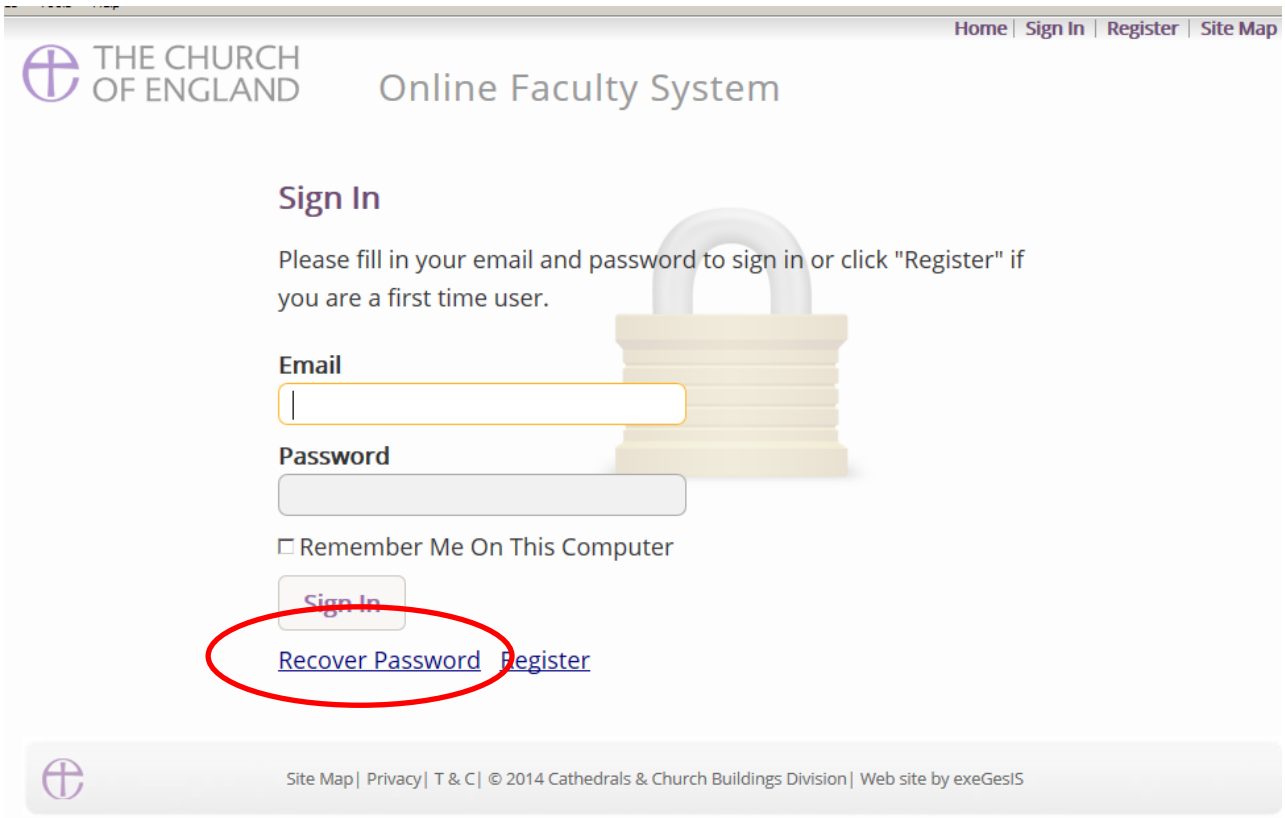
3. The system brings you back to the main page of the website. But now you are signed in!



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

Recovering your Password

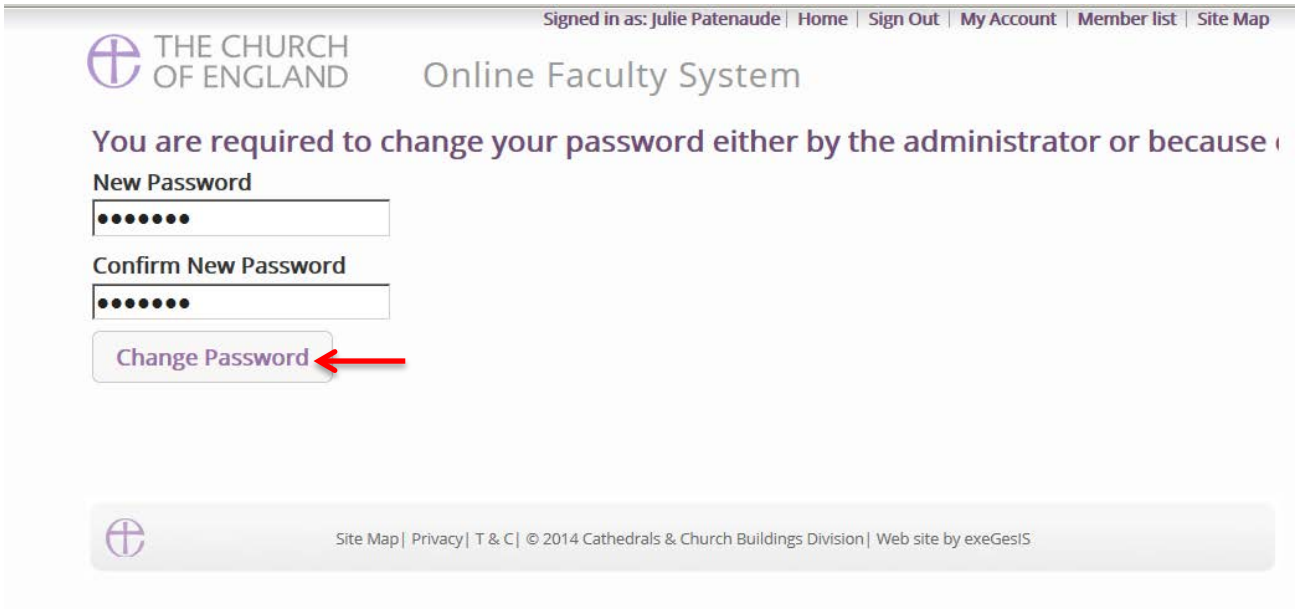
1. Go to the sign-in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**



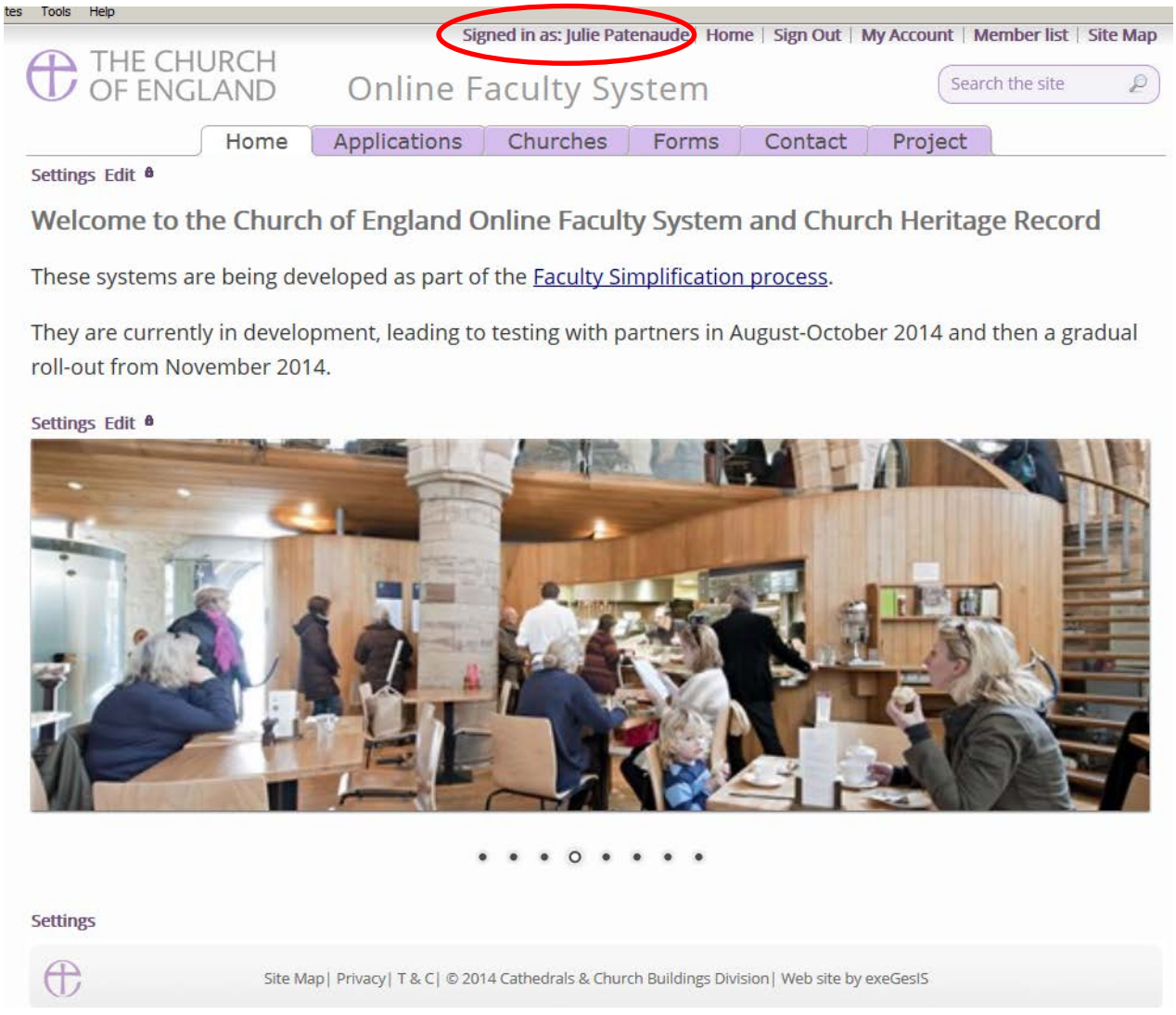
2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

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 Secretary.

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



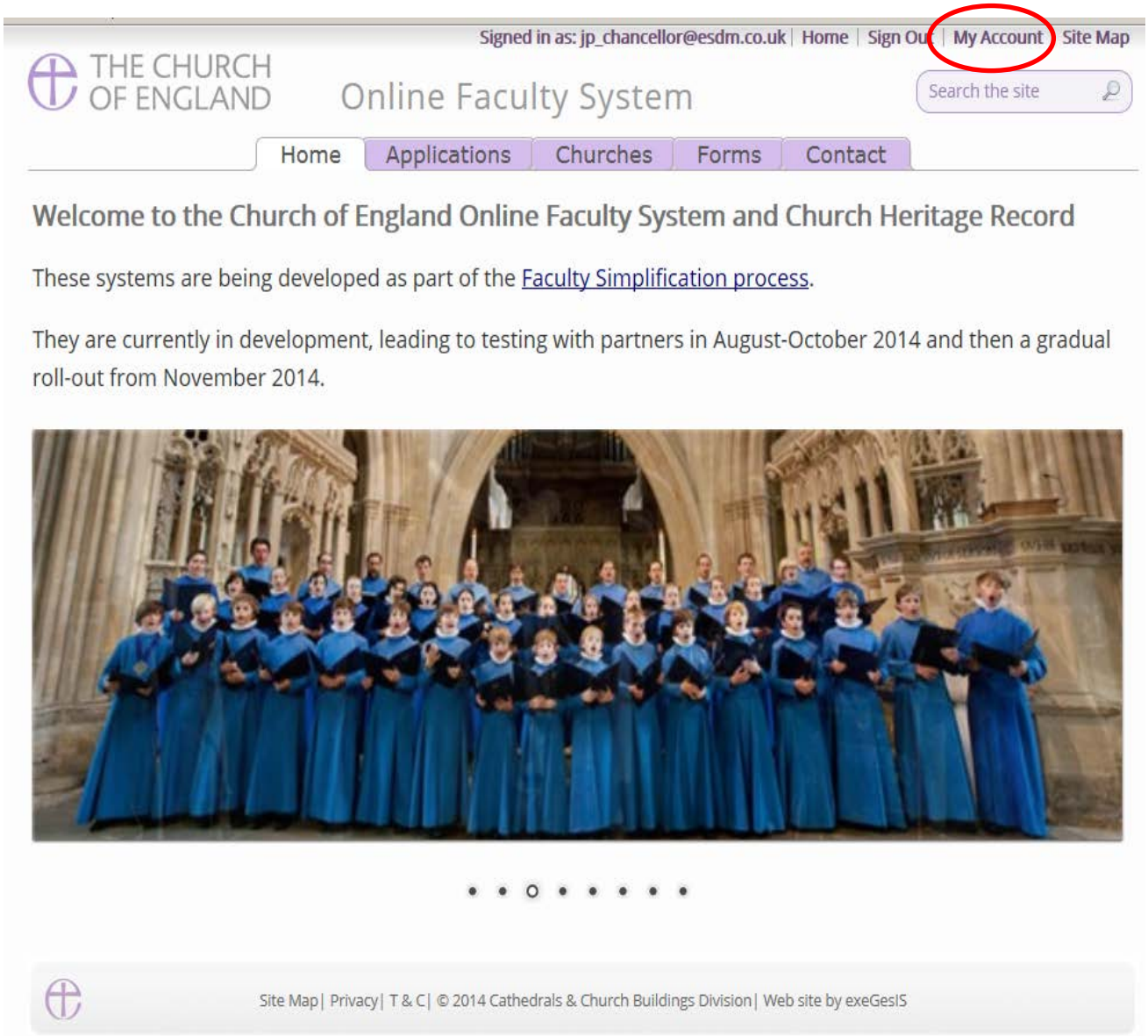
6. You will automatically return to the main page and will be signed in.



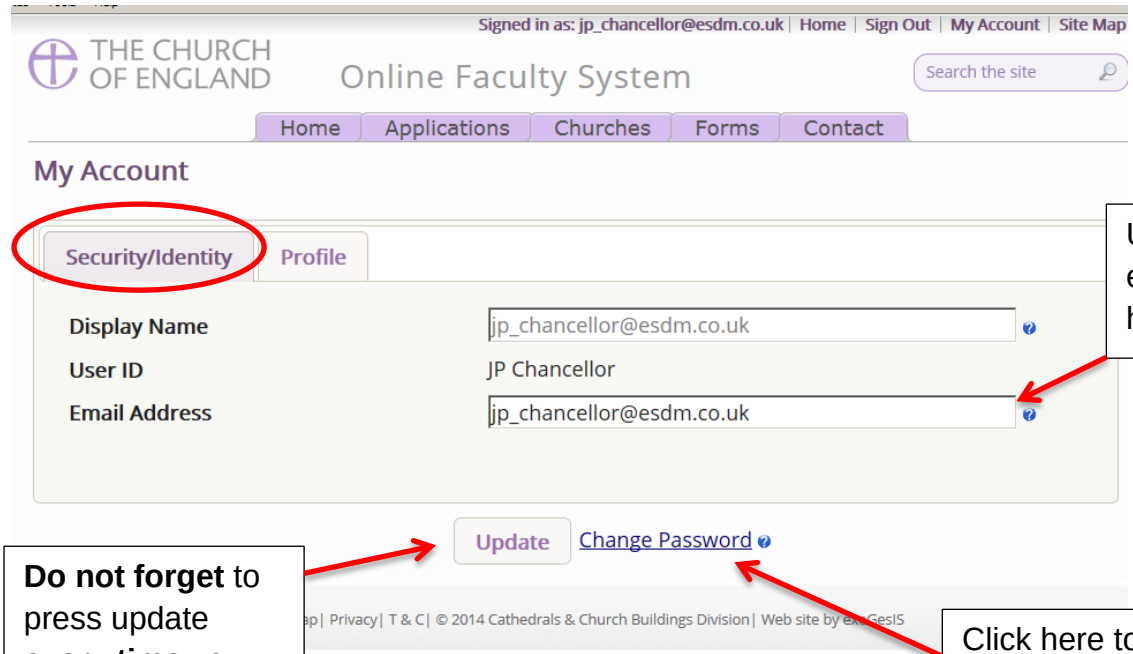
Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**



2. This is the **Security and Identity** tab of your account.

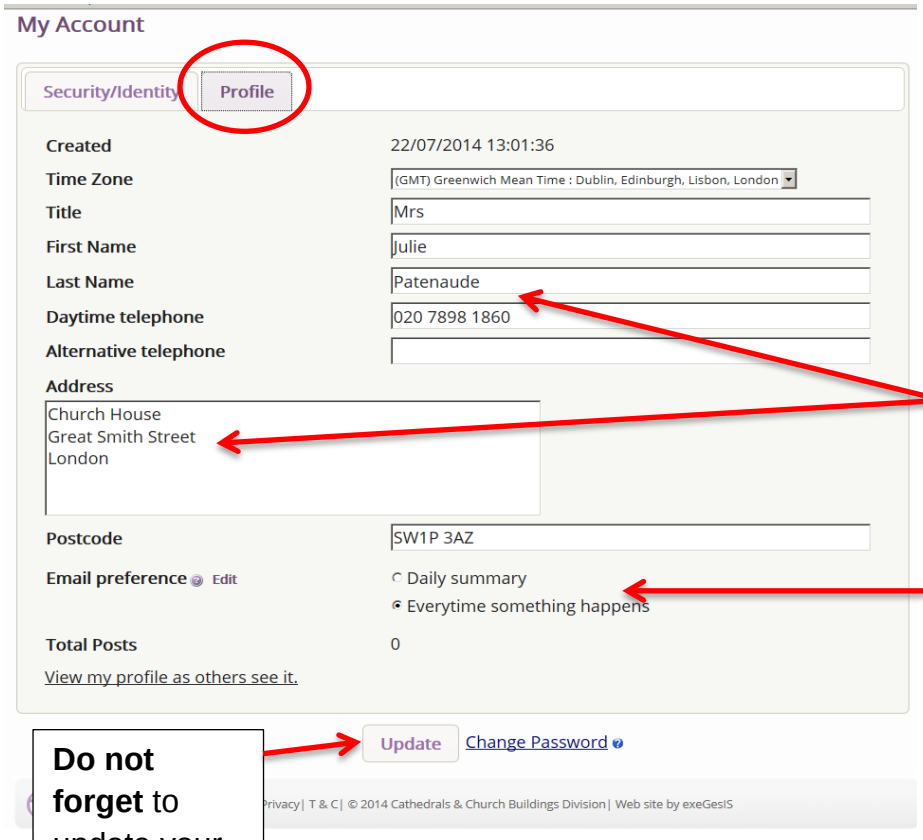


Update your email address here

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 number or address every time it changes.

Change the way you receive emails from the system.

Click Daily Summary or Every time something happens.

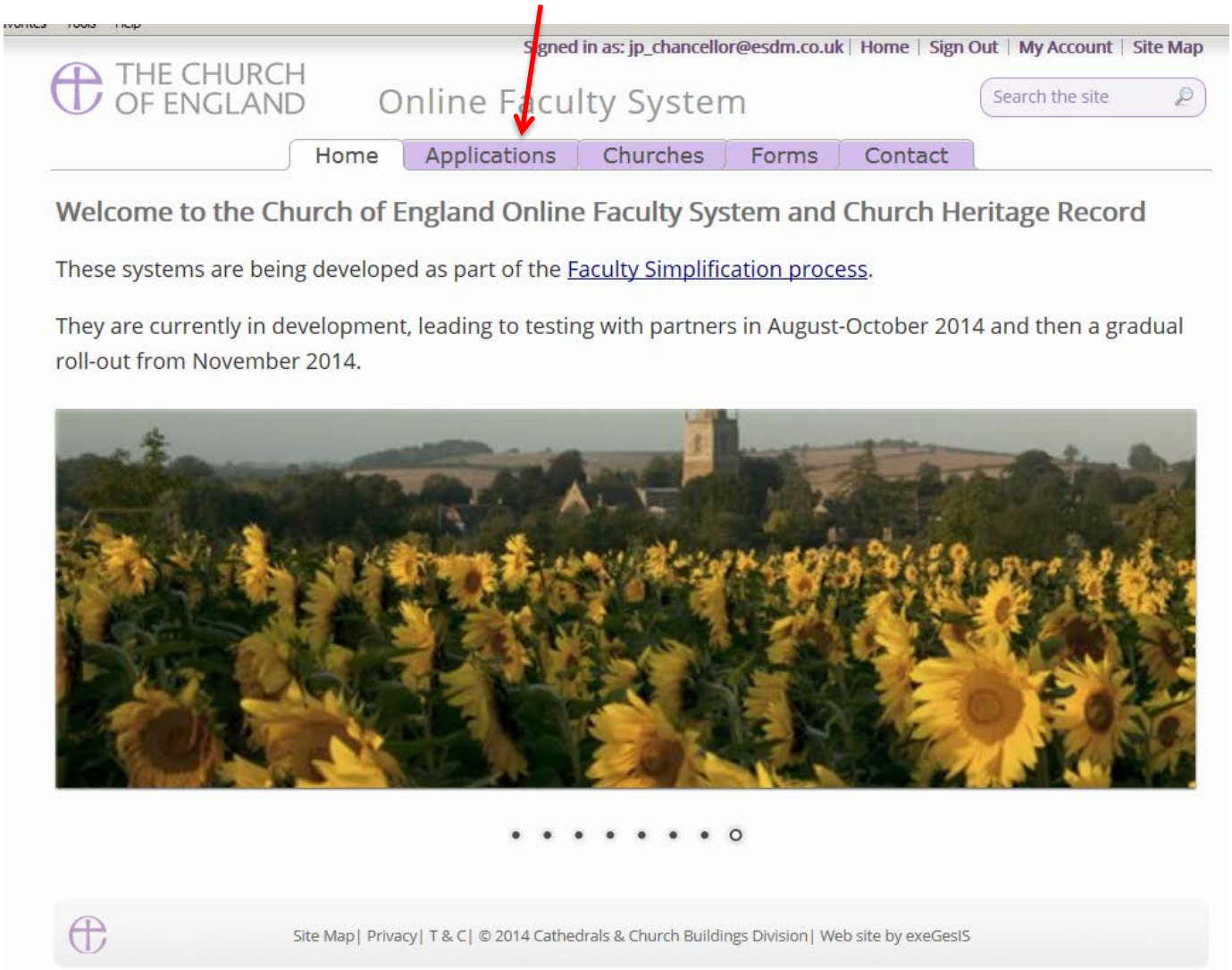
Do not forget to update your changes

Navigating your Dashboard

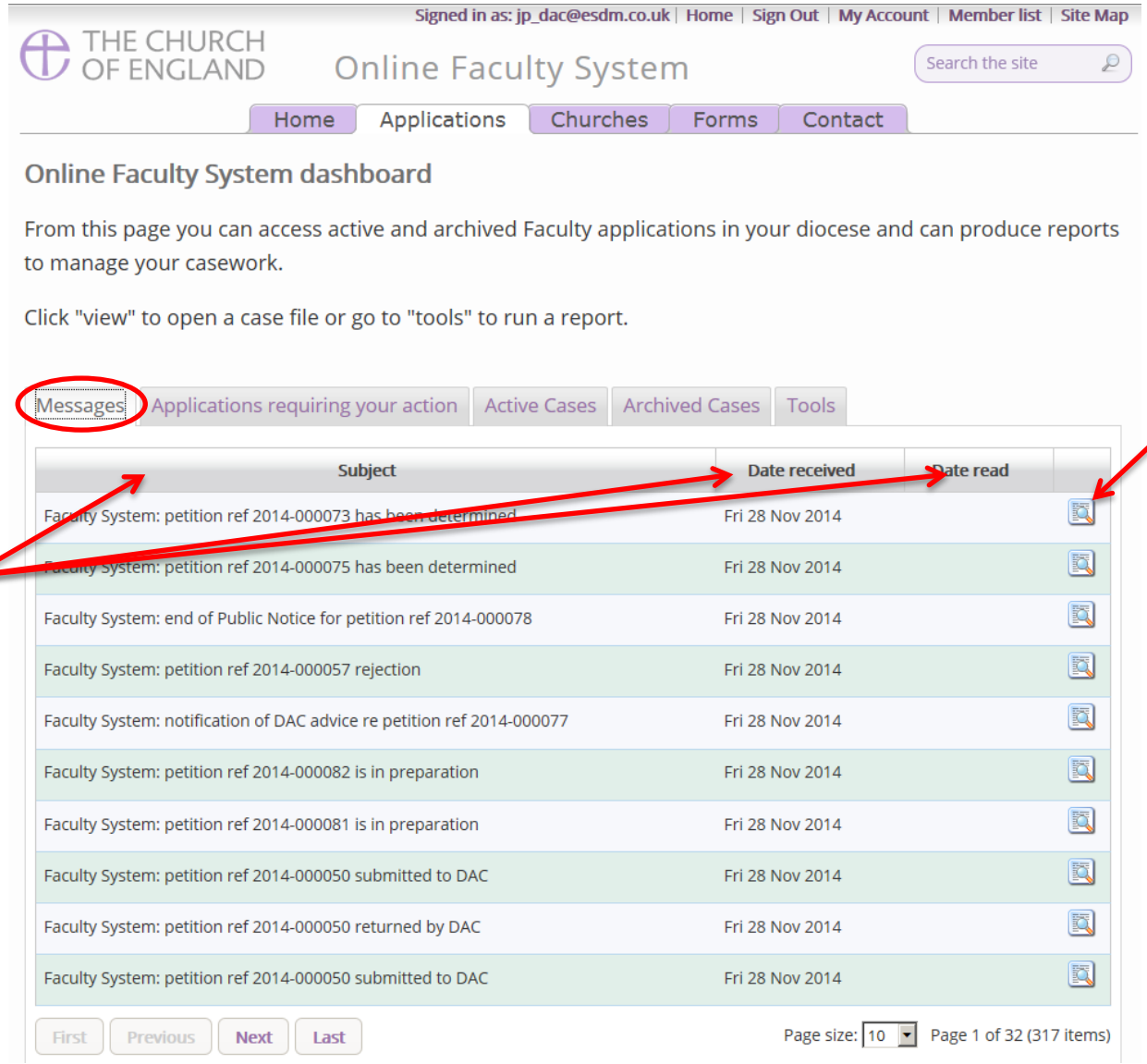
Your dashboard is where you will be able to access all the applications for church buildings in your Diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to **sign in!**

1. From the main page, click on the **Applications** tab.



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



Click on the **View** icon to look at a message

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

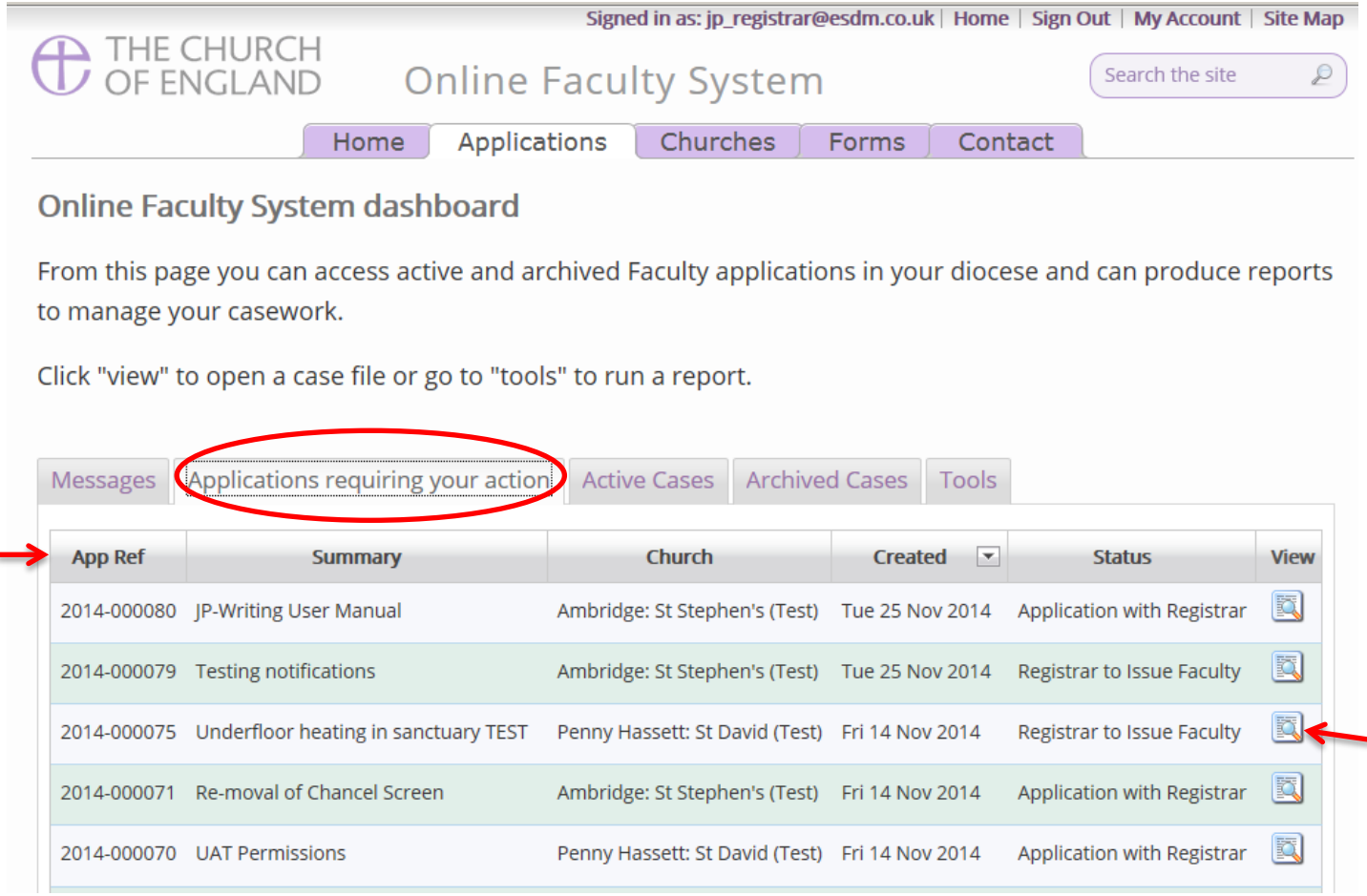
3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created



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

4. To access an application where a determination has not yet been made, go to **Active Cases**

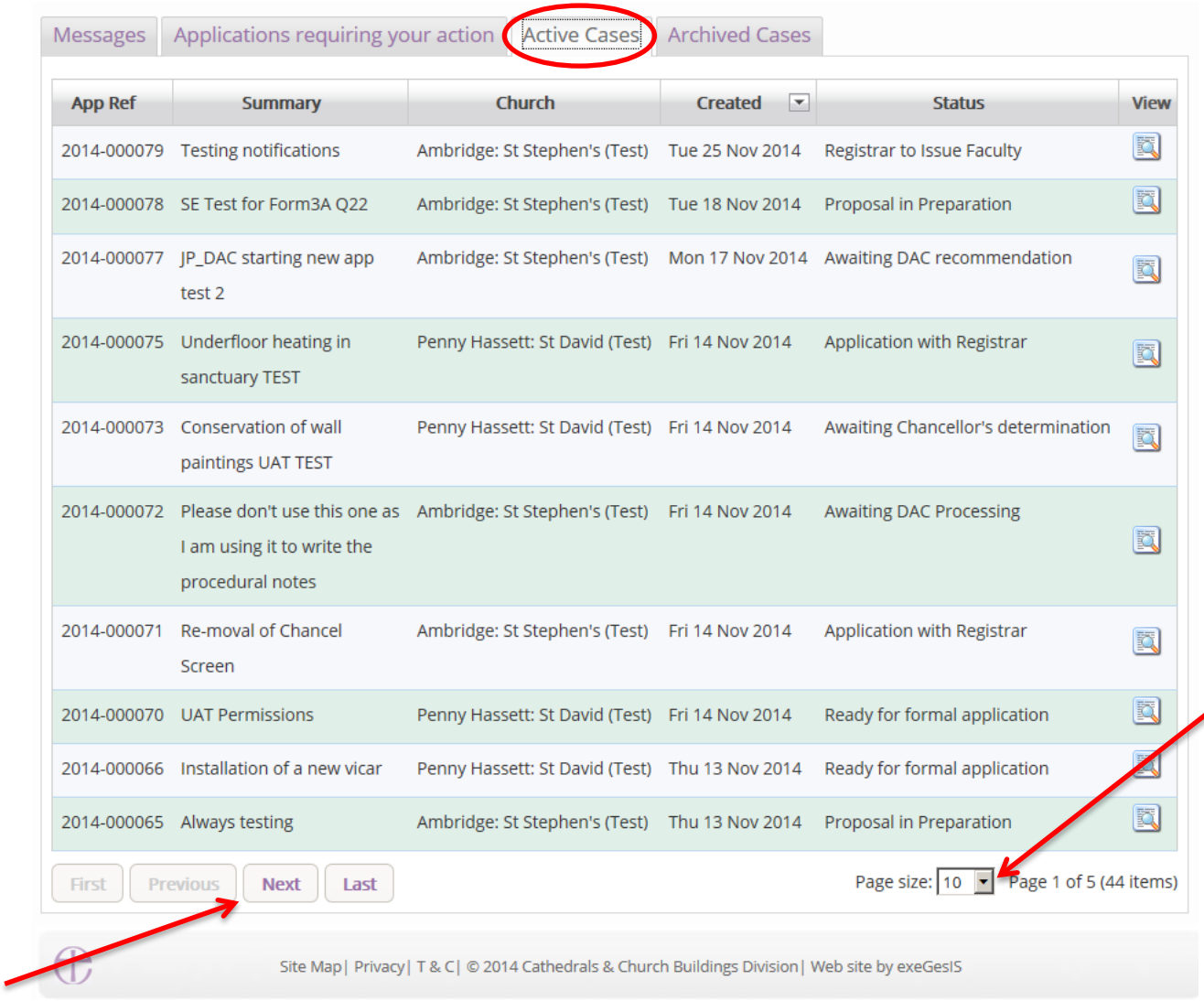
The functions here are the same as the previous tab.

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

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
  or
- Status

Scroll through the pages to find a specific application

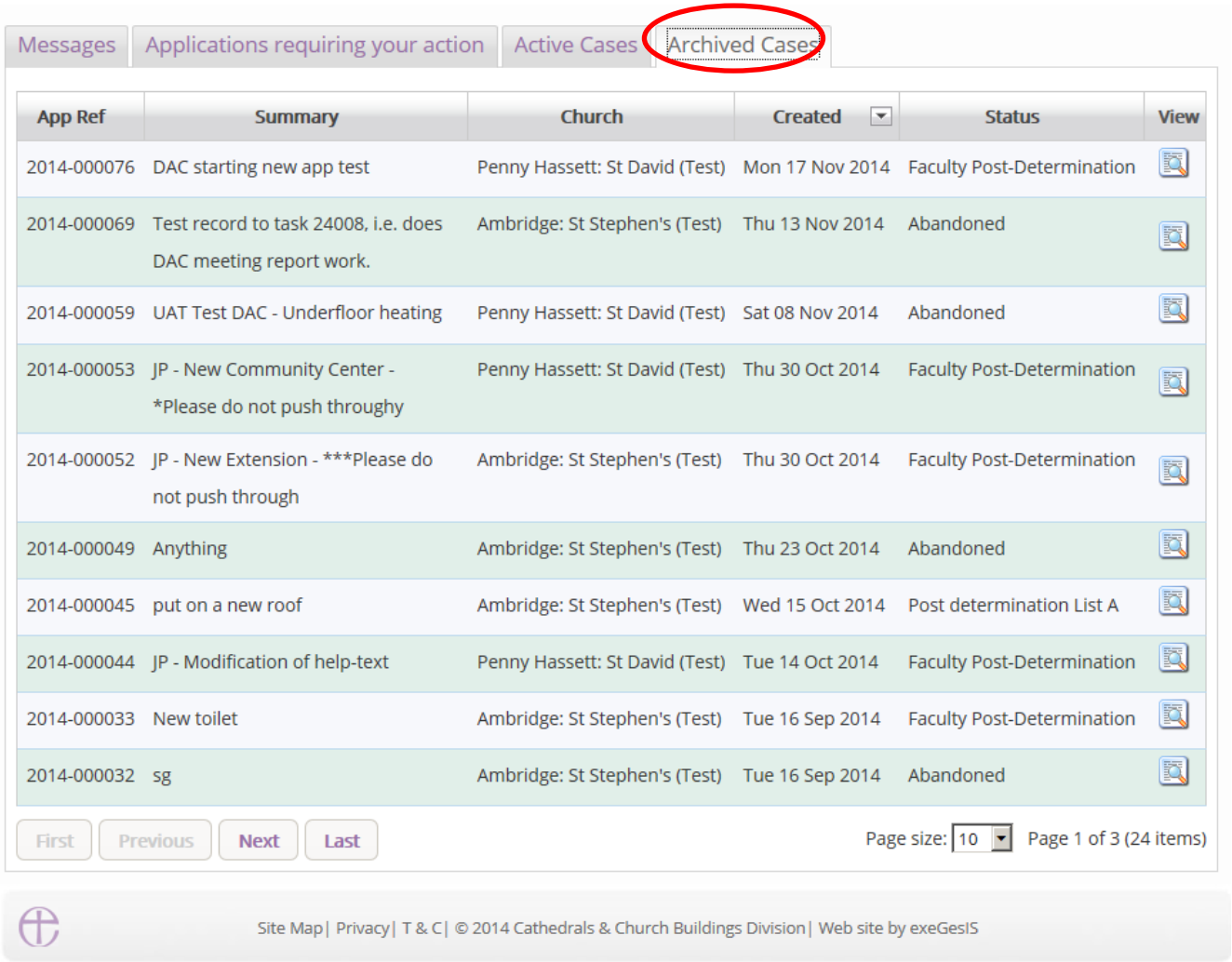


Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
  or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

Use the same functions as before to organise and open the applications.

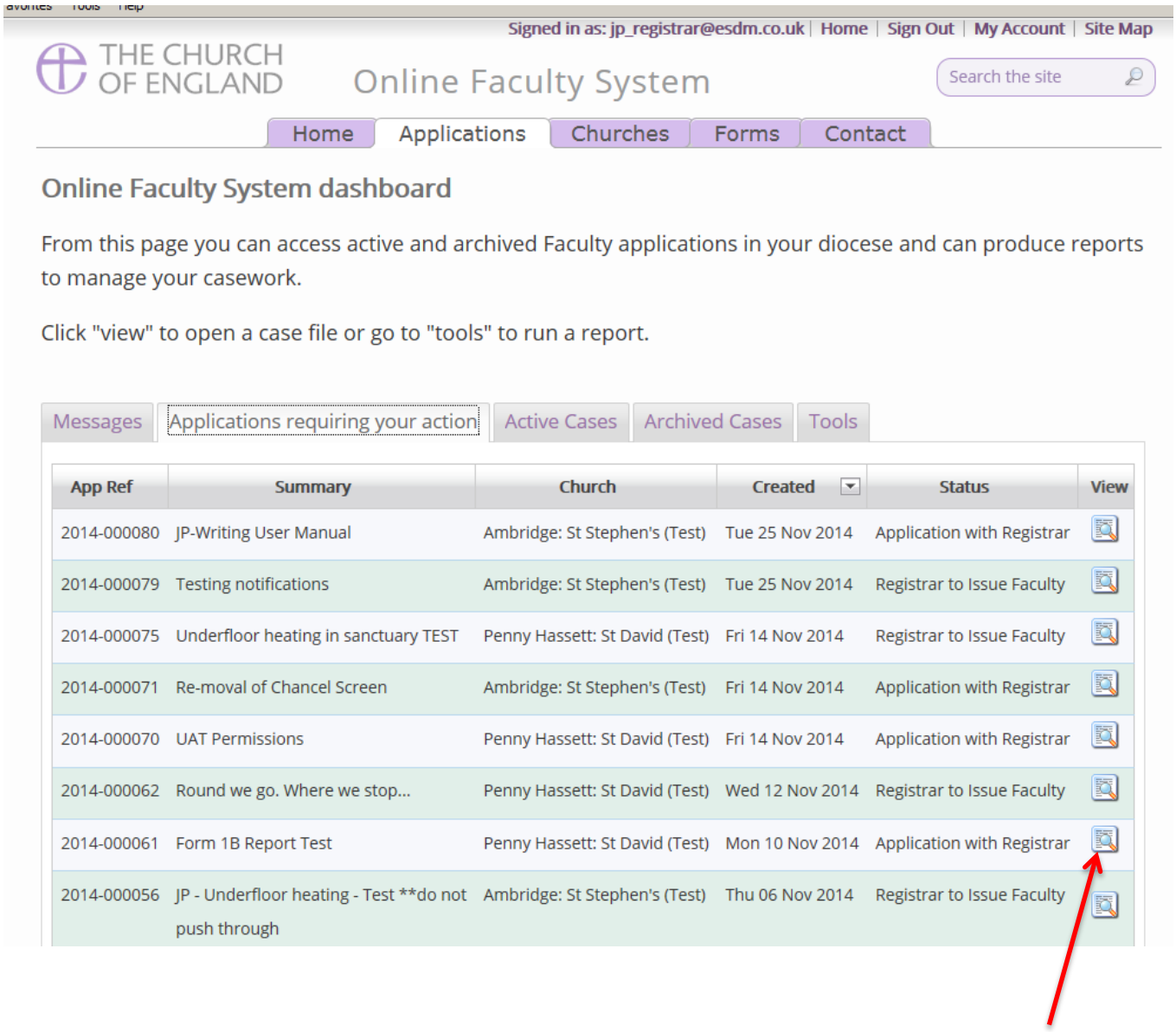


Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's application and provide your remarks to the Chancellor. It is also where you can attach any other relevant documents to an application. Each application has its own case file.

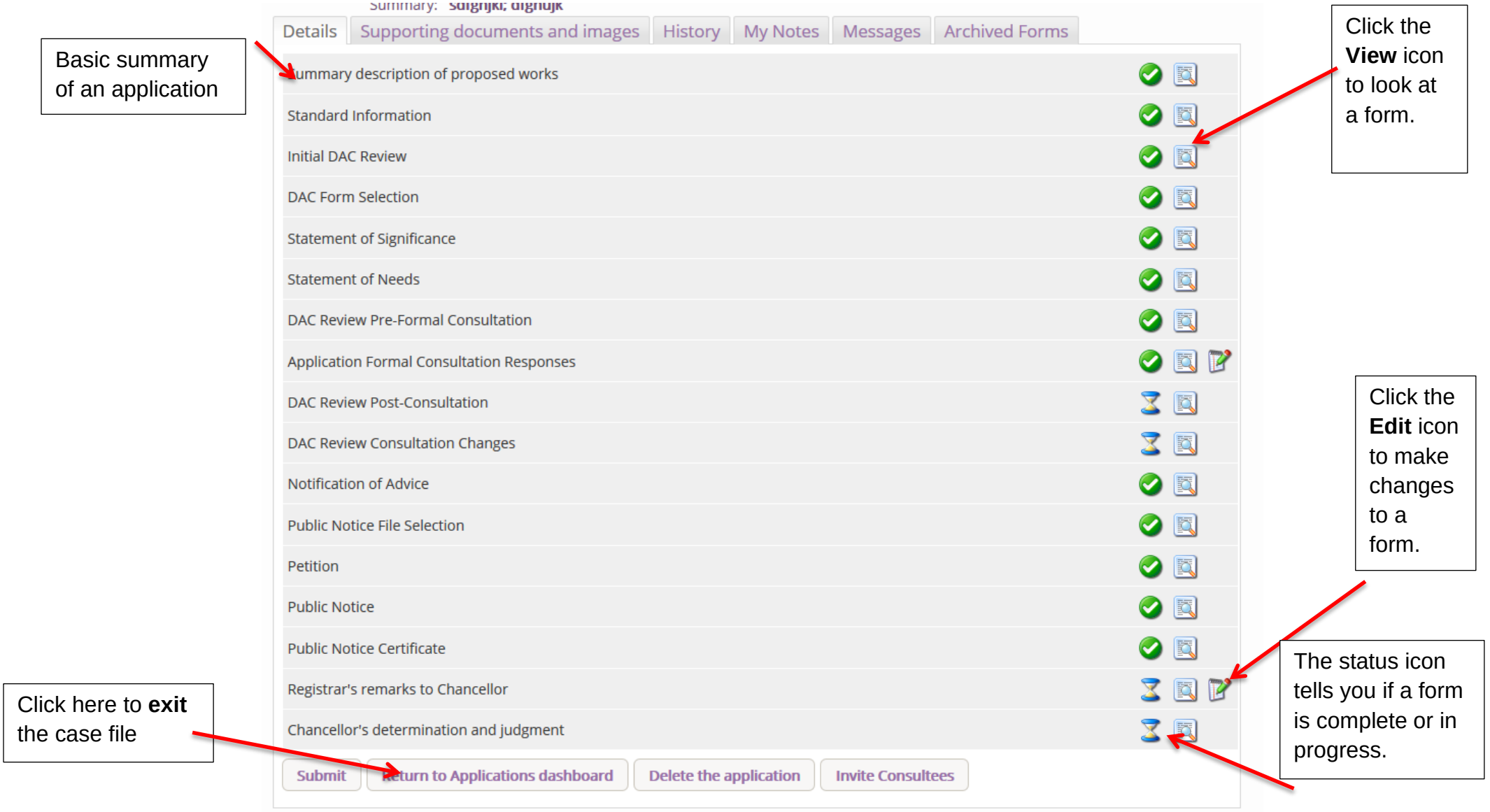
You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (see page 13).

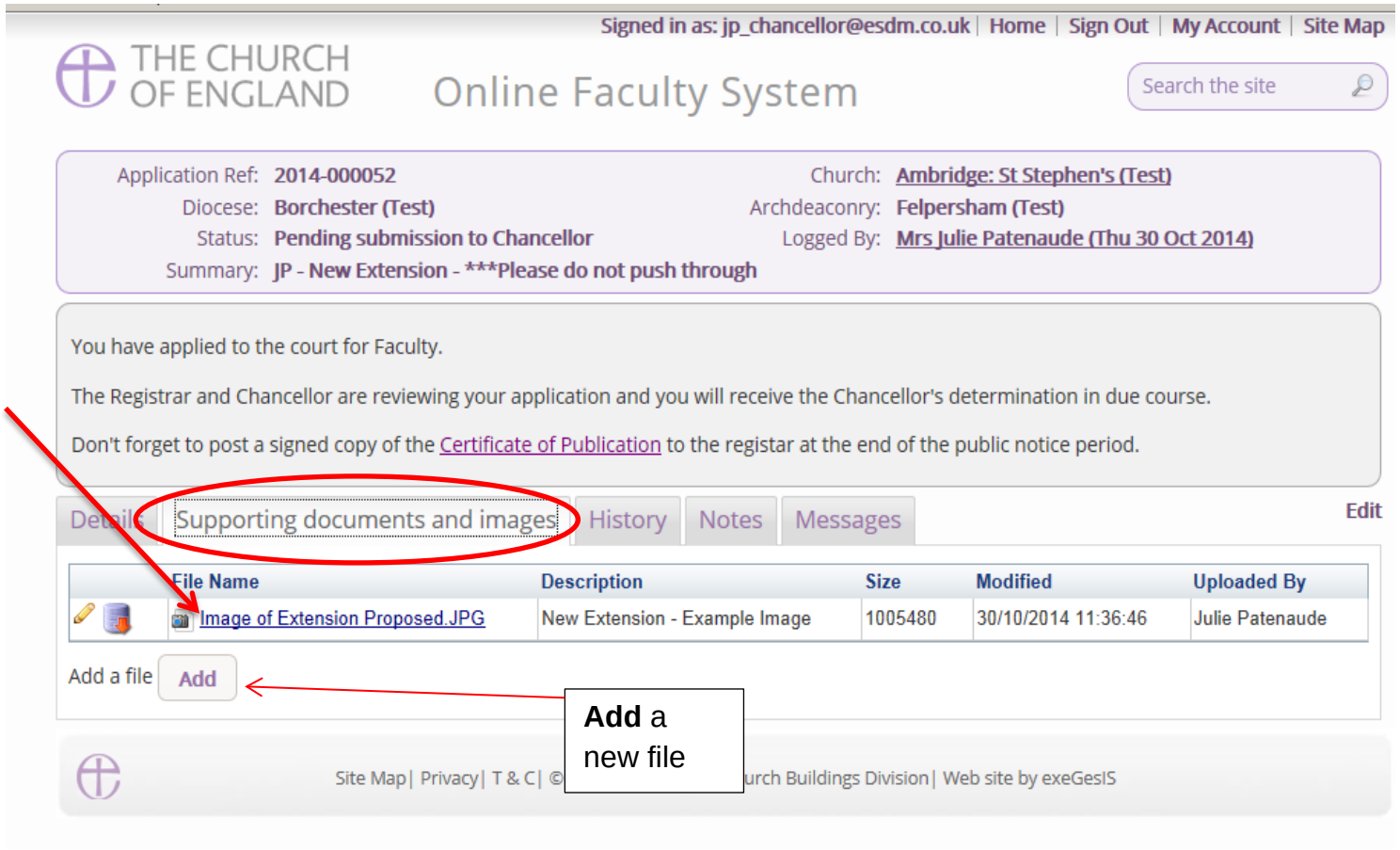


1. To access a case file, click the **View** icon next to the specific case you wish to open.

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 have been released as the case progresses and stops any form from being completed too early or unnecessarily.



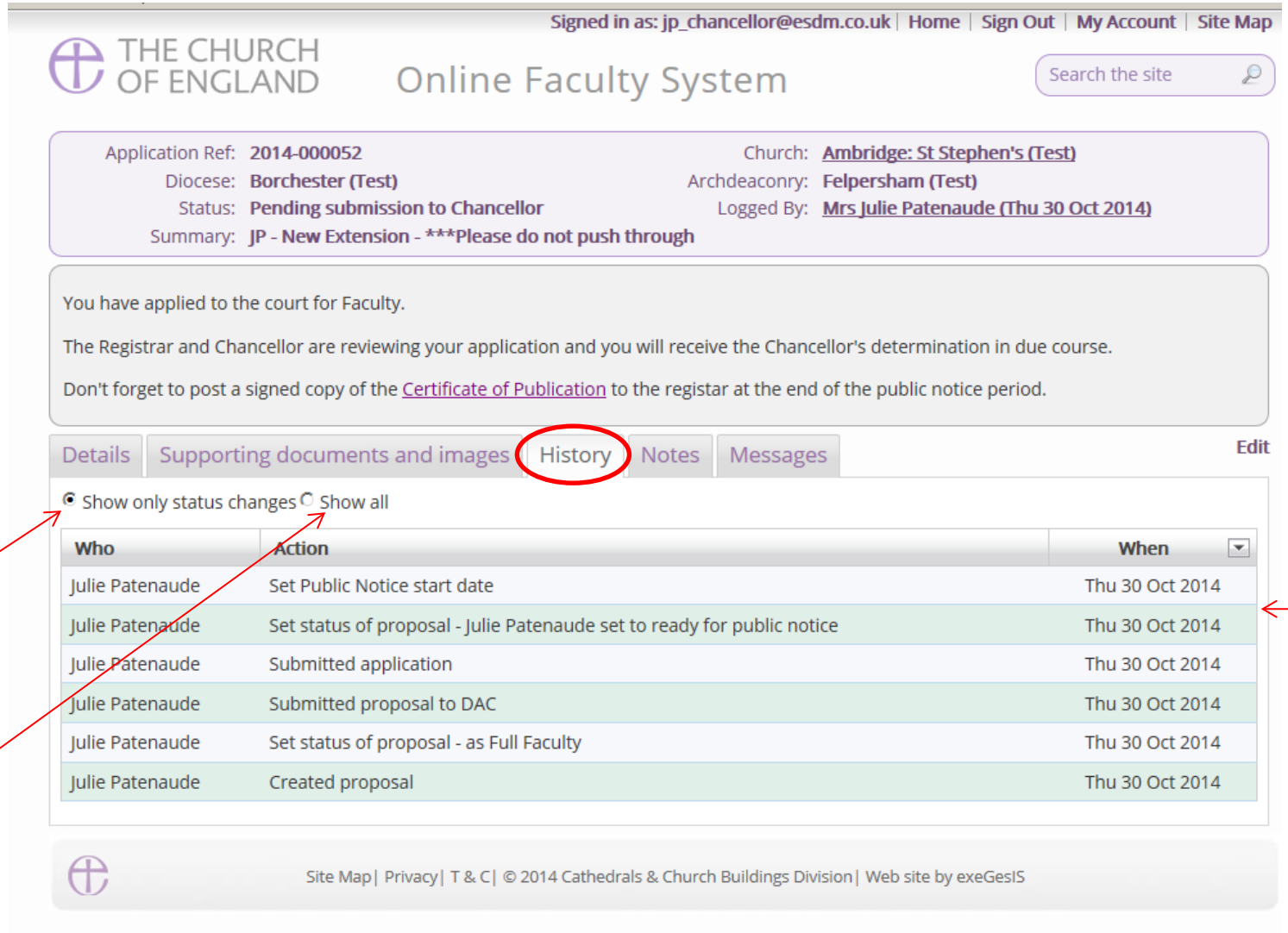
3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, advice letters following consultation with amenity societies, public objections and the Certificate of Publication.



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

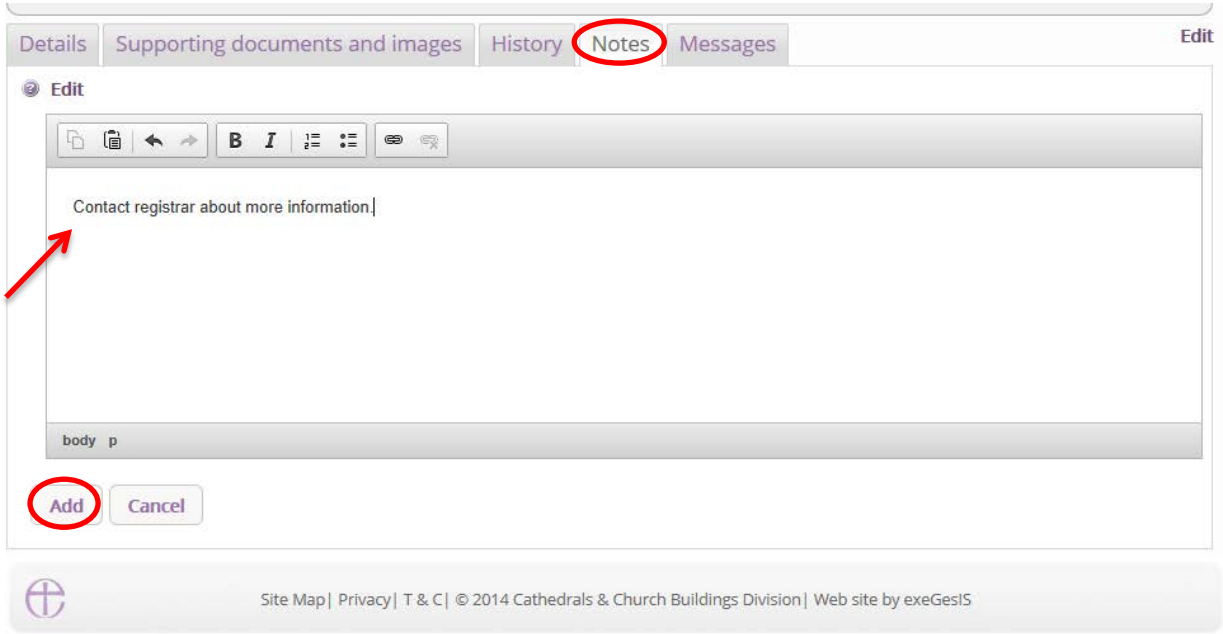
You can choose to see all the details every time some worked on this case file.

See who worked on this application.

What they did.

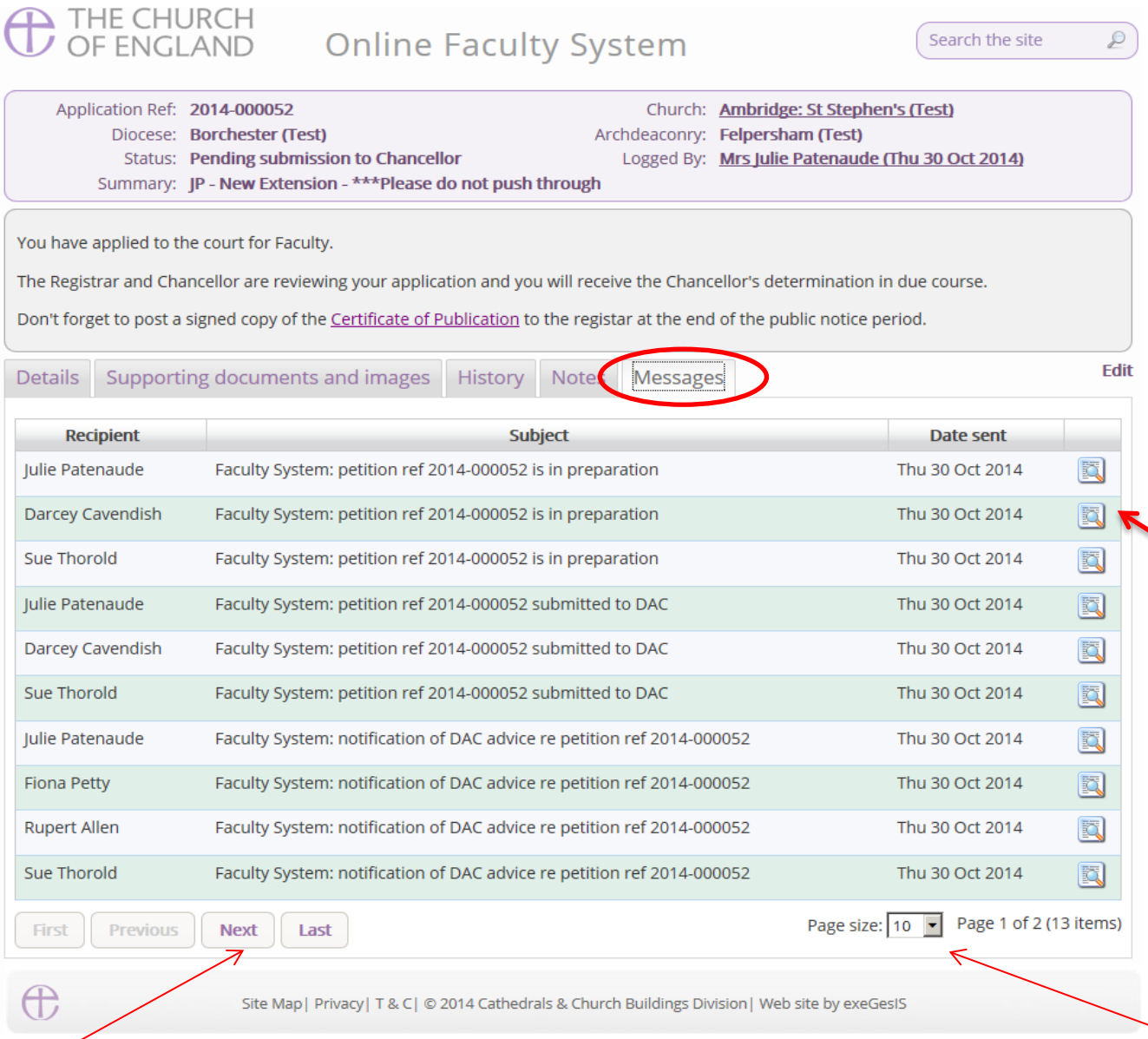
And when.

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.



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

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



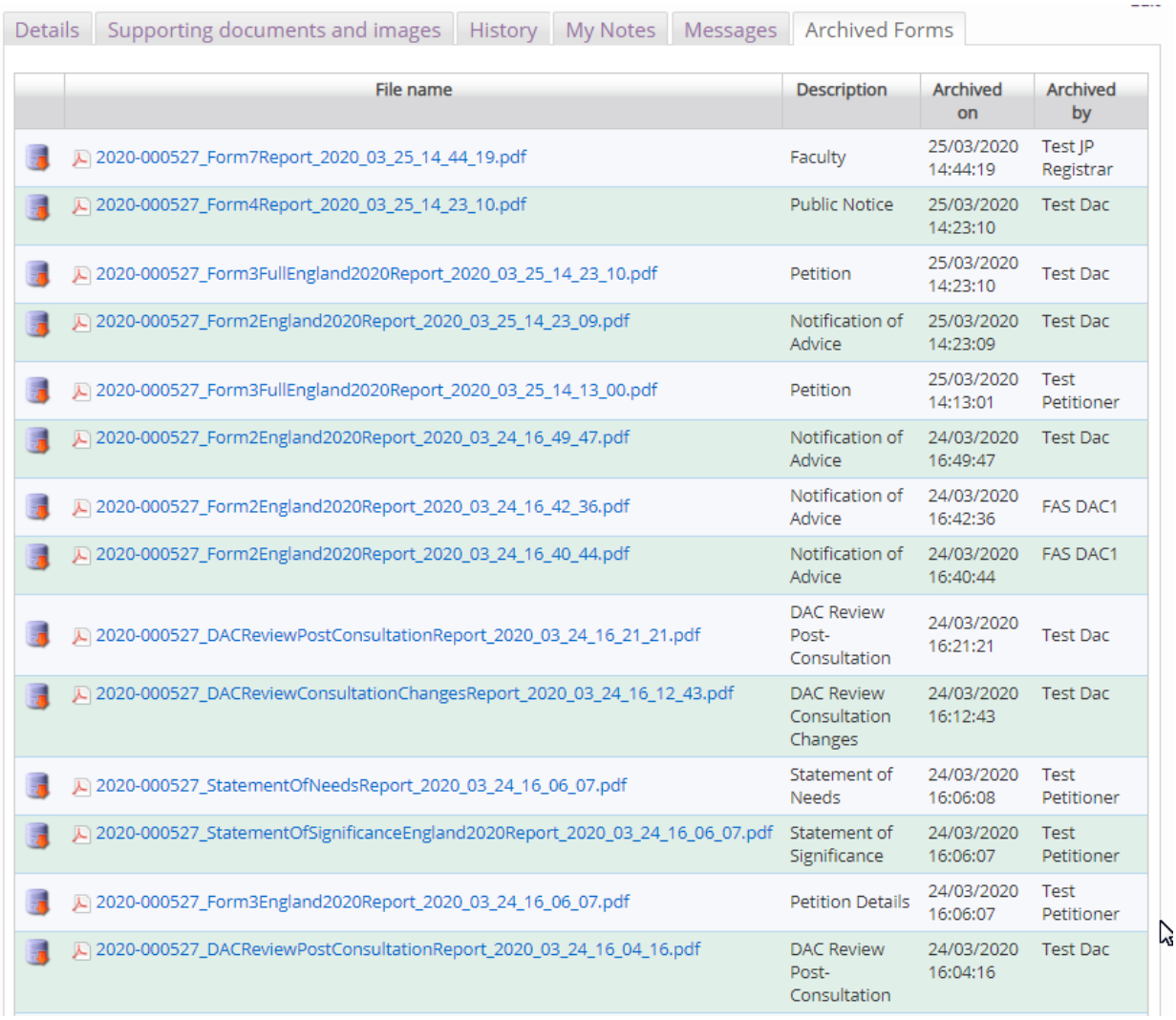
See who received the email, what the subject was, and when it was sent.

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

Change how many emails you see at any one time

Navigate through the pages.

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 are 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.



File name	Description	Archived on	Archived by
2020-000527_Form7Report_2020_03_25_14_44_19.pdf	Faculty	25/03/2020 14:44:19	Test JP Registrar
2020-000527_Form4Report_2020_03_25_14_23_10.pdf	Public Notice	25/03/2020 14:23:10	Test Dac
2020-000527_Form3FullEngland2020Report_2020_03_25_14_23_10.pdf	Petition	25/03/2020 14:23:10	Test Dac
2020-000527_Form2England2020Report_2020_03_25_14_23_09.pdf	Notification of Advice	25/03/2020 14:23:09	Test Dac
2020-000527_Form3FullEngland2020Report_2020_03_25_14_13_00.pdf	Petition	25/03/2020 14:13:01	Test Petitioner
2020-000527_Form2England2020Report_2020_03_24_16_49_47.pdf	Notification of Advice	24/03/2020 16:49:47	Test Dac
2020-000527_Form2England2020Report_2020_03_24_16_42_36.pdf	Notification of Advice	24/03/2020 16:42:36	FAS DAC1
2020-000527_Form2England2020Report_2020_03_24_16_40_44.pdf	Notification of Advice	24/03/2020 16:40:44	FAS DAC1
2020-000527_DACReviewPostConsultationReport_2020_03_24_16_21_21.pdf	DAC Review Post-Consultation	24/03/2020 16:21:21	Test Dac
2020-000527_DACReviewConsultationChangesReport_2020_03_24_16_12_43.pdf	DAC Review Consultation Changes	24/03/2020 16:12:43	Test Dac
2020-000527_StatementOfNeedsReport_2020_03_24_16_06_07.pdf	Statement of Needs	24/03/2020 16:06:08	Test Petitioner
2020-000527_StatementOfSignificanceEngland2020Report_2020_03_24_16_06_07.pdf	Statement of Significance	24/03/2020 16:06:07	Test Petitioner
2020-000527_Form3England2020Report_2020_03_24_16_06_07.pdf	Petition Details	24/03/2020 16:06:07	Test Petitioner
2020-000527_DACReviewPostConsultationReport_2020_03_24_16_04_16.pdf	DAC Review Post-Consultation	24/03/2020 16:04:16	Test Dac

Receiving Emails from the Online Faculty System

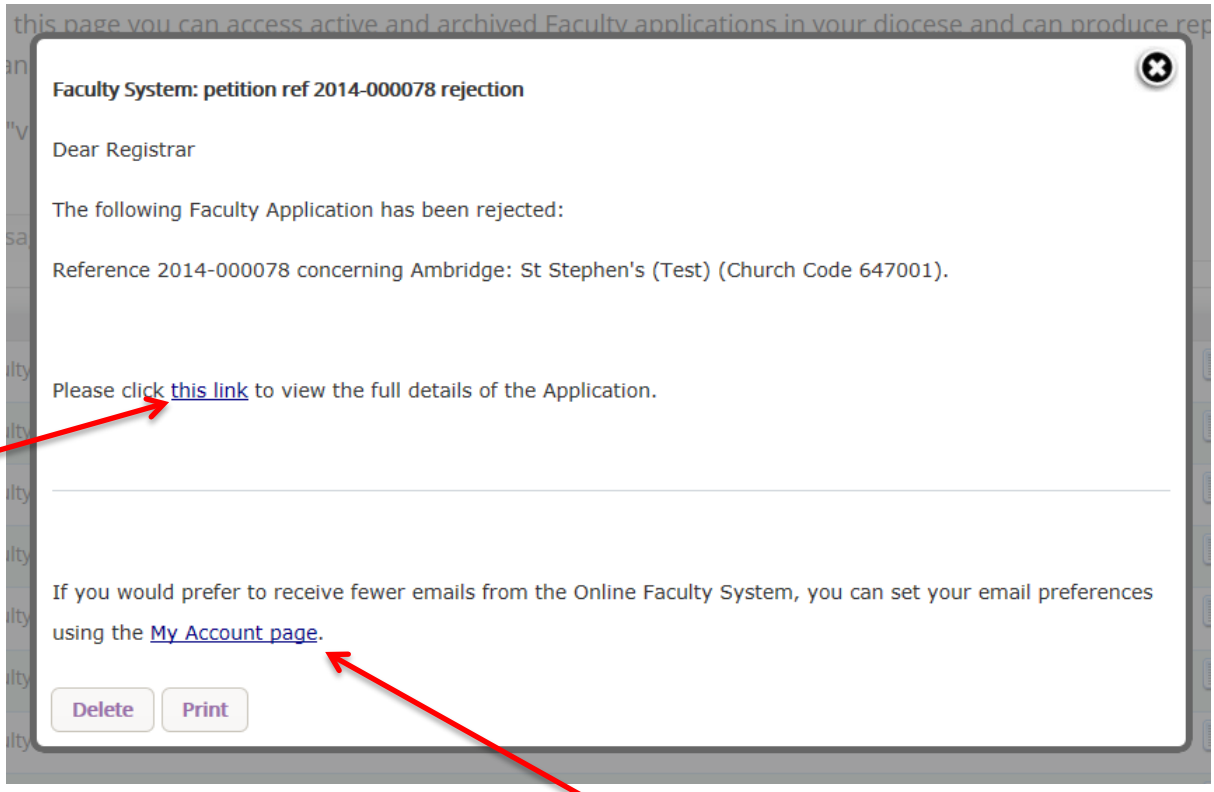
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard, under the Messages tab (see *Navigating your Dashboard* page 13)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 18)

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

1. A-List B application is approved by the Archdeacon
2. The DAC notification of Advice
3. A parish completes the Petition form prior to completing the public notice form
4. A parish formally submits a Faculty application to you and the Chancellor
5. At the end of the public notice period
6. If the Chancellor returns an application to you with comments
7. When the Chancellor has made a determination



Click on the link to open the application's case file.

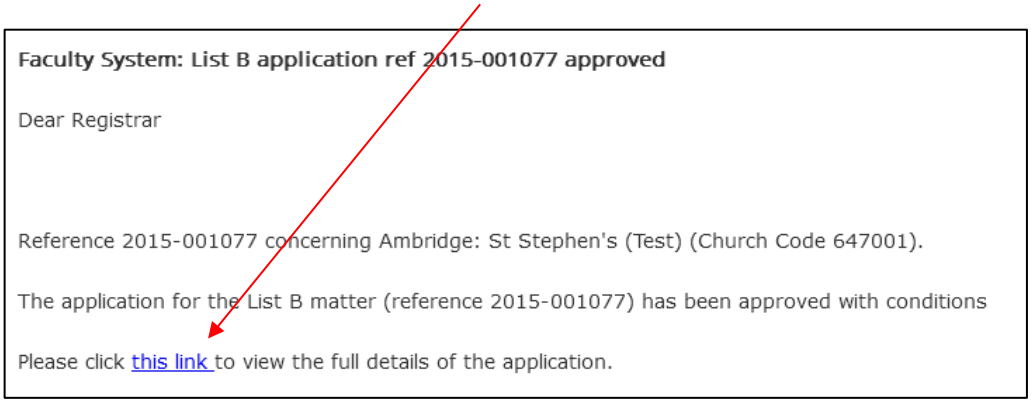
You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

Accessing a List B application

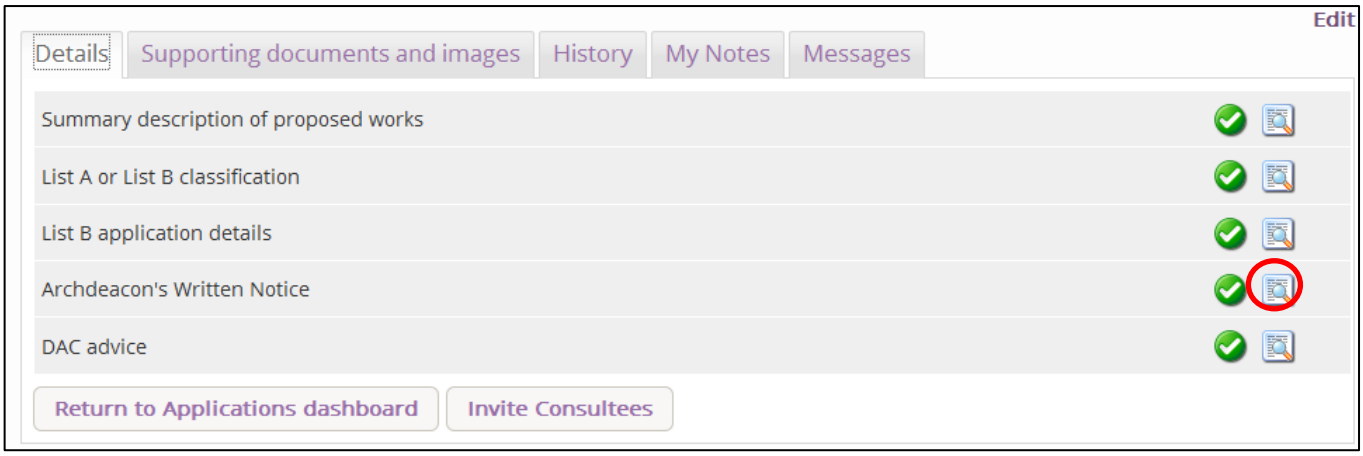
As Registrar, you will be automatically notified every time the Archdeacon approves a List B application in your Diocese.

1. To access the application, **click** this **link**

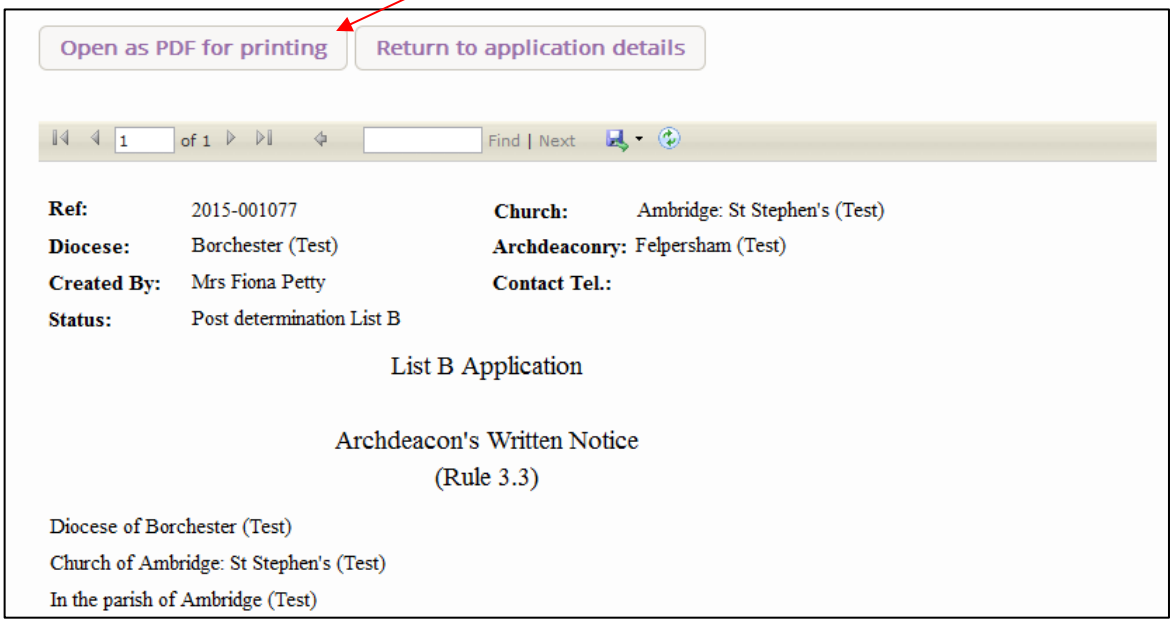


You will arrive at the List B case file.

2. To open the Archdeacon's Written Notice, click the **view** icon



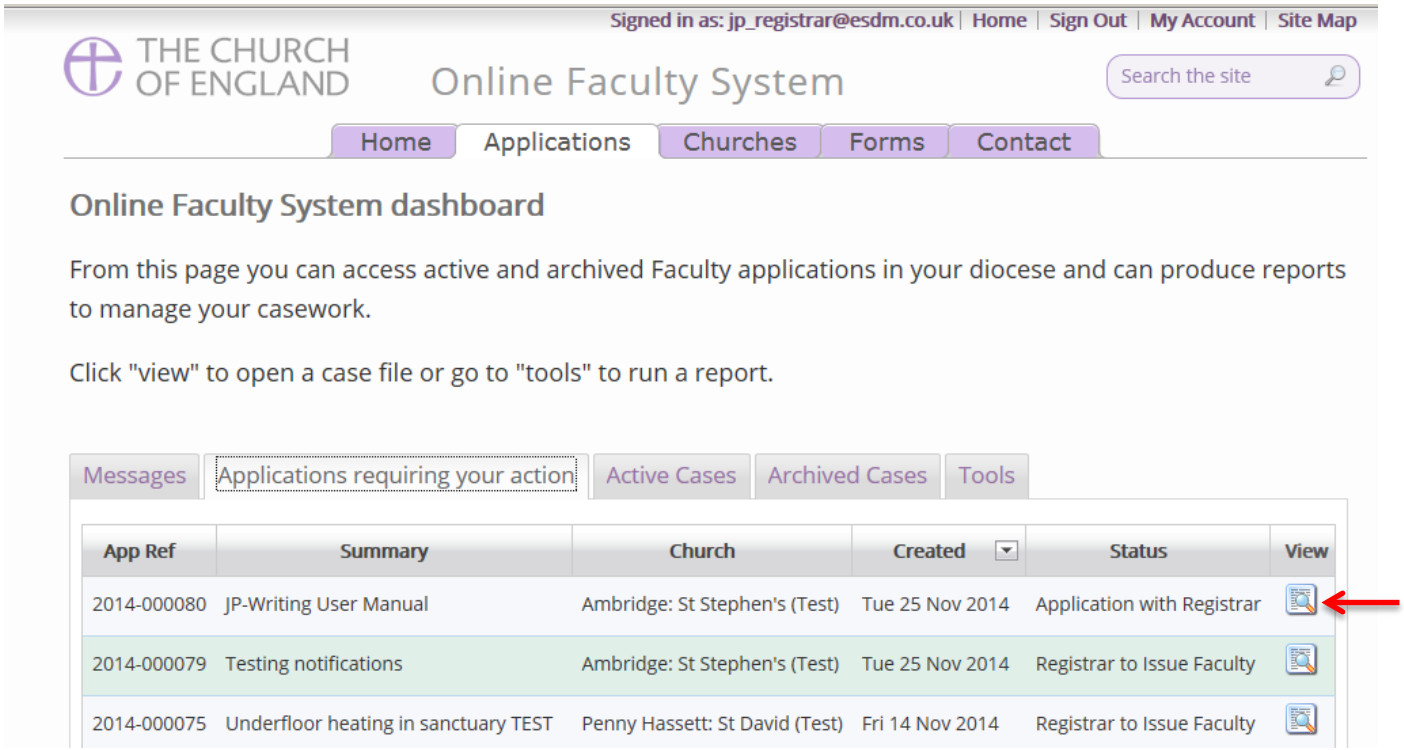
3. To print, click **Open as PDF for Printing**



Begin Working on an Application

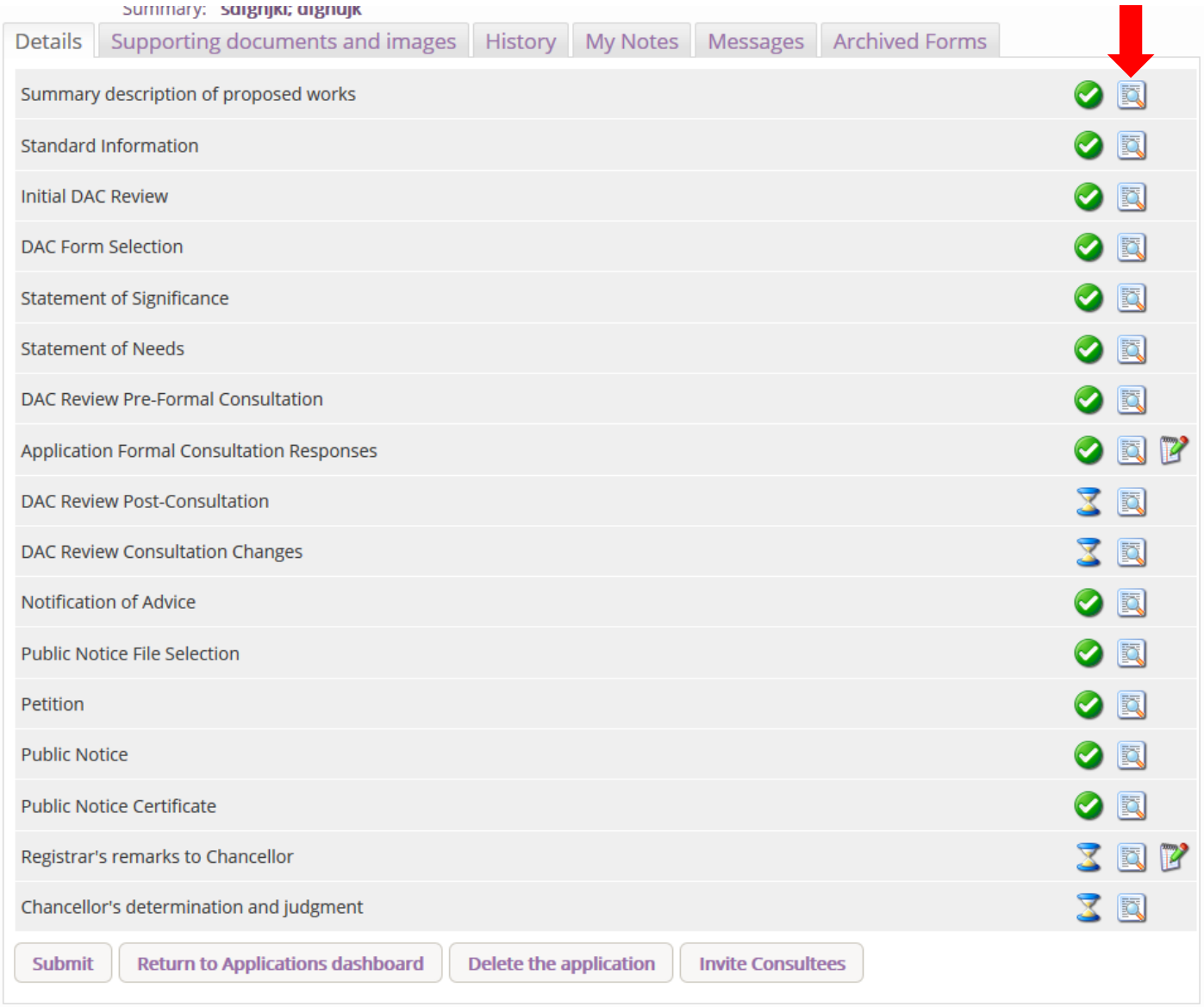
When you are ready to begin working on a Faculty application

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**. (see *Navigating your Dashboard* on page 13)
4. Click on the **View** icon to open the case file

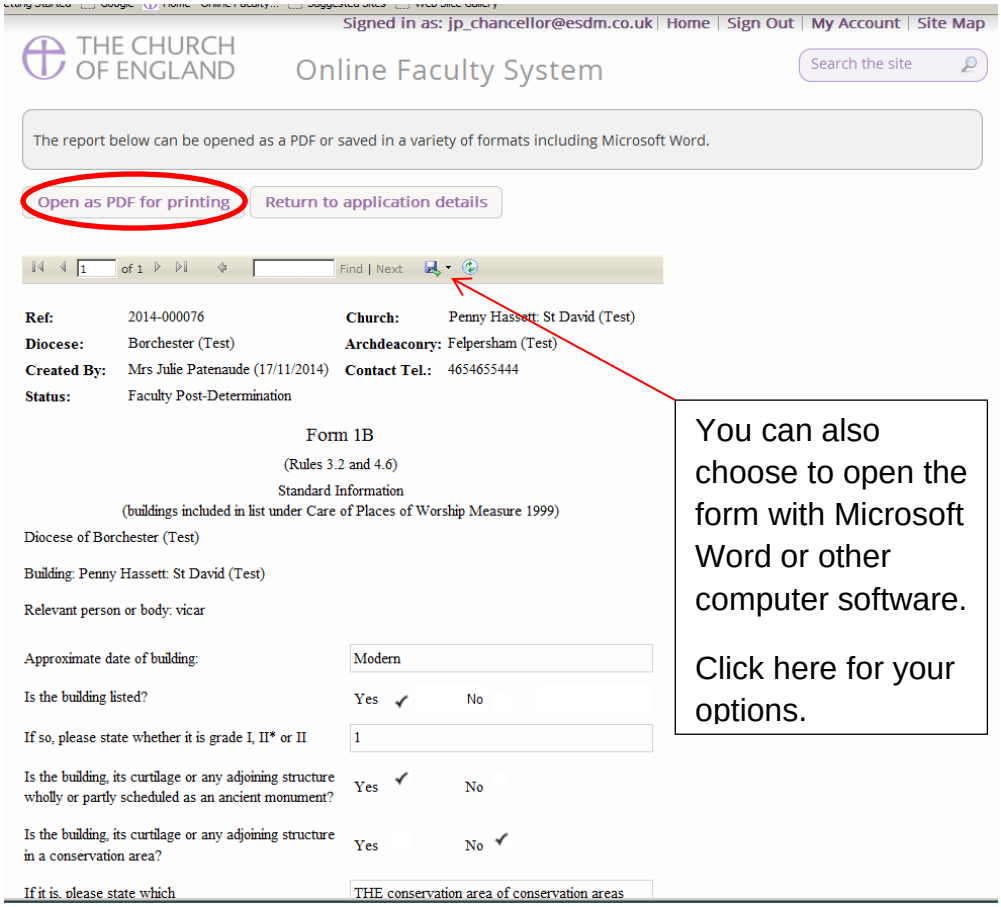


Once you have opened an application's case file, you will be able to access all the legal forms required, including the standard information (Form 1) and petition (Form 3), under the **Details** tab. You will also be able to open all the additional supporting documents under the **Supporting Documents and Images** tab. (See *Navigating a Case File* on page 18)

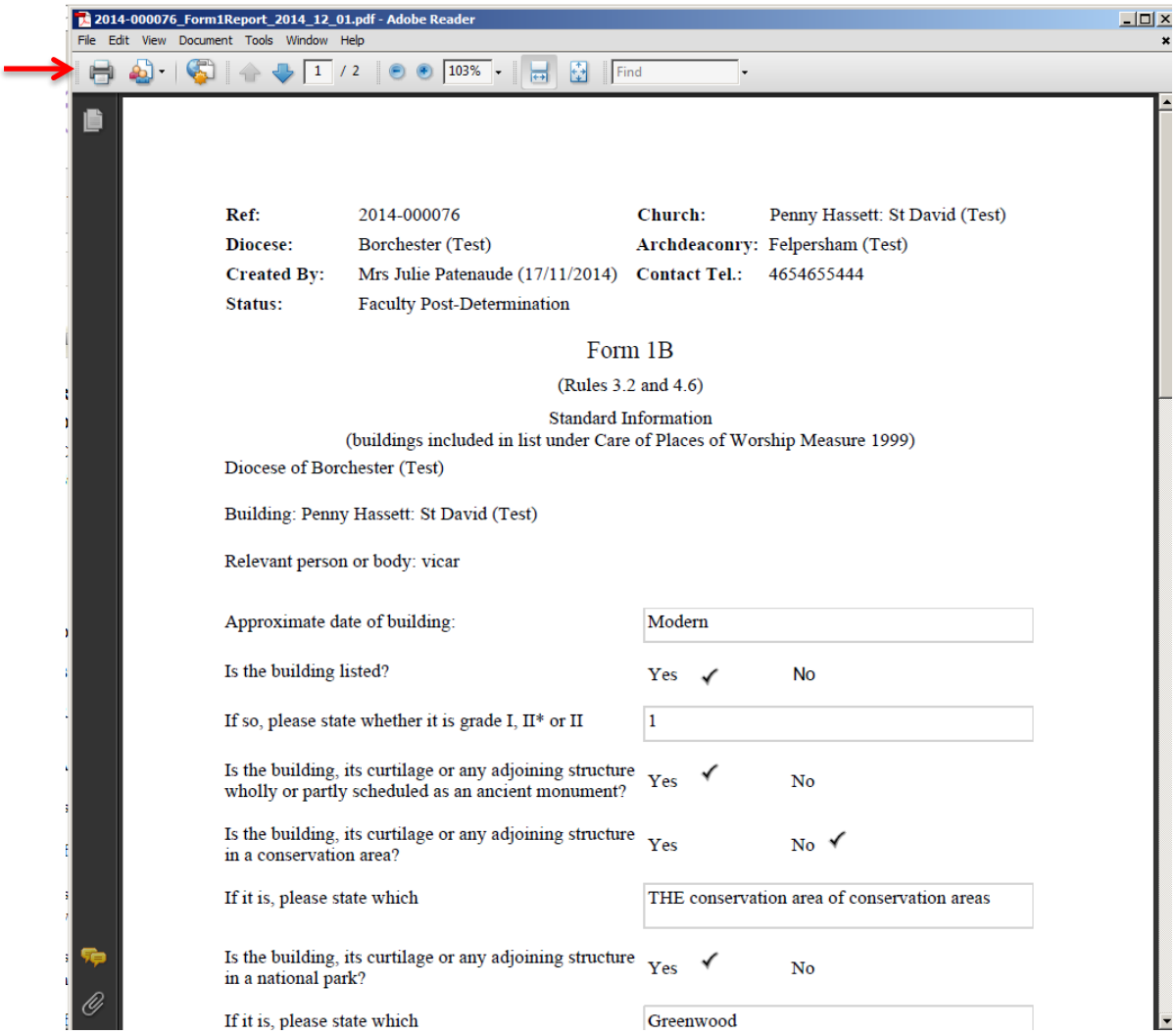
5. Click the **View** icon to open a specific form



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/

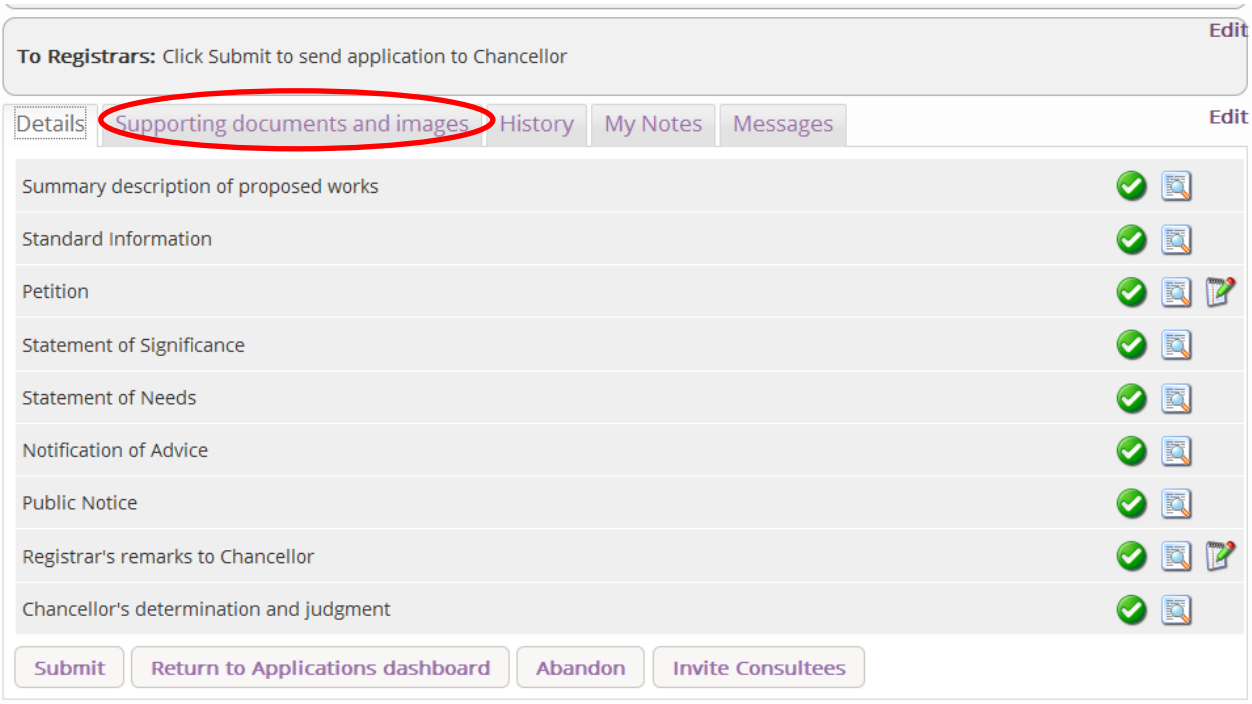


7. The form will open in an easy-to-read format. To print, click **Print**
   *Please note this process might be slightly different according to individual computers and operating systems.

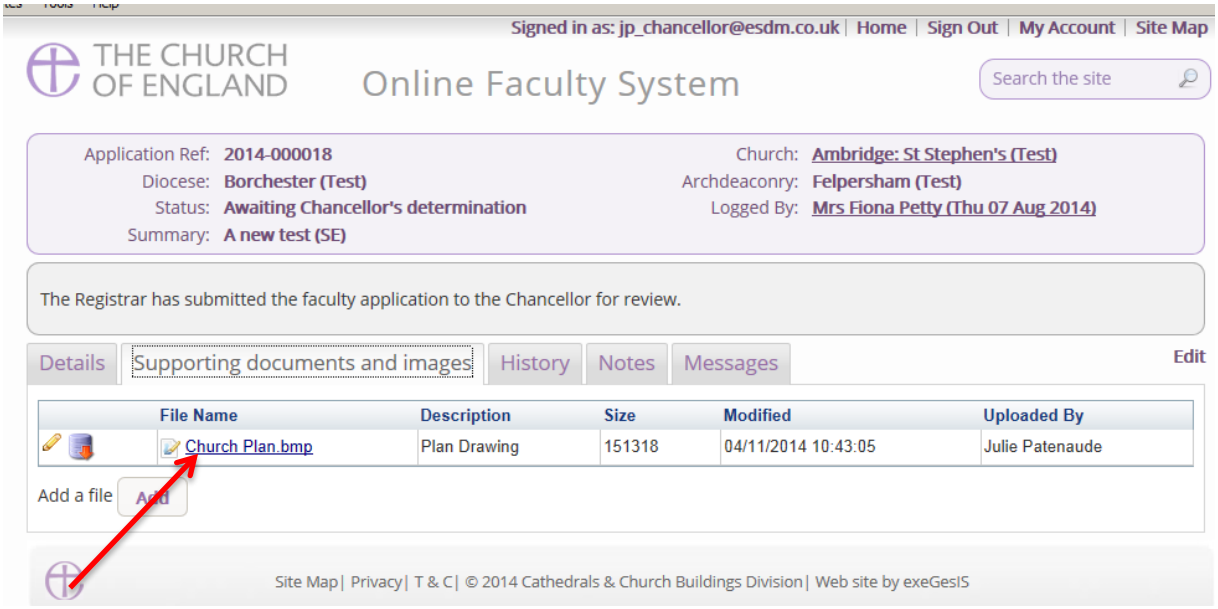


8. Repeat this process as needed for all other forms

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



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

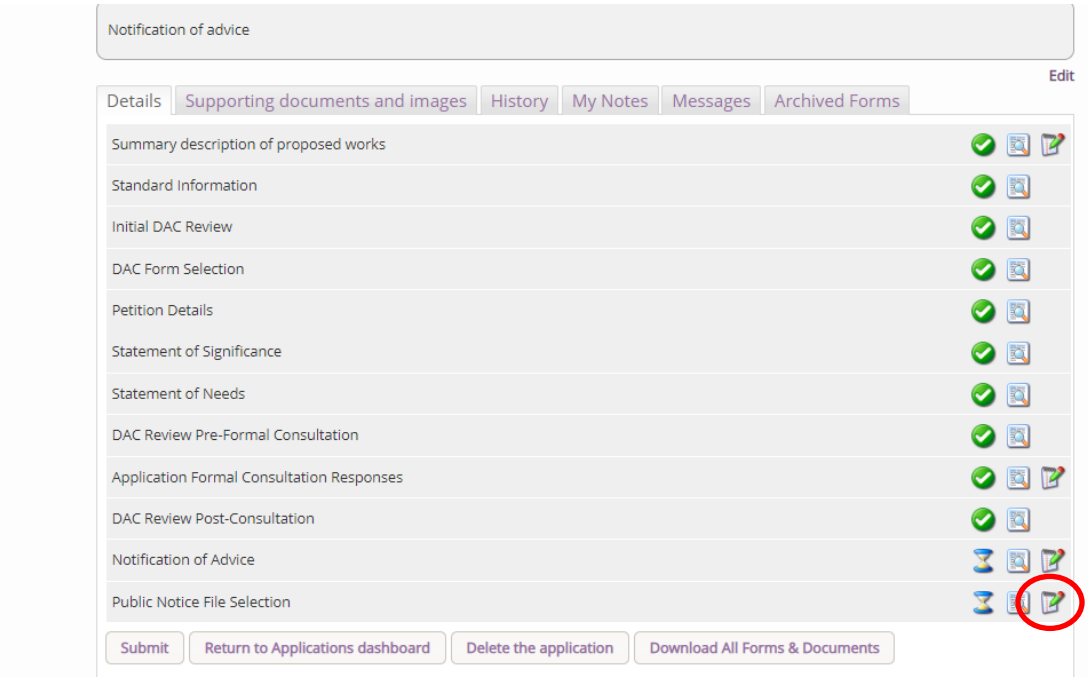


Revert the application back to the Petitioner

Should changes be required to the Petition document, please use the revert function available via the revert button at the bottom of the page. The petitioners will be notified of this, and they will be able to submit the case back to you

Public Notice File Selection

The public notice file selection form is an important form which enables relevant supporting documents to be made public during the necessary public notice period. This form will need to be reviewed as part of an ongoing case as it provides a control mechanism for any publicly available file made available on the Public Notice page. To do this, press the edit button of the public notice file selection.



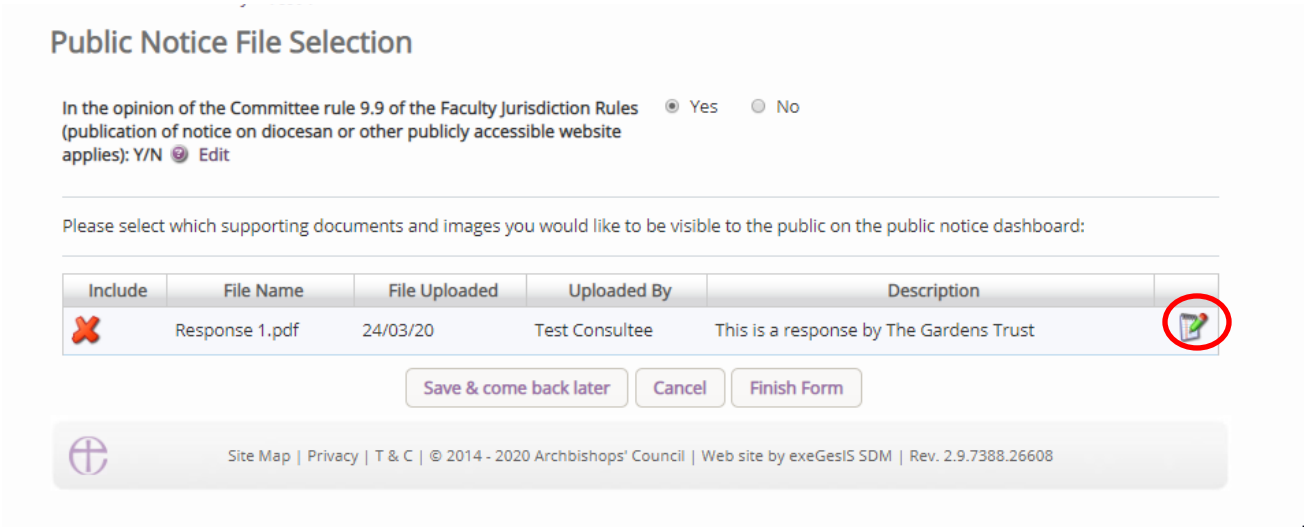
This form is editable by the Registry and the DAC, so it may be worthwhile creating a review process between both user types whereby the DAC could select the relevant forms, and this is reviewed by the Registry or is left purely in the hands of the Registry to edit.

Within this form is a question in regard to rule 9.9, which is duplicated from the Notification of Advice. This selection takes precedence over the one that appears in the Notification of Advice and is editable by the Registrar. Rather than provide the public notice on your diocesan website, should the case fall under rule 9.9, selecting Yes within this option will make the application appear as such on the Online Faculty Website in its public notice website. Should you deem that the case does or does not fall under rule 9.9 and this differs in opinion from the DAC, please edit this and press Finish Form to save the selection.

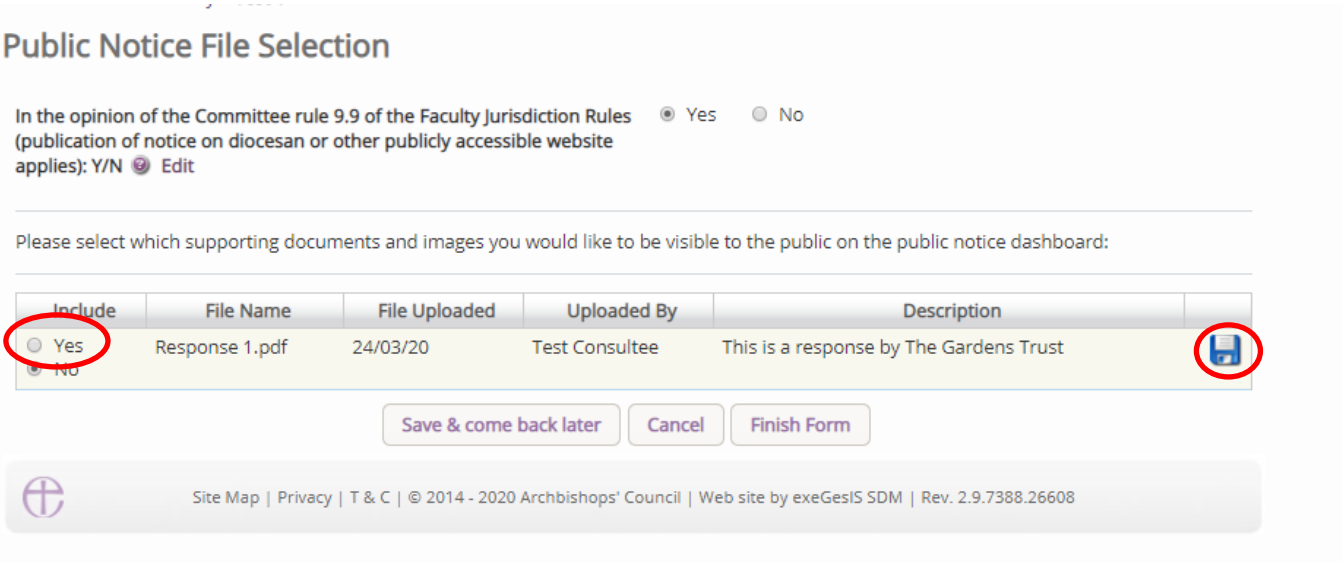
This form will also automatically list each file that appears in the supporting document tab, including any consultation replies that were added as supporting documents. Each file is automatically turned off for public sharing and requires a selection to be made public.

If the case is complex and has been ongoing for some time, there may be a large number of documents shown. The intention here is to make those documents publicly available, which should

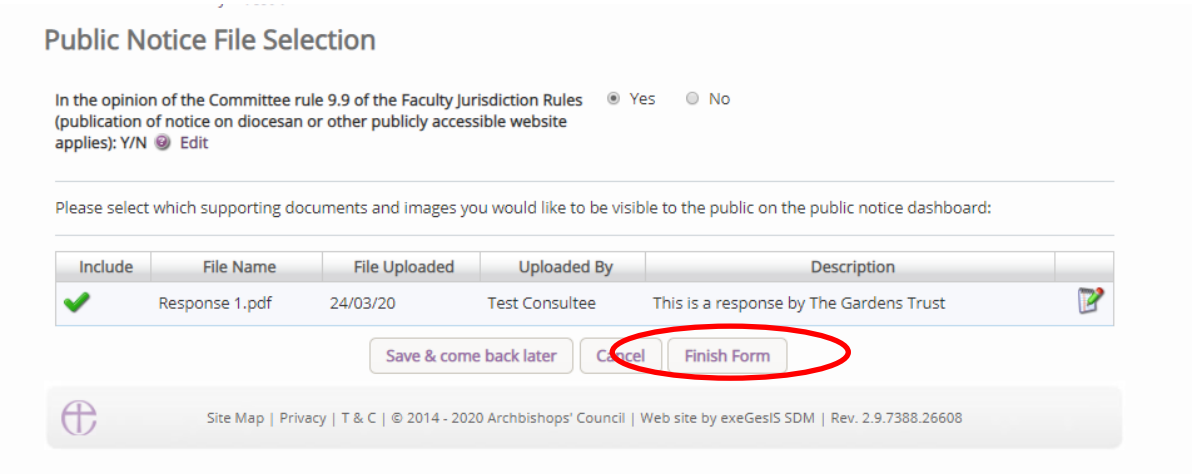
already be available to members of the public if they were to visit the church or Registry in person. To do this, click the edit button next to each relevant file.



Select yes and then press the save button.



If the Yes button is selected, a green tick will appear next to the file.

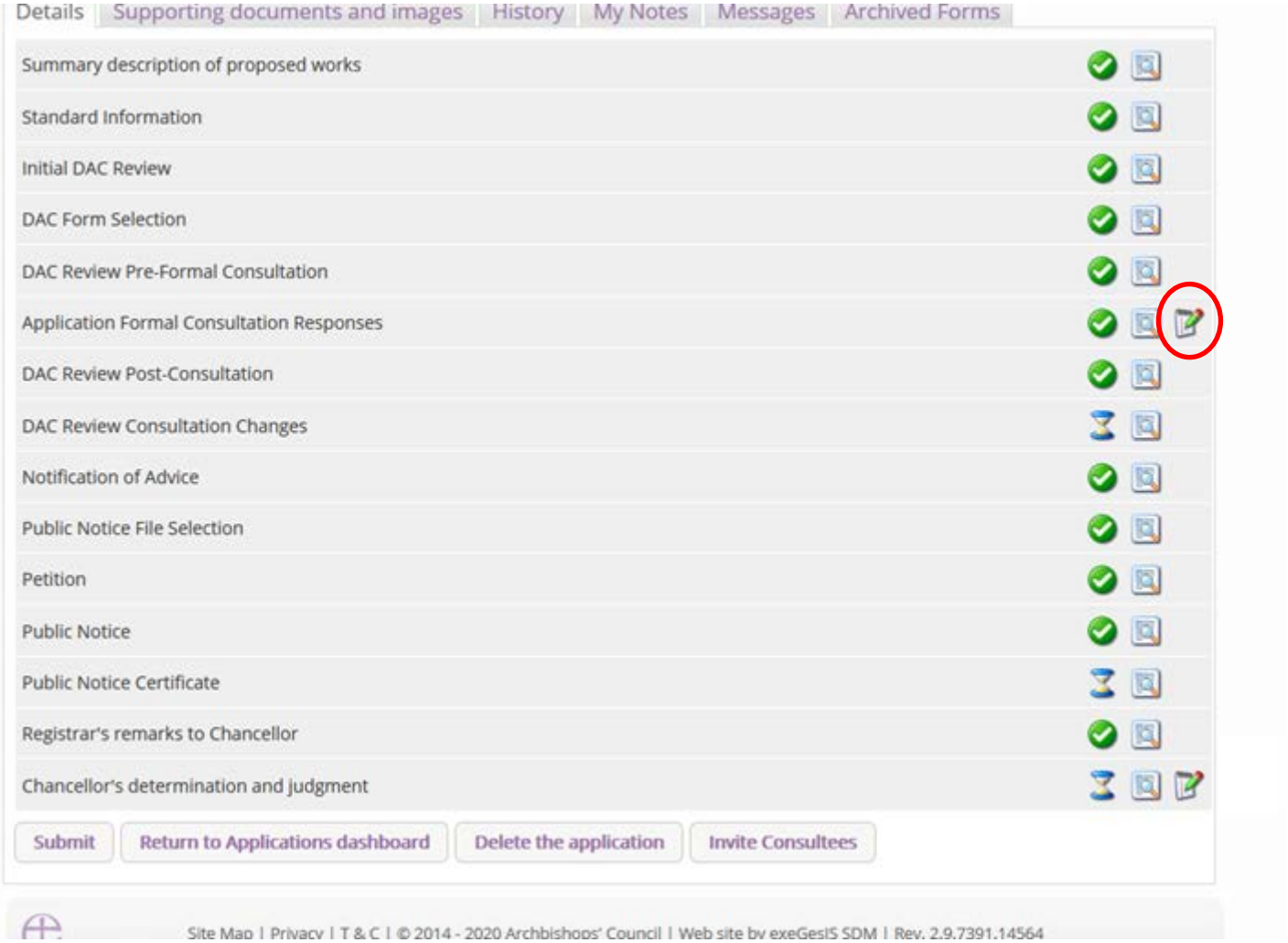


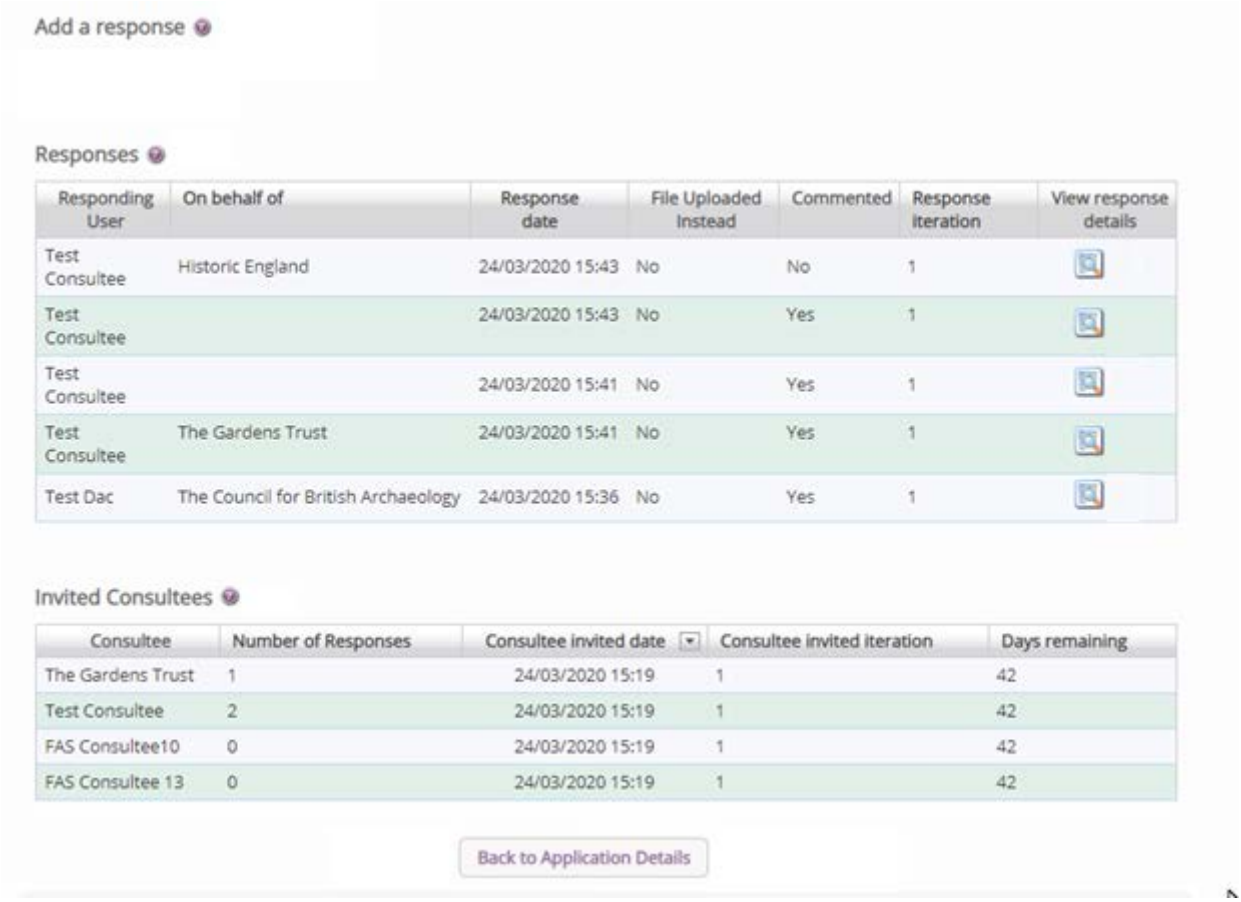
Repeat as necessary and then press finish form to return to the applications dashboard. Should you find that a mistake has occurred or require other documents to be shown, this form will be editable during the later stages of the case by you.

Once you are happy to proceed and are ready to continue, press Finish Form.

Formal Consultation Review

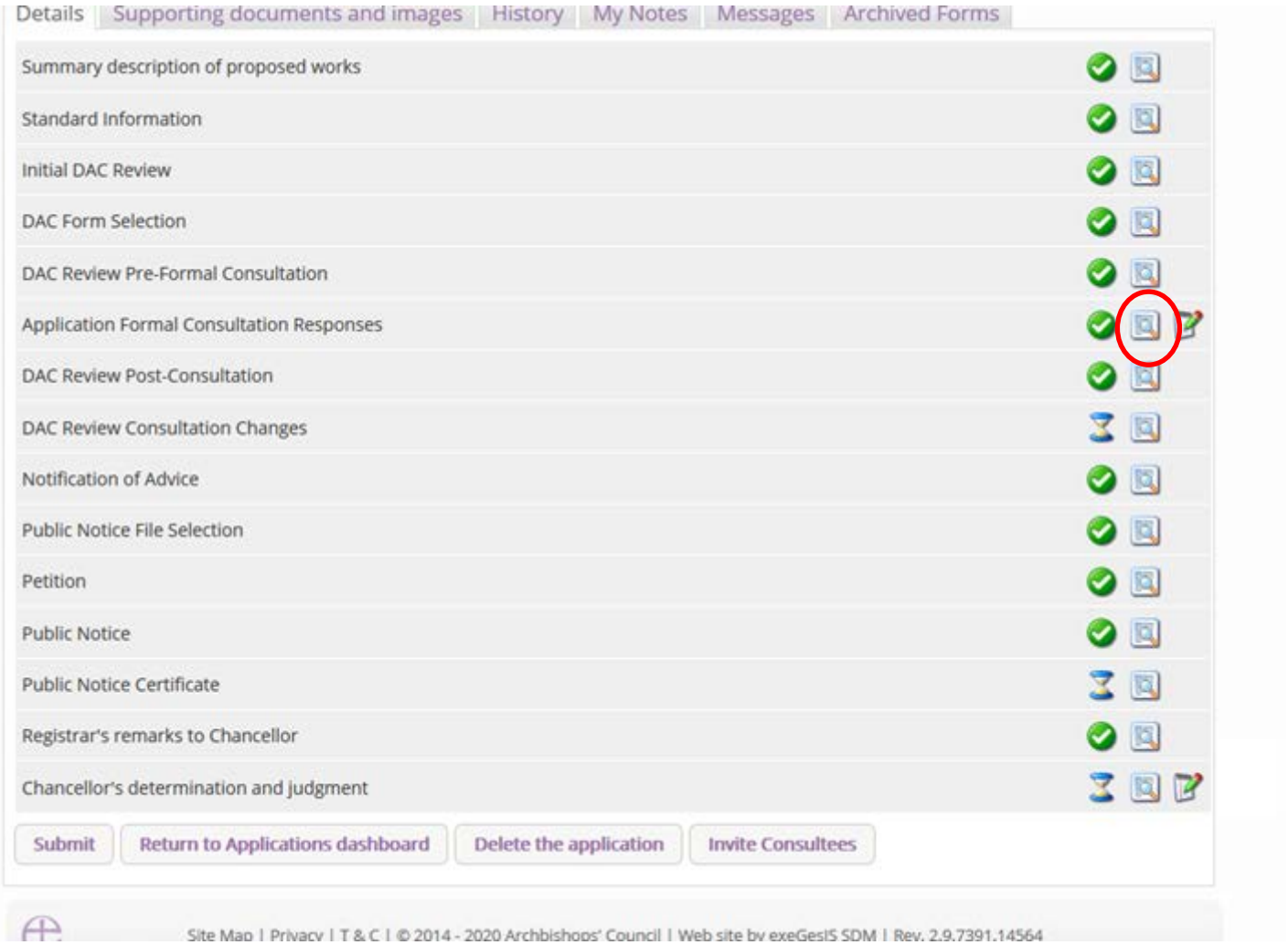
Formal consultation with statutory bodies should already have taken place prior to the Notification of Advice being given. To review the Formal Consultation replies, pressing the edit button against this form will provide a tabulated overview of who was consulted, when they were consulted, and whether or not they replied or decided to refrain from commenting in an official capacity.





Any reply generated through the online reply function can also be collated into one single document using the view button on the main dashboard.

Within each reply, the selection of whether they commented on the case will be available.

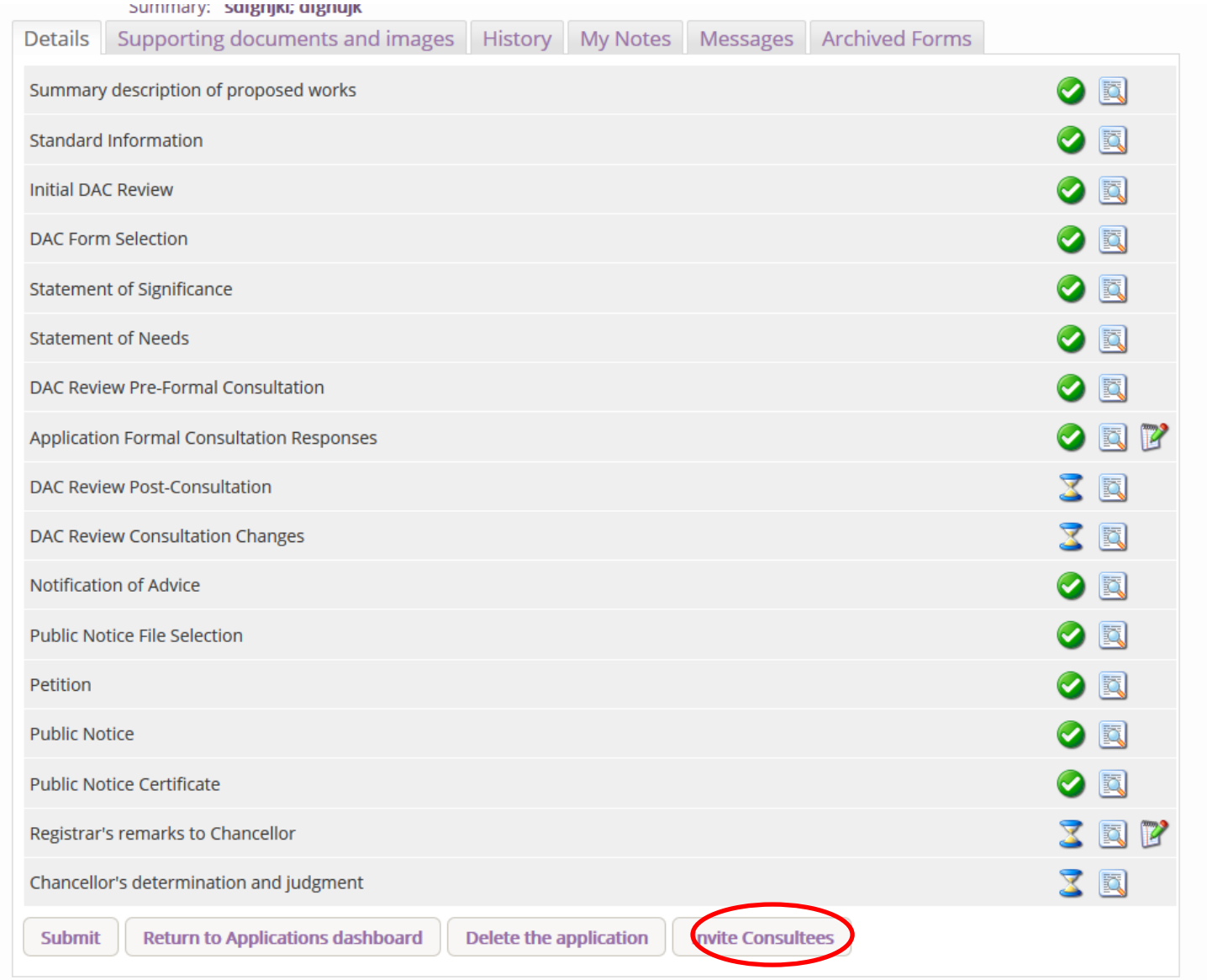


Under part 4.7.5 o the 2022 rules, so far as is practicable, there is now a greater reliance on any invited body, whereby the invitation was made by an online system, to respond to the consultation through the same interface through which the invitation was made. If replies are still being sent via email to DACs and Parishes, please encourage the use of the OFS as a response system, as this will provide a central resource, not only for internal purposes but for other consultees, to view the comments made.

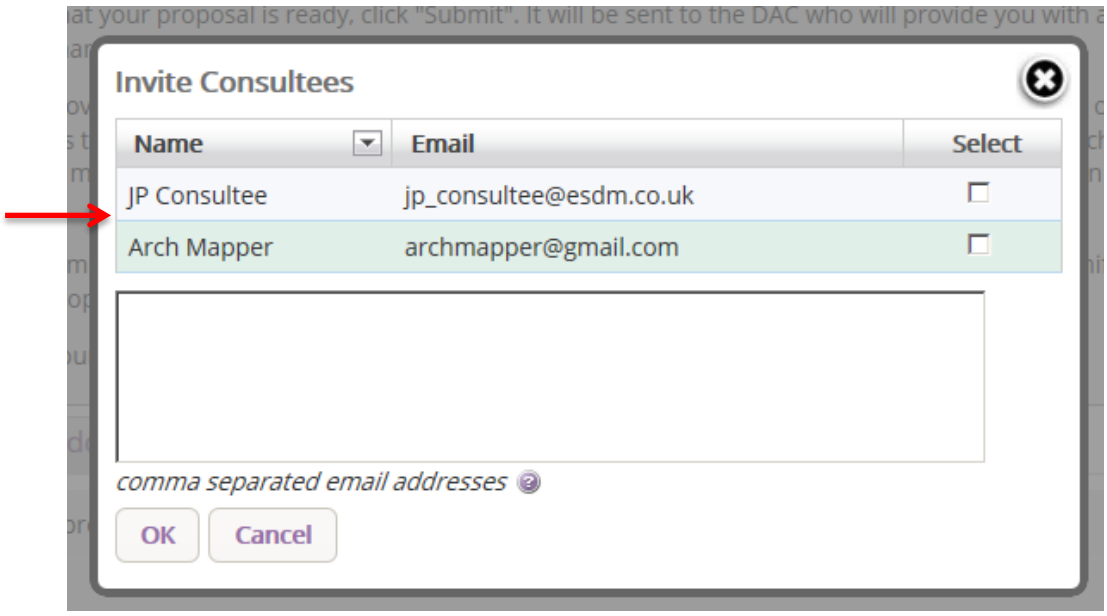
Inviting External Consultees to View an Application

In circumstances when you need to send the application to further external members for consultation:

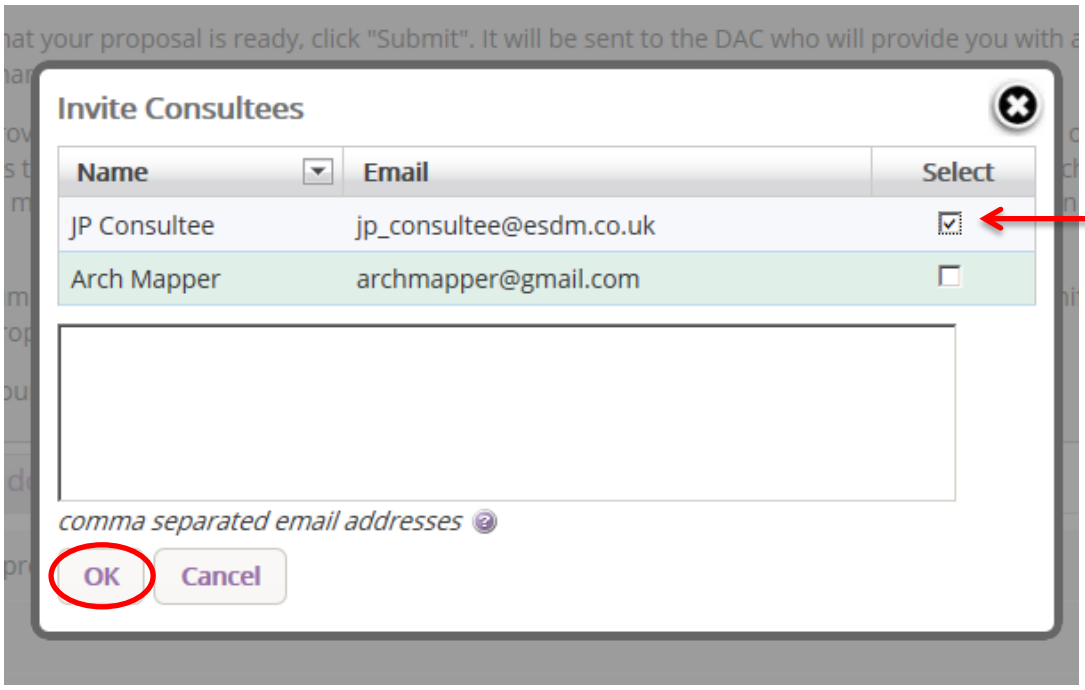
1. Go to an application's case file
2. Click **Invite Consultee**



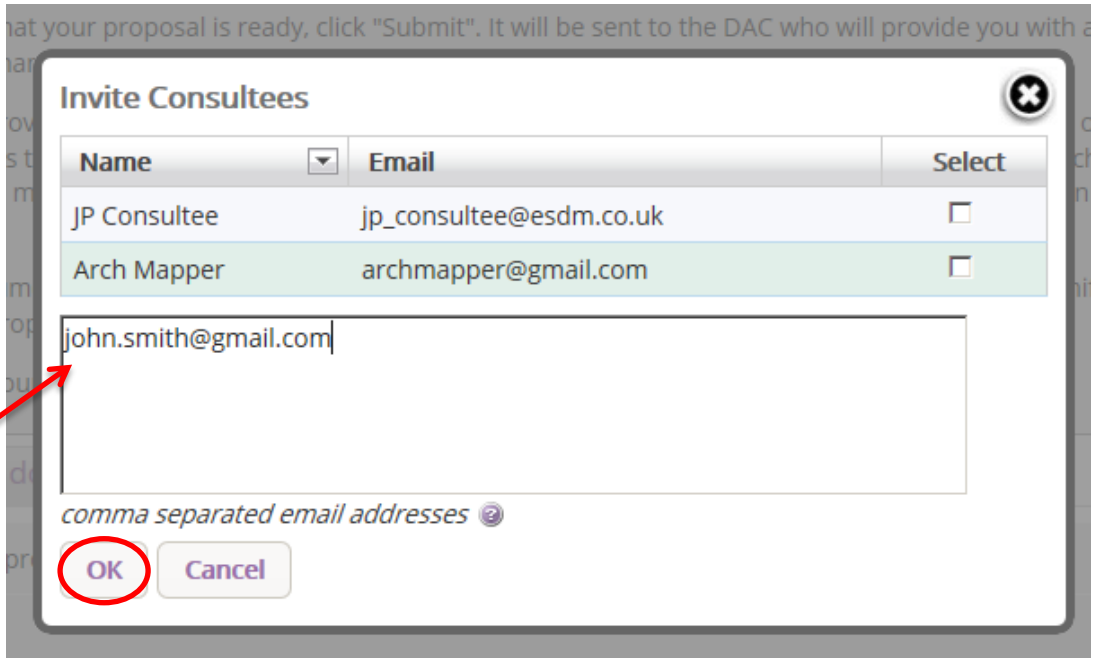
3. See if the individual(s) to whom you are sending the application is already registered



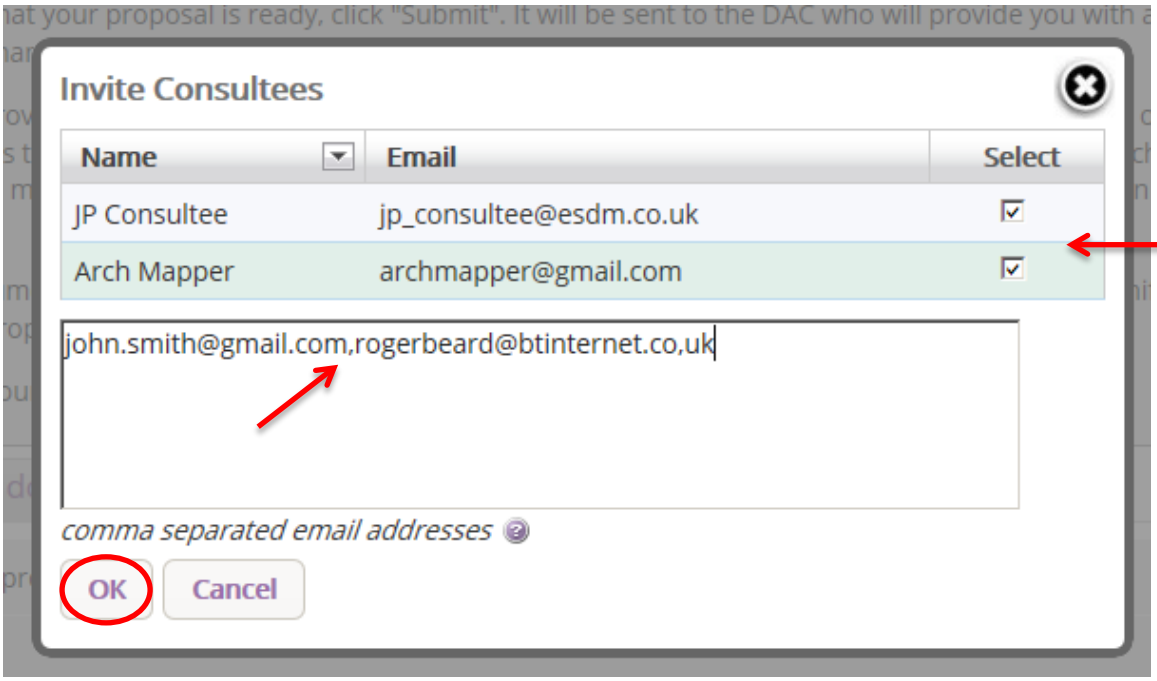
4. If yes, **select them** from the list and click **Ok** to invite that consultee



5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.



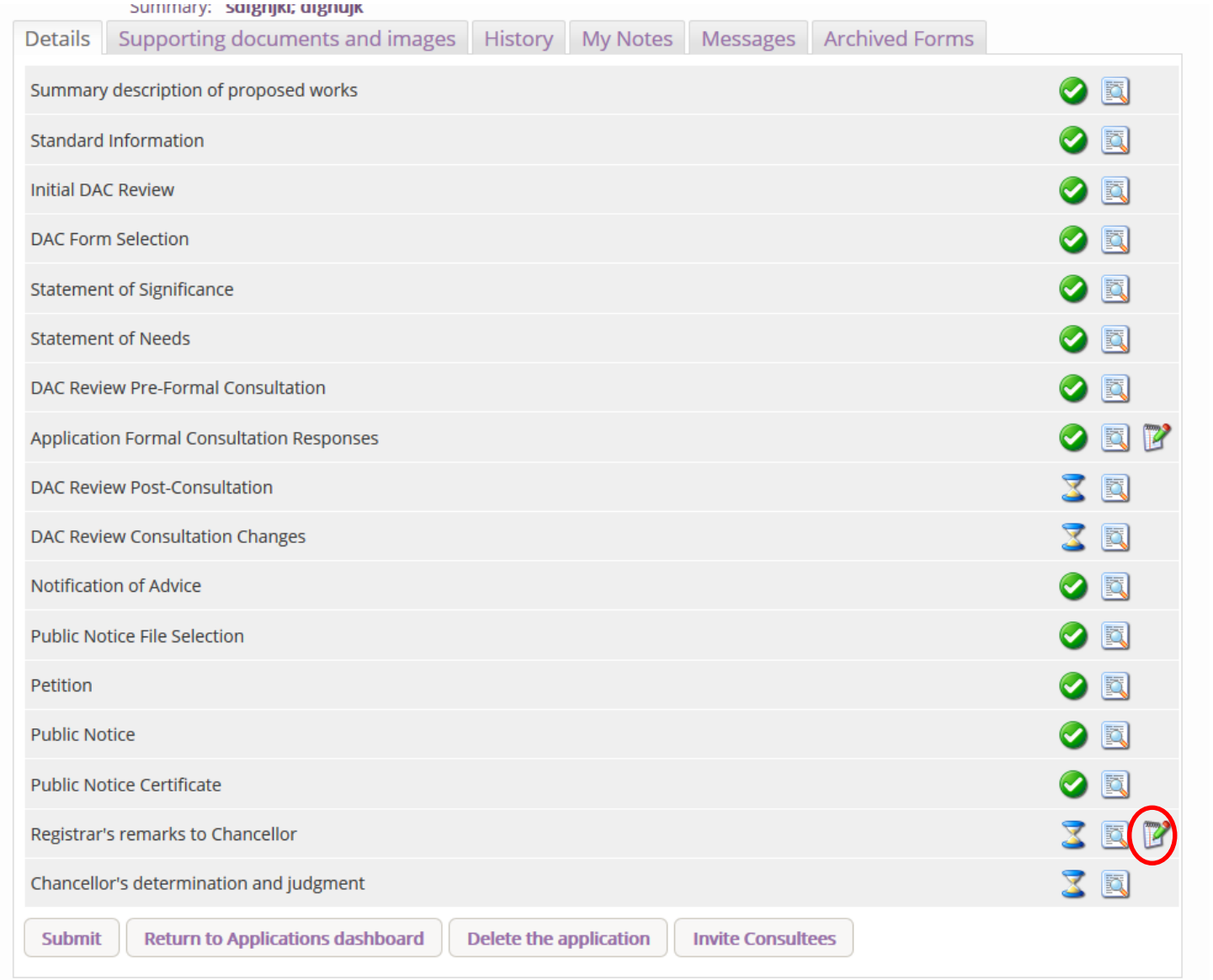
6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).



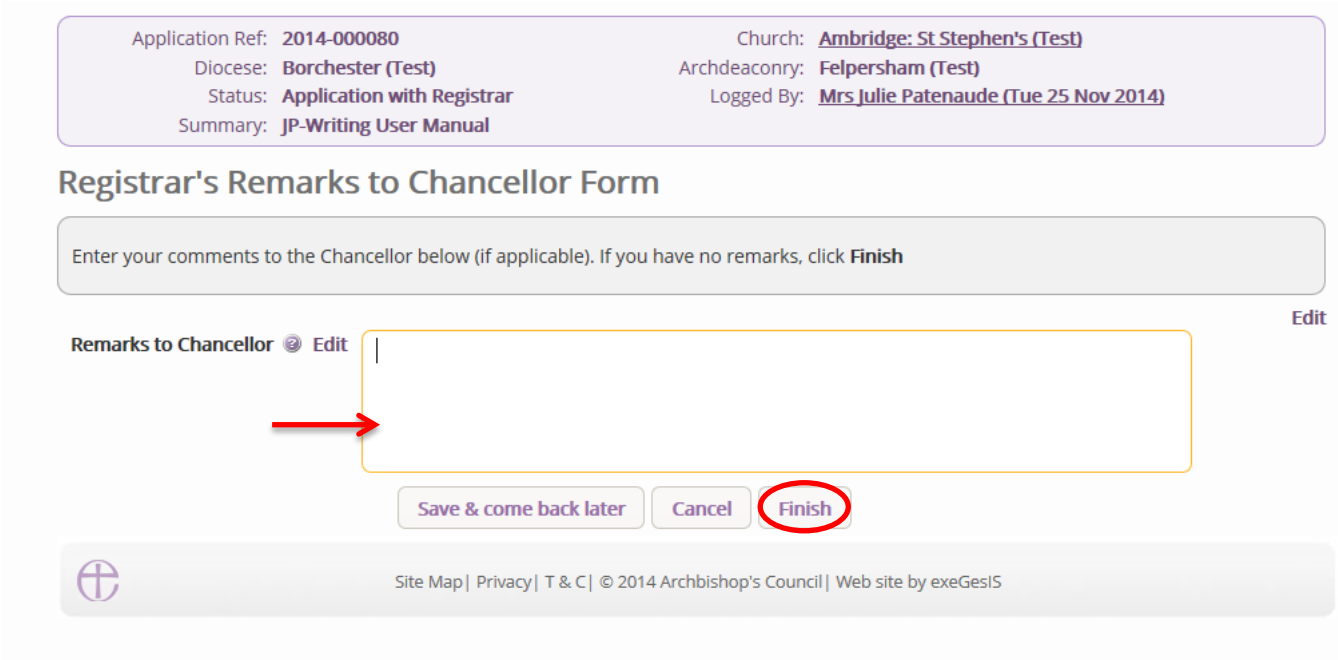
Registrar's Remarks to the Chancellor

When you have processed a parish's faculty application and are ready to send it to the Chancellor with comments:

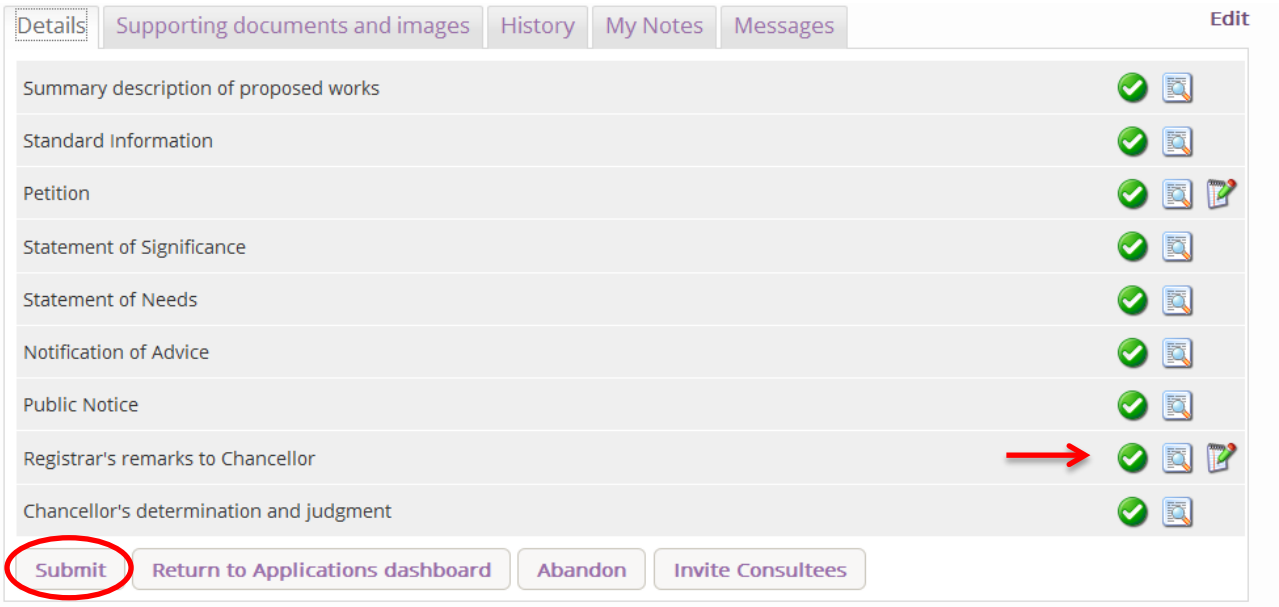
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **Edit** icon on the Registrar's Remarks to the Chancellor.



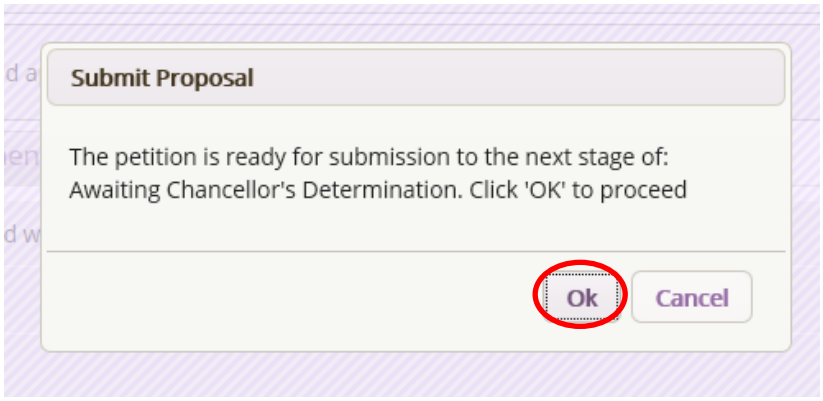
4. Enter your **comments** in the box provided
5. Click **Finish** (or Save & come back later)



6. You will automatically return to the application's case file. The form is marked as **complete**.
7. Click **Submit** to send the application to the Chancellor

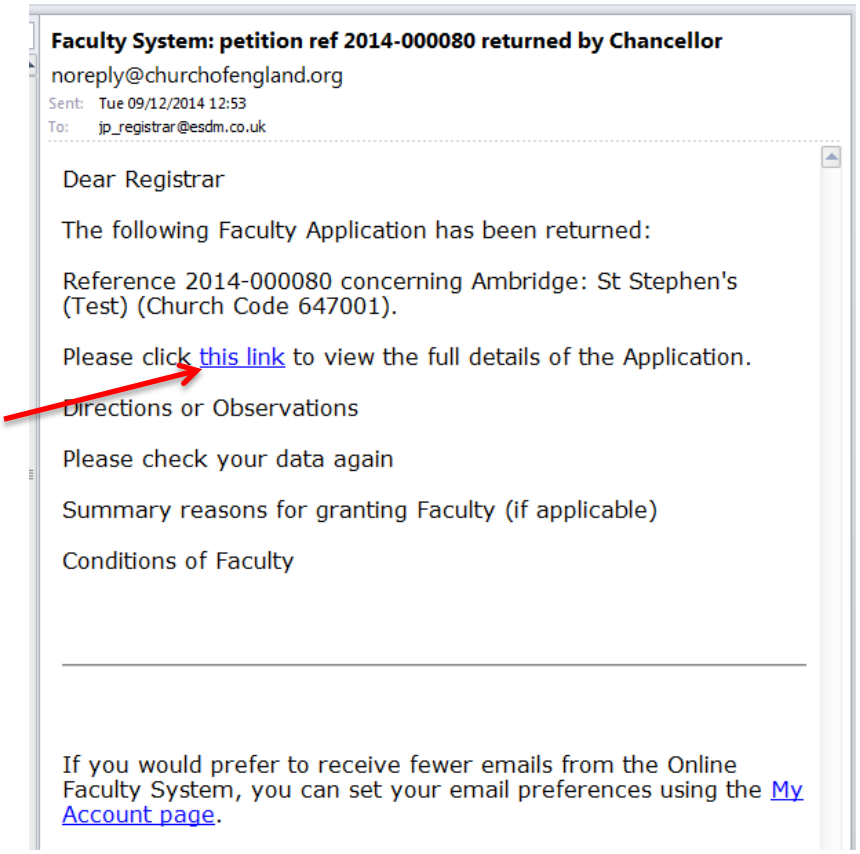


8. You will get this prompt
9. Click Ok to proceed or Cancel to abort

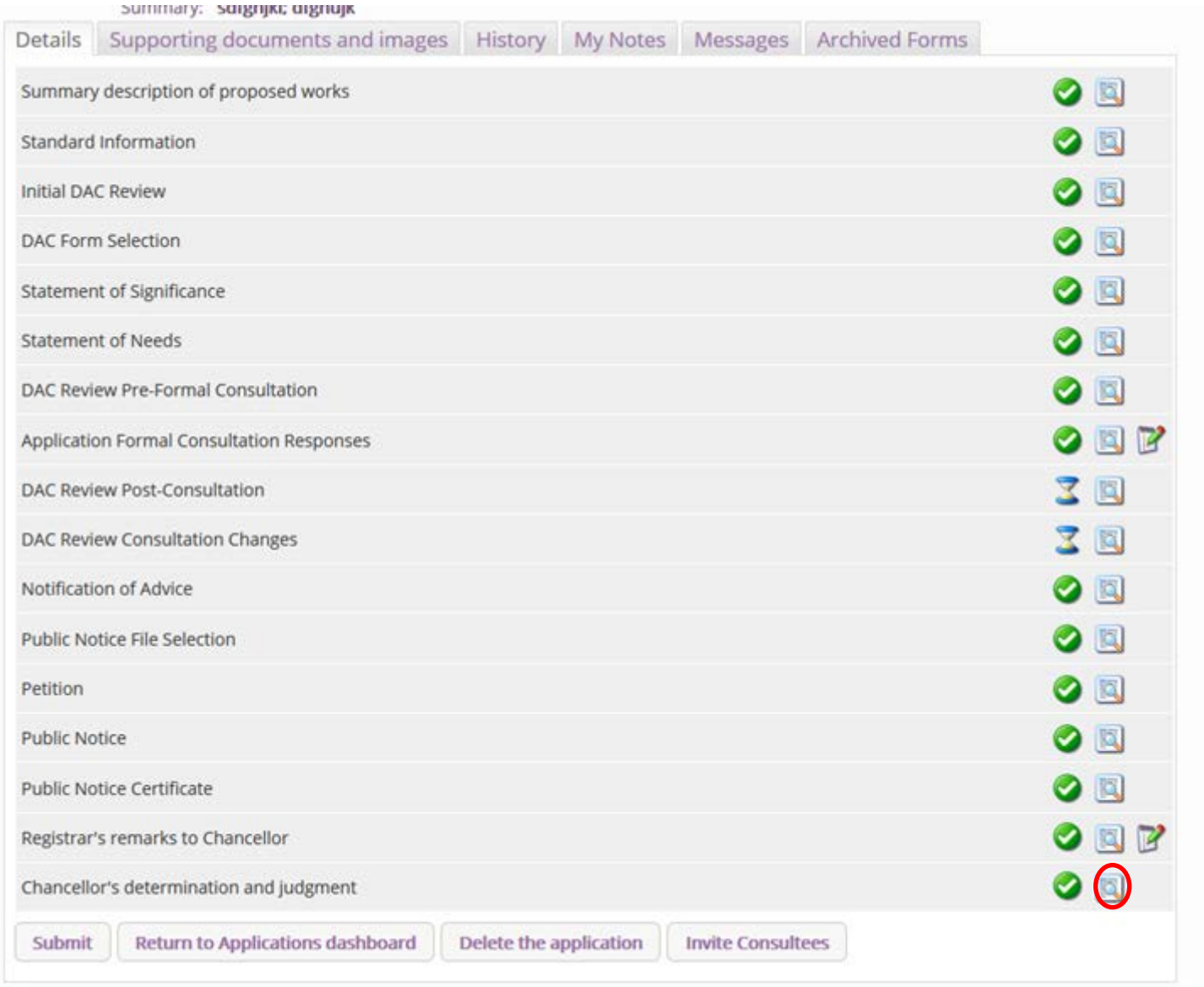


Chancellor Returns Application to Registrar

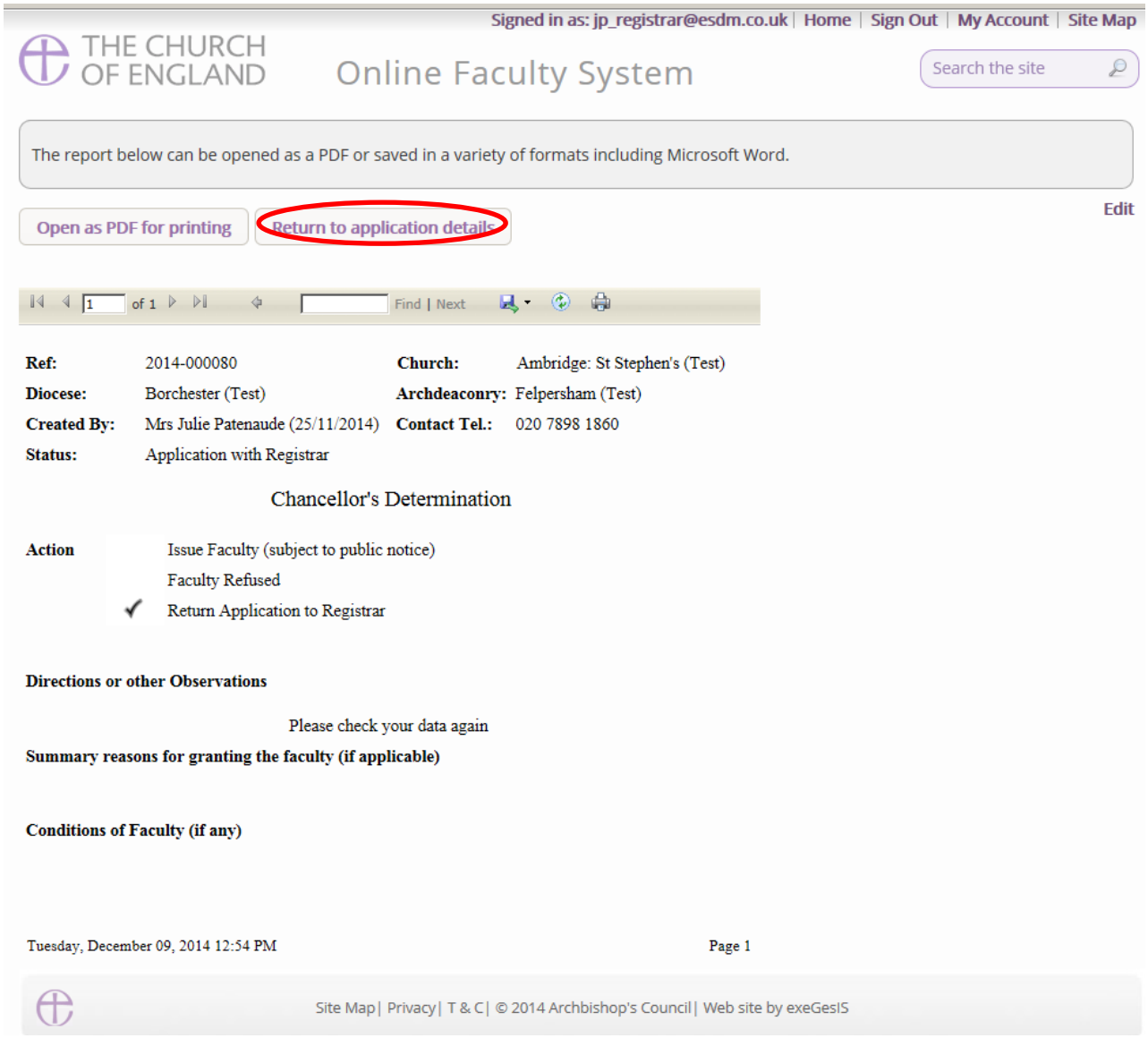
If a chancellor chooses to return an application to you with directions or observations, you will receive an email with the Chancellor's comments.



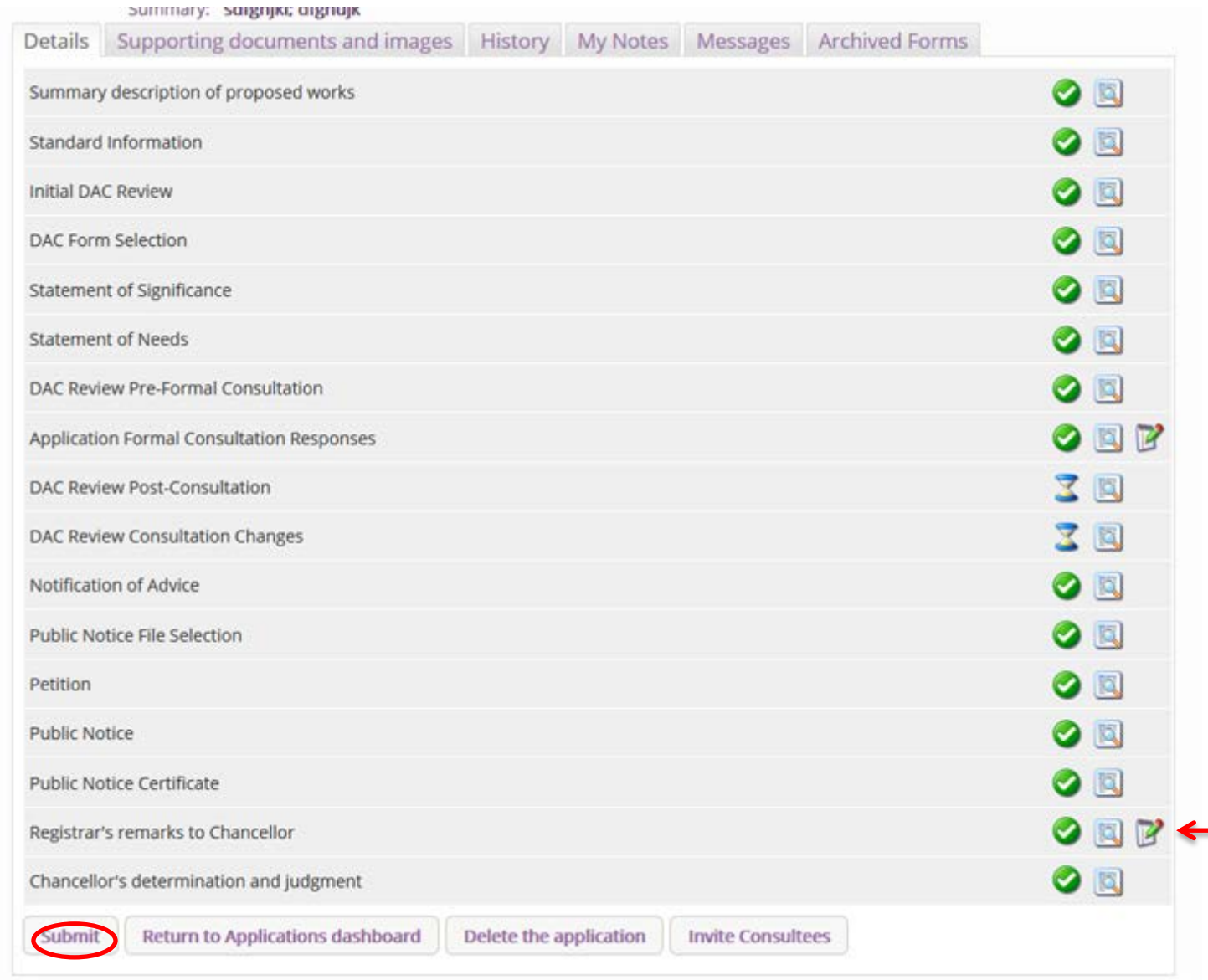
1. Click on the **link** to access the faculty application
2. Sign in
3. You should automatically arrive at the faculty application's details page. If not, go to your **Dashboard** and locate the application under **Applications Requiring Your Action** (see page 13)
4. Click the **View** icon on the Chancellor's Determination and Judgement Form



5. Access the Chancellor's comments and click **Return to application details**



6. Once you are ready to send the faculty application to the Chancellor, insert new comments into the **Registrar's remarks** form (if necessary) and click **Submit**.



Public Notice Certificate

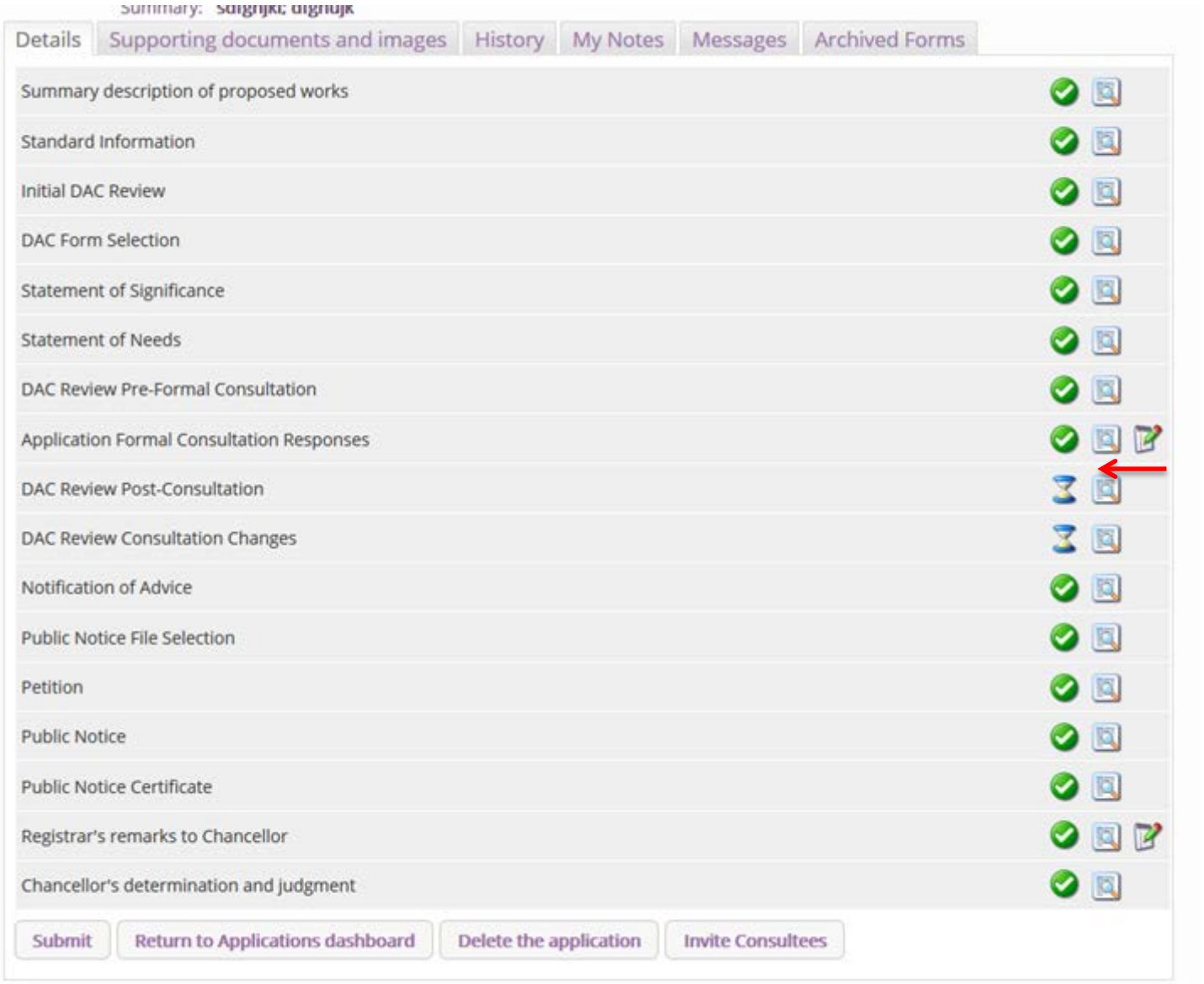
During the above process, you may notice that a new form also appears on the main dashboard, the Public Notice Certificate. This certificate previously had to be completed and sent via the post to you, but an online form has now been created. This form can be edited by the Petitioner after the public notice is complete, and issues may arise around the form being completed too early. Due to the way the system was originally developed, changing this process to enable the form to appear whilst the case sits in another user's workload is complex, so to fix issues related to the form being completed prior to the public notice ending (or evening beginning), petitioners can edit this form once it is complete. Once completed, an email will be sent to the Registry to notify them of the submission.

The petitioners are asked not to fill this form in until necessary, and an email is sent explaining this as well. Should you, however, find that the form has not been completed correctly, or you receive certificates via the post, editable rights have been granted to the Registrar to edit this form. This may be completed at any point whilst the case is reviewed by the Registrar and Chancellor. A Faculty should not be granted until this certificate is complete. In some cases, should you direct the Parish to edit incorrect forms, a phone call or email may be necessary to request the completion of the form or to edit the response entered.

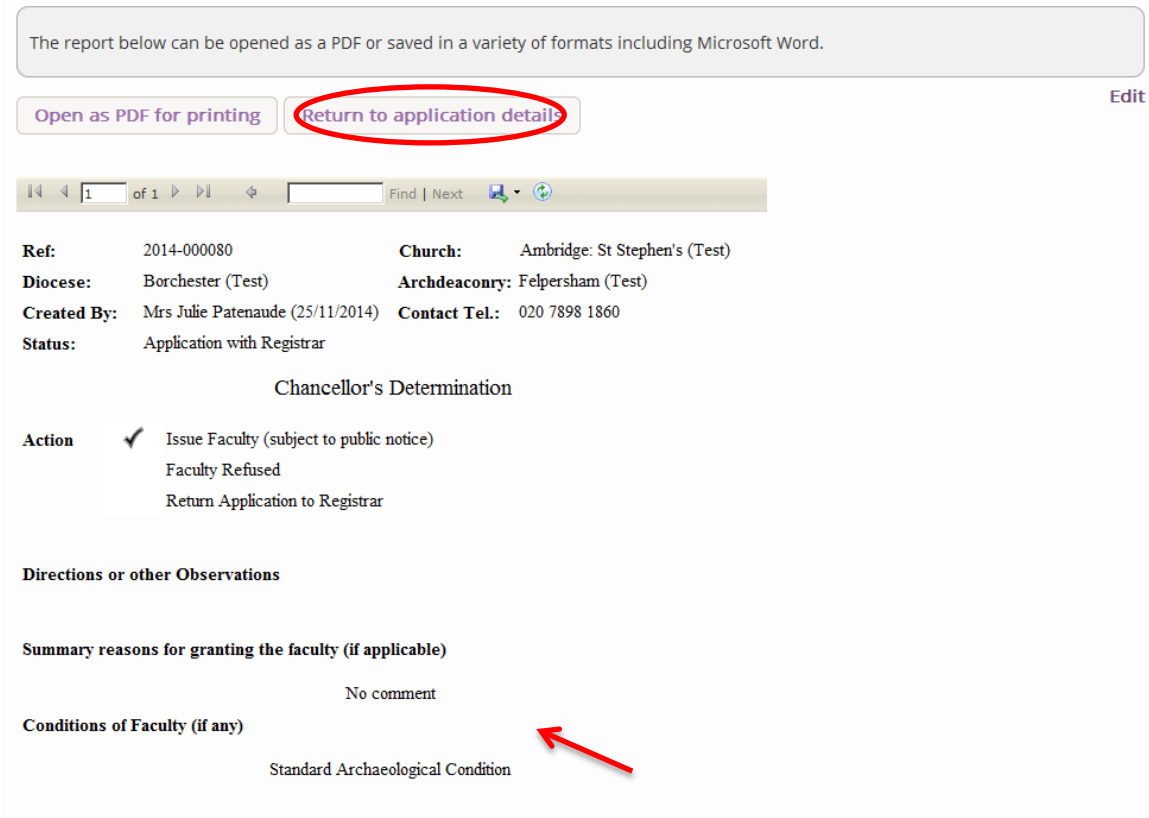
Faculty Approval

In cases where the Chancellor approves the faculty application, you will receive a notification through the Online Faculty System with the Chancellor's comments.

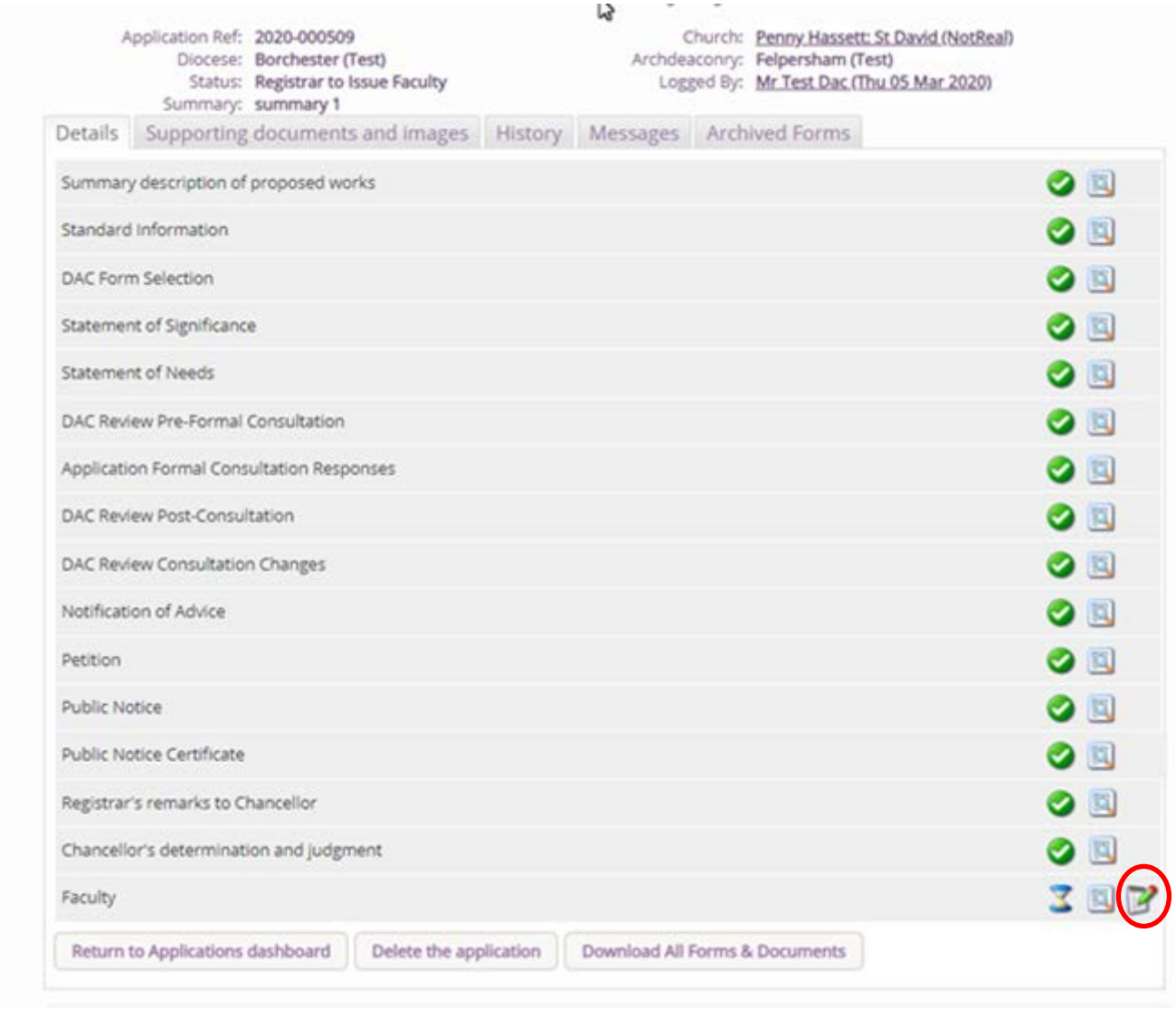
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action**
3. Click the **View** icon to access the Chancellor's comments



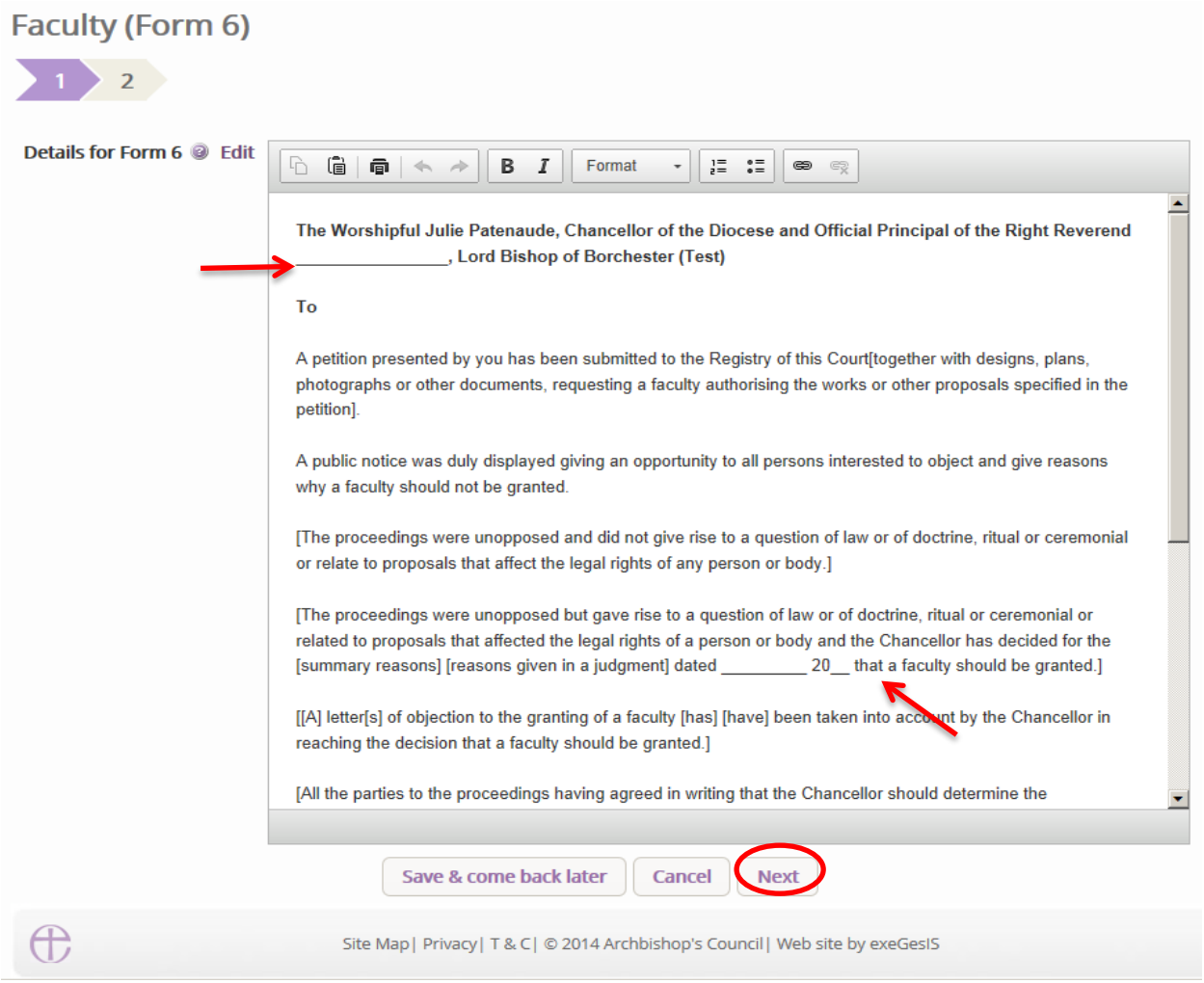
4. Read the Chancellor's determination and return to the application's details



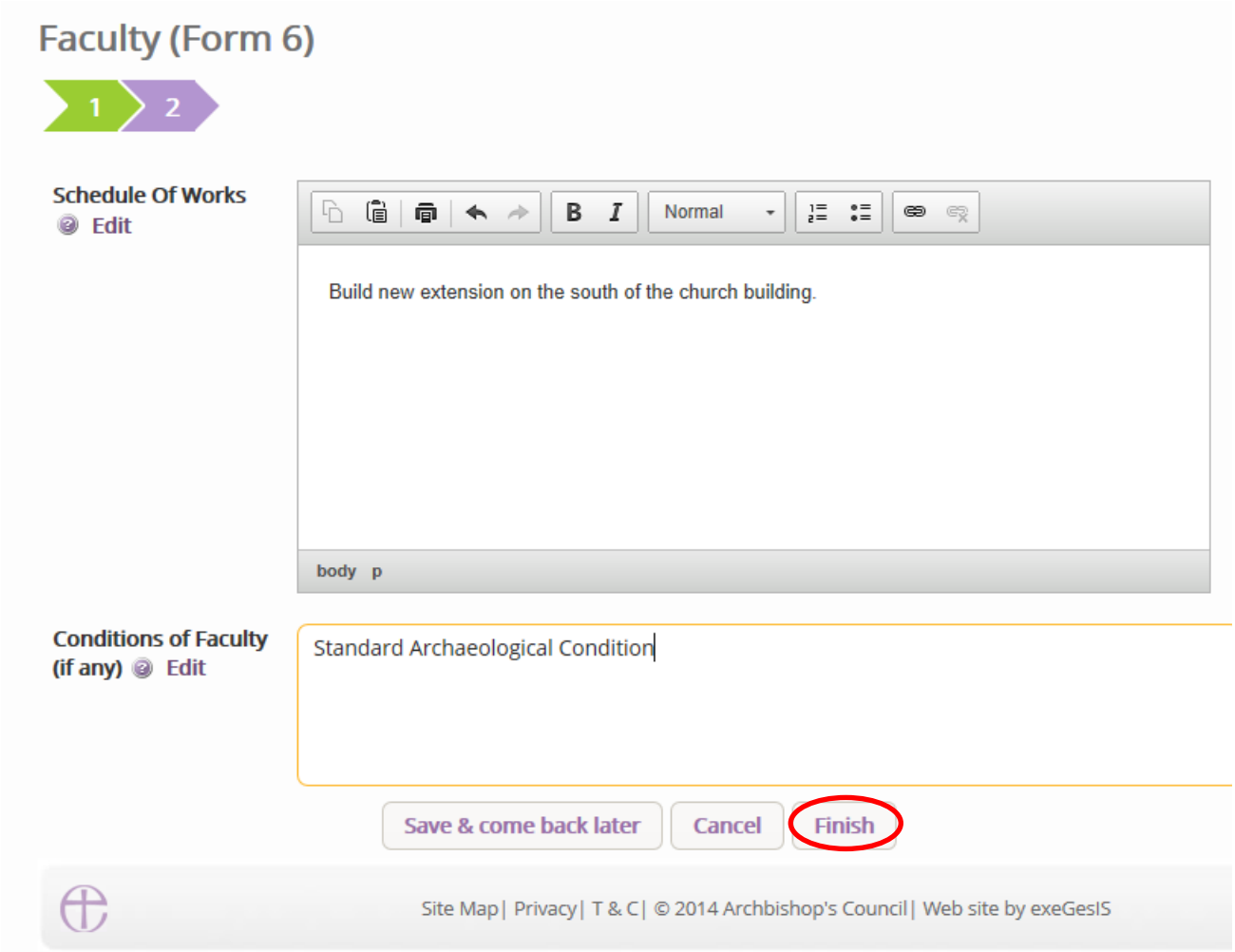
5. Click the **Edit** icon on the Faculty Form



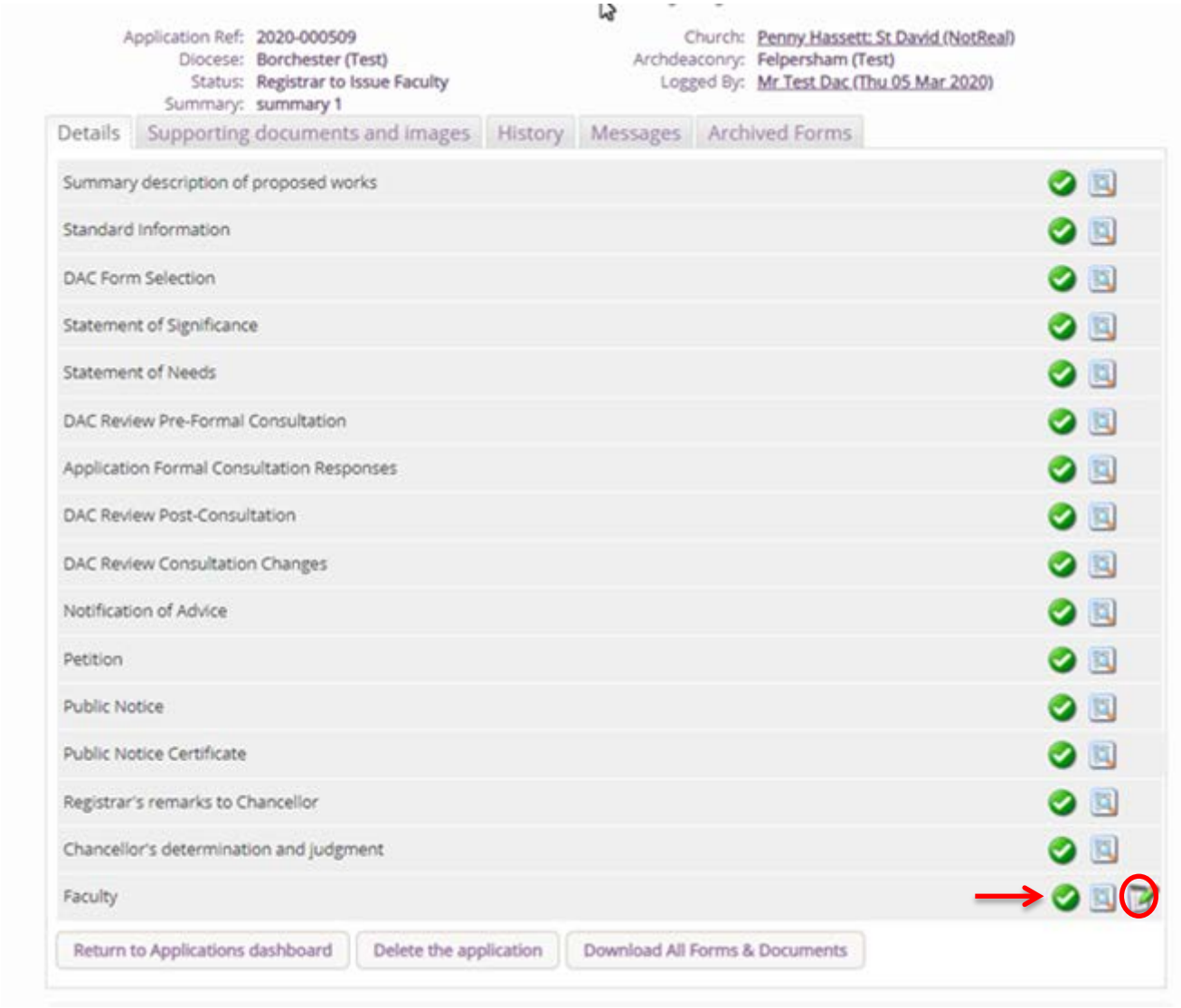
6. **Edit** the legal text of the Faculty Form as required and click **Next**:
    a. The Bishop's name
    b. Delete unnecessary sentences
    c. Add relevant date



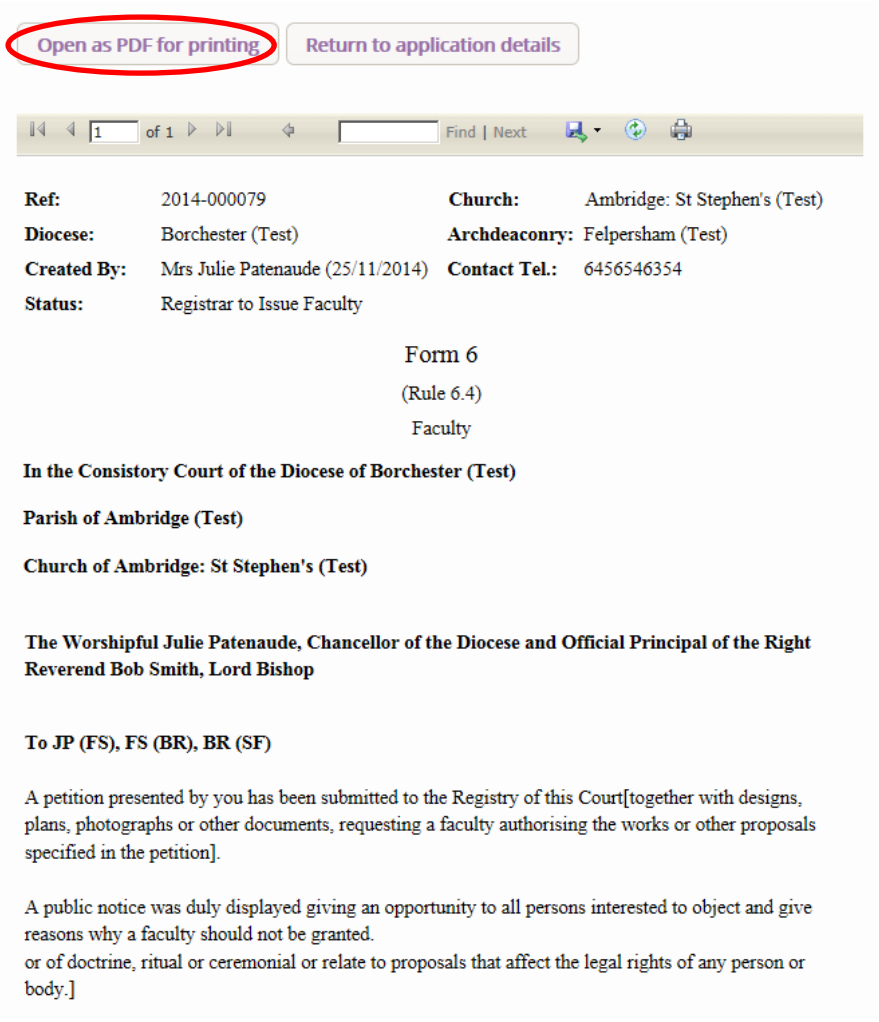
7. **Edit** the schedule of works and the Chancellor's conditions (if required) and click **Finish**. These schedule of works are populated from the Notification of Advice and may be amended by you following the Chancellor's determination.



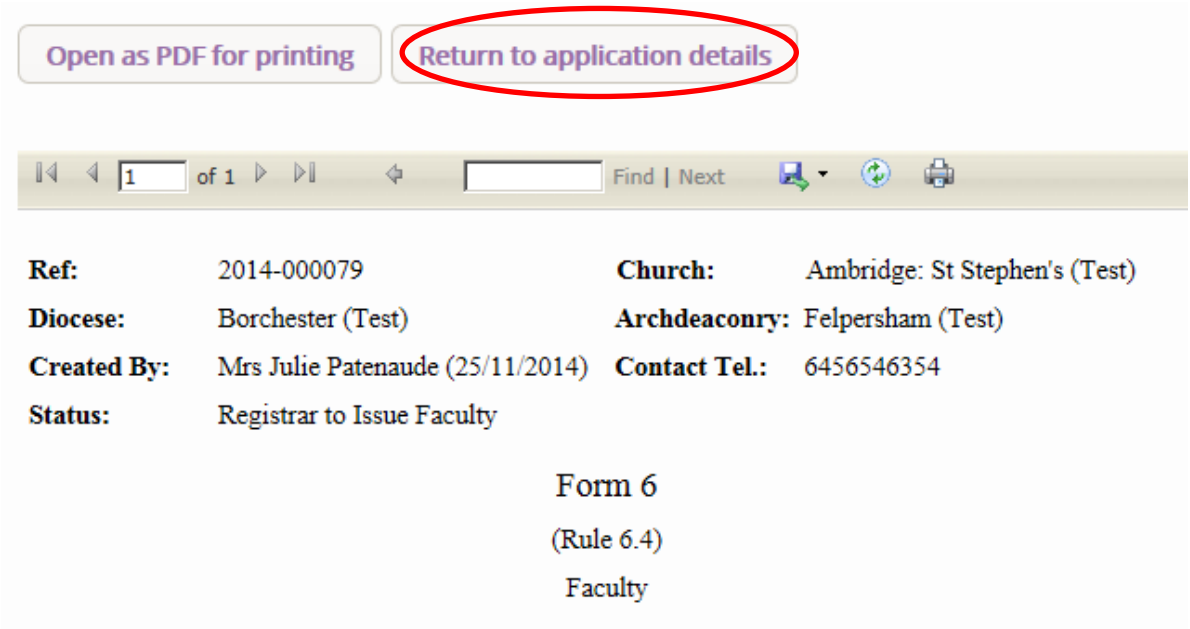
8. The form is now marked as complete. Click the **View** icon to open the Faculty Form.



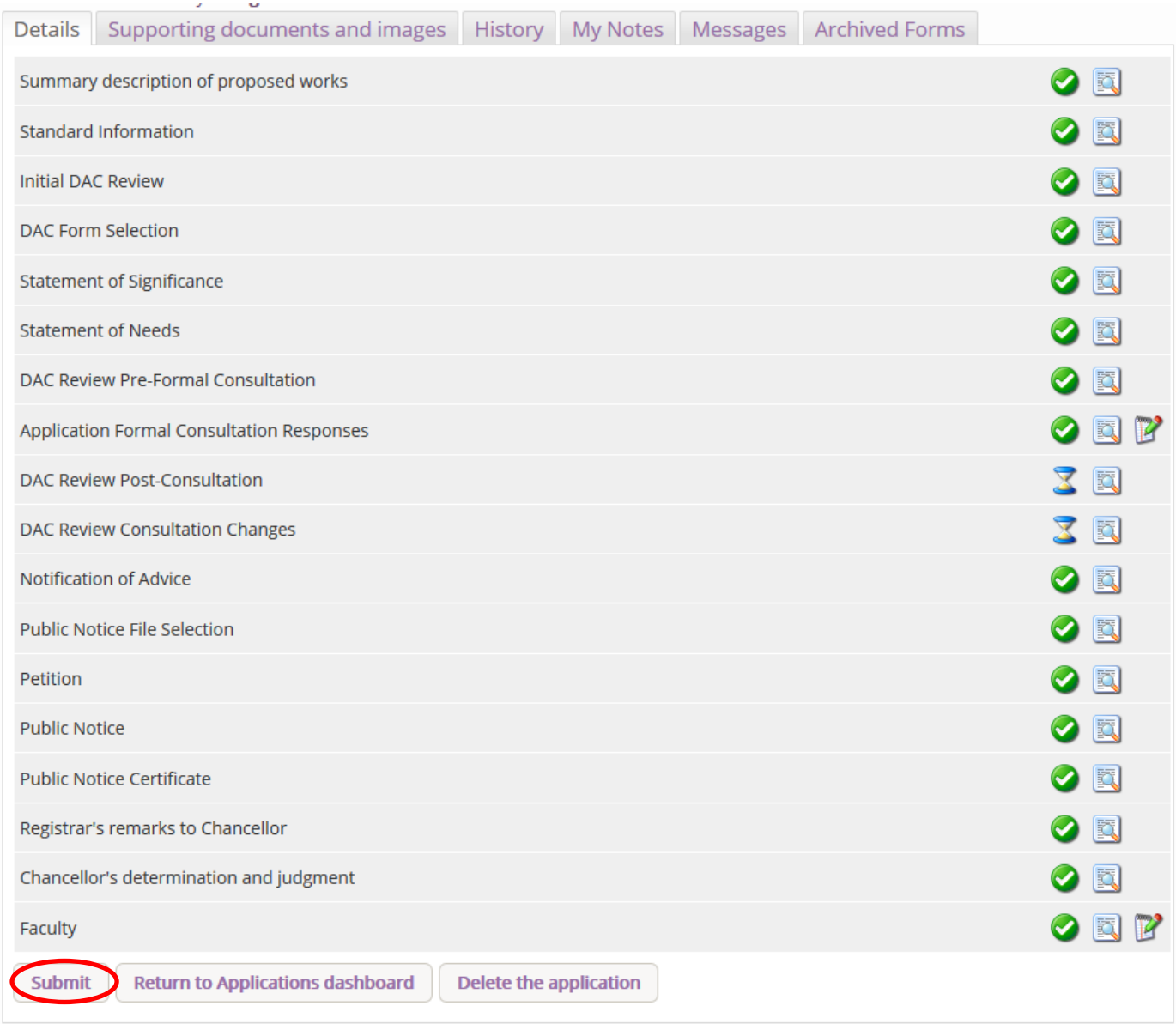
9. To print the Faculty, click **Open as PDF for printing**



10. The Faculty can now be sealed and sent to the Parish by post
11. To inform the Parish of the Chancellor's determination, click **Return to application details**



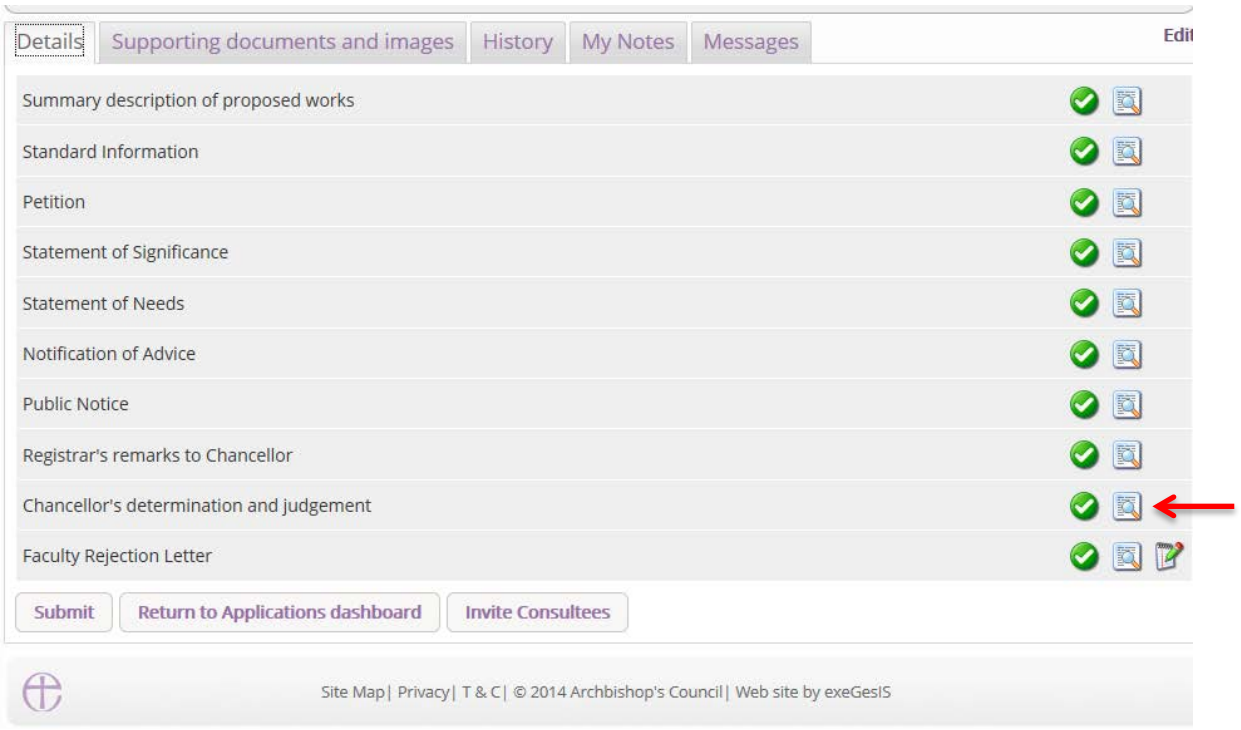
12. And click **Submit**. The Online Faculty System will send an email to the Parish and the DAC.


Details
Supporting documents and images
History
My Notes
Messages
Archived Forms
Summary description of proposed works
Standard Information
Initial DAC Review
DAC Form Selection
Statement of Significance
Statement of Needs
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
Faculty
Submit
Return to Applications dashboard
Delete the application

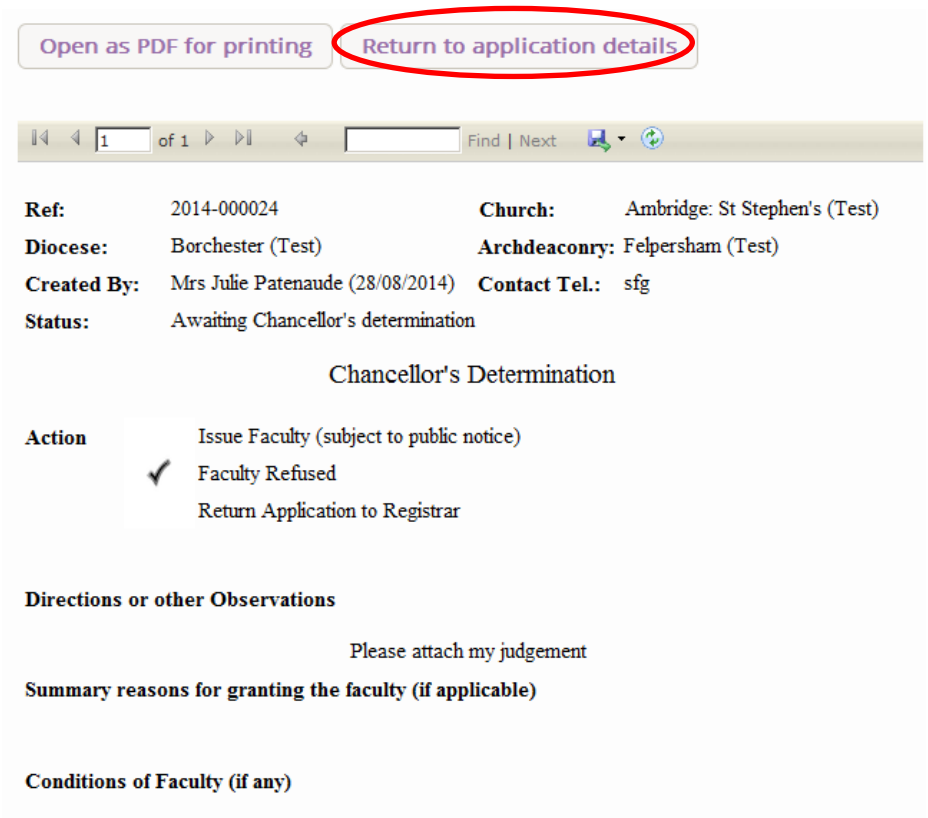
Faculty Refusal

In cases where the Chancellor refuses a faculty application, you will receive a notification through the Online Faculty System.

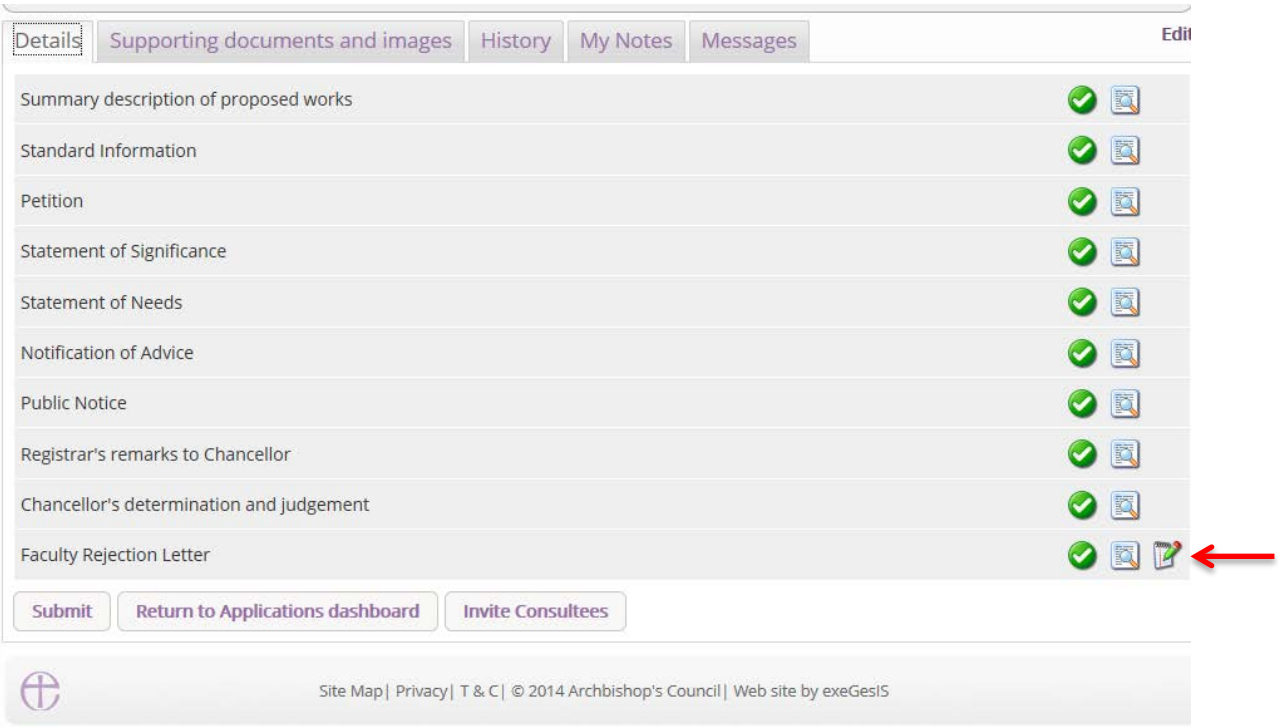
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **View** icon to access the Chancellor's comments



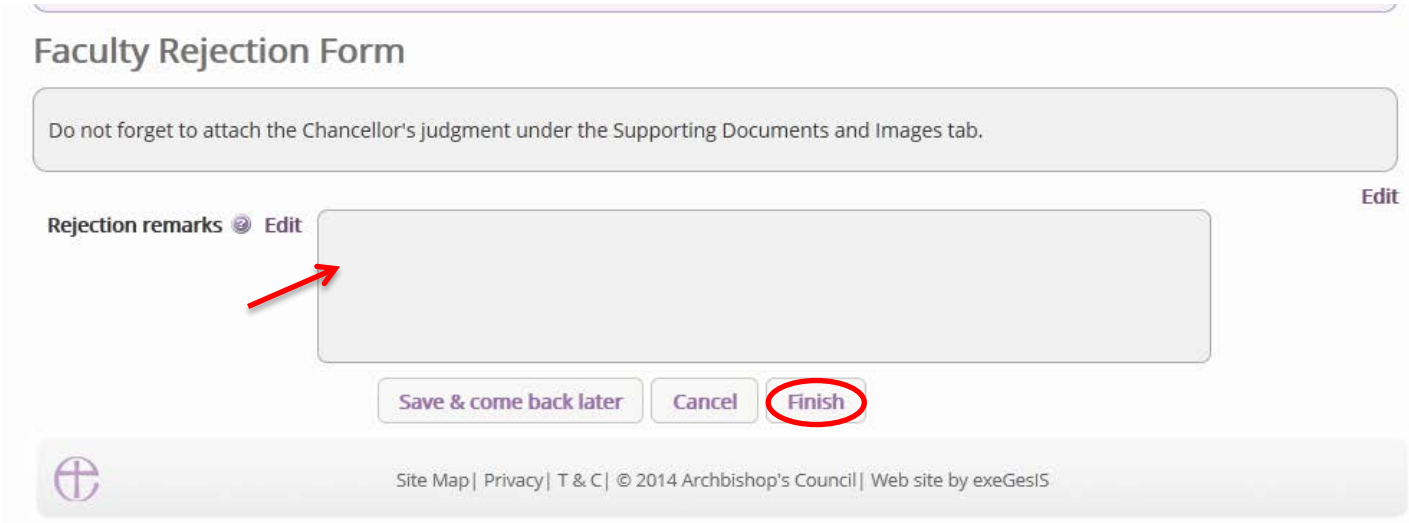
4. Read the Chancellor's determination and click **Return to application details**



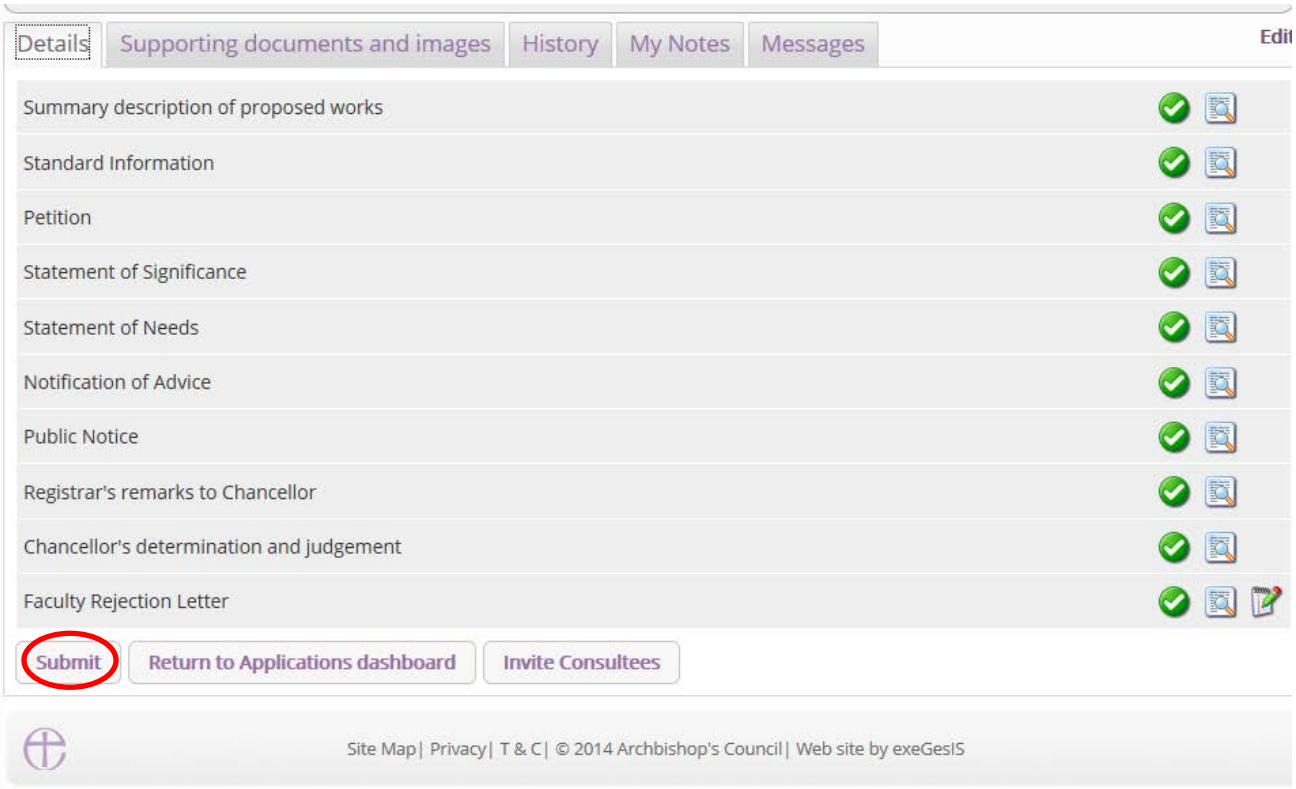
5. Click the **Edit** icon on the Faculty Refusal Letter



6. **Insert** any **remarks** intended for the Parish and click **Finish**.



7. To inform the Parish of the Chancellor's determination, click **Submit**.


Details
Supporting documents and images
History
My Notes
Messages
Edit
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
Faculty Rejection Letter
Submit
Return to Applications dashboard
Invite Consultees
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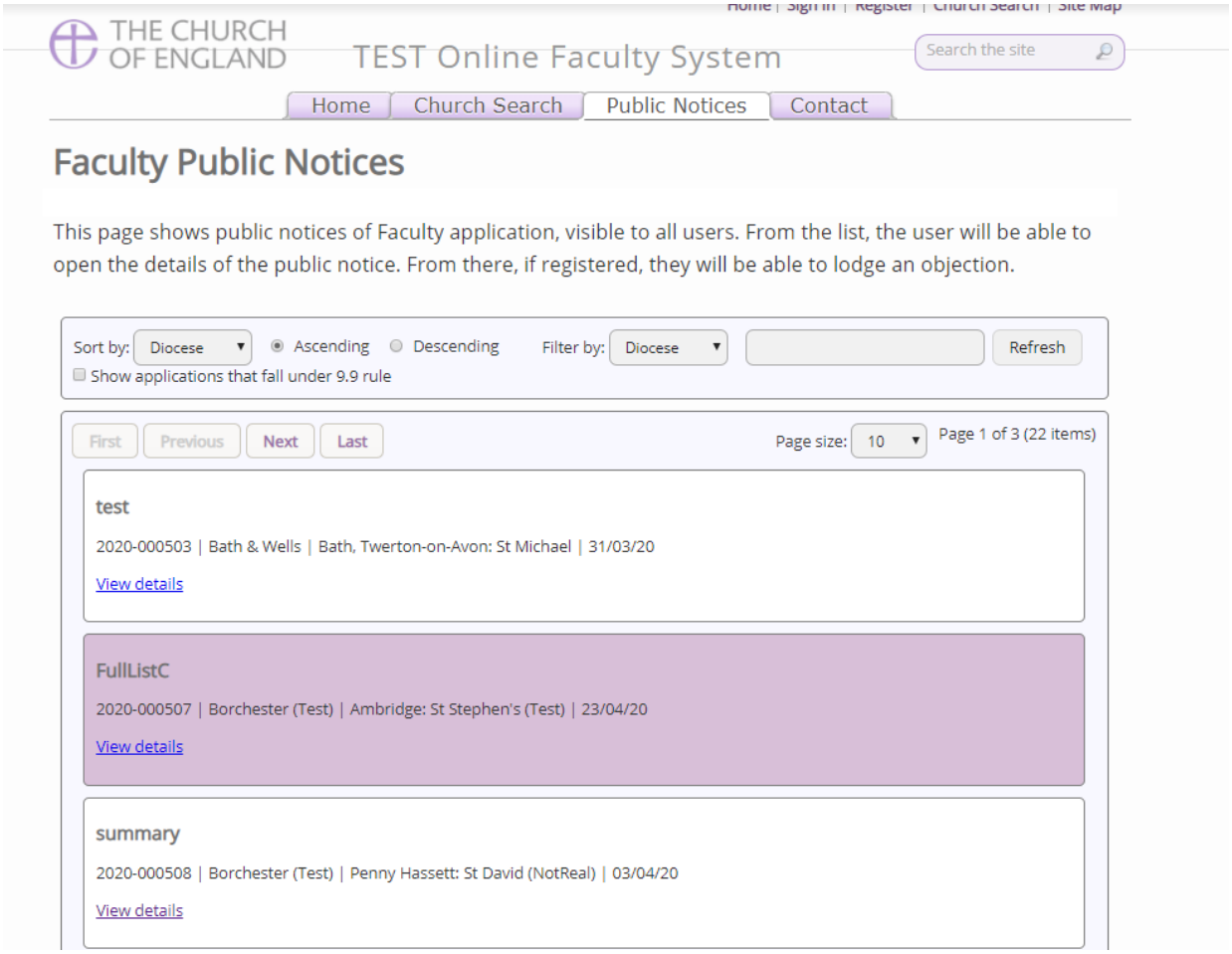
Public Notice Page

Under the legislation, if cases were processed through an online system, these applications should be made available to the public. To allow for this, a public page has been created, which provides access to the legal documents and supporting documentation that has been assigned by the DAC secretary and/or the Registrar to be publicly available (see *Public Notice File selection*).

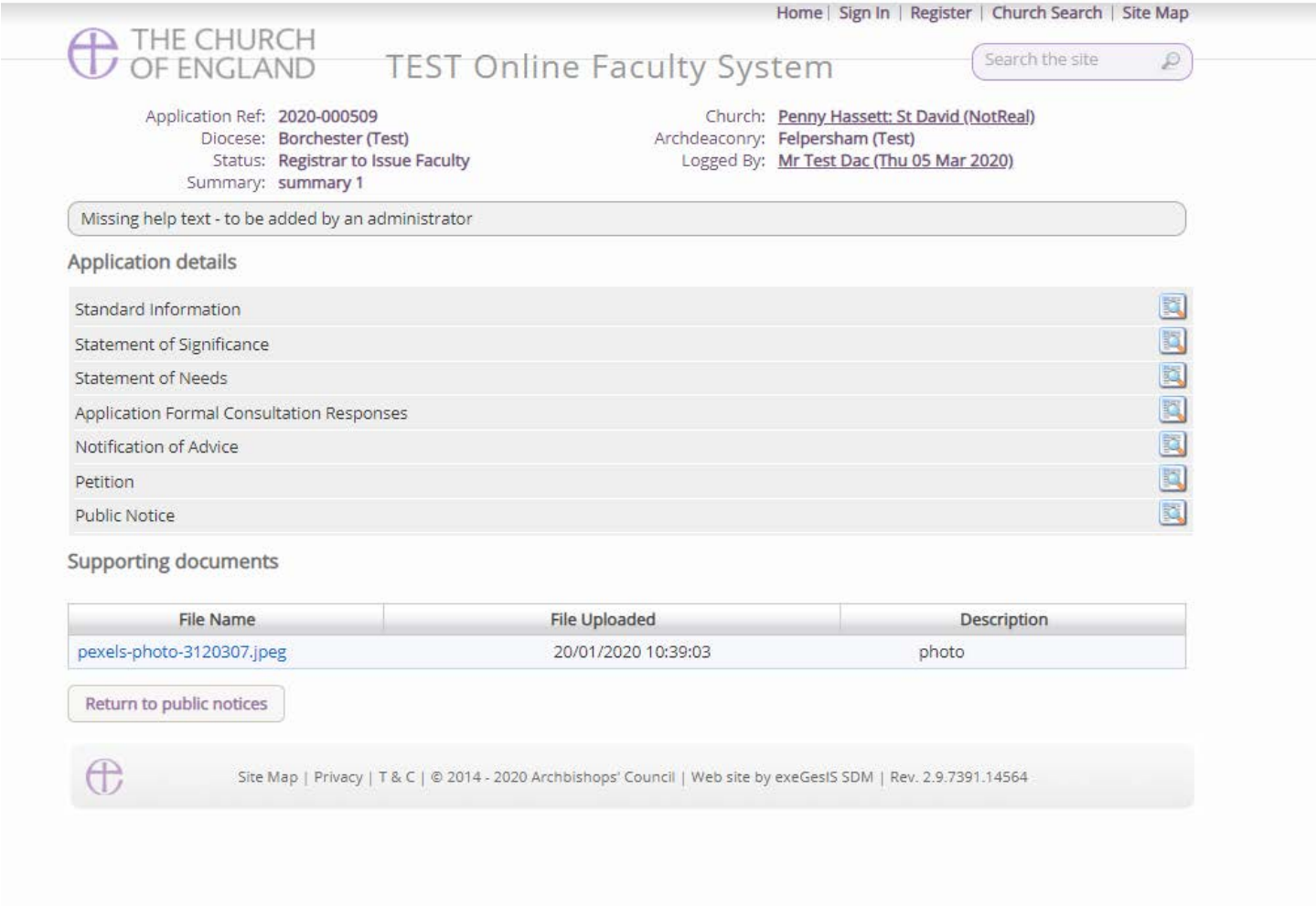
This page will provide access to all cases across the country which fall between the Public Notice stage and the Registrar to Issue Faculty or Awaiting Faculty Rejection Letter stages (from 2020 legislative case). These will be shown in the order in which they were created on the Online System but can be sorted by Diocese, Church, Reference Number, and End Date. Likewise, a text-based filter has been added to filter these cases by Diocese, Church and Reference number. Highlighted within these publicly available cases will be those that have been assigned as falling under rule 9.9 (by the DAC and Registrar), and a tick box function is provided to filter these cases further. They are also highlighted in purple. As these are now available through the online system, any application submitted through the OFS no longer needs to be published on the Diocesan website. Instead, you can redirect and point your users to the central webpage

https://facultyonline.churchofengland.org/public-notices

An overview of this central webpage is below.



Pressing View details against any application will provide the below example, where each form that is completed (as well as supporting documents that are made available) are viewable as a PDF. No download all function has been provided.



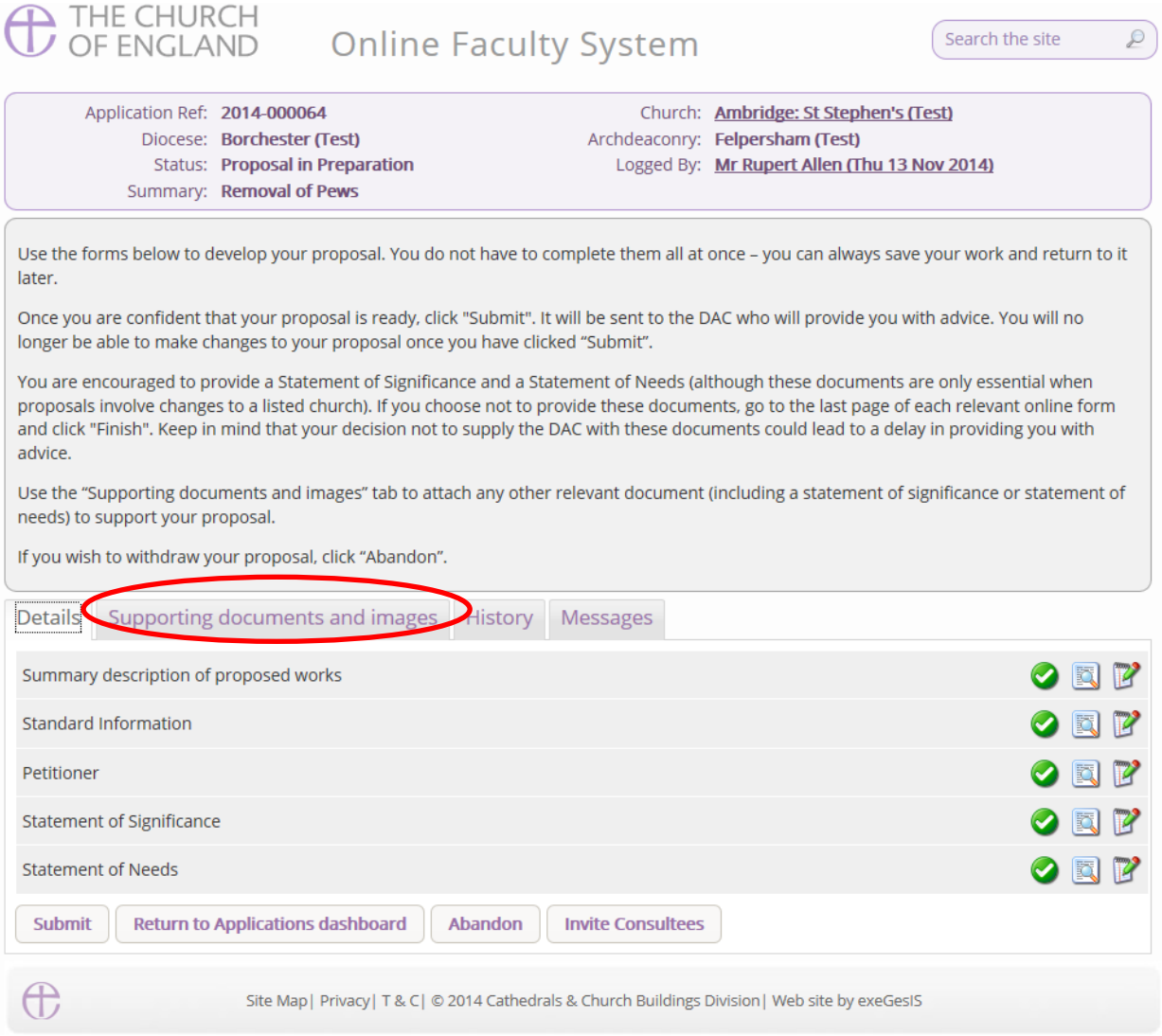
Each page has a unique URL, and should this be needed, these links can be shared via email or published on your own websites.

The public notice page is also mobile-friendly and allows for members of the public to view and access the forms whilst at the church should they wish to. This function also removes any issues related to accessing the necessary paperwork should the relevant person listed on the Public Notice be unavailable.

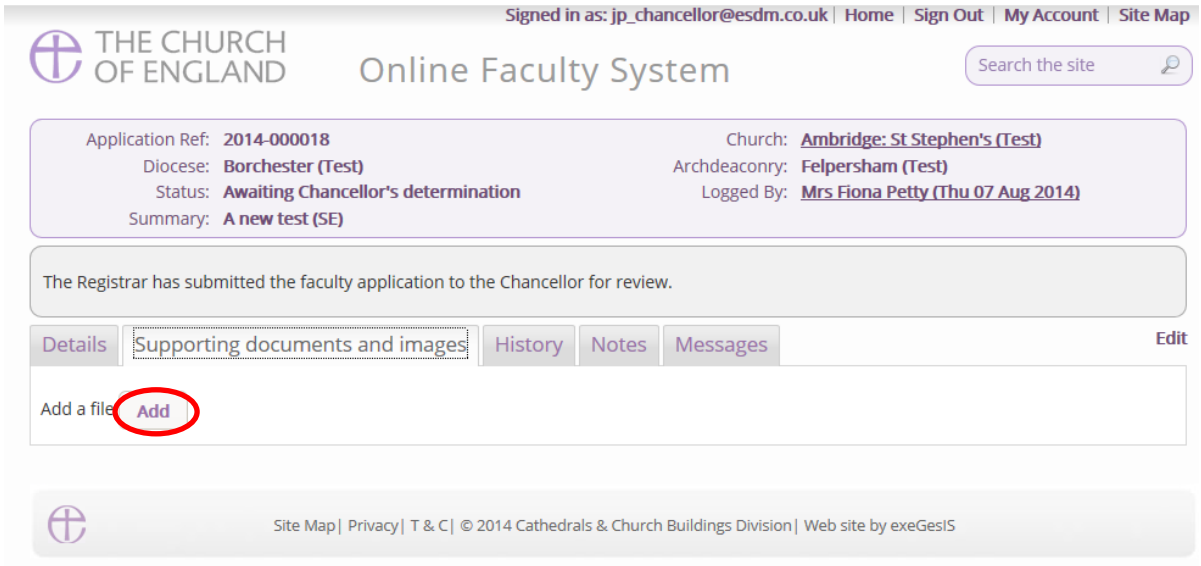
Attaching Documents

If you need to attach other relevant documents to the application:

1. Go to the application's case file (see *Navigating a Case File* page 18)
2. Click on **Supporting Documents and Images**

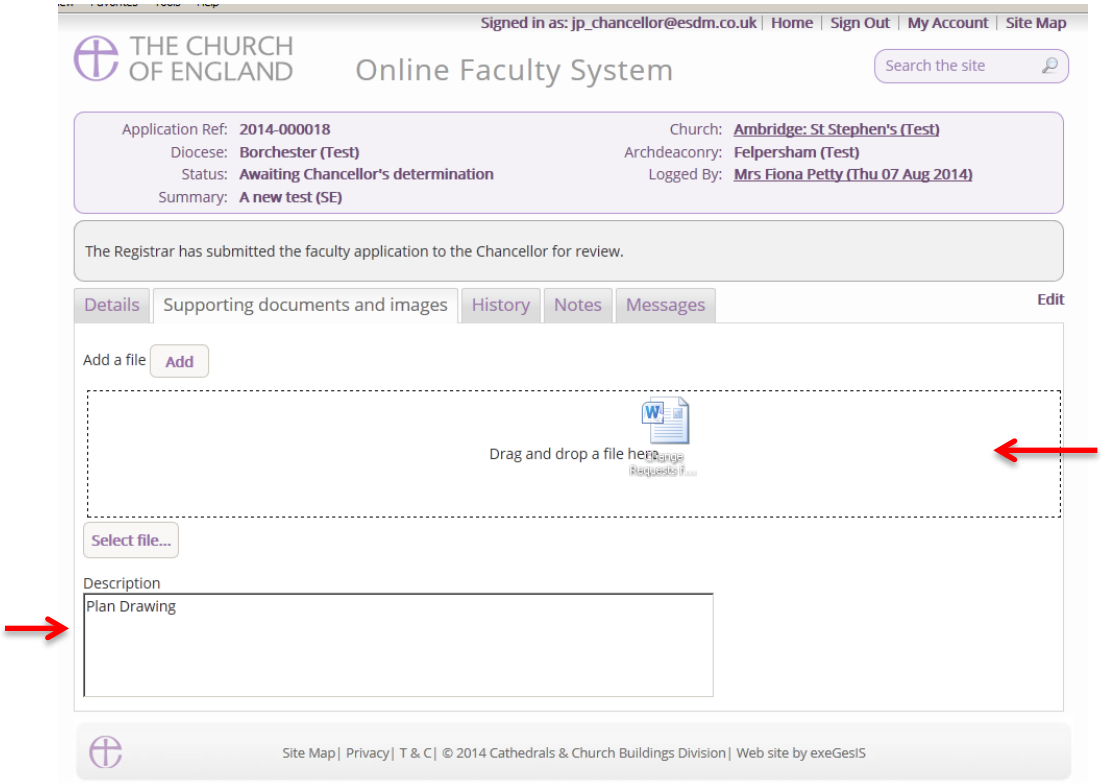


3. Click **Add**

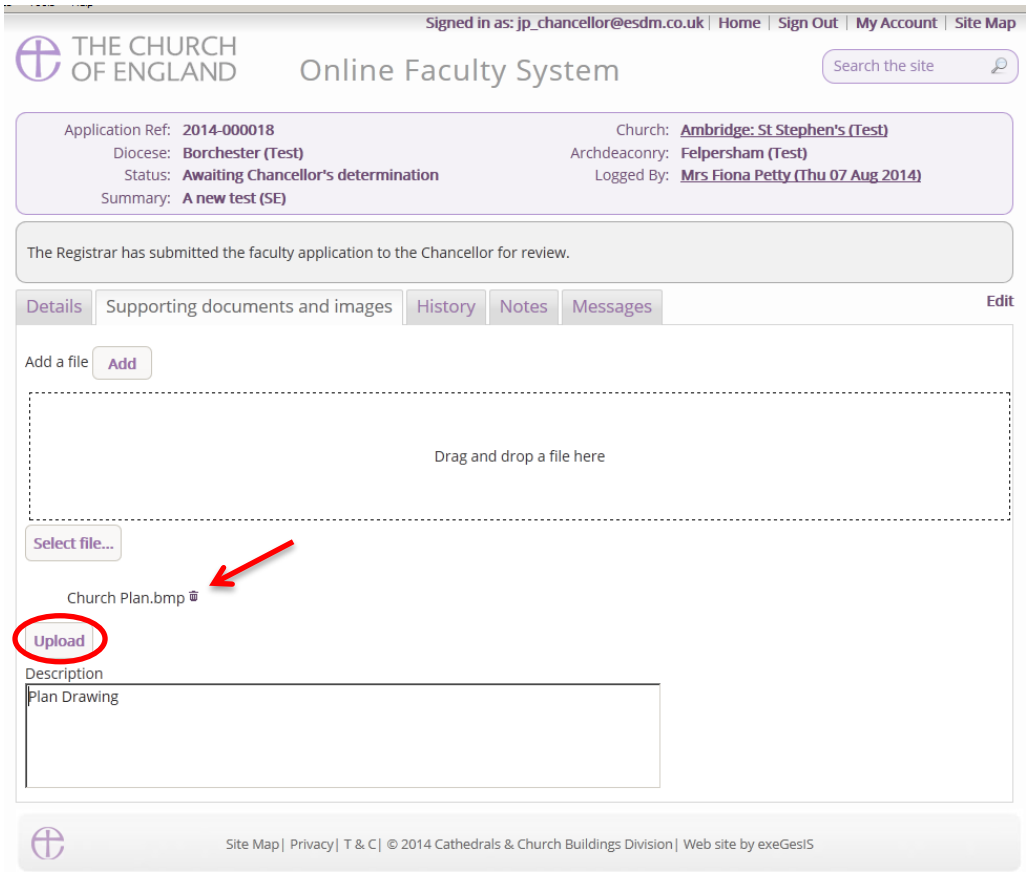


Option 1

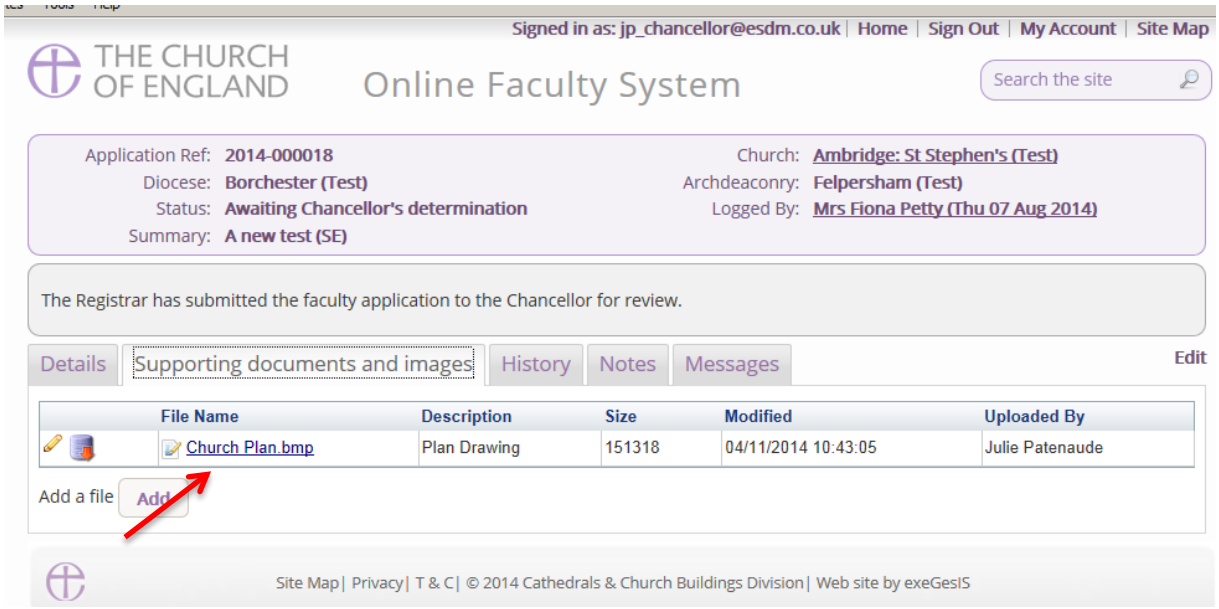
4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)



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

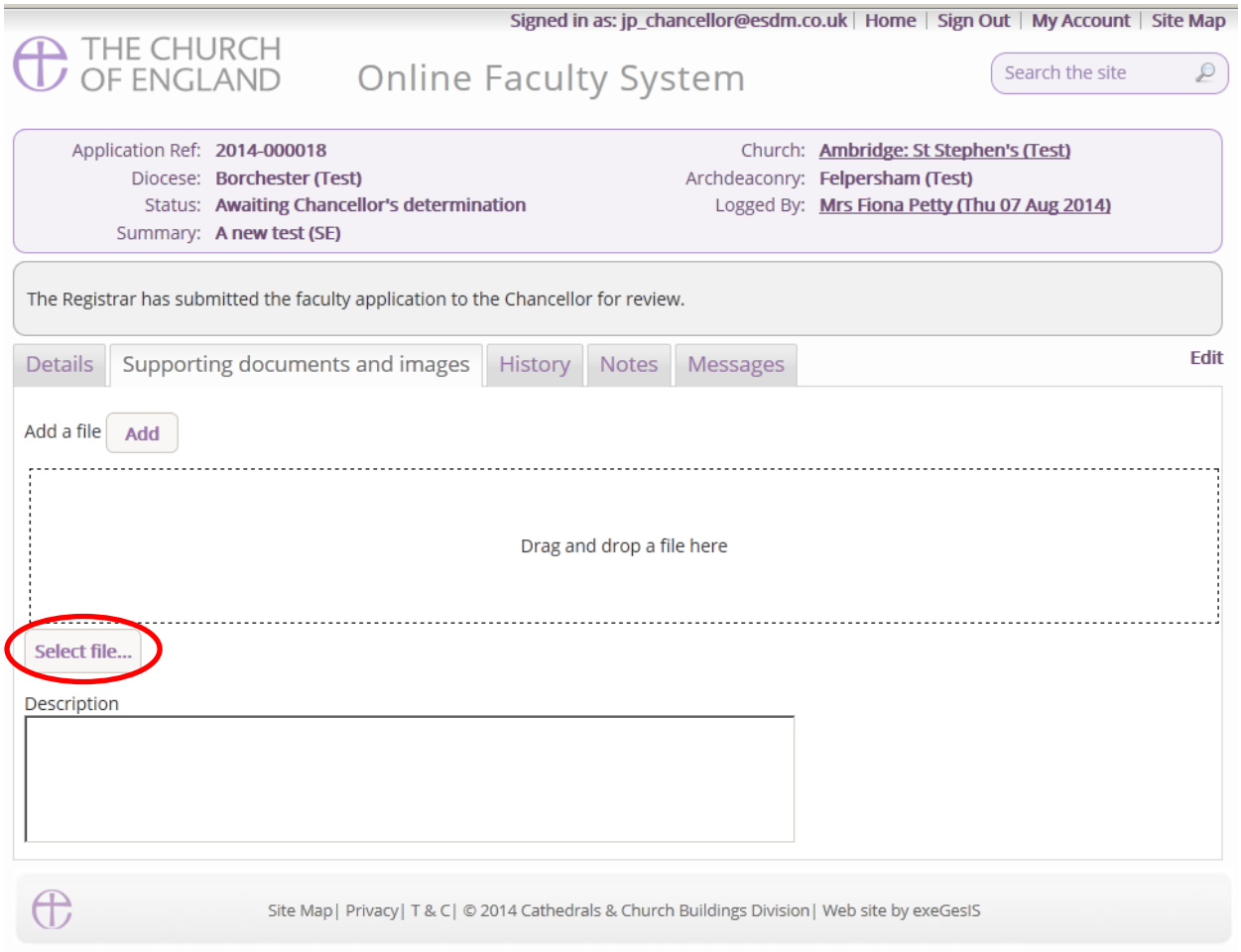


8. The file has been successfully attached.

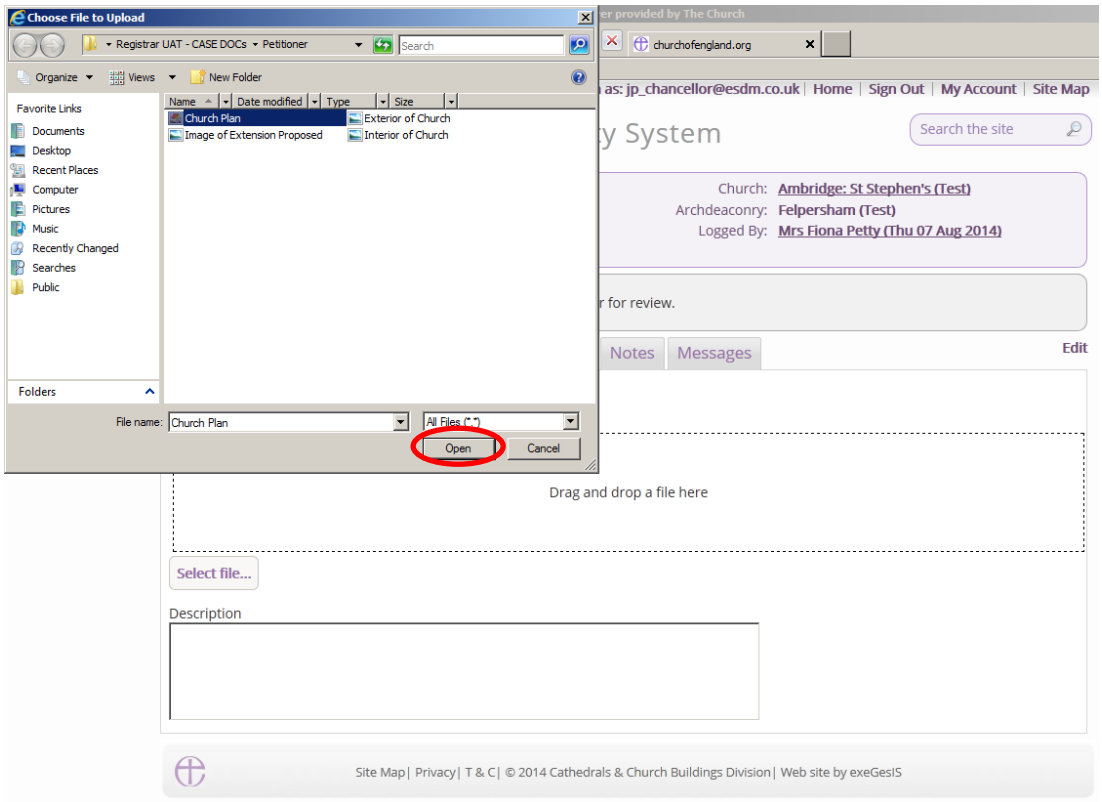


Option 2

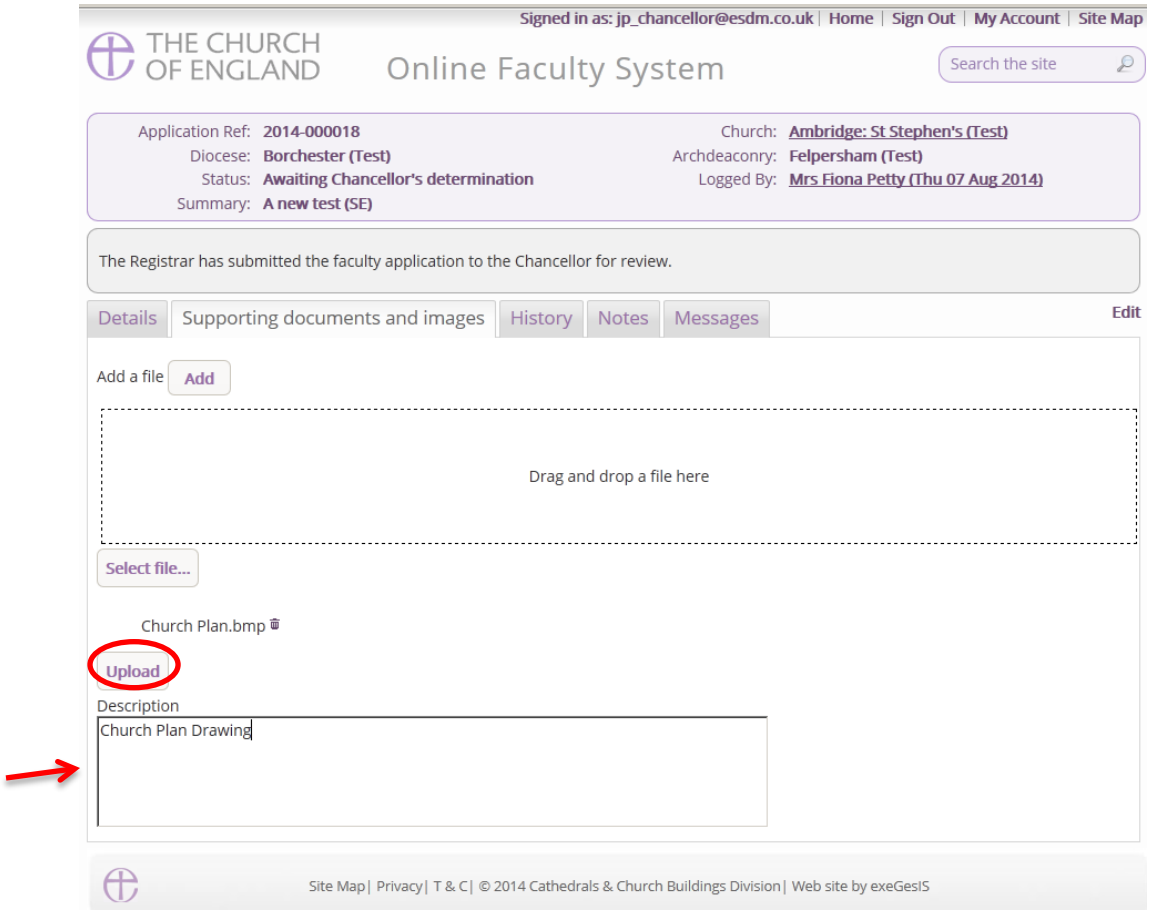
9. You can also choose to upload a file by **locating** it on your computer. Click **Select file**…



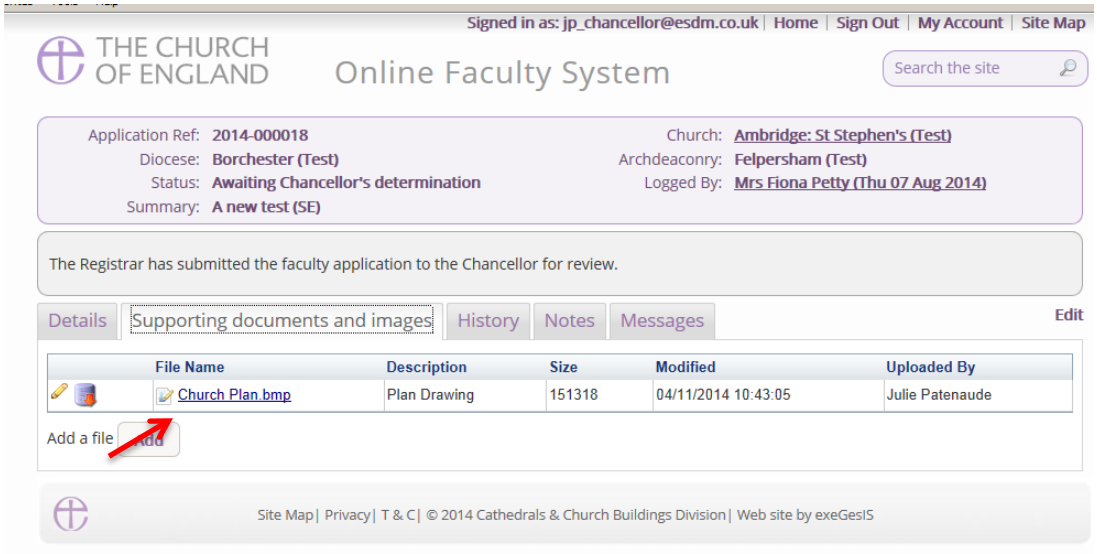
10. **Locate** the file on your computer. **Select** it. Click **Open**.



11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**



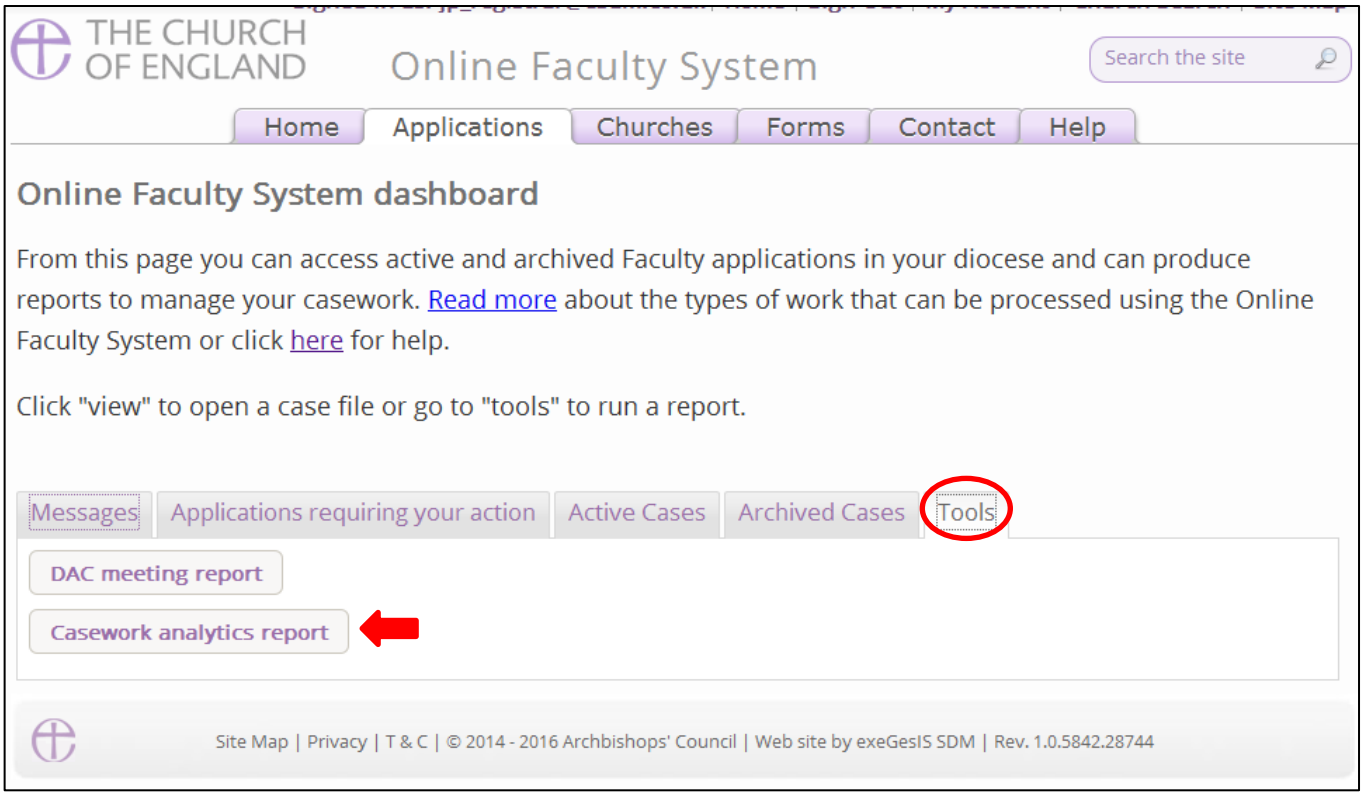
13. The file has been successfully attached



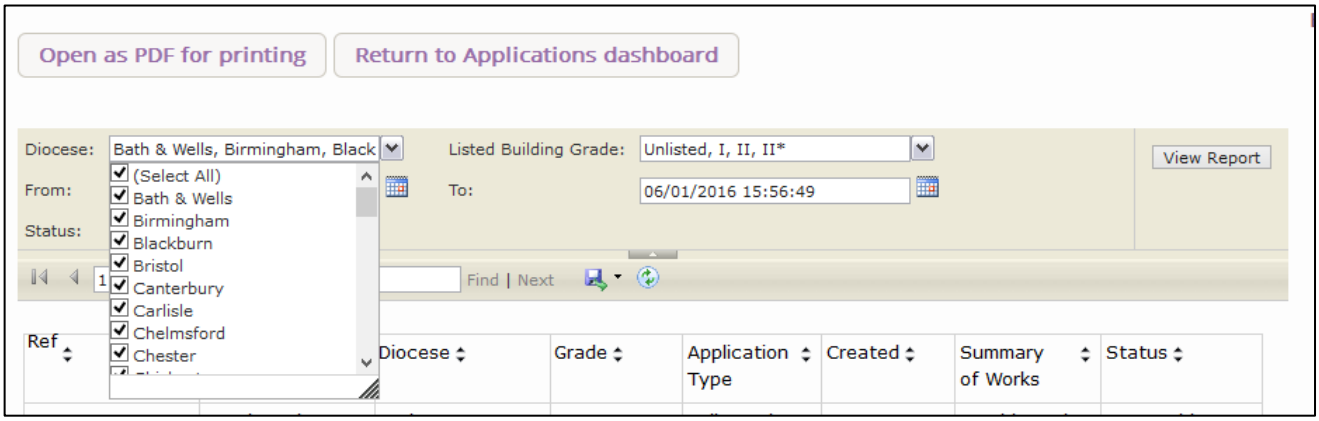
Casework Analytics Report

This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

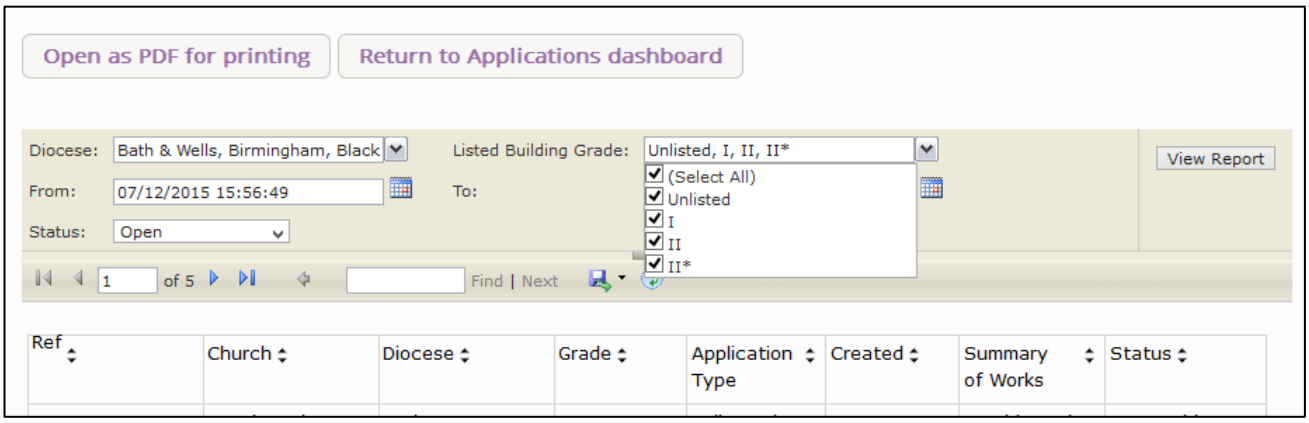
1. Go to the Applications tab
2. Go to the Tools tab on your Dashboard
3. Click Casework Analytics Report



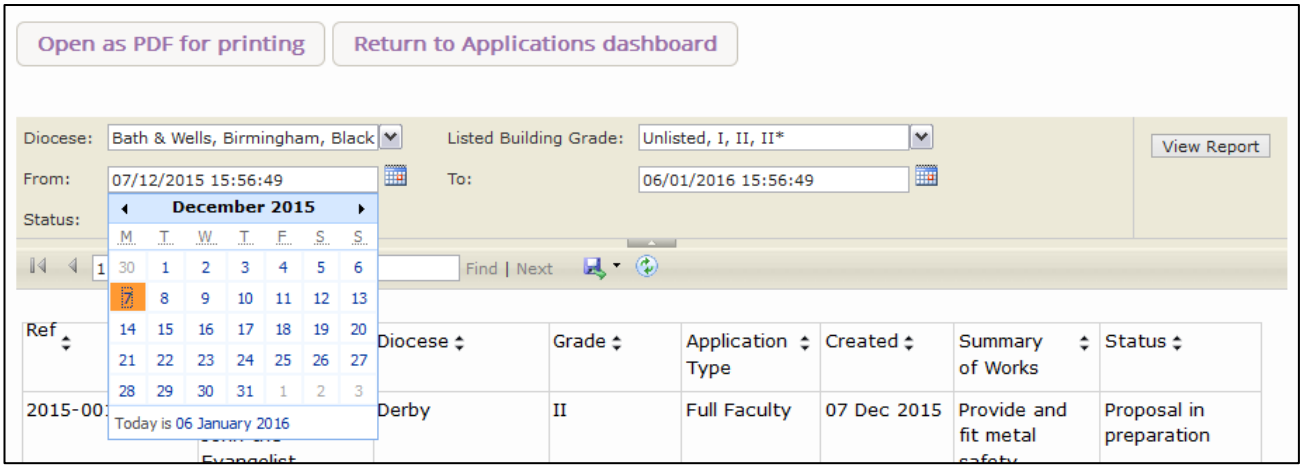
4. Select your **Diocese** from the Drop down menu



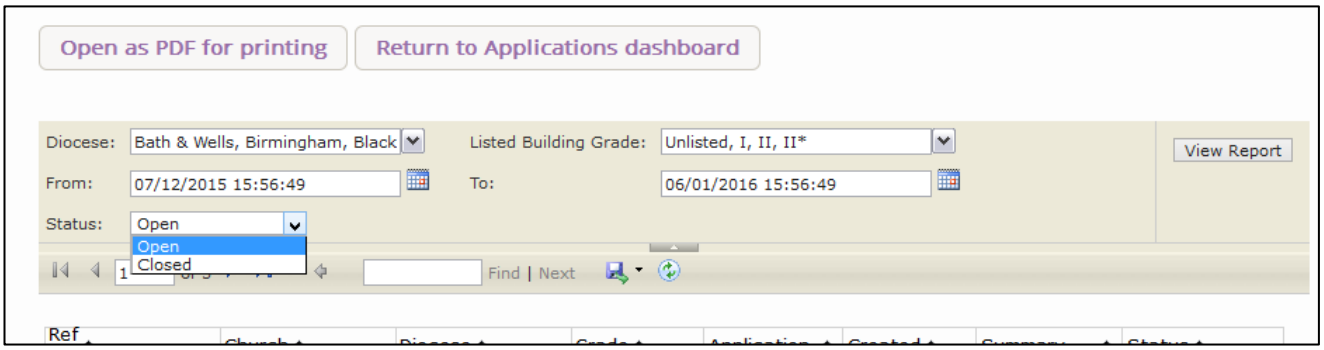
5. Filter by listed building grade (if required)



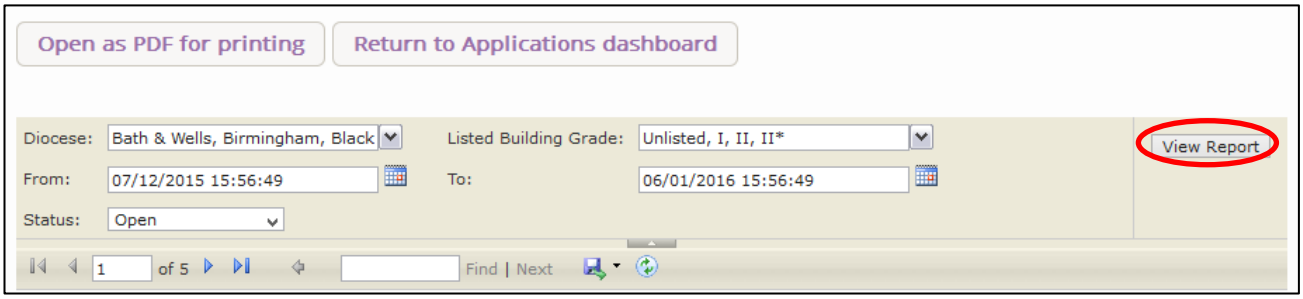
6. Select a **start and end date** for your search using both calendars



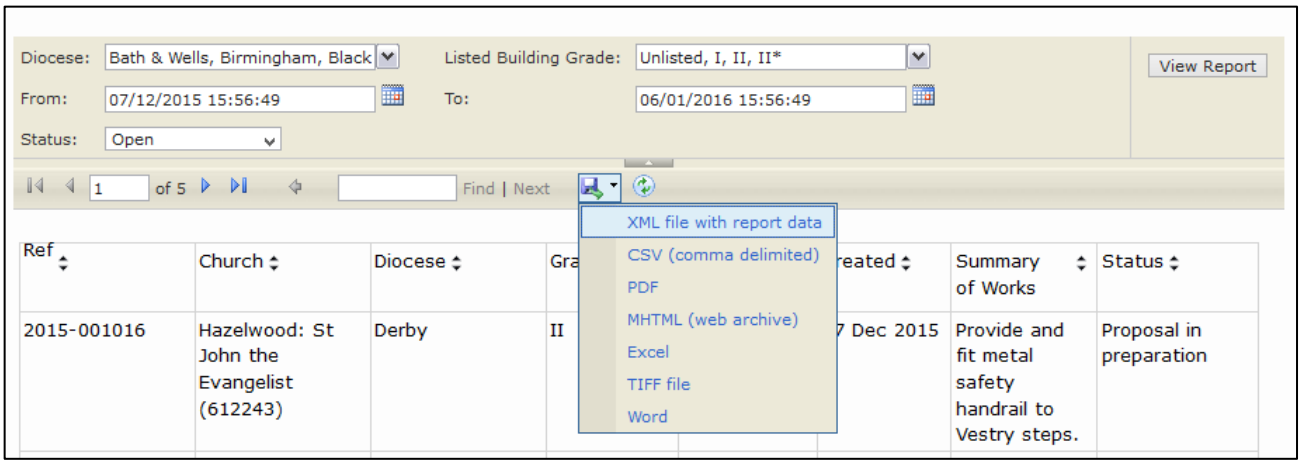
7. Filter by **Open** (active) cases or **Closed** (archived) cases.



8. Click **View Report** to obtain your results



9. Use the floppy disk icon to **export your results** into different file format types.



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 Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

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