

# Online Faculty System

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## A Chancellor's User Manual

**Julie Patenaude**

**1/1/2016**

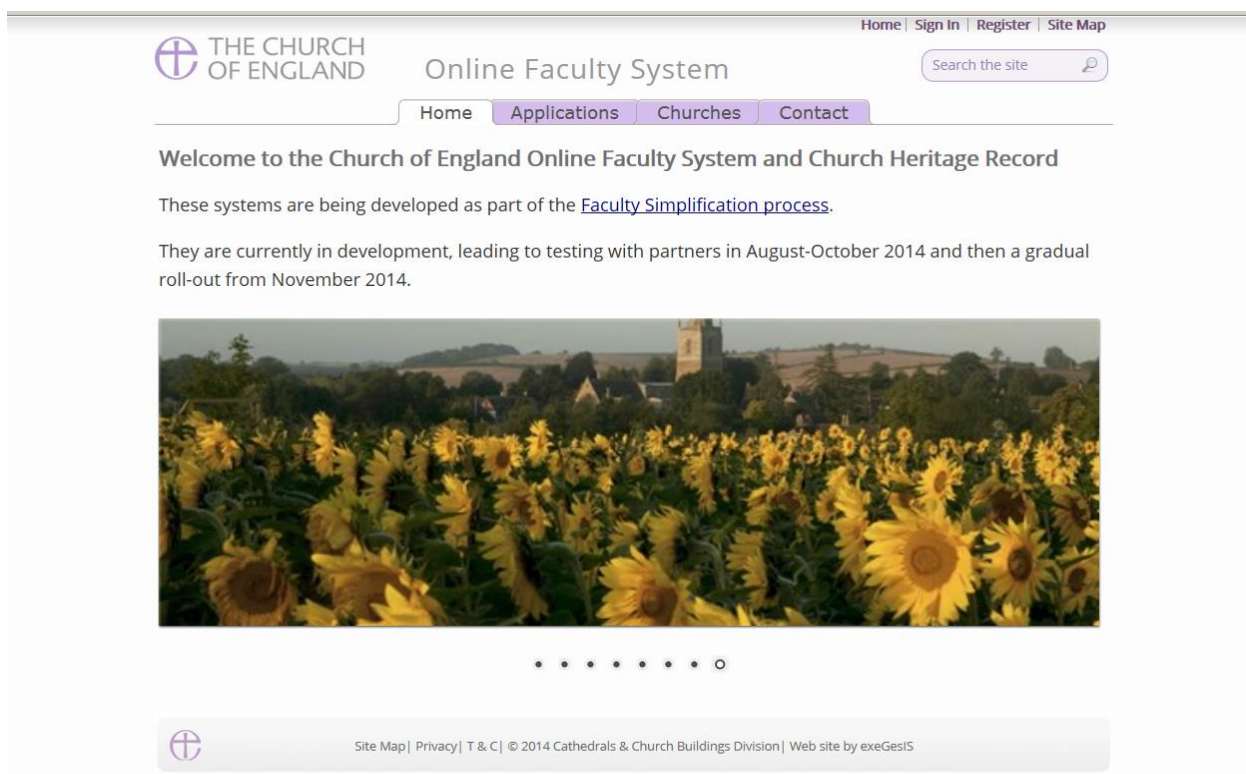


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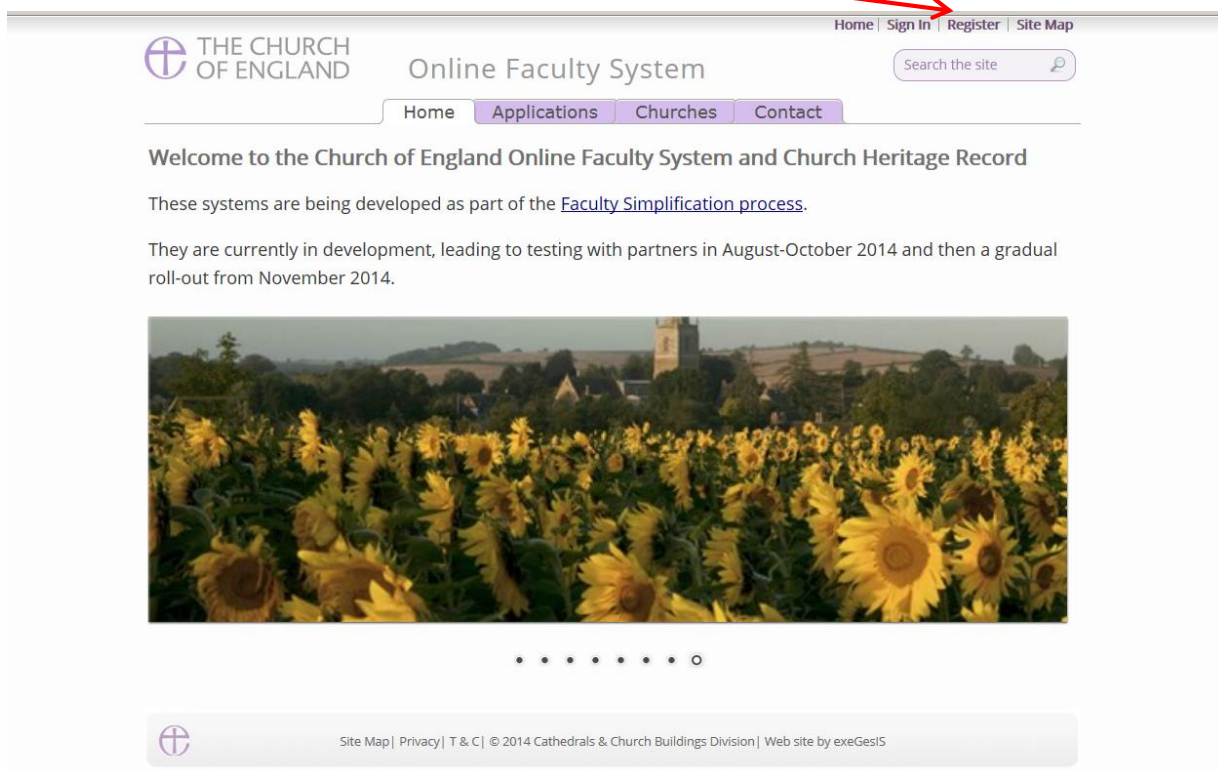
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## How to Register as a Chancellor

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 CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

### Create a New Account

Please complete the form below to register for the Online Faculty System.

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:

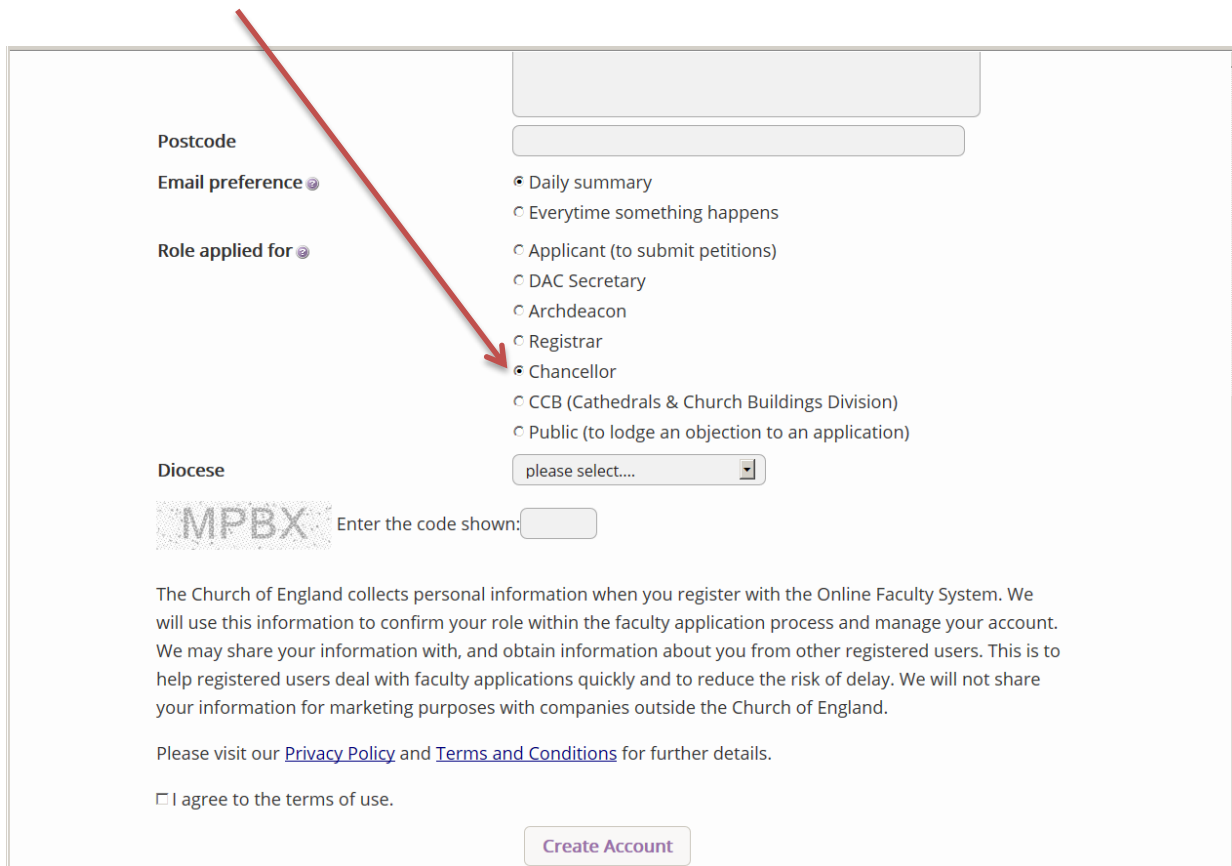
a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)

Or

b. **Every time** something changes

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:



The screenshot shows a registration form with the following fields and options:

- Postcode**: [Text input field]
- 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**: [Dropdown menu with "please select..." selected]
- MPBX**: Enter the code shown: [Text input field]

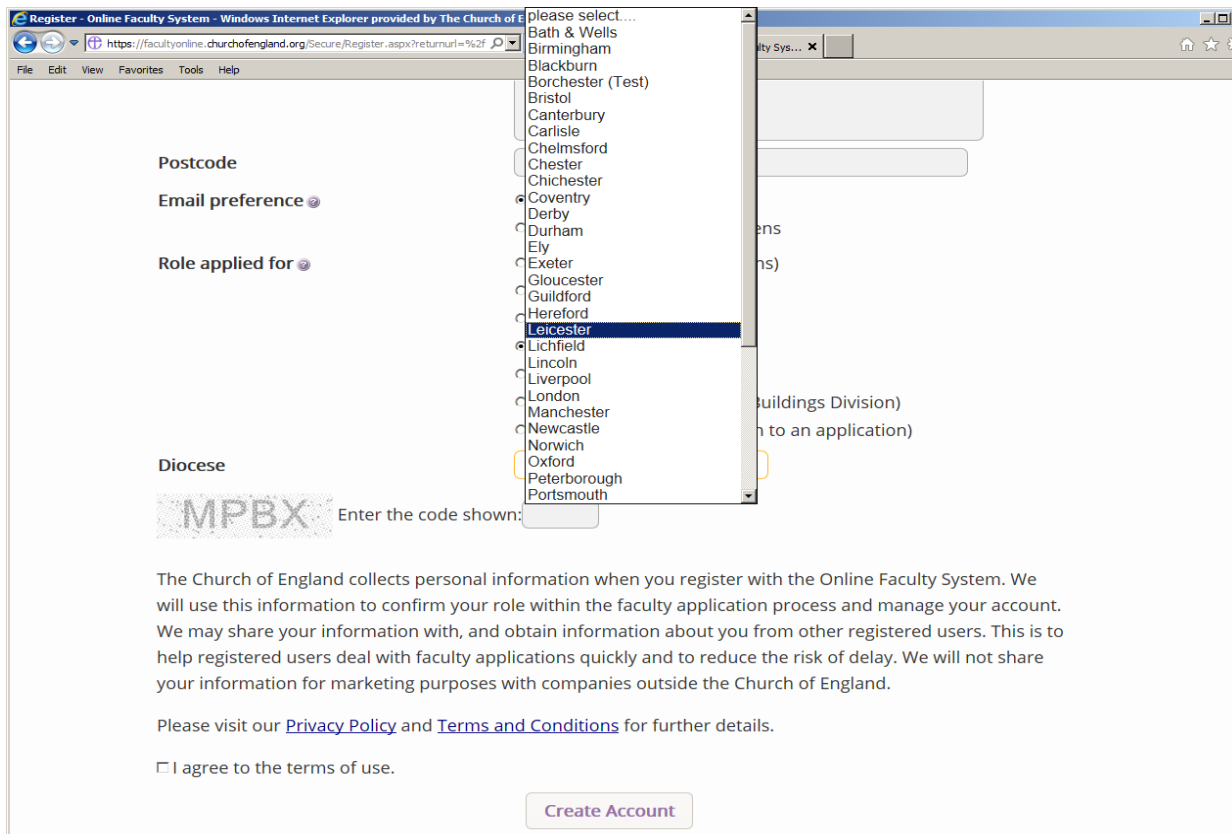
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered 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](#)

9. Select your diocese:



The screenshot shows the registration form with the 'Diocese' dropdown menu open, displaying a list of dioceses. The 'Leicester' diocese is highlighted in blue.

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.


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I agree to the terms of use.

[Create Account](#)

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

**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 registered user of the database.

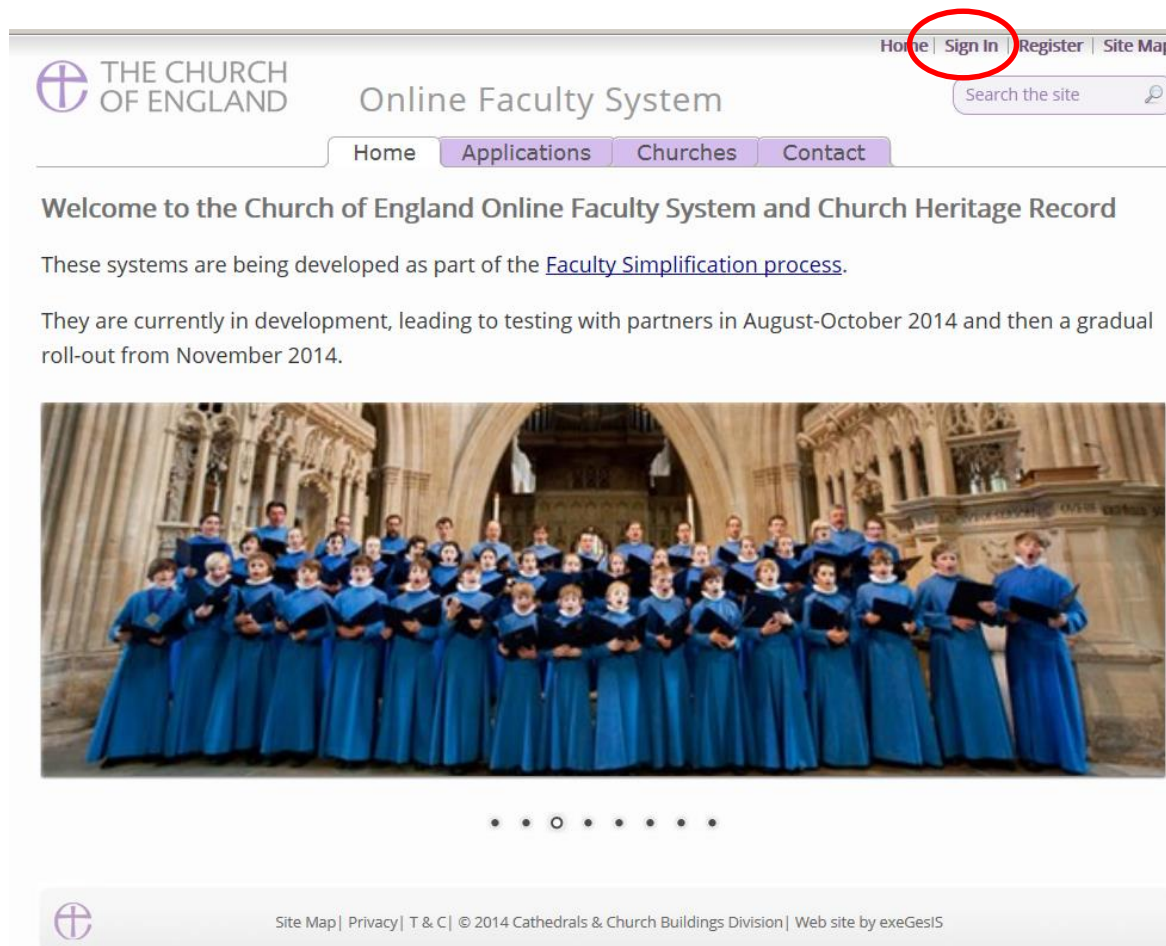
15. The DAC Secretary will then be asked to approve your registration.

**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

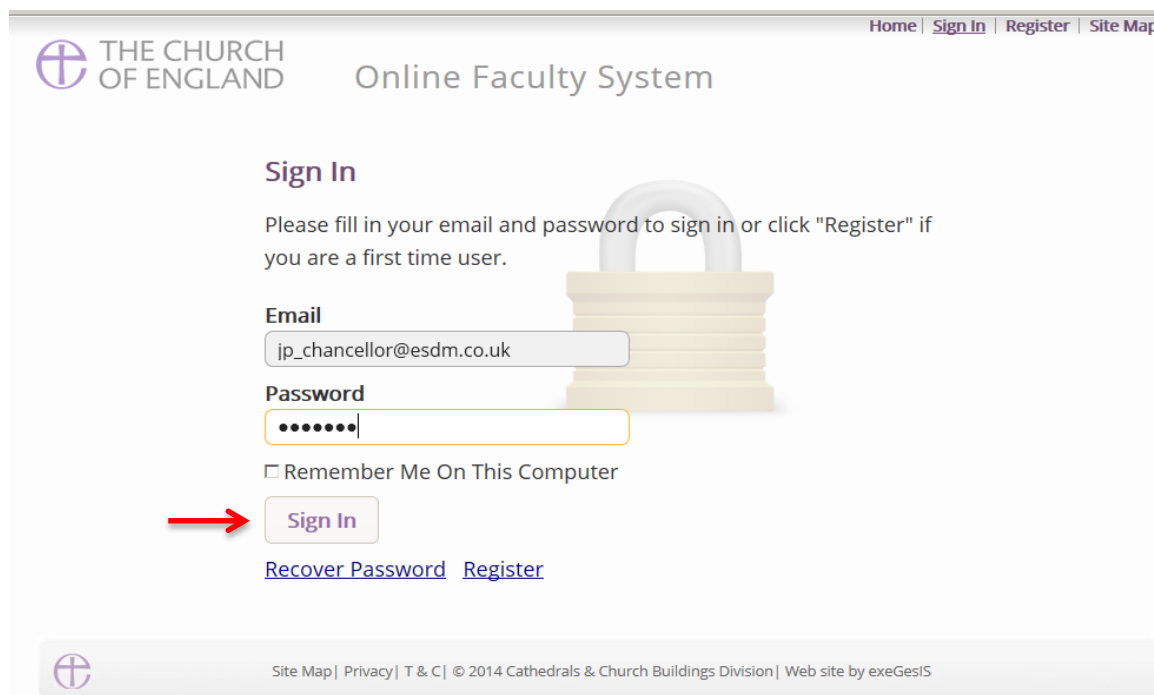
These systems are being developed as part of the [Faculty Simplification process](#).

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



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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

**→**

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

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- 2.1 If you tick the box "Remember Me on This Computer" you will remain signed into the website every time you return.



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

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

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

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

Signed in as: jp\_chancellor@esdm.co.uk | Home | **Sign Out** | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

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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](#).

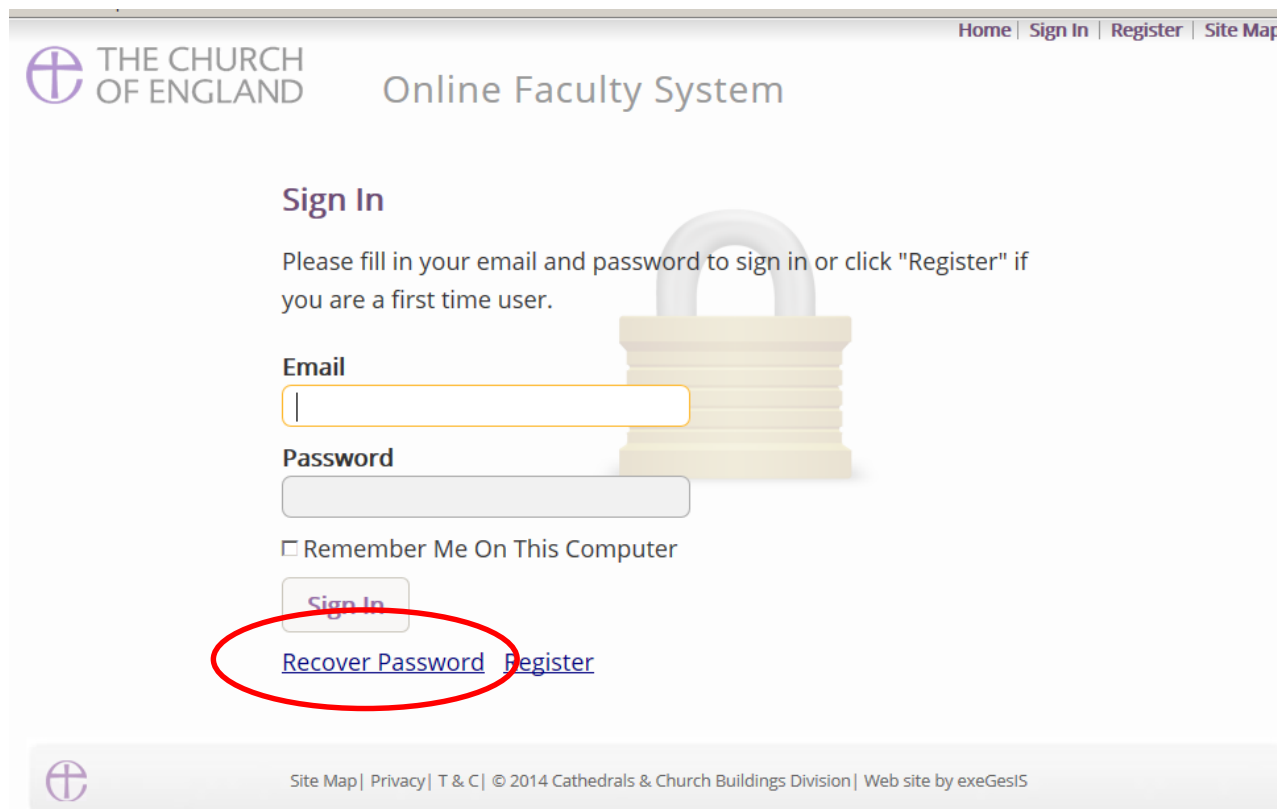
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## Recovering your Password

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



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

### 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

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

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



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

### Recover Password

### Forgotten Your Password?

Please enter your email address

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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 a security update.

New Password  
●●●●●●

Confirm New Password  
●●●●●●

[Change Password](#) ←

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

tes | Tools | Help

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

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home | Applications | Churches | Forms | Contact | Project


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

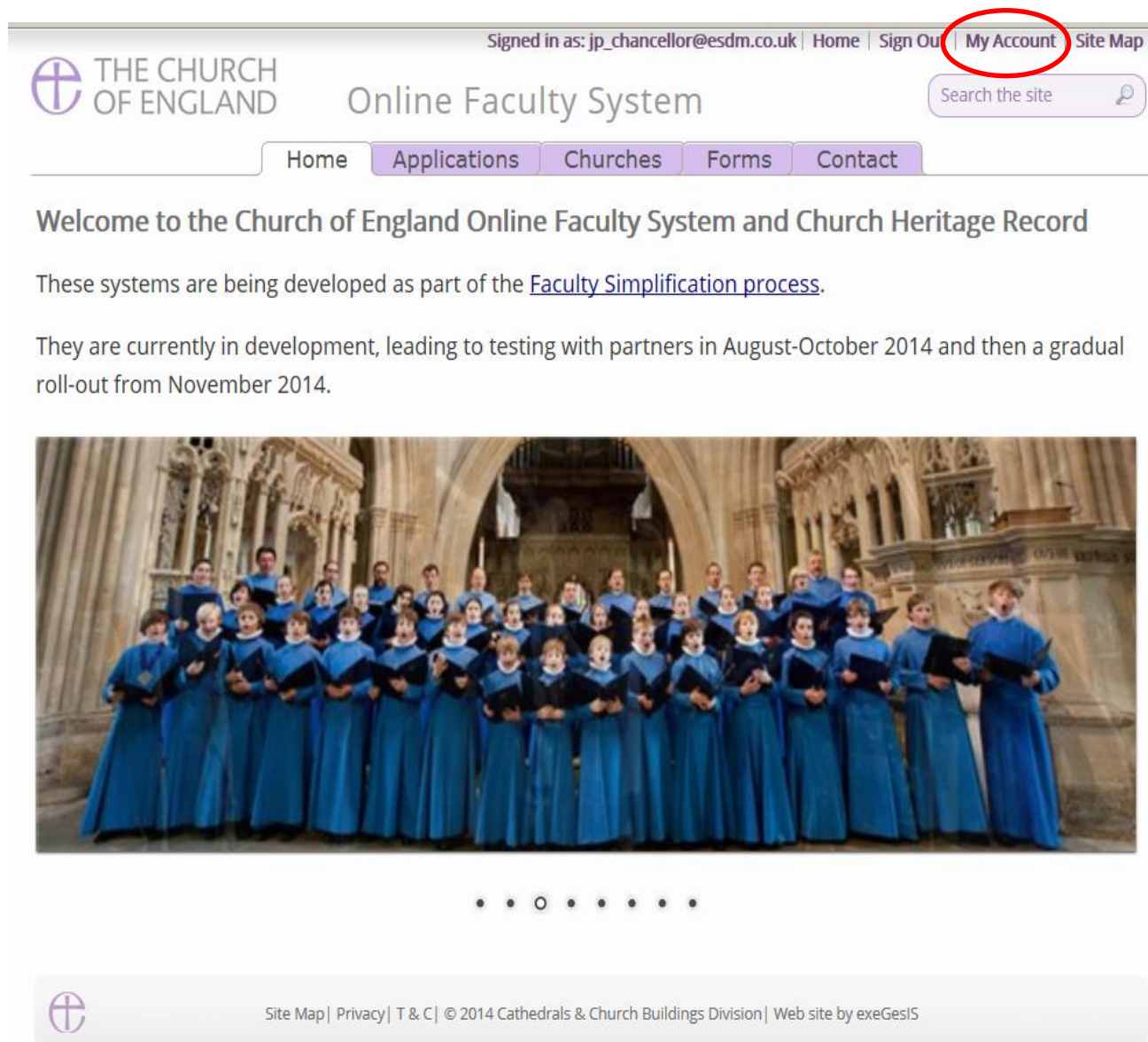
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## Managing your Account

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**



Signed in as: [jp\\_chancellor@esdm.co.uk](mailto: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

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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

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### My Account

**Security/Identity** Profile

Display Name

User ID JP Chancellor

Email Address

[Change Password](#)

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.

### 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 [Edit](#)

Daily summary

Everyday something happens

Total Posts 0

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

[Change Password](#)

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 Everyday something happens.

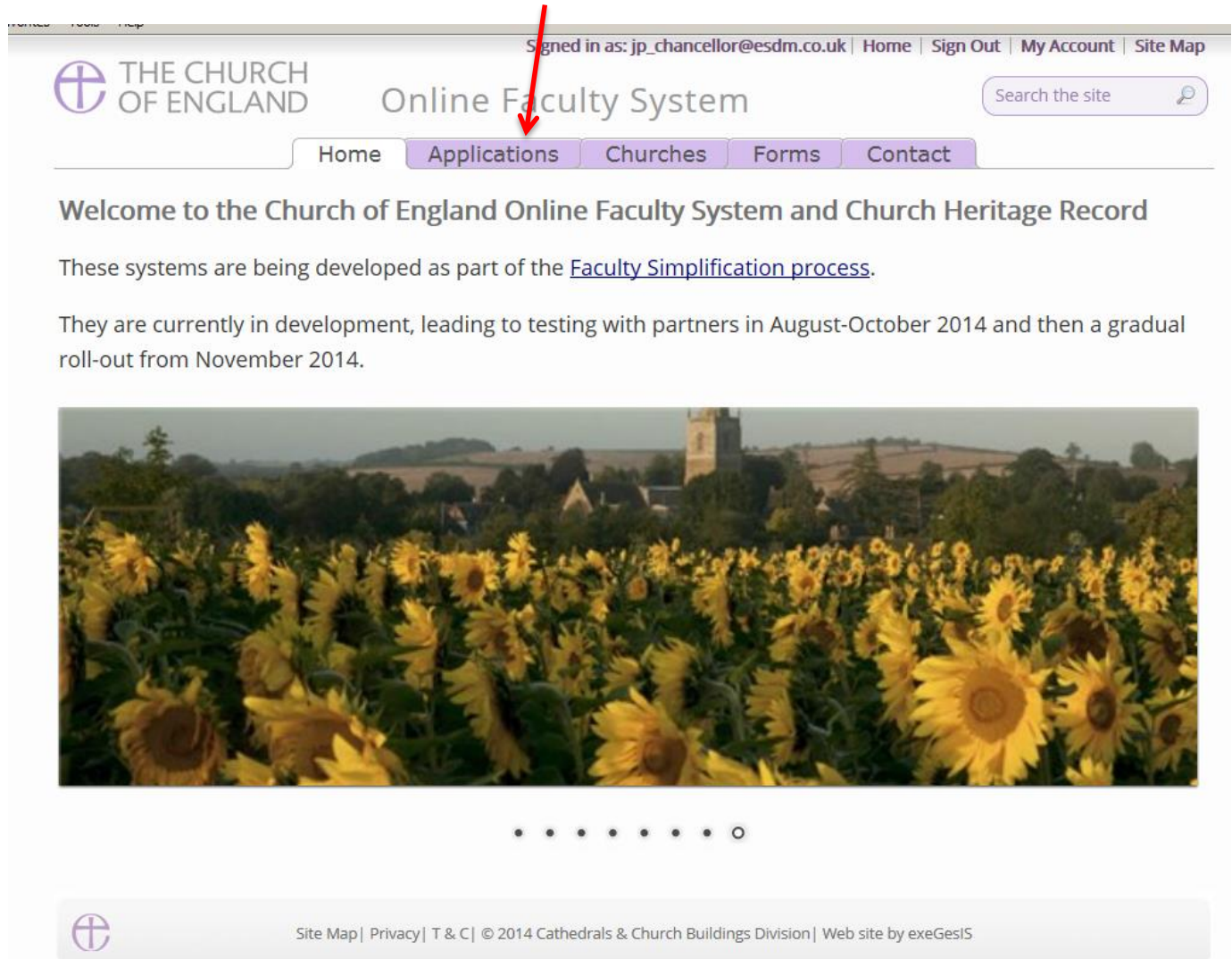
Do not forget to update your changes

## 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 in 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

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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

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### 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 Hassett: St David (Test) | Mon 18 Aug 2014 | Awaiting Chancellor's determination |      |
| 2014-000018 | A new test (SE)  | Ambridge: 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

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### 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 Hassett: 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 Hassett: 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 Hassett: St David (Test) | Thu 07 Aug 2014 | Faculty Post-Determination |      |
| 2014-000012 | Help Text Writing (JP)                                   | Penny Hassett: St David (Test) | Tue 29 Jul 2014 | Abandoned                  |      |

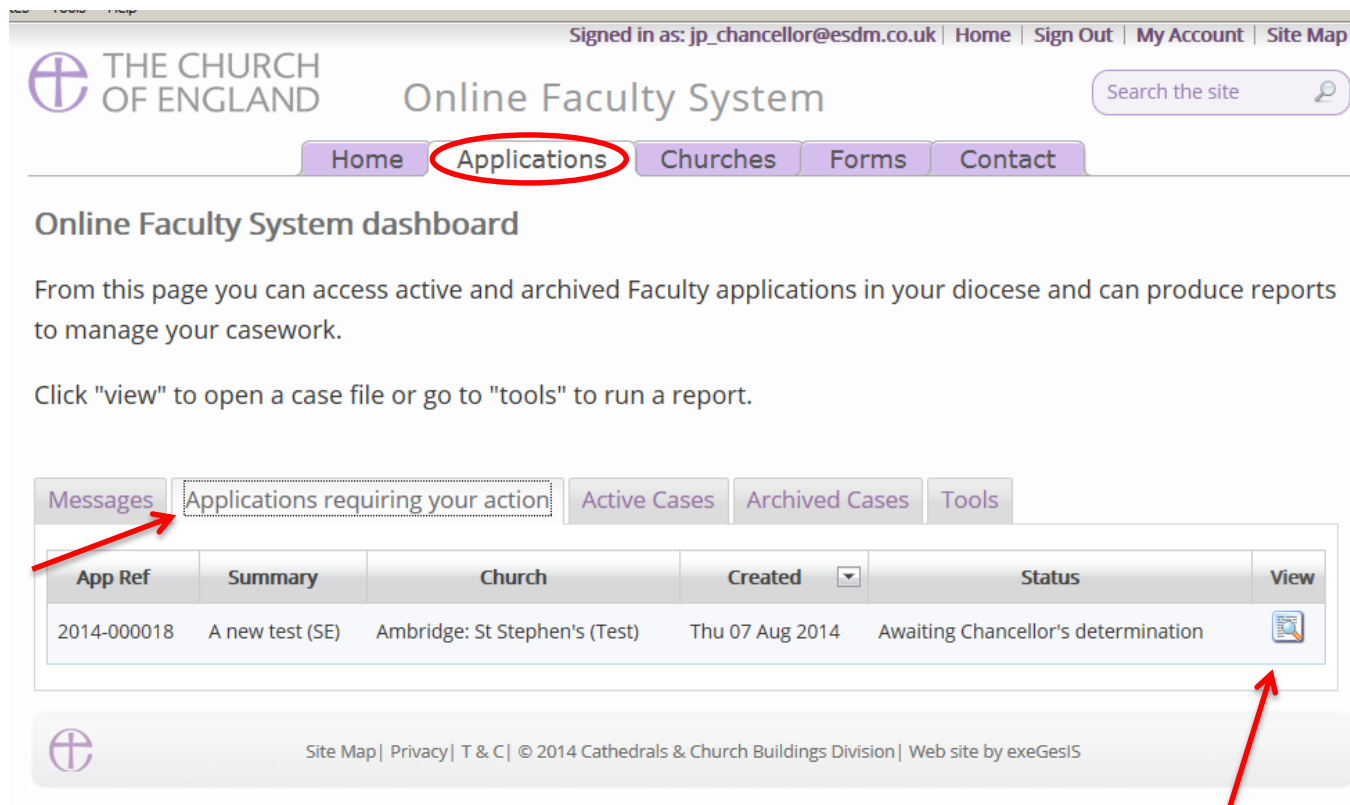
[First](#) [Previous](#) [Next](#) [Last](#) Page size:  Page 1 of 2 (14 items)

## 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* (See page 13).



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 displays the 'Online Faculty System' interface. At the top, it shows the user is signed in as 'jp\_chancellor@esdm.co.uk' and provides navigation links for Home, Sign Out, My Account, and Site Map. The main header includes the Church of England logo and a search bar. Below this is a summary box for application 2014-000018, detailing the church (Ambridge: St Stephen's), diocese (Borchester), and status (Awaiting Chancellor's determination). A message states that the Registrar has submitted the application for review. A navigation bar includes tabs for 'Details' (highlighted with a red circle), 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The main content area lists various forms with status icons (green checkmarks for complete, blue hourglass for in progress) and 'View' and 'Edit' icons. At the bottom, there are buttons for '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.


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](#)

| File Name   | Description                   | Size    | Modified            | Uploaded By     |
|---|-------------------------------|---------|---------------------|-----------------|
|  <a href="#">Image of Extension Proposed.JPG</a> | New Extension - Example Image | 1005480 | 30/10/2014 11:36:46 | Julie Patenaude |

Add a file


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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 for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp\_chancellor@esdm.co.uk'. The application details are: Application Ref: 2014-000052, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Pending submission to Chancellor, Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014), and Summary: JP - New Extension - \*\*\*Please do not push through. 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 'Notes' tab is selected and circled in red. Below the tabs is an 'Edit' button. The text area contains 'Contact registrar about more information|' and has a red arrow pointing to it. At the bottom of the text area 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 highlighted with a dashed border, and the 'Edit' button at the bottom left of the text area is circled in red.











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:

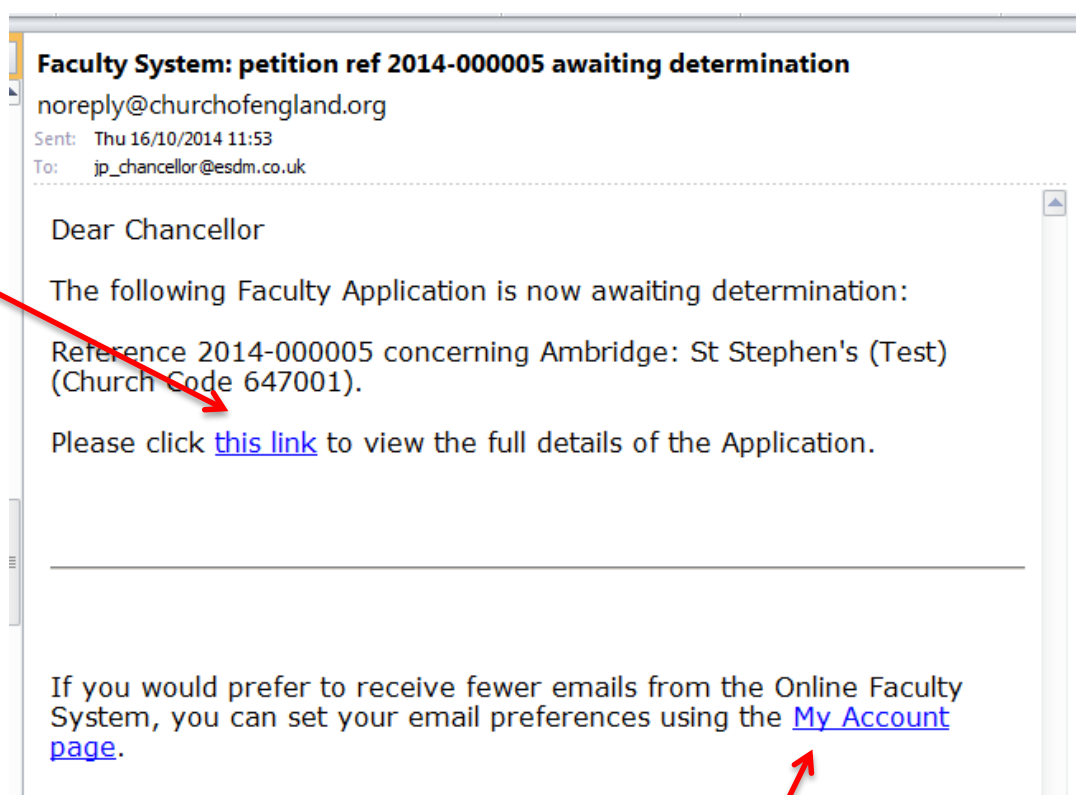
1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see page 13)
3. In each individual case file under the Messages tab (see page 18).

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 (see page 18)
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

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

**Invite Consultees** ✕

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

[OK](#) [Cancel](#)

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

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

m

op

ou

de

pr

### Invite Consultees

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

comma separated email addresses ?

**OK** Cancel

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.

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

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"/> |

john.smith@gmail.com

comma separated email addresses ?

**OK** Cancel

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

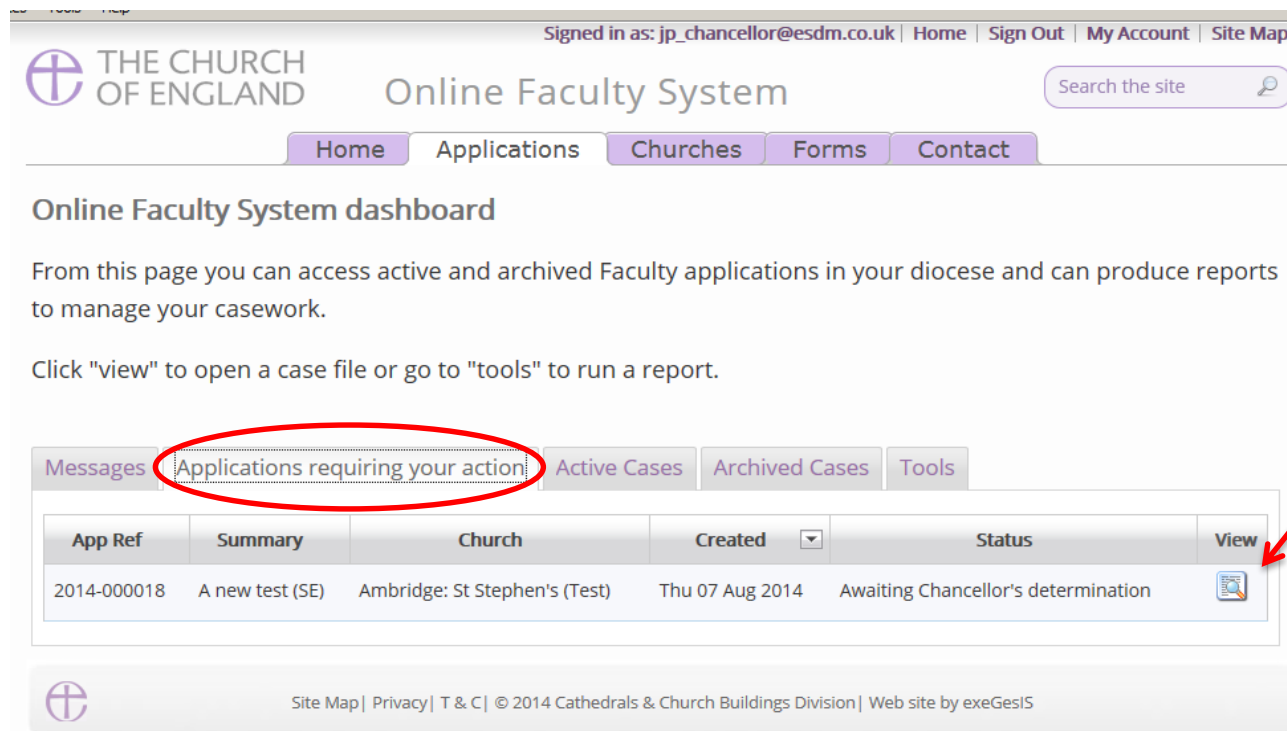
*comma separated email addresses*

**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 **View** icon to open a specific form

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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

|  |                                     |  |
|--|-------------------------------------|--|
| Summary description of proposed works    | <input checked="" type="checkbox"/> |  |
| Church information (Form 1)              | <input checked="" type="checkbox"/> |  |
| Petition (Form 3)                        | <input checked="" type="checkbox"/> |  |
| Statement of Significance                | <input checked="" type="checkbox"/> |  |
| Statement of Needs                       | <input checked="" type="checkbox"/> |  |
| Notification of Advice (Form 2)          | <input checked="" type="checkbox"/> |  |
| Public Notice (Form 4)                   | <input checked="" type="checkbox"/> |  |
| Registrar's remarks to Chancellor        | <input checked="" type="checkbox"/> |  |
| Chancellor's determination and judgement | <input type="checkbox"/>            |  |

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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 Search the site

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

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

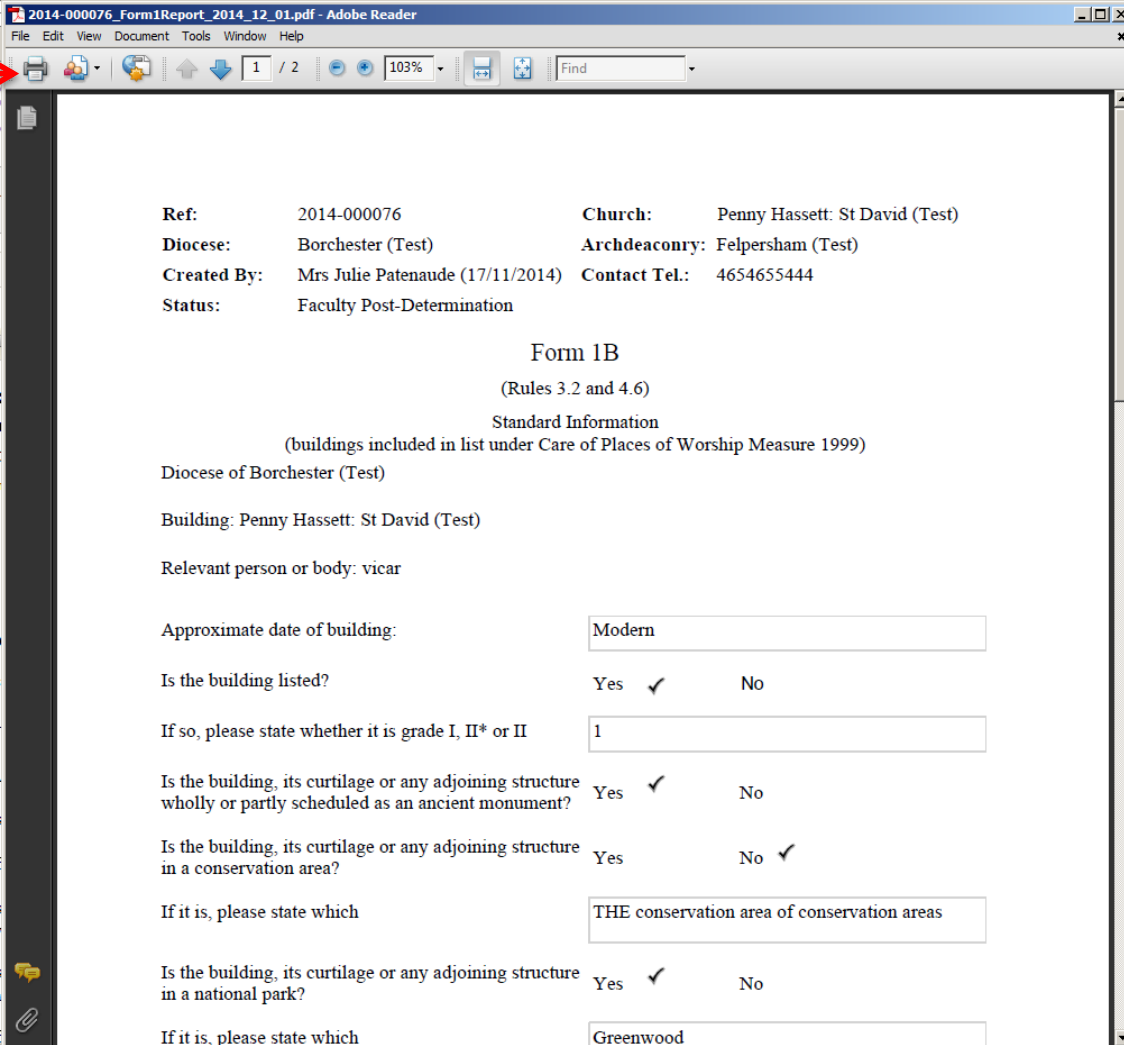
Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes  No

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.

7. The form is 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 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: 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. Go to the **Supporting Documents and Images** tab to find all the attached files.




















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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](#)



|  |  |
|--|--|
| 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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10. 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     |
|---|--------------|--------|---------------------|-----------------|
|  <a href="#">Church Plan.bmp</a> | Plan Drawing | 151318 | 04/11/2014 10:43:05 | Julie Patenaude |

Add a file [Add](#)

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




















signed in as: jp\_chancellor@sum.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 |    |

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For more information on navigating a case file, see page 18.

## 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 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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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.

- You will automatically return to the application's case file.
- 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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- A warning message will ask you to confirm that you are ready to return the application to the Registrar.
  - Click **OK** to proceed
- OR
- 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 (see page 18)
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 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**

### 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**

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 as follows:

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

A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.'

The interface includes tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. A table lists the following documents, each with a green checkmark and a document icon:

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

At the bottom of the document list, there are three buttons: 'Submit' (circled in red), 'Return to Applications dashboard', and 'Invite Consultees'. A red arrow points to the green checkmark for 'Chancellor's determination and judgement'.

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

The dialog box is titled 'Submit Proposal' and contains the following text: 'The petition is ready for submission to the next stage of: Awaiting Form 6. Click 'OK' to proceed'. At the bottom, there are two buttons: 'Ok' (circled in red) and 'Cancel'.

## Refusing a Faculty

If you decide to refuse the Faculty application

1. Click on the Chancellor's determination and judgement form (see page 18)
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. (For more on how to upload documents see page 41)

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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.

**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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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




## 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 (see page 18)
2. Click on **Supporting Documents and Images**




















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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3. Click **Add**

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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.

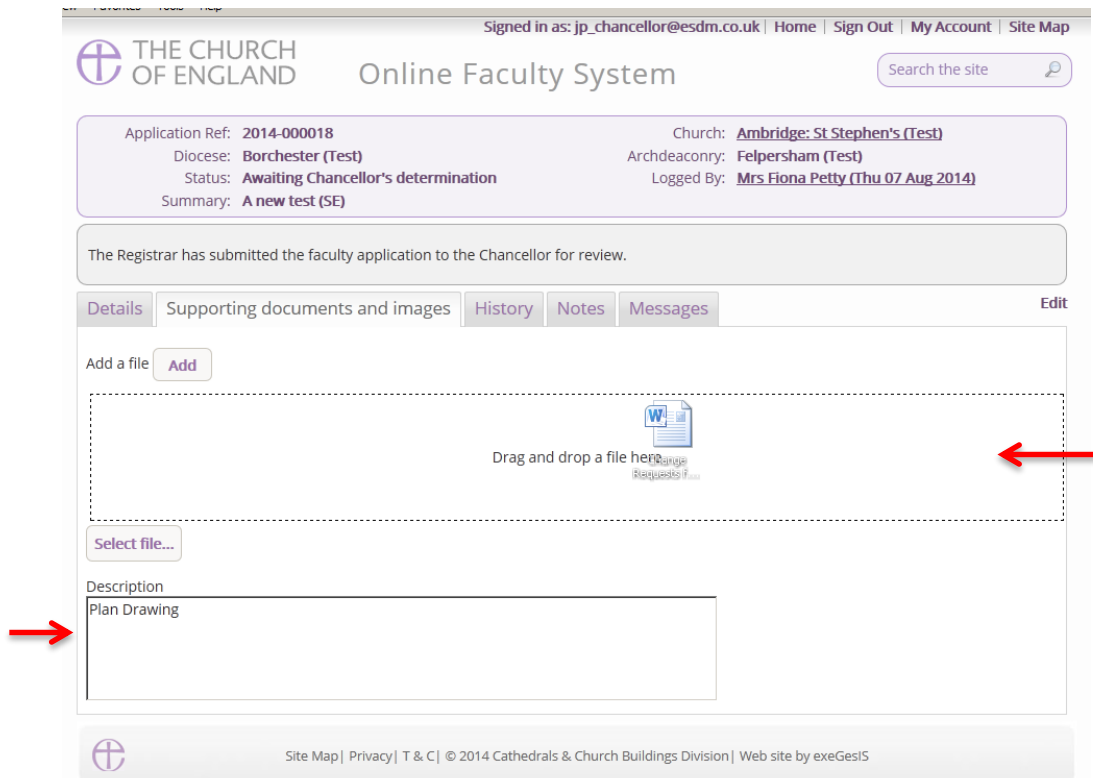
[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

Add a file **Add**

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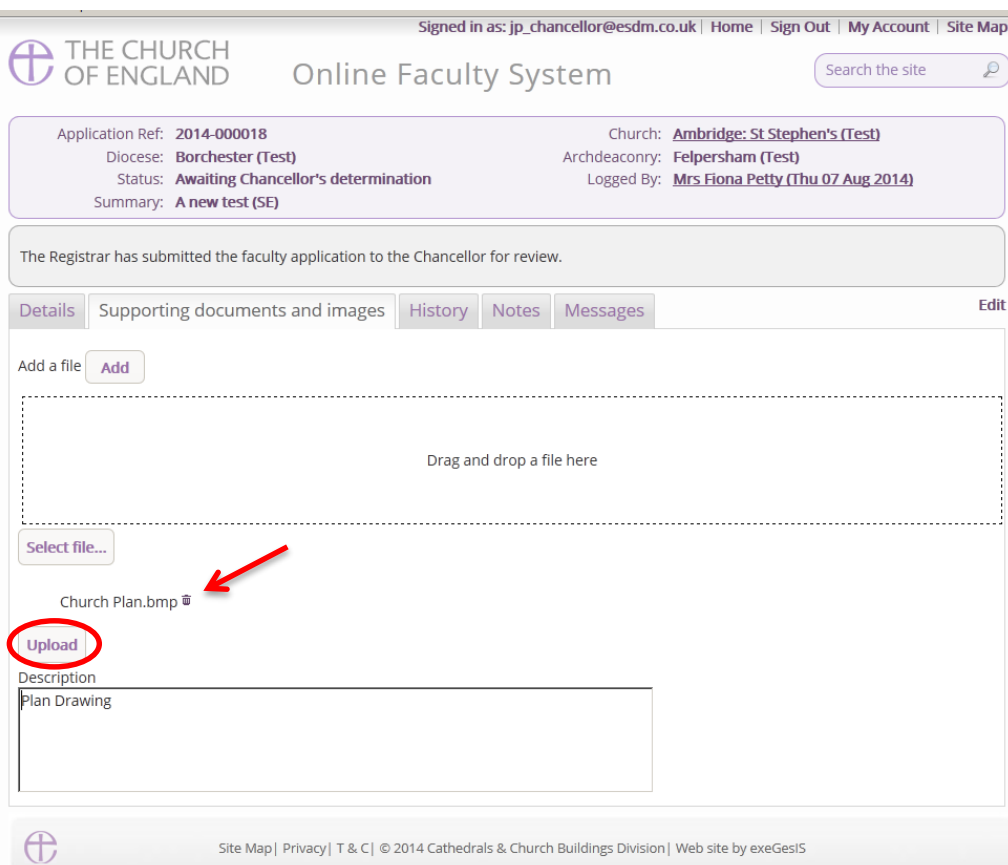
## Option 1

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 indicates the user is signed in as 'jp\_chancellor@esdm.co.uk'. The page header includes 'THE CHURCH OF ENGLAND' and 'Online Faculty System'. A search bar is present. The main content area displays application details: Application Ref: 2014-000018, Diocese: Barchester (Test), Status: Awaiting Chancellor's determination, Summary: A new test (SE), Church: Ambridge: St Stephen's (Test), Archdeaconry: Felpersham (Test), and Logged By: Mrs Fiona Petty (Thu 07 Aug 2014). 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'. 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 uploaded (you can delete it by click 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 application details and message are the same as in the previous screenshot. The 'Supporting documents and images' tab is active, showing the 'Add a file' button and the dashed box for file upload. A red arrow points to the file name 'Church Plan.bmp' with 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 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     |
|---|--------------|--------|---------------------|-----------------|
|  <a href="#">Church Plan.bmp</a> | 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](#)

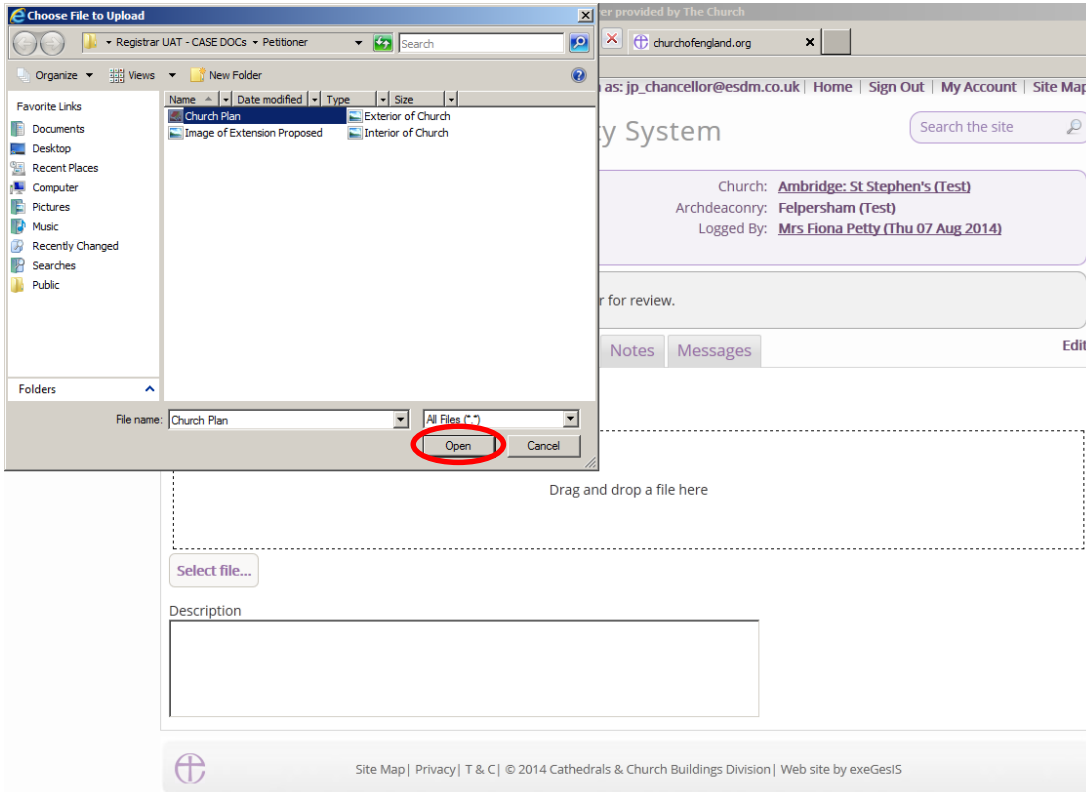
Add a file

Drag and drop a file here

Description

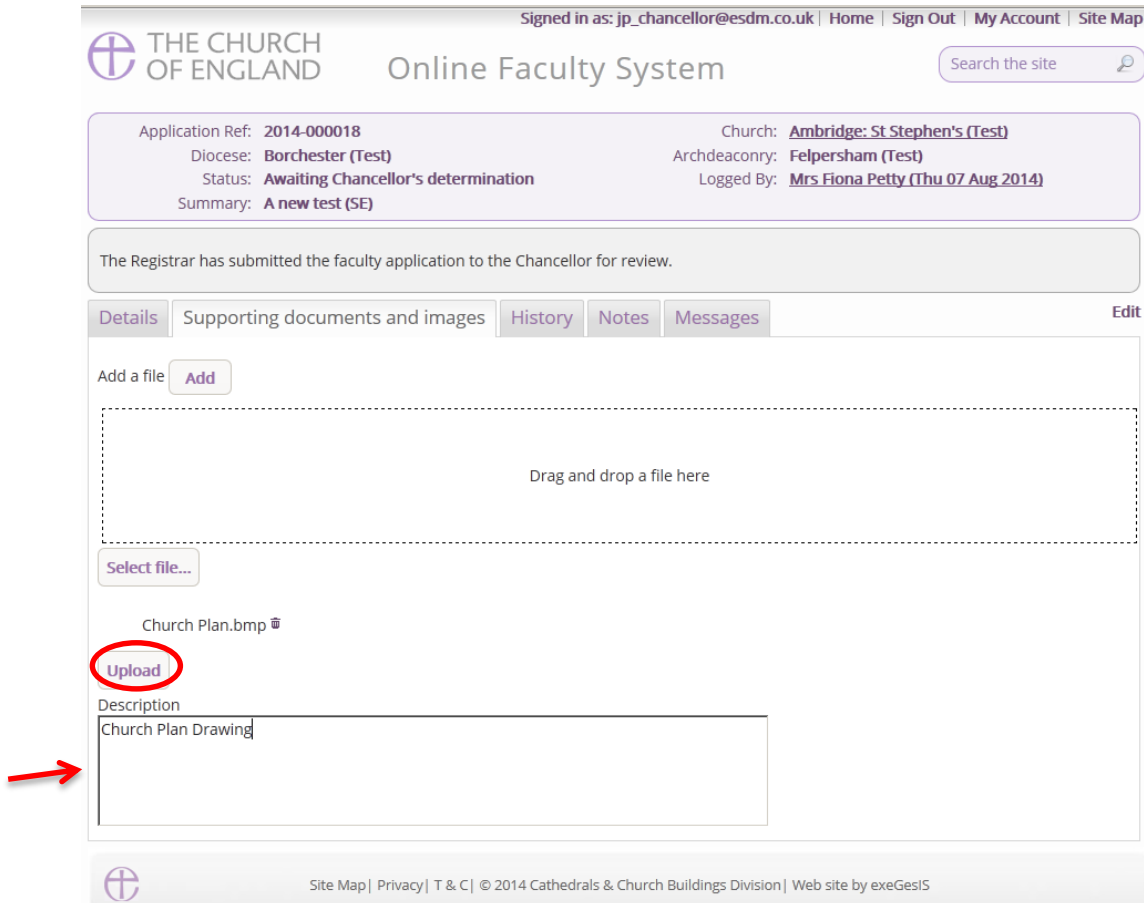
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10. **Locate** the file on your computer. **Select** it. Click **Open**.





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

12. Click **Upload**



### 13. The file has successfully attached


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 THE CHURCH OF ENGLAND Online Faculty System Search the site 


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

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     |
|---|--------------|--------|---------------------|-----------------|
|  <a href="#">Church Plan.bmp</a> | Plan Drawing | 151318 | 04/11/2014 10:43:05 | Julie Patenaude |

Add a file

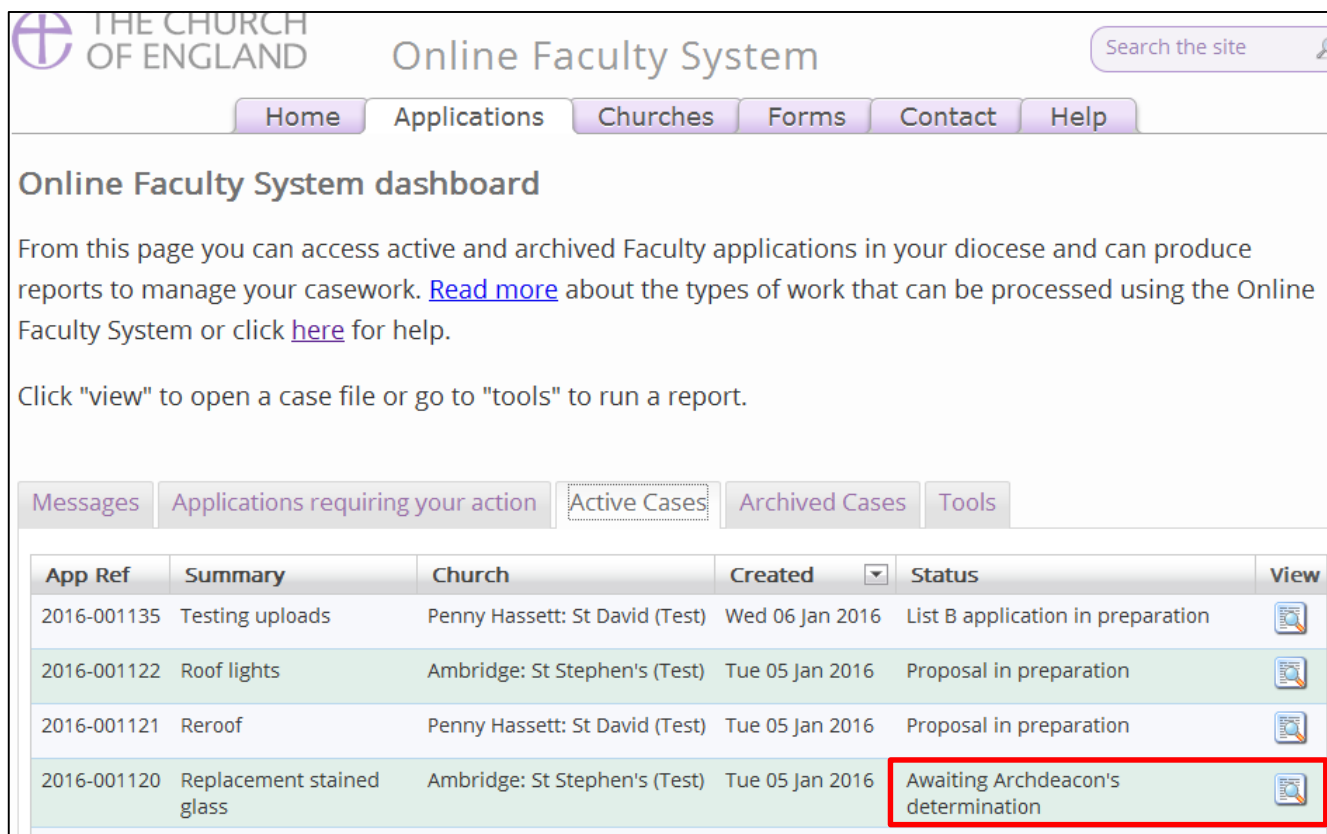
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## Determining a List B Application

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 any 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

Home Applications Churches Forms Contact Help

### Online Faculty System dashboard

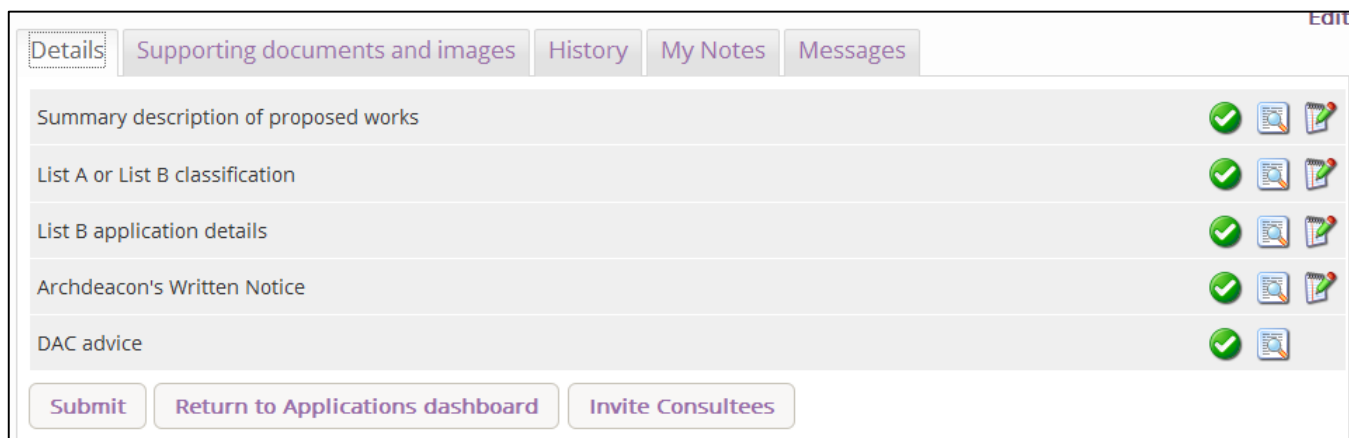
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

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

Summary description of proposed works

List A or List B classification

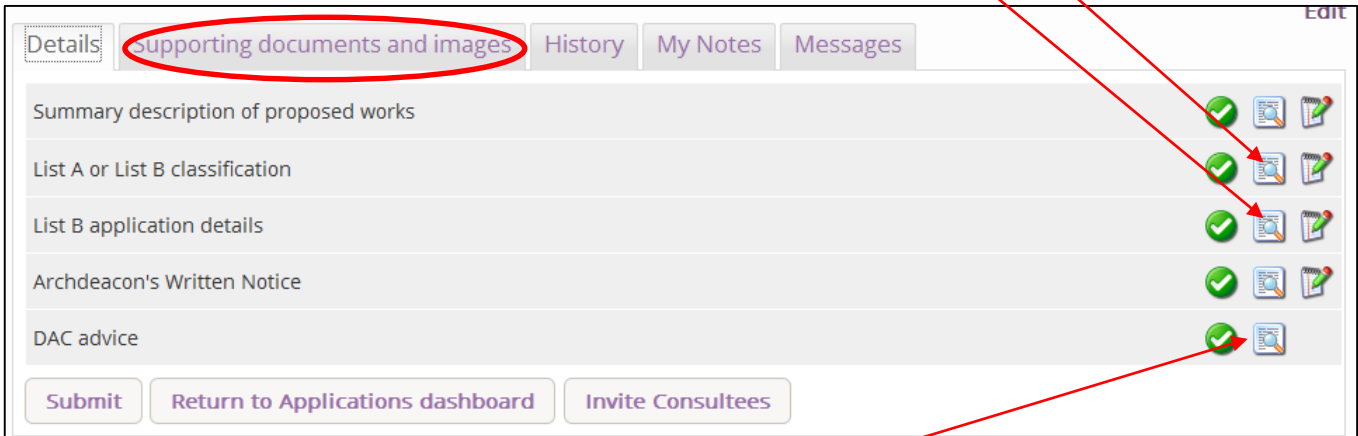
List B application details

Archdeacon's Written Notice

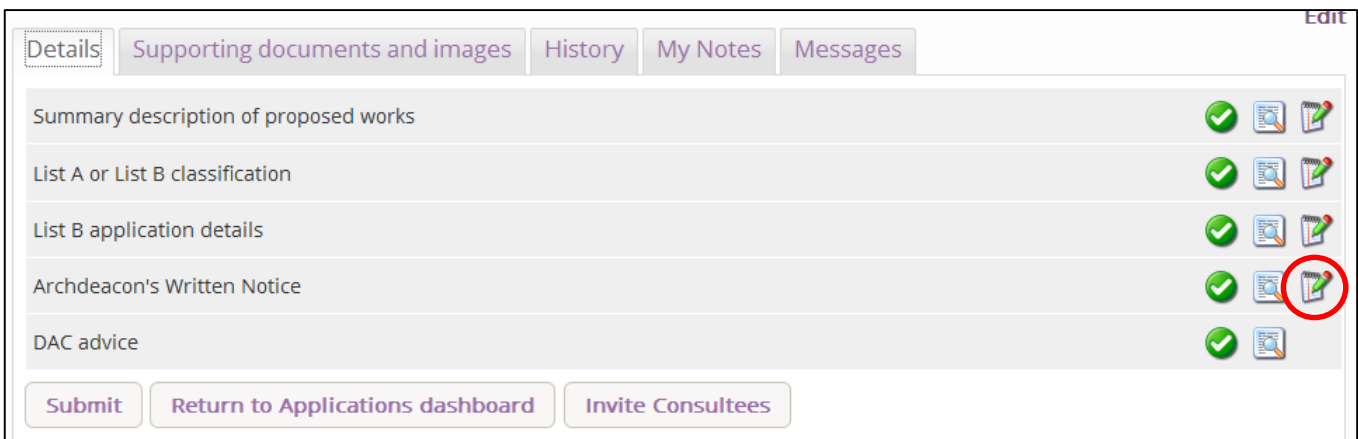
DAC advice

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 the 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, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

[julie.patenaude@churchofengland.org](mailto:julie.patenaude@churchofengland.org)

020 7898 1860

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