

Online Faculty System

A Registrar's User Manual

Julie Patenaude

1/1/2016

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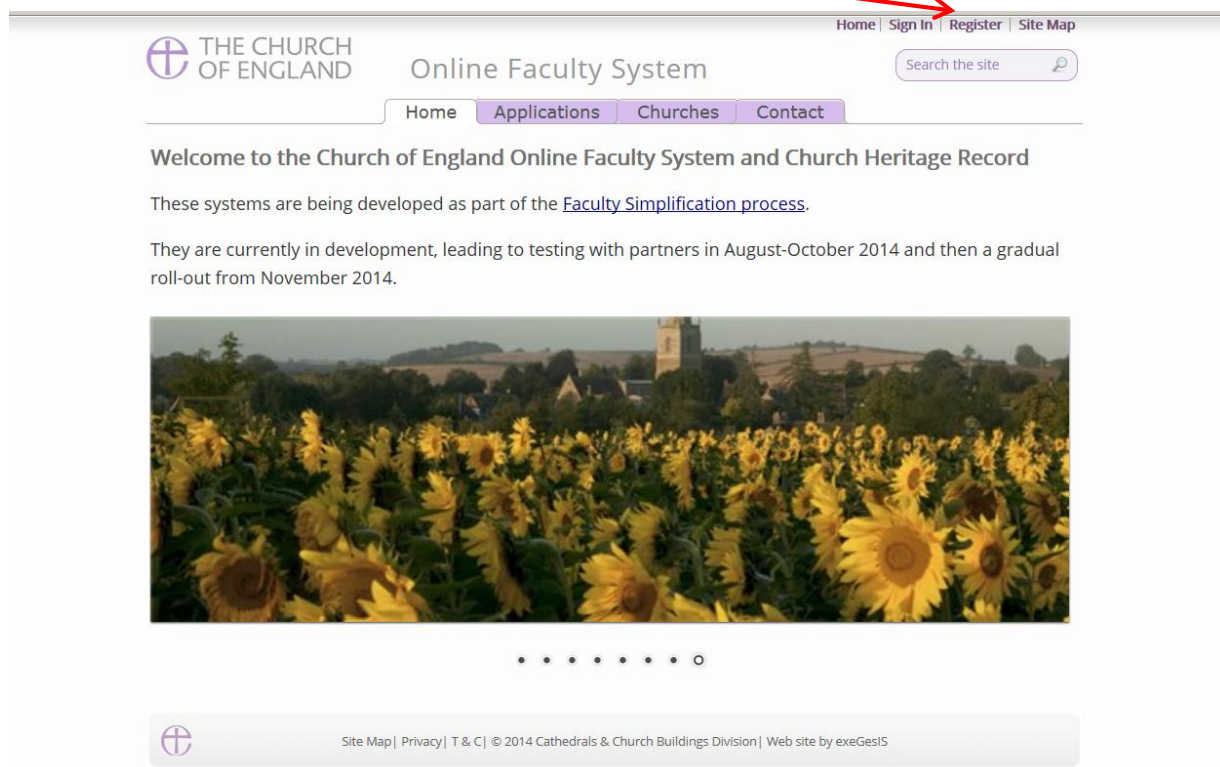
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How to Register as a Registrar

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.

The screenshot shows a web browser window displaying the 'Create a New Account' page for the 'Online Faculty System' of 'THE CHURCH OF ENGLAND'. The page includes a navigation bar with links for 'Home', 'Sign In', 'Register', and 'Site Map'. The main heading is 'Create a New Account', followed by the instruction: 'Please complete the form below to register for the Online Faculty System.' The form contains the following fields and options:

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

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

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

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

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 Registrar).

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

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
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Consultee

Diocese

 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 process and manage your account. We may

9. Select your diocese:

Faculty System - Windows Internet Explorer provided by The Church of England

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

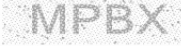
Address

Postcode

Email preference

Role applied for

Diocese

 Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

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

Postcode

Email preference Daily summary
 Everytime something happens

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

Diocese

MPBX Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

11. Please **read the Privacy Policy, Cookie Policy and Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be a registered user of the database.

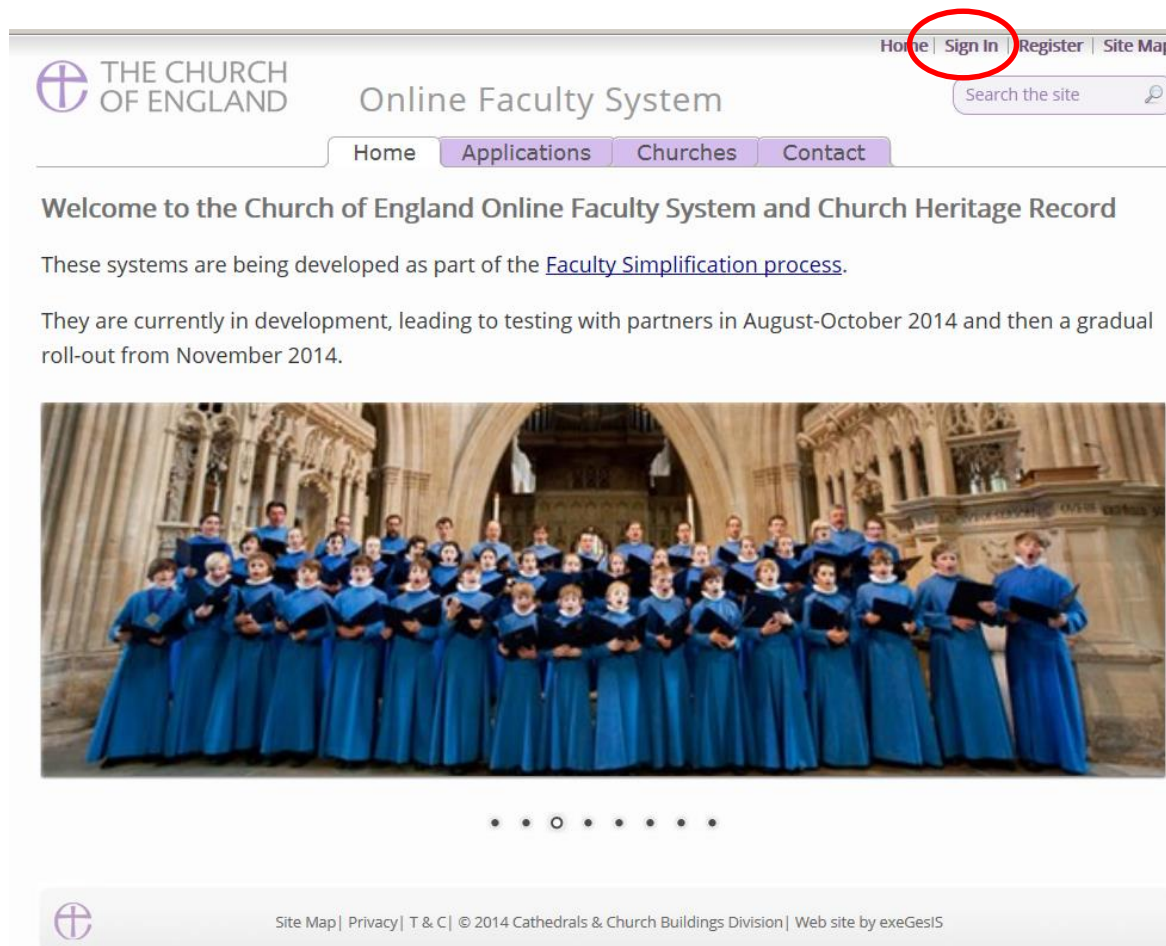
15. The DAC Secretary will then be asked to approve your registration.

N.B. 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**



THE CHURCH OF ENGLAND Online Faculty System

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


Search the site

Home Applications Churches Contact

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

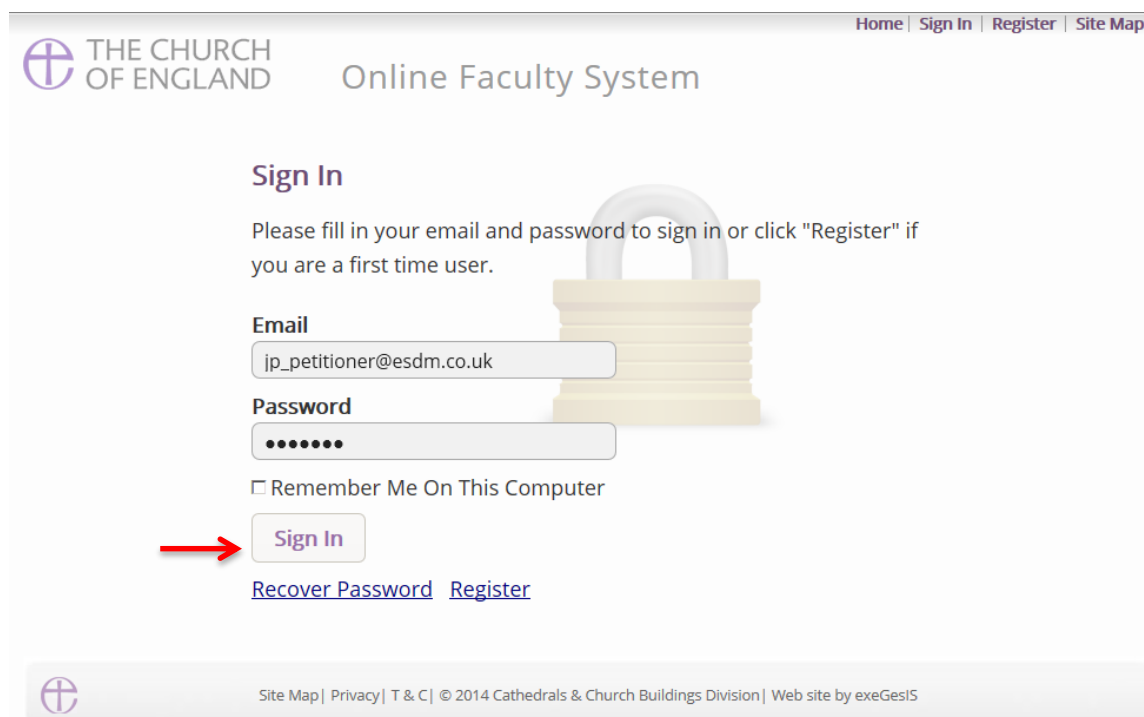
These systems are being developed as part of the [Faculty Simplification process](#).

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



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

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



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

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

Email

Password

Remember Me On This Computer

Sign In

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

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2.1 If you tick the box "Remember Me on This Computer" you will remain signed 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_petitioner@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

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

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

The Online Faculty System is currently being tested with partners and will launch for a trial period in the Dioceses of Leicester and Truro in December 2014. A gradual roll-out in all other dioceses will begin from February 2015.

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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

Search the site

Home Applications Churches Forms Contact

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

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

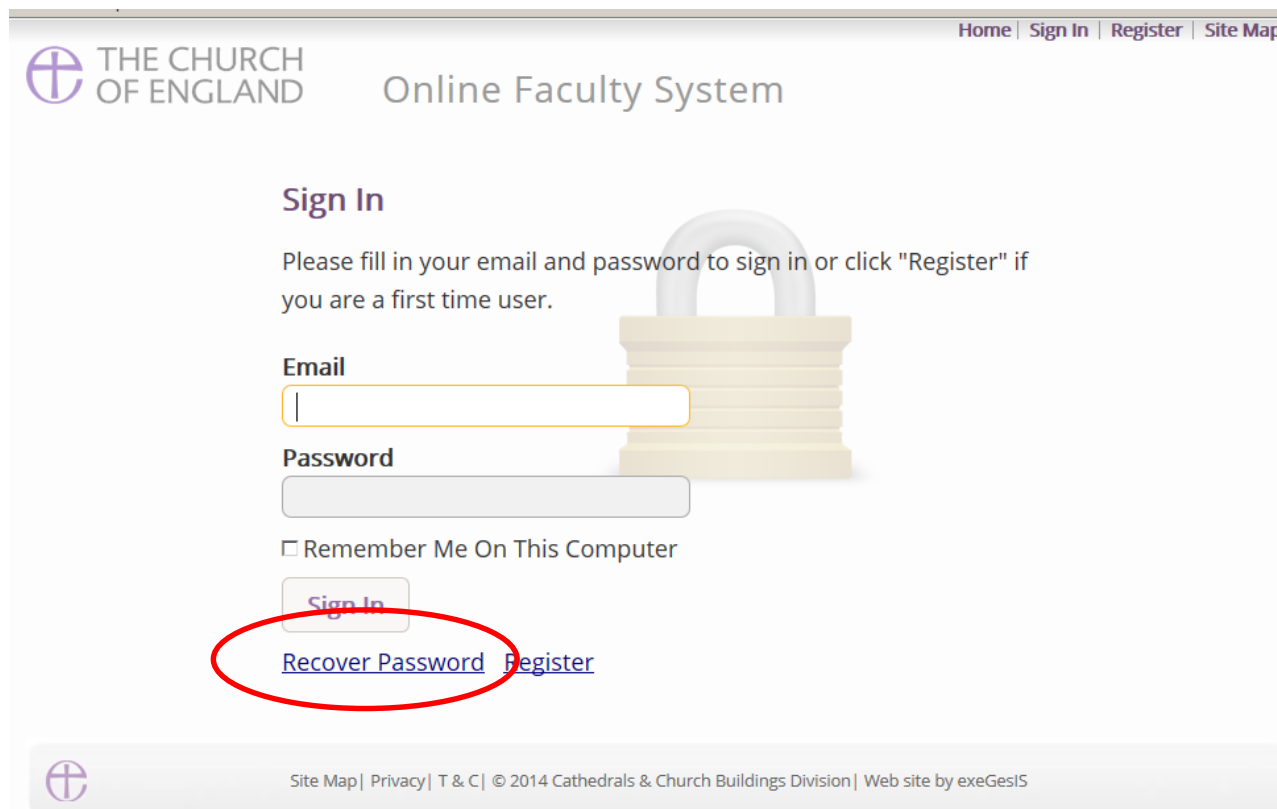
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.

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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

[Sign In](#)

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

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



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Recover Password

Forgotten Your Password?

Please enter your email address

[Next](#)

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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC Secretary.

- Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.
- 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 issue.

New Password

Confirm New Password

[Change Password](#)

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- 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

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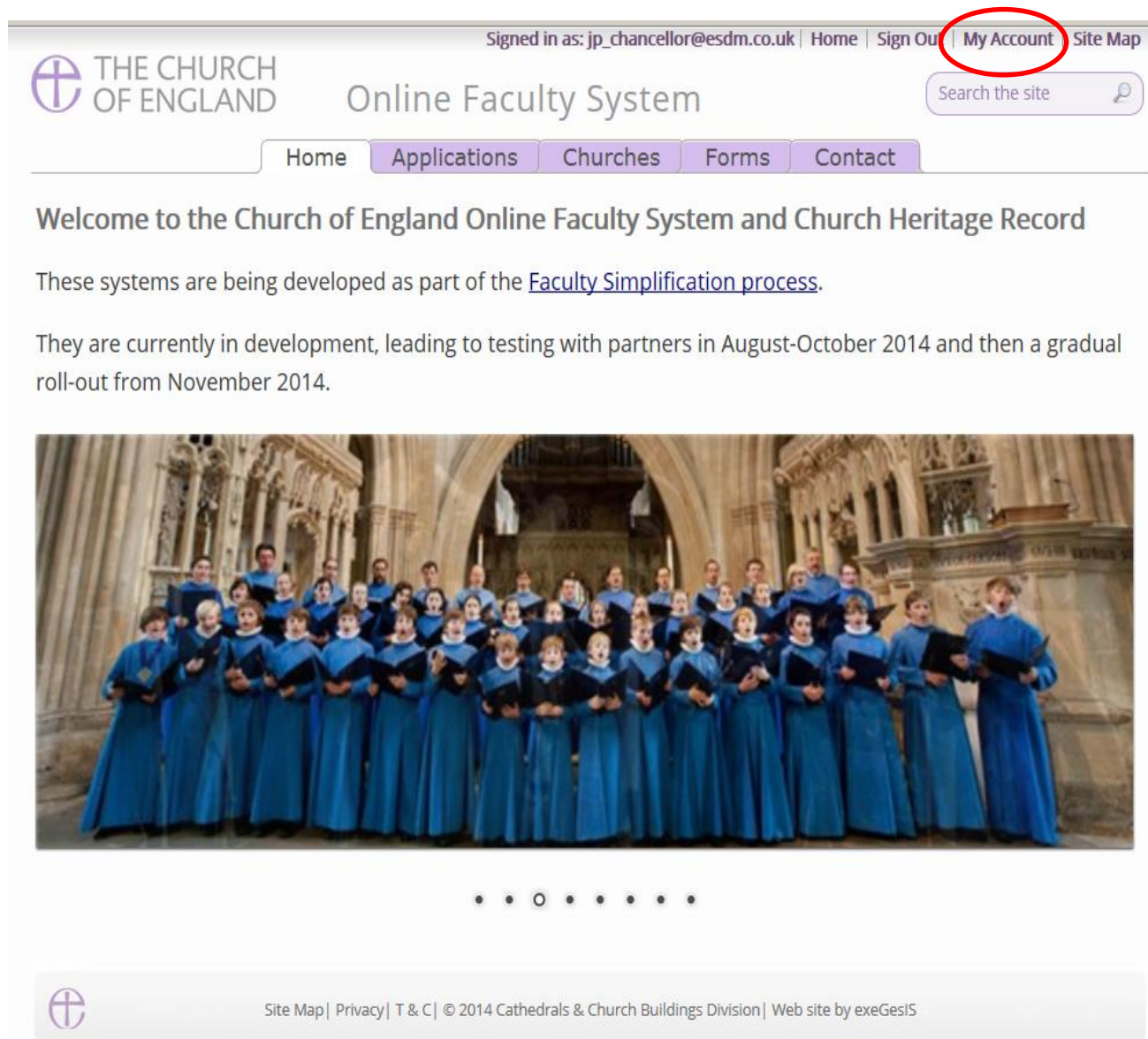
Settings

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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](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System


Search the site

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


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

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

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



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

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

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact

My Account

Security/Identity Profile

Display Name jp_chancellor@esdm.co.uk

User ID JP Chancellor

Email Address jp_chancellor@esdm.co.uk

Update [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 Everytime something happens

Total Posts 0

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

Update [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 Every time something happens.

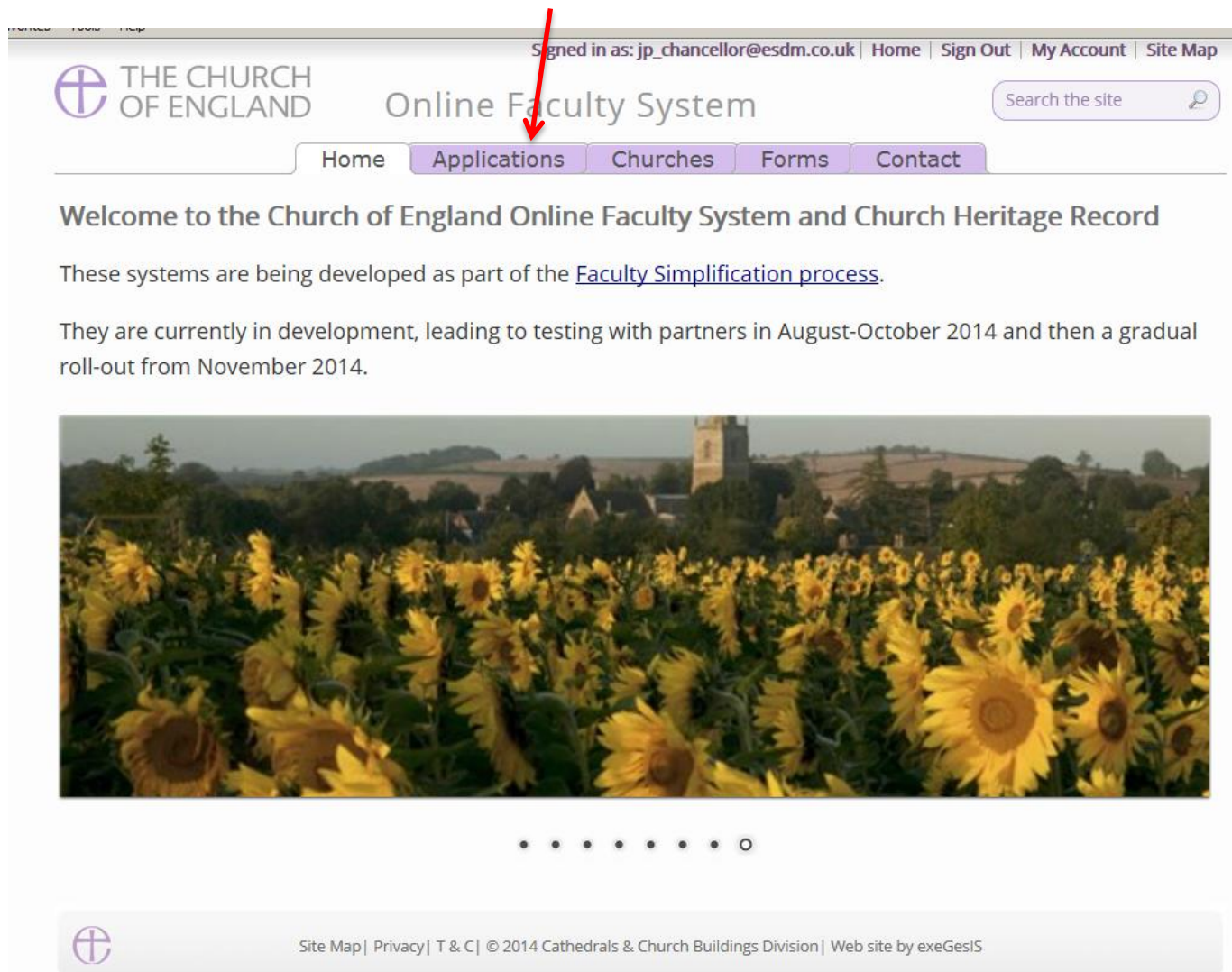
Do not forget to update your changes

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 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

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

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

 THE CHURCH OF ENGLAND Online Faculty System











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

Online Faculty System dashboard

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

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

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

Subject	Date received	Date read	
Faculty System: petition ref 2014-000073 has been determined	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000075 has been determined	Fri 28 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000078	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000057 rejection	Fri 28 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000077	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000082 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000081 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 returned by DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		

[First](#) [Previous](#) [Next](#) [Last](#) Page size: Page 1 of 32 (317 items)

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_registrar@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System






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

Online Faculty System dashboard

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

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











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

App Ref	Summary	Church	Created	Status	View
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Registrar to Issue Faculty	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Application with Registrar	

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**

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

App Ref	Summary	Church	Created	Status	View
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000073	Conservation of wall paintings UAT TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Awaiting Chancellor's determination	
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hasset: St David (Test)	Thu 13 Nov 2014	Ready for formal application	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	

First Previous **Next** Last

Page size: 10 Page 1 of 5 (44 items)

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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.

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

App Ref	Summary	Church	Created	Status	View
2014-000076	DAC starting new app test	Penny Hassett: St David (Test)	Mon 17 Nov 2014	Faculty Post-Determination	
2014-000069	Test record to task 24008, i.e. does DAC meeting report work.	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Abandoned	
2014-000059	UAT Test DAC - Underfloor heating	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Abandoned	
2014-000053	JP - New Community Center - *Please do not push throughy	Penny Hassett: St David (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000052	JP - New Extension - ***Please do not push through	Ambridge: St Stephen's (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
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	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Faculty Post-Determination	
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	

First Previous Next Last Page size: 10 Page 1 of 3 (24 items)

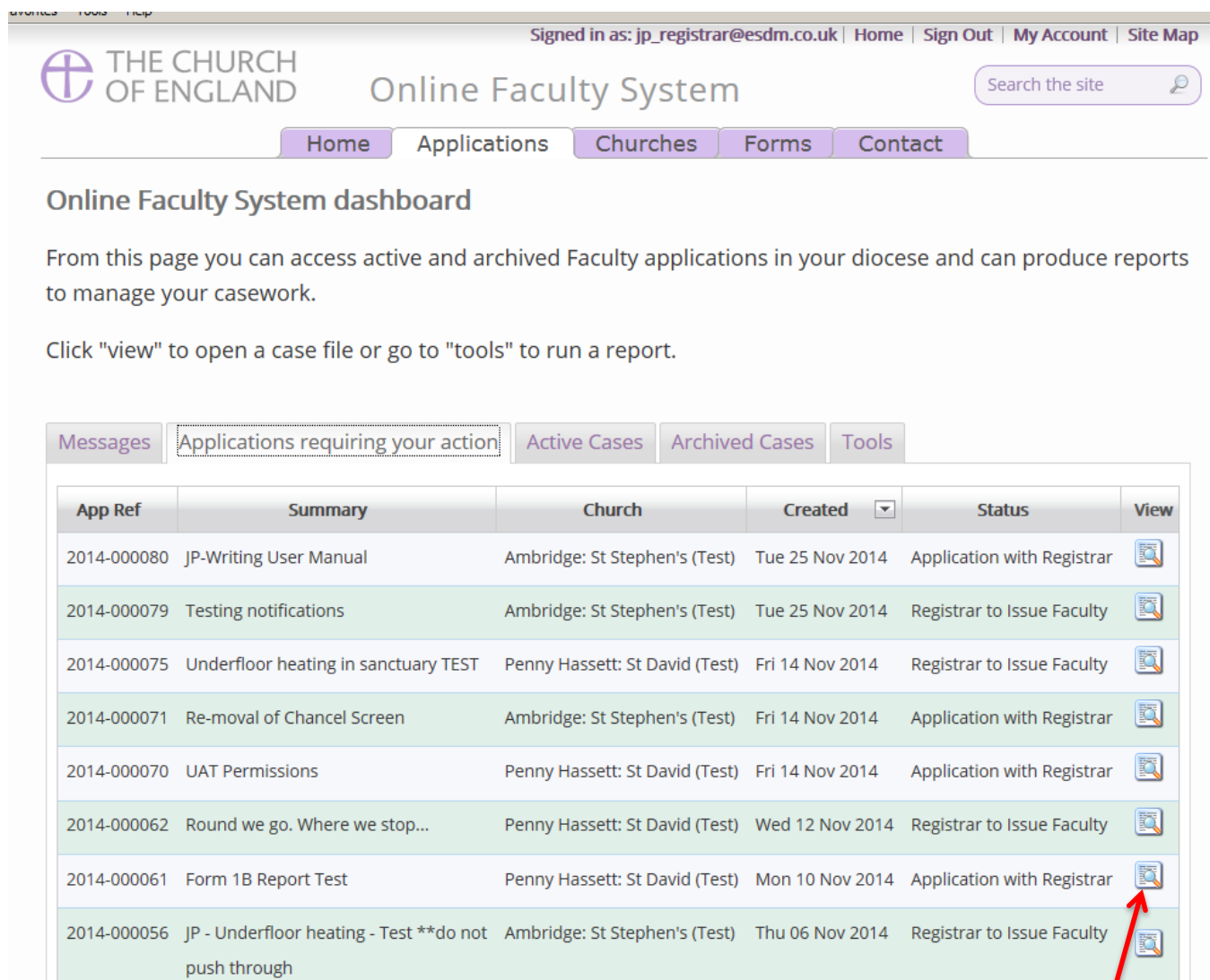
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Navigating a Case File

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).



The screenshot shows the 'Online Faculty System' dashboard for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp_registrar@esdm.co.uk'. The dashboard has tabs for 'Home', 'Applications', 'Churches', 'Forms', and 'Contact'. The 'Applications' tab is active. Below the tabs, there is a section titled 'Online Faculty System dashboard' with instructions: '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.'

Below the instructions, there are tabs for 'Messages', 'Applications requiring your action', 'Active Cases', 'Archived Cases', and 'Tools'. The 'Applications requiring your action' tab is selected. A table lists several applications with columns for 'App Ref', 'Summary', 'Church', 'Created', 'Status', and 'View'. A red arrow points to the 'View' icon for the application with ID 2014-000056.

App Ref	Summary	Church	Created	Status	View
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Registrar to Issue Faculty	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000062	Round we go. Where we stop...	Penny Hassett: St David (Test)	Wed 12 Nov 2014	Registrar to Issue Faculty	
2014-000061	Form 1B Report Test	Penny Hassett: St David (Test)	Mon 10 Nov 2014	Application with Registrar	
2014-000056	JP - Underfloor heating - Test **do not push through	Ambridge: St Stephen's (Test)	Thu 06 Nov 2014	Registrar to Issue Faculty	

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 remarks. 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_registrar@esdm.co.uk' with 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, a summary box contains application details: Application Ref: 2014-000080, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Application with Registrar, Logged By: Mrs Julie Patenaude (Tue 25 Nov 2014), and Summary: JP-Writing User Manual. A 'Current Status' section states: 'You have applied to the court for a Faculty. The Registrar is reviewing your application and you will receive the Chancellor's determination in due course. Do not forget to post a signed copy of the Public Notice and the Certificate of Publication to the registrar at the end of the public notice period if you have not already done so.' Below this is a 'To Registrars' instruction: 'Click Submit to send application to Chancellor'. A navigation bar includes tabs for 'Details' (circled in red), 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. The main content area is a table of forms with columns for form names and status icons. The forms listed are: Summary description of proposed works, Standard Information, Petition, Statement of Significance, Statement of Needs, Notification of Advice, Public Notice, Registrar's remarks to Chancellor, and Chancellor's determination and judgement. At the bottom, there are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'.

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

The forms are found here. Including the Registrar's Remarks to the Chancellor


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

Click here to **exit** the case file

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

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.


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.

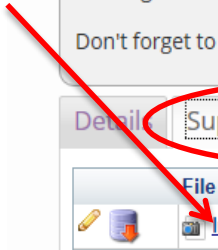
[Detail](#) | **[Supporting documents and images](#)** | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

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

Add a file

 [Site Map](#) | [Privacy](#) | [T & C](#) | © Church Buildings Division | Web site by exeGesIS

Click on a file to open it.




Add a new file



4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

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

 THE CHURCH OF ENGLAND Online Faculty System


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

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

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

Show only status changes Show all

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

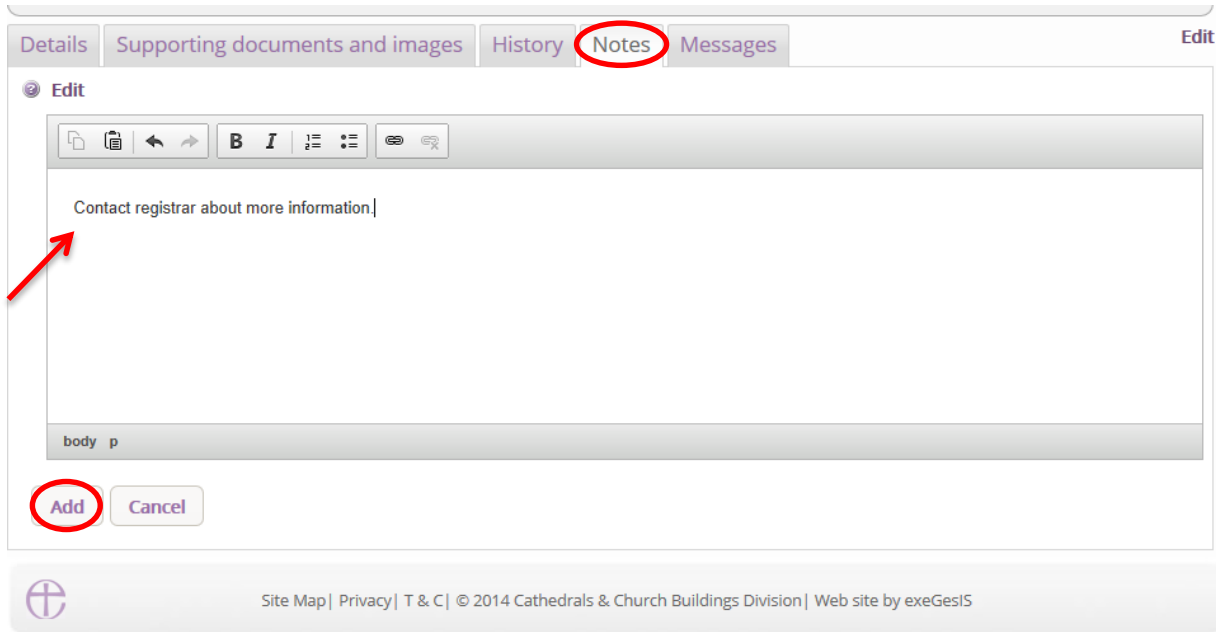
 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

You can choose to see only the details of completed tasks (status changes).

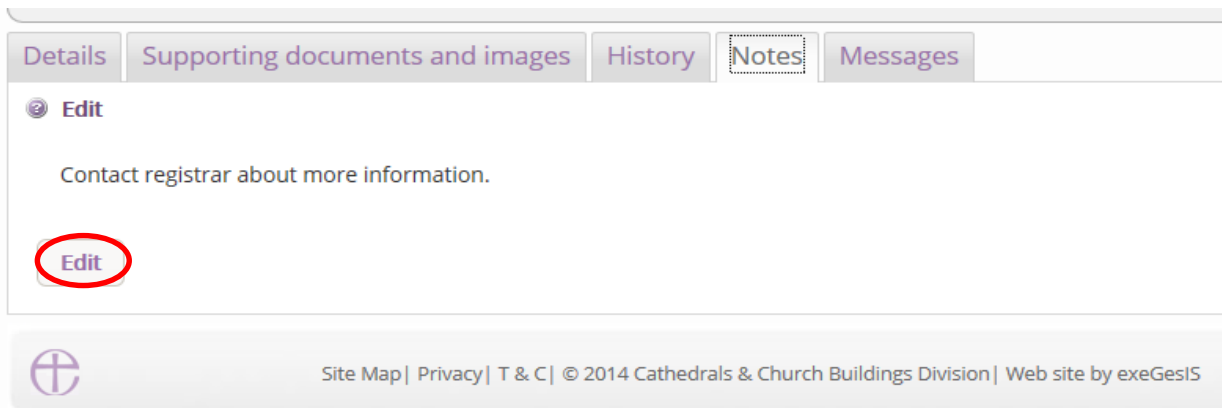
Or
You can choose to see all the details every time some worked on this case file.

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. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you 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 **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: 10 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

Change how many emails you see at any one time

Navigate through the pages.

Receiving Emails from the Online Faculty System

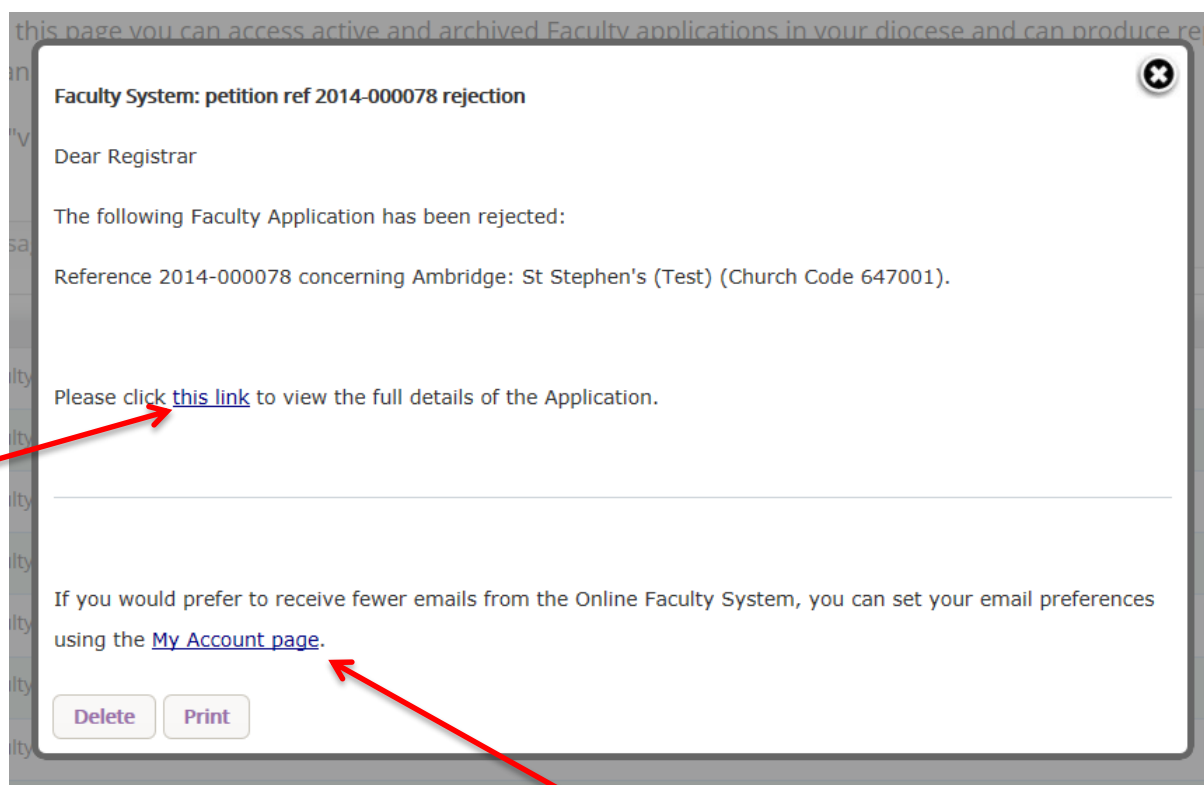
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

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. A parish formally submits a Faculty application to you and the Chancellor
3. At the end of the public notice period
4. If the Chancellor returns an application to you with comments
5. 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**

Faculty System: List B application ref 2015-001077 approved

Dear Registrar

Reference 2015-001077 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The application for the List B matter (reference 2015-001077) has been approved with conditions

Please click [this link](#) to view the full details of the application.

You will arrive at the List B case file.

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

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	✓
List A or List B classification	✓
List B application details	✓
Archdeacon's Written Notice	✓
DAC advice	✓

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

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

[Open as PDF for printing](#) [Return to application details](#)

1 of 1 Find | Next

Ref: 2015-001077 **Church:** Ambridge: St Stephen's (Test)
Diocese: Barchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Fiona Petty **Contact Tel.:**
Status: Post determination List B

List B Application

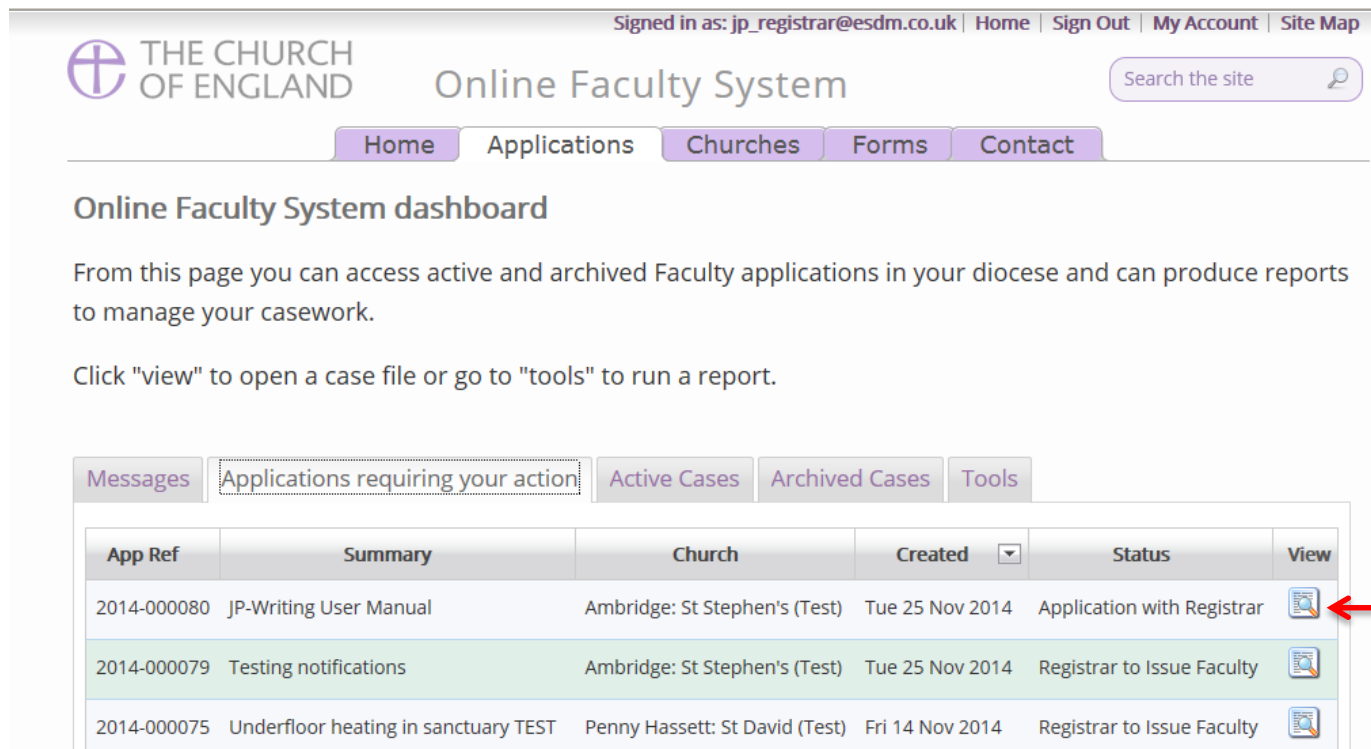
Archdeacon's Written Notice
(Rule 3.3)

Diocese of Barchester (Test)
Church of Ambridge: St Stephen's (Test)
In the parish of Ambridge (Test)

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



Signed in as: jp_registrar@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
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Registrar to Issue Faculty	

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

To Registrars: Click Submit to send application to Chancellor

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 judgment	✓

Submit Return to Applications dashboard Abandon Invite Consultees

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.

Open as PDF for printing Return to application details

1 of 1 Find | Next

Ref: 2014-000076 **Church:** Penny Hassett, 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 Hassett, St David (Test)
Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes No

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

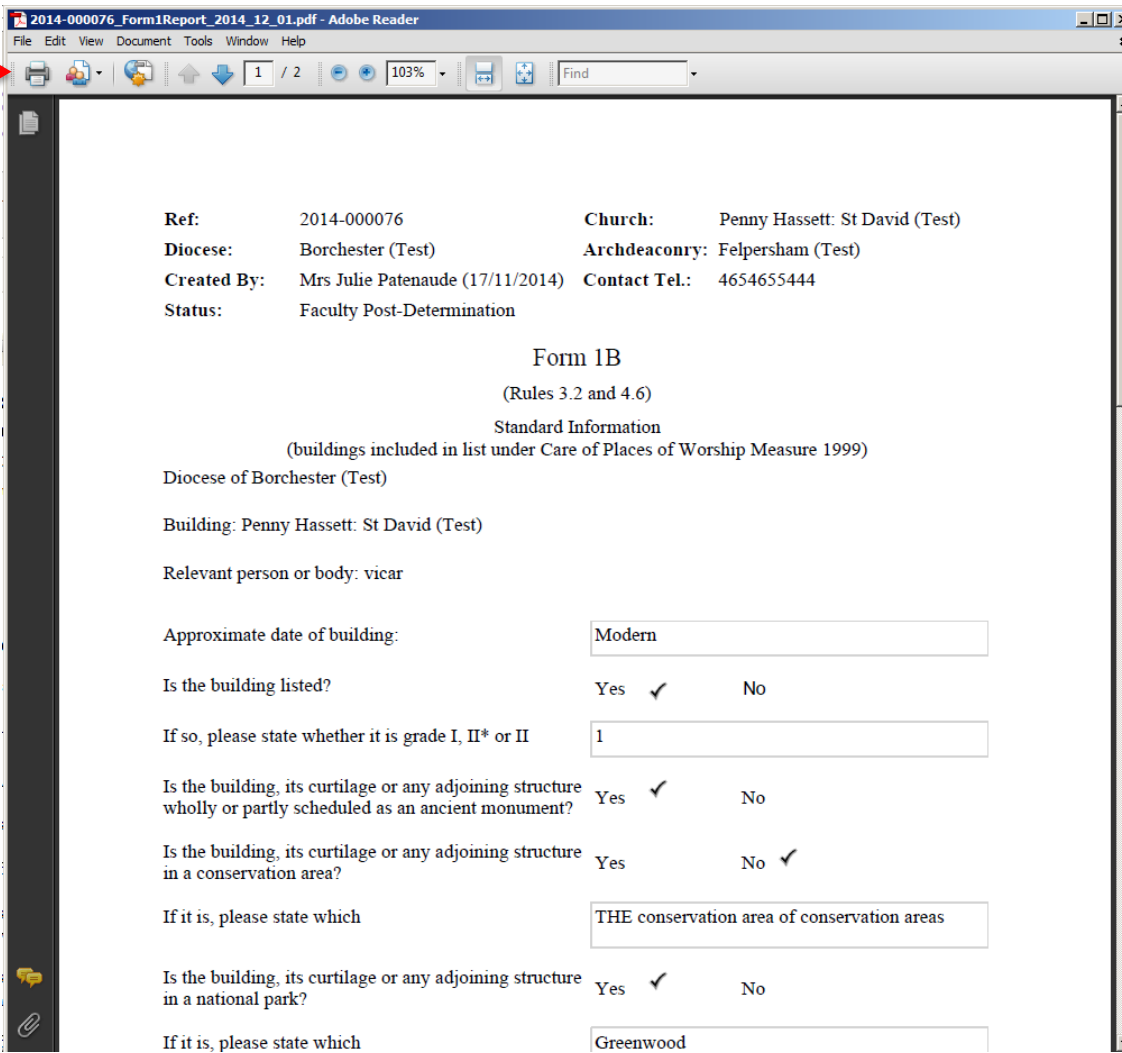
Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

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

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

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.

The screenshot shows a web interface with a header bar containing the text "To Registrars: Click Submit to send application to Chancellor" and an "Edit" link. Below the header is a navigation bar with tabs: "Details", "Supporting documents and images" (circled in red), "History", "My Notes", and "Messages". The main content area is a table with the following rows:

Summary description of proposed works	✓ [icon]
Standard Information	✓ [icon]
Petition	✓ [icon] [icon]
Statement of Significance	✓ [icon]
Statement of Needs	✓ [icon]
Notification of Advice	✓ [icon]
Public Notice	✓ [icon]
Registrar's remarks to Chancellor	✓ [icon] [icon]
Chancellor's determination and judgment	✓ [icon]

At the bottom of the interface are four buttons: "Submit", "Return to Applications dashboard", "Abandon", and "Invite Consultees".

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

The screenshot shows the "Supporting Documents and Images" tab selected. The page header includes "THE CHURCH OF ENGLAND Online Faculty System" and a search bar. 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)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)

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

Below this is a table of files:

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

Below the table is an "Add a file" button with an "Add" sub-button. A red arrow points from the "Add" button to the "Church Plan.bmp" file name in the table.

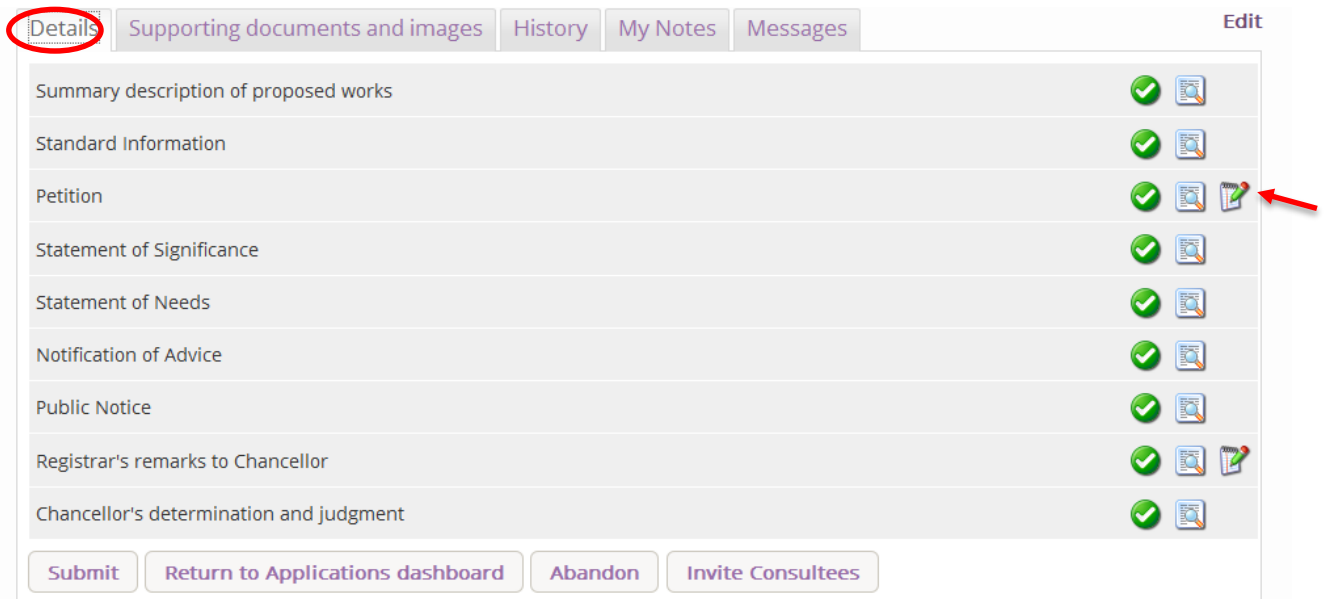
At the bottom of the page is a footer with "Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS".

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

Editing the Petition

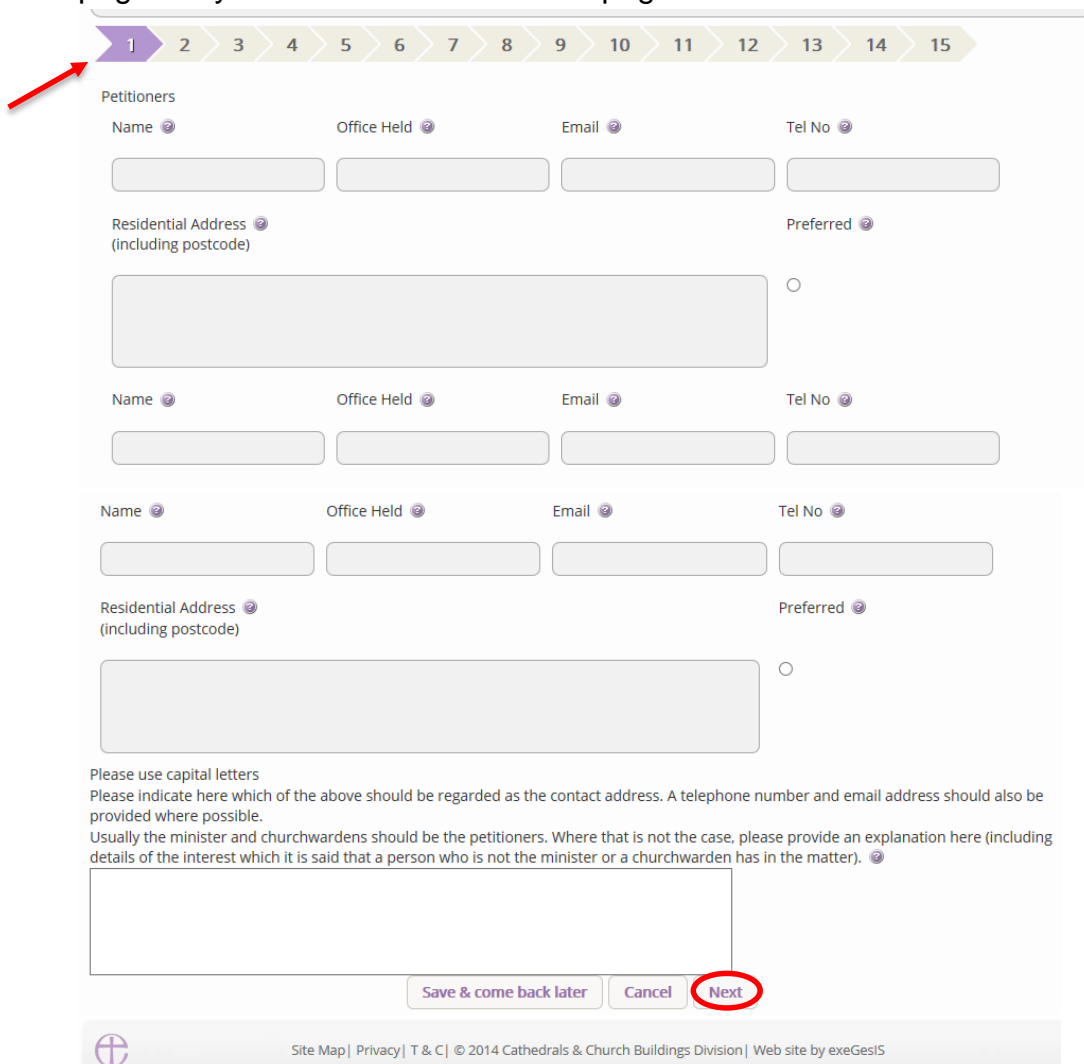
Should you need to make small changes to the Petition (e.g. minor mistakes):

1. Go to the Details tab
2. Click the **Edit** icon



The screenshot shows the 'Details' tab of a petition form. The 'Details' tab is circled in red. The form contains several sections, each with a green checkmark and an 'Edit' icon. The 'Petition' section has a red arrow pointing to its 'Edit' icon. At the bottom of the form, there are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

3. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by **Next** at the bottom of the page.





The screenshot shows the petition form with a navigation bar at the top containing steps 1 through 15. Step 1 is highlighted in purple and has a red arrow pointing to it. The form contains two sets of input fields for 'Petitioners', each with fields for Name, Office Held, Email, Tel No, Residential Address, and Preferred. At the bottom of the form, there are buttons for 'Save & come back later', 'Cancel', and 'Next'. The 'Next' button is circled in red.


4. After you have the necessary changes in the form, go to the **last page** and click **Finish**


1 2 3 4 5 6 7 8 9 10 11 12 13 14 15


M. Further information
Please answer this section in every case

21. Will the work affect any graves?  Yes No


22. Are any private rights (including rights in seats in the church) affected by the works or proposals?  Yes No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals. 

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate?  Yes No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition. 

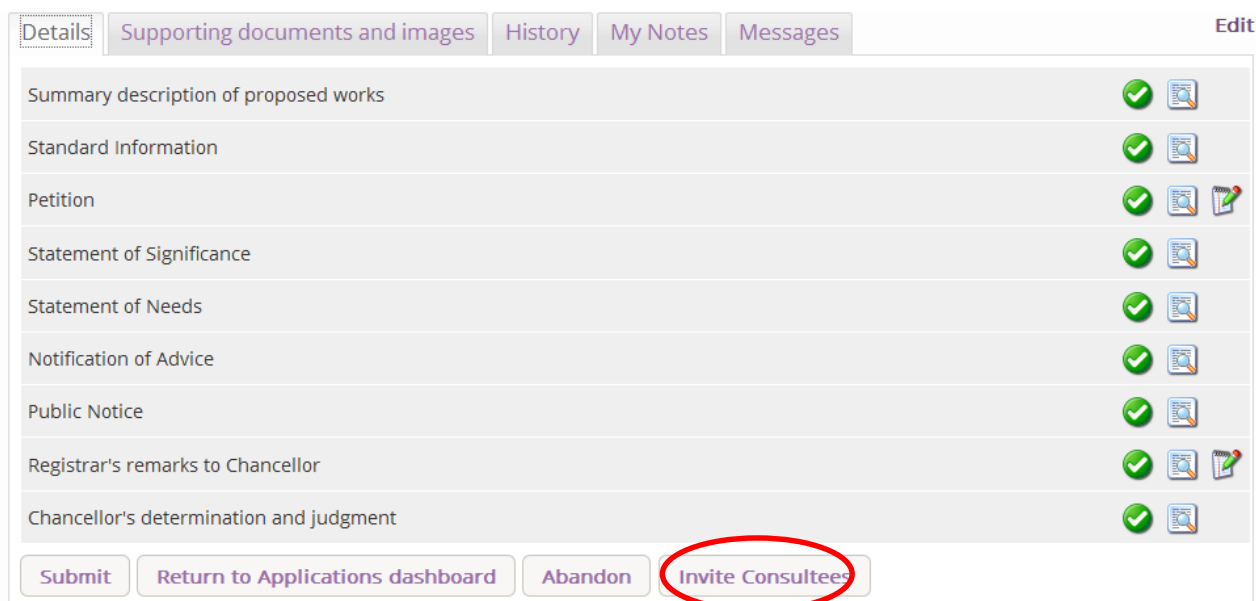
[Previous](#) [Save & come back later](#) [Cancel](#) [Finish](#)

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Inviting External Consultees to View an Application

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

1. Go to an application's case file (see *Navigating a Case File* page 18)
2. Click **Invite Consultee**

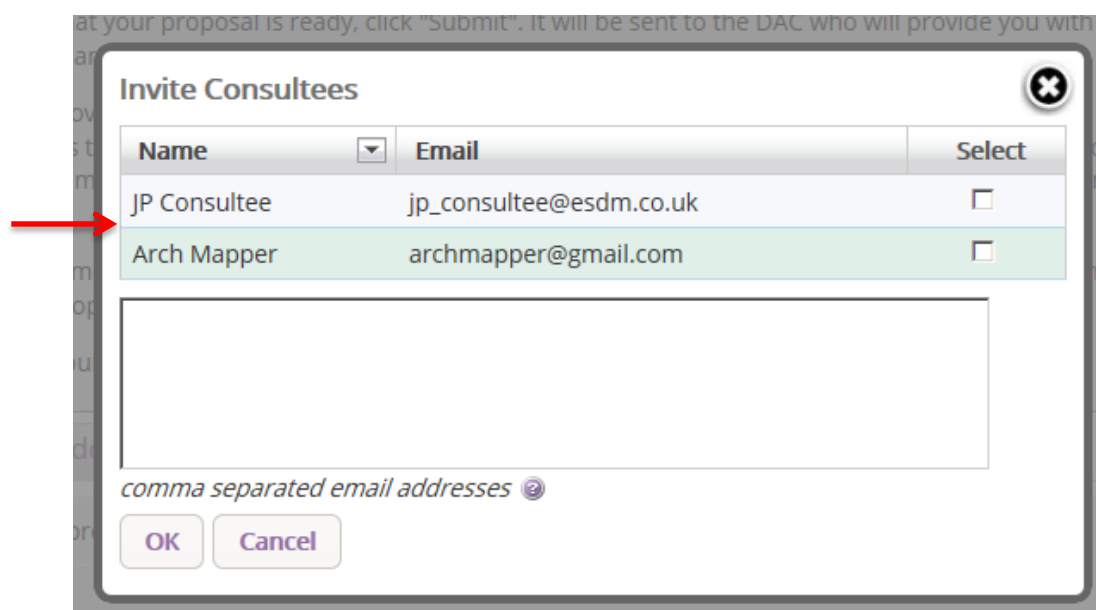


The screenshot shows a web interface for an application case file. At the top, there are tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. On the right, there is an 'Edit' link. Below the tabs is a list of application components, each with a green checkmark and a document icon:

Component	Status	Icon
Summary description of proposed works	✓	Document
Standard Information	✓	Document
Petition	✓	Document, Draft
Statement of Significance	✓	Document
Statement of Needs	✓	Document
Notification of Advice	✓	Document
Public Notice	✓	Document
Registrar's remarks to Chancellor	✓	Document, Draft
Chancellor's determination and judgment	✓	Document

At the bottom, there are five buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', 'Invite Consultee' (circled in red), and 'Edit'.

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



The screenshot shows a dialog box titled 'Invite Consultees'. It contains a table with the following data:

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

A red arrow points to the 'Arch Mapper' row. Below the table is a text input field for 'comma separated email addresses' with a help icon. At the bottom are 'OK' and 'Cancel' buttons.

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

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.

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 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).

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

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.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. On the right side of the bar is an 'Edit' link. Below the navigation bar is a table with the following rows:

Summary description of proposed works	 
Standard Information	 
Petition	  
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	  
Chancellor's determination and judgment	 


At the bottom of the form are four buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. A red circle highlights the 'Edit' icon in the 'Registrar's remarks to Chancellor' row.

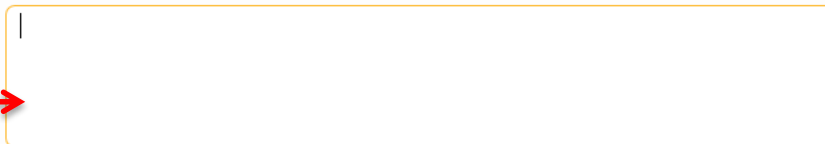
4. Enter your **comments** in the box provided
5. Click **Finish** (or Save & come back later)

Application Ref: 2014-000080	Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test)	Archdeaconry: Felpersham (Test)
Status: Application with Registrar	Logged By: Mrs Julie Patenaude (Tue 25 Nov 2014)
Summary: JP-Writing User Manual	

Registrar's Remarks to Chancellor Form

Enter your comments to the Chancellor below (if applicable). If you have no remarks, click **Finish**

Remarks to Chancellor  Edit



Save & come back later

Cancel

Finish

Edit



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

The screenshot shows a web interface for an application form. At the top, there are tabs: 'Details' (selected), 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. An 'Edit' link is in the top right corner. Below the tabs is a table of form sections, each with a green checkmark icon and a document icon. A red arrow points to the 'Registrar's remarks to Chancellor' row. At the bottom, there are four buttons: 'Submit' (circled in red), 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

Section	Status	Actions
Summary description of proposed works	Complete	View
Standard Information	Complete	View
Petition	Complete	View, Edit
Statement of Significance	Complete	View
Statement of Needs	Complete	View
Notification of Advice	Complete	View
Public Notice	Complete	View
Registrar's remarks to Chancellor	Complete	View, Edit
Chancellor's determination and judgment	Complete	View

Buttons: **Submit**, Return to Applications dashboard, Abandon, Invite Consultees

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

The screenshot shows a dialog box titled 'Submit Proposal'. The text inside reads: 'The petition is ready for submission to the next stage of: Awaiting Chancellor's Determination. Click 'OK' to proceed'. At the bottom right, there are two buttons: 'Ok' (circled in red) and 'Cancel'.

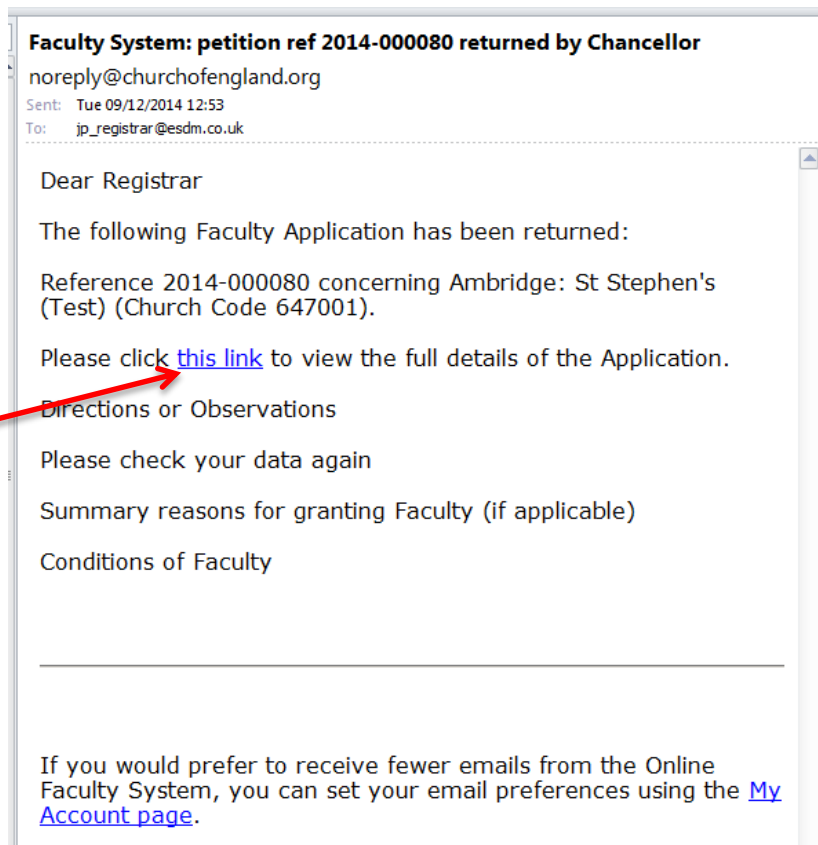
Submit Proposal

The petition is ready for submission to the next stage of:
Awaiting Chancellor's Determination. Click 'OK' to proceed

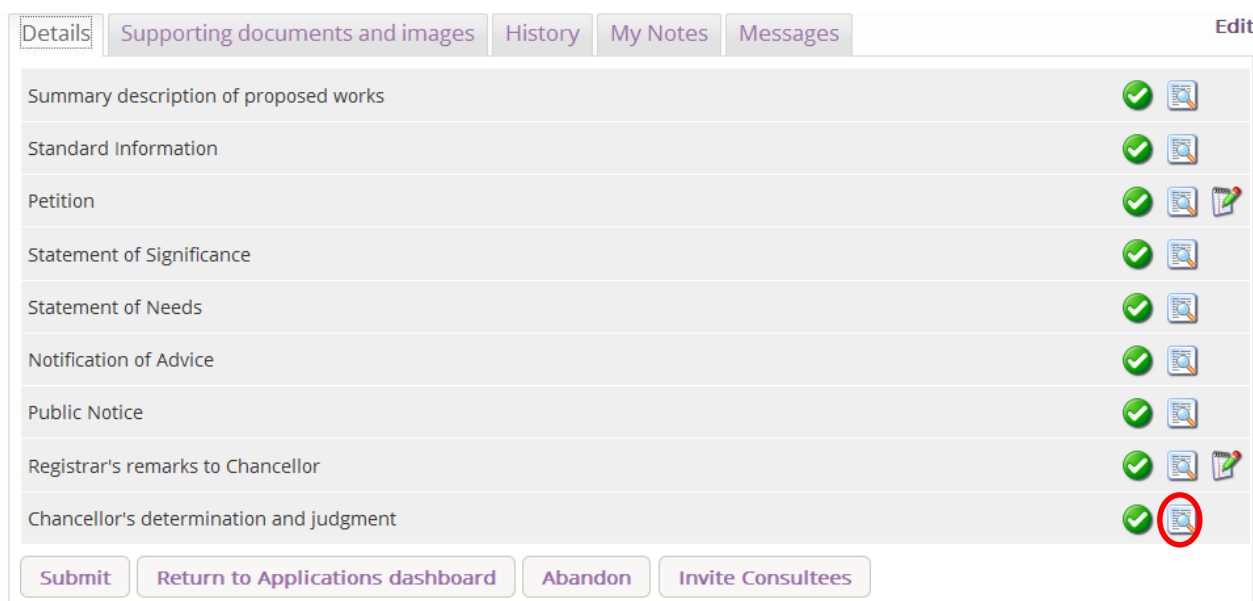
Buttons: **Ok**, Cancel

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**

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

 THE CHURCH OF ENGLAND Online Faculty System

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

[Open as PDF for printing](#) [Return to application details](#) [Edit](#)

1 of 1 Find | Next

Ref: 2014-000080 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (25/11/2014) **Contact Tel.:** 020 7898 1860
Status: Application with Registrar

Chancellor's Determination

Action

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


Directions or other Observations

Please check your data again

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

Tuesday, December 09, 2014 12:54 PM Page 1

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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**.

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

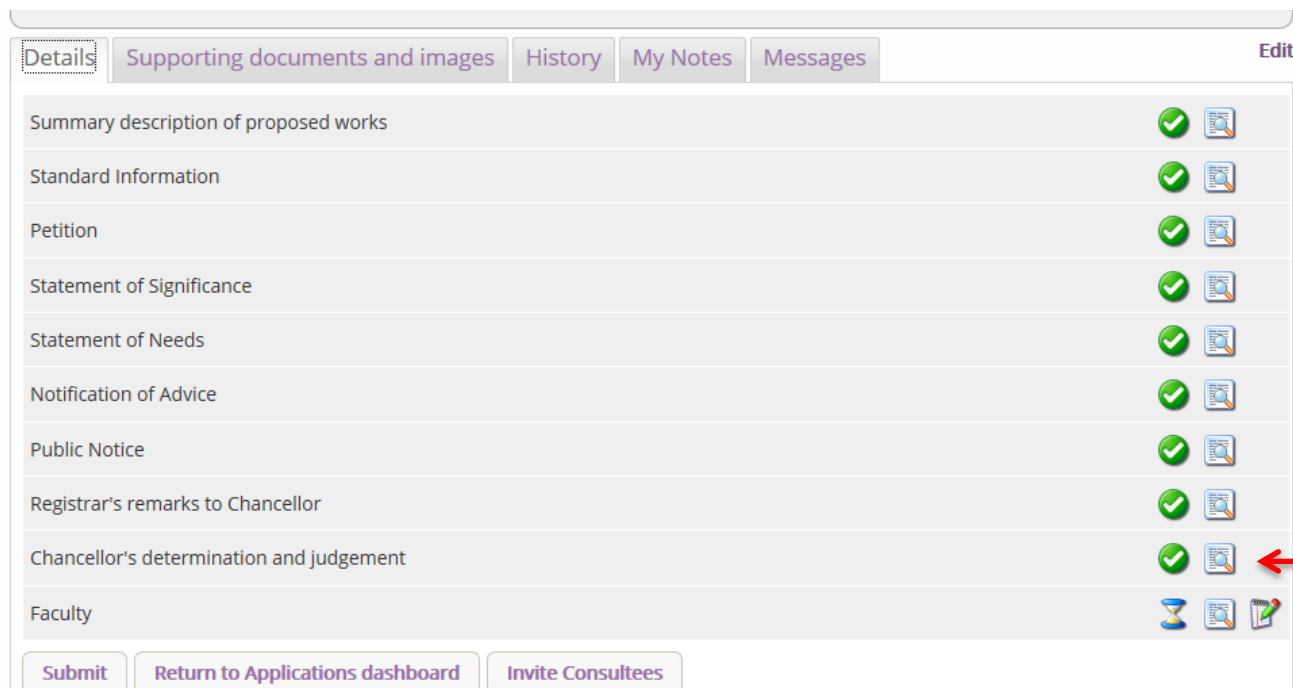
Summary description of proposed works	<input checked="" type="checkbox"/>
Standard Information	<input checked="" type="checkbox"/>
Petition	<input checked="" type="checkbox"/>
Statement of Significance	<input checked="" type="checkbox"/>
Statement of Needs	<input checked="" type="checkbox"/>
Notification of Advice	<input checked="" type="checkbox"/>
Public Notice	<input checked="" type="checkbox"/>
Registrar's remarks to Chancellor	<input checked="" type="checkbox"/>
Chancellor's determination and judgment	<input checked="" type="checkbox"/>

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

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** (see page 13)
3. Click the **View** icon to access the Chancellor's comments

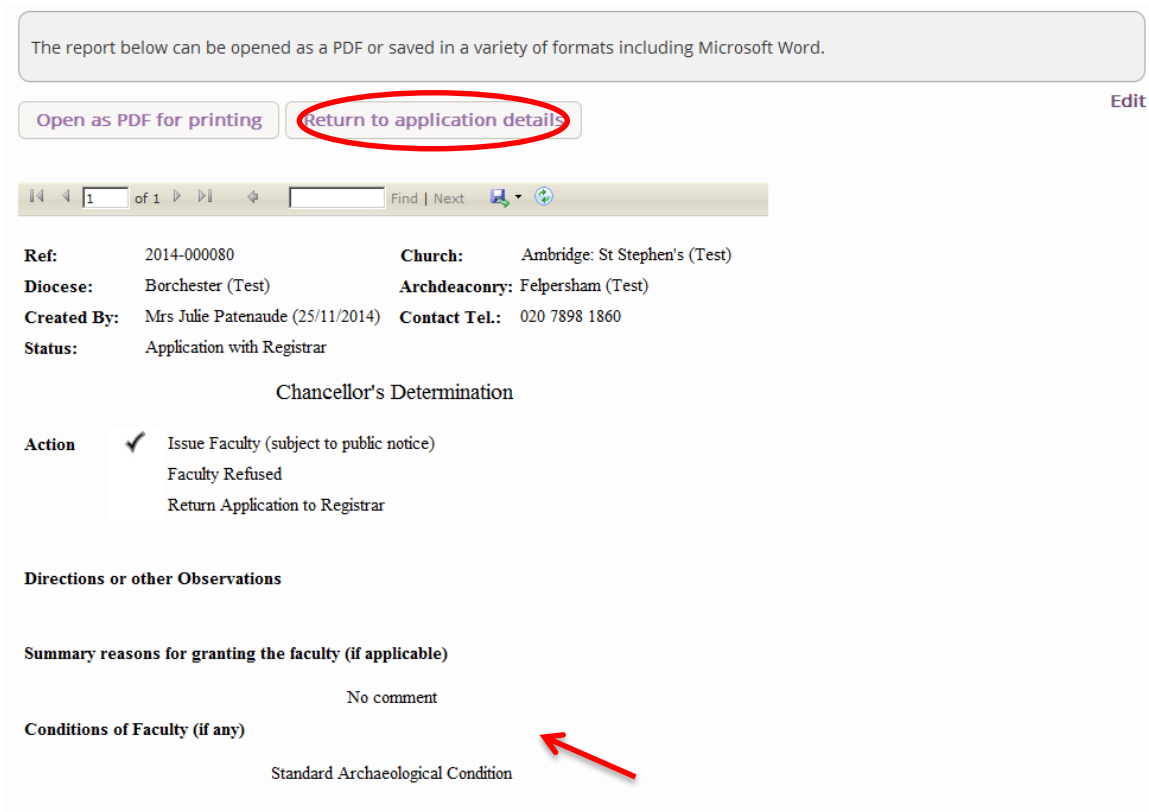


The screenshot shows the 'Details' tab of an application. The components and their status are:

Component	Status
Summary description of proposed works	Completed (Green checkmark)
Standard Information	Completed (Green checkmark)
Petition	Completed (Green checkmark)
Statement of Significance	Completed (Green checkmark)
Statement of Needs	Completed (Green checkmark)
Notification of Advice	Completed (Green checkmark)
Public Notice	Completed (Green checkmark)
Registrar's remarks to Chancellor	Completed (Green checkmark)
Chancellor's determination and judgement	Completed (Green checkmark)
Faculty	In Progress (Hourglass icon)

Buttons at the bottom: [Submit](#), [Return to Applications dashboard](#), [Invite Consultees](#). A red arrow points to the 'View' icon for the 'Chancellor's determination and judgement' section.

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



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

Buttons: [Open as PDF for printing](#), [Return to application details](#) (circled in red), [Edit](#)

Navigation: 1 of 1, Find | Next, [Print], [Refresh]

Ref: 2014-000080 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (25/11/2014) **Contact Tel.:** 020 7898 1860
Status: Application with Registrar

Chancellor's Determination

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

Directions or other Observations

Summary reasons for granting the faculty (if applicable)
No comment

Conditions of Faculty (if any)
Standard Archaeological Condition (indicated by a red arrow)

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

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works ✓ [document icon]

Standard Information ✓ [document icon]

Petition ✓ [document icon]

Statement of Significance ✓ [document icon]

Statement of Needs ✓ [document icon]

Notification of Advice ✓ [document icon]

Public Notice ✓ [document icon]

Registrar's remarks to Chancellor ✓ [document icon]

Chancellor's determination and judgement ✓ [document icon]

Faculty ✓ [document icon] [edit icon]

Submit Return to Applications dashboard Invite Consultees

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 dated

Faculty (Form 6)



Details for Form 6 Edit

The Worshipful Julie Patenaude, Chancellor of the Diocese and Official Principal of the Right Reverend _____, Lord Bishop of Borchester (Test)

To

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated _____ 20__ that a faculty should be granted.]

[[A letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]

[All the parties to the proceedings having agreed in writing that the Chancellor should determine the

Save & come back later Cancel Next

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7. **Edit** the schedule of works and the Chancellor's conditions (if required) and click **Finish**.

Faculty (Form 6)



Schedule Of Works

Edit

Build new extension on the south of the church building.

body p

Conditions of Faculty (if any) Edit

Standard Archaeological Condition|

Save & come back later

Cancel

Finish



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

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		

Submit | Return to Applications dashboard | Invite Consultees



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

[Open as PDF for printing](#) [Return to application details](#)

1 of 1 Find | Next

Ref: 2014-000079 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (25/11/2014) **Contact Tel.:** 6456546354
Status: Registrar to Issue Faculty

Form 6
(Rule 6.4)
Faculty

In the Consistory Court of the Diocese of Borchester (Test)

Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The Worshipful Julie Patenaude, Chancellor of the Diocese and Official Principal of the Right Reverend Bob Smith, Lord Bishop

To JP (FS), FS (BR), BR (SF)

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.
or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

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**

[Open as PDF for printing](#) [Return to application details](#)


1 of 1 Find | Next

Ref: 2014-000079 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (25/11/2014) **Contact Tel.:** 6456546354
Status: Registrar to Issue Faculty

Form 6
(Rule 6.4)
Faculty

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






















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

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000079** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Registrar to Issue Faculty** Logged By: **Mrs Julie Patenaude (Tue 25 Nov 2014)**
Summary: **Testing notifications**

The Chancellor has considered the application and returned it to the Registrar.
You will hear from the Registrar in due course.

[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	  

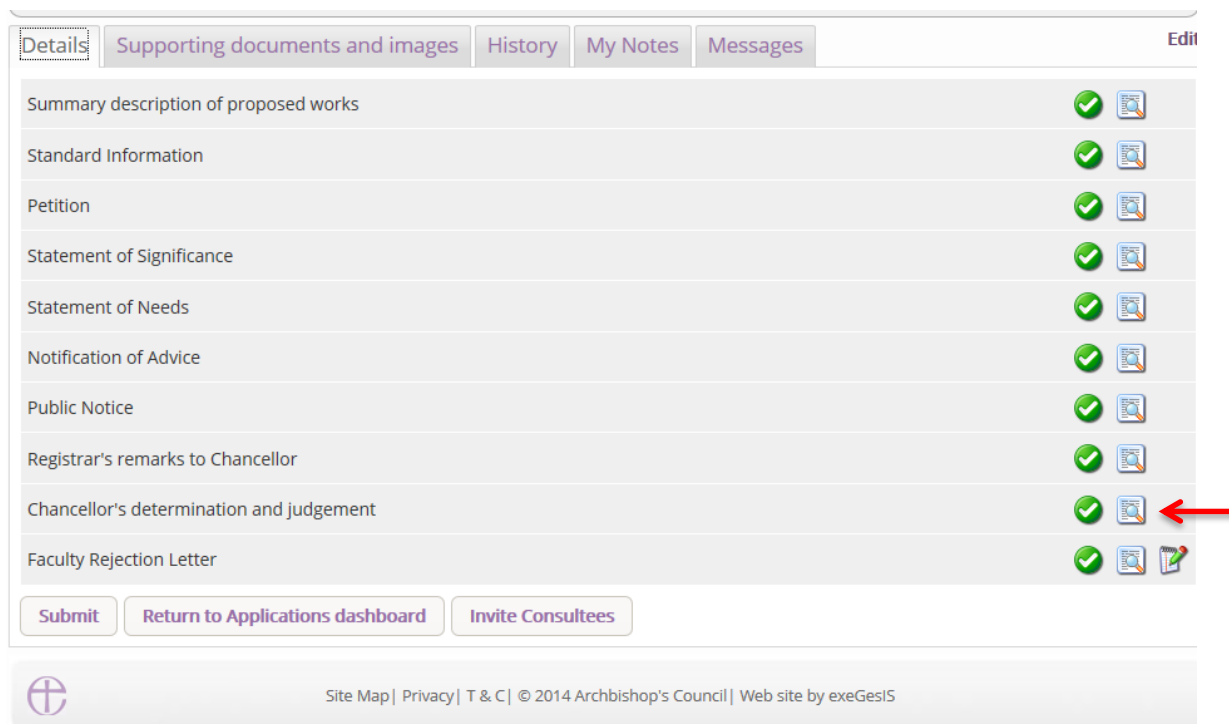
[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#)

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Faculty Refusal

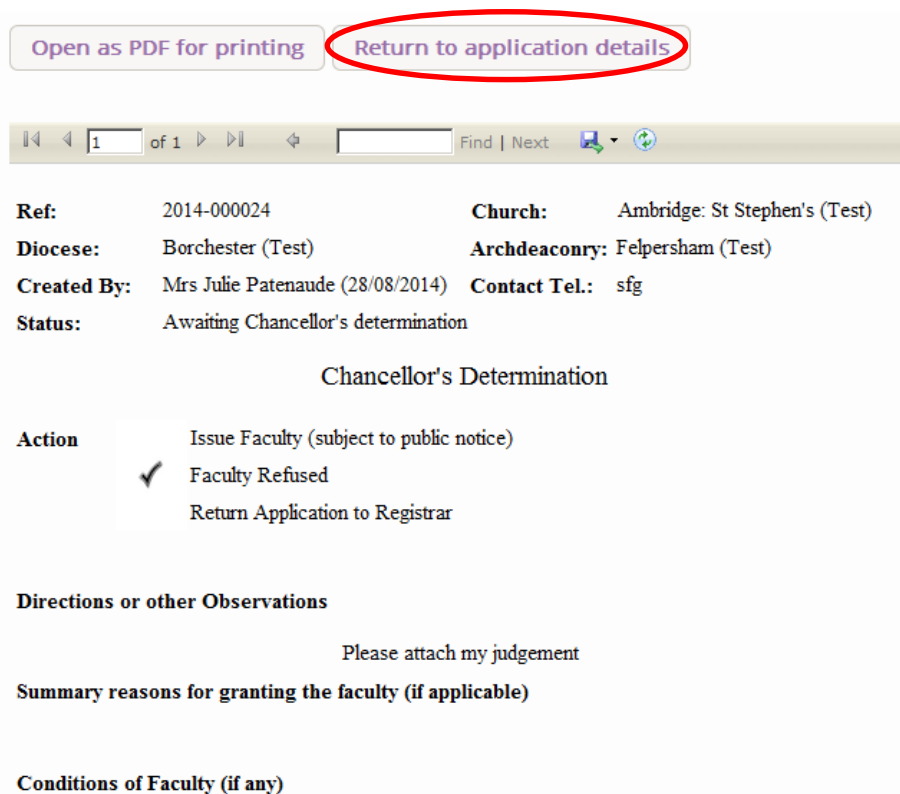
In cases where the Chancellor refuses a faculty application, you will receive a notification through the Online Faculty System.

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



The screenshot shows the 'Details' view of an application in the Online Faculty System. The interface includes tabs for 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. A list of documents is displayed, each with a green checkmark and a document icon. The 'Chancellor's determination and judgement' document is highlighted with a red arrow pointing to its 'View' icon. Below the list are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'. The footer contains a cross icon, 'Site Map | Privacy | T & C | © 2014 Archbishop's Council | Web site by exeGesIS'.

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



The screenshot shows the 'Chancellor's Determination' page. At the top, there are two buttons: 'Open as PDF for printing' and 'Return to application details', which is circled in red. Below the buttons is a navigation bar with '1 of 1' and 'Find | Next'. The main content area displays application details:

Ref:	2014-000024	Church:	Ambridge: St Stephen's (Test)
Diocese:	Borchester (Test)	Archdeaconry:	Felpersham (Test)
Created By:	Mrs Julie Patenaude (28/08/2014)	Contact Tel.:	sfg
Status:	Awaiting Chancellor's determination		

Chancellor's Determination

Action

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

Directions or other Observations

Please attach my judgement

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

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

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

Faculty Rejection Form

Do not forget to attach the Chancellor's judgment under the Supporting Documents and Images tab.

Rejection remarks Edit






















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

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7. To attach the Chancellor's judgement (if necessary) see page 47.

8. 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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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**

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The application details are as follows:

Application Ref: 2014-00064	Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test)	Archdeaconry: Felpersham (Test)
Status: Proposal in Preparation	Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews	

Instructions for developing the proposal are provided, including a note that the 'Supporting documents and images' tab should be used to attach relevant documents. The 'Supporting documents and images' tab is highlighted with a red circle in the screenshot.

Details	Supporting documents and images	History	Messages
---------	----------------------------------------	---------	----------

Summary description of proposed works	✓ [Icons]
Standard Information	✓ [Icons]
Petitioner	✓ [Icons]
Statement of Significance	✓ [Icons]
Statement of Needs	✓ [Icons]

Buttons: [Submit](#) [Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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

3. Click **Add**

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The application details are as follows:

Application Ref: 2014-00018	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.

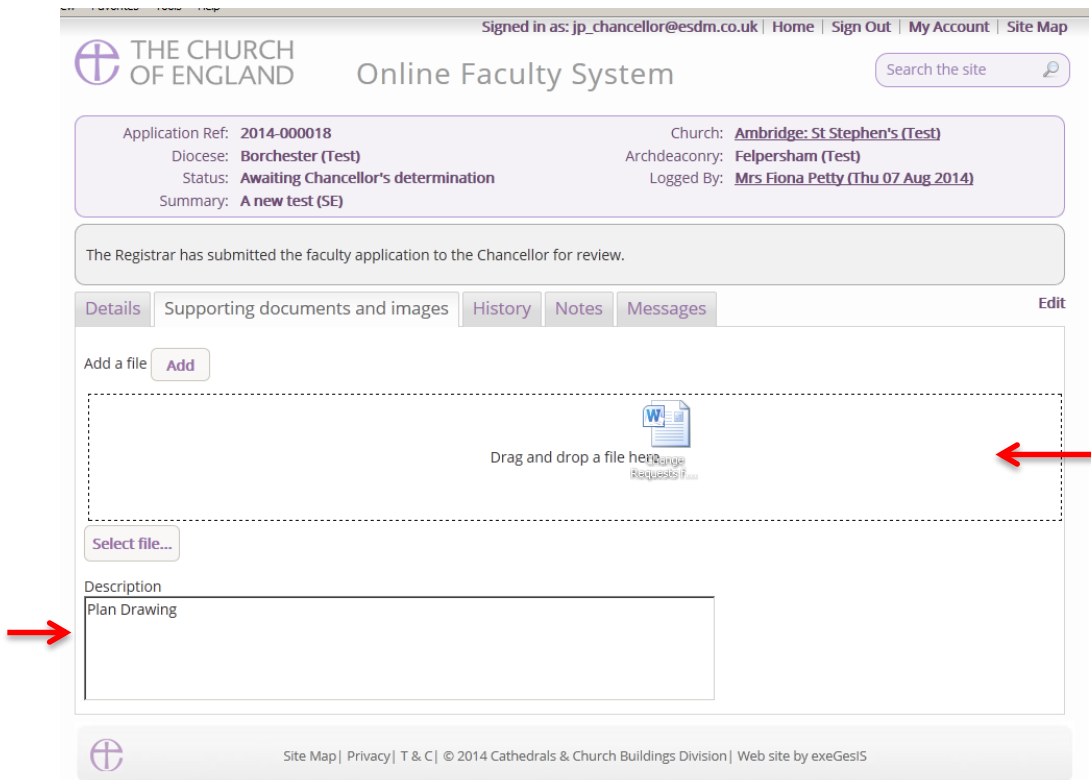
Details	Supporting documents and images	History	Notes	Messages	Edit
---------	----------------------------------------	---------	-------	----------	------

Buttons: [Add](#)

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

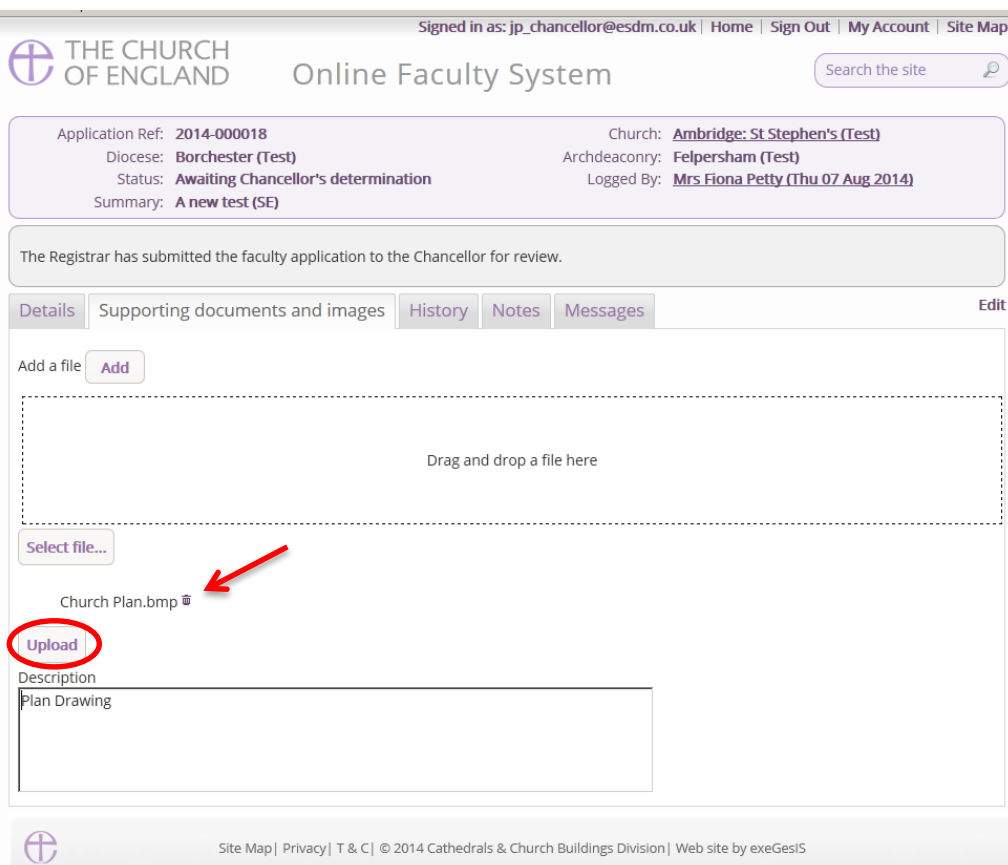
Option 1

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)



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 main header includes 'THE CHURCH OF ENGLAND' and 'Online Faculty System'. A search bar is present. Below the header, application details are displayed: Application Ref: 2014-000018, Diocese: Borchester (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.' The interface has tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is active. It features an 'Add a file' button with an 'Add' sub-button. Below this is a dashed box for file upload with the text 'Drag and drop a file here' and a red arrow pointing to it. A 'Select file...' button is also present. Below the upload area is a 'Description' field containing the text 'Plan Drawing', with a red arrow pointing to it. The footer contains site map, privacy, and copyright information.


6. Notice that the file has uploaded (you can delete it by click on the trash icon 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. The 'Add a file' button now shows 'Add'. Below the dashed box, the uploaded file 'Church Plan.bmp' is listed with a trash icon next to it, and a red arrow points to it. Below the file list is an 'Upload' button, which is circled in red. The 'Description' field still contains 'Plan Drawing'. The footer is the same as in the previous screenshot.

8. The file has successfully attached.


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

 THE CHURCH OF ENGLAND Online Faculty System


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

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

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

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


Add a file

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Option 2

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

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 THE CHURCH OF ENGLAND Online Faculty System

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


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

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

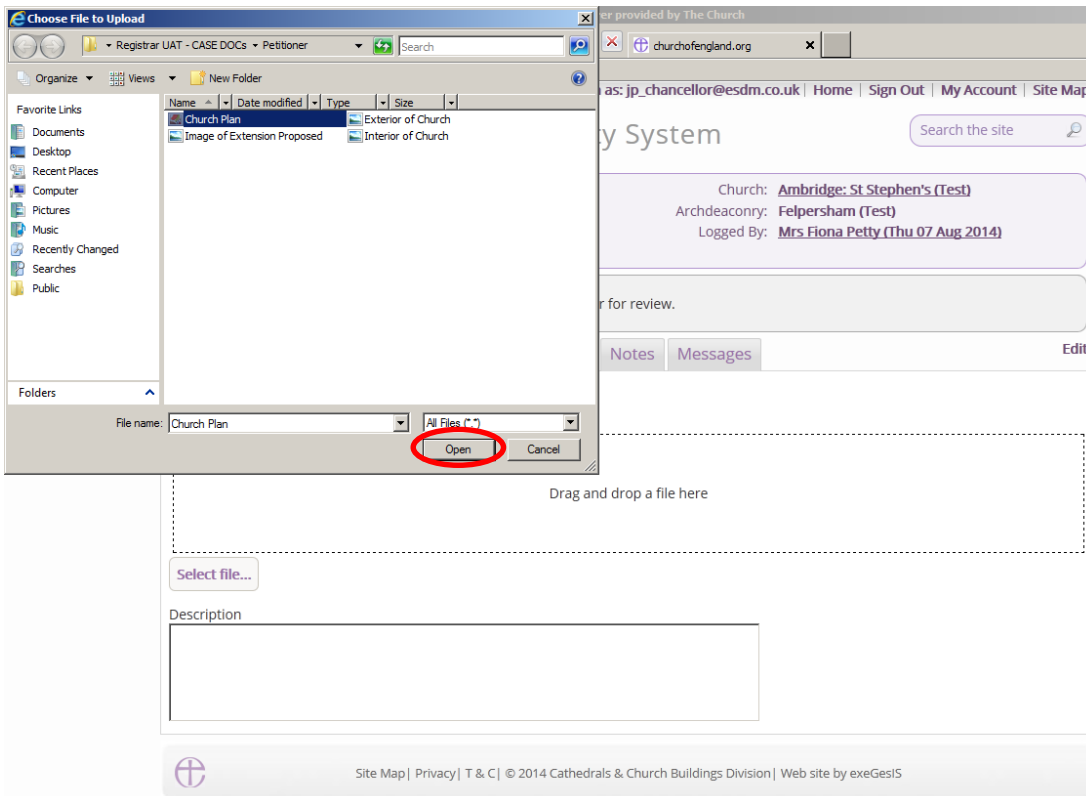
Add a file

Drag and drop a file here

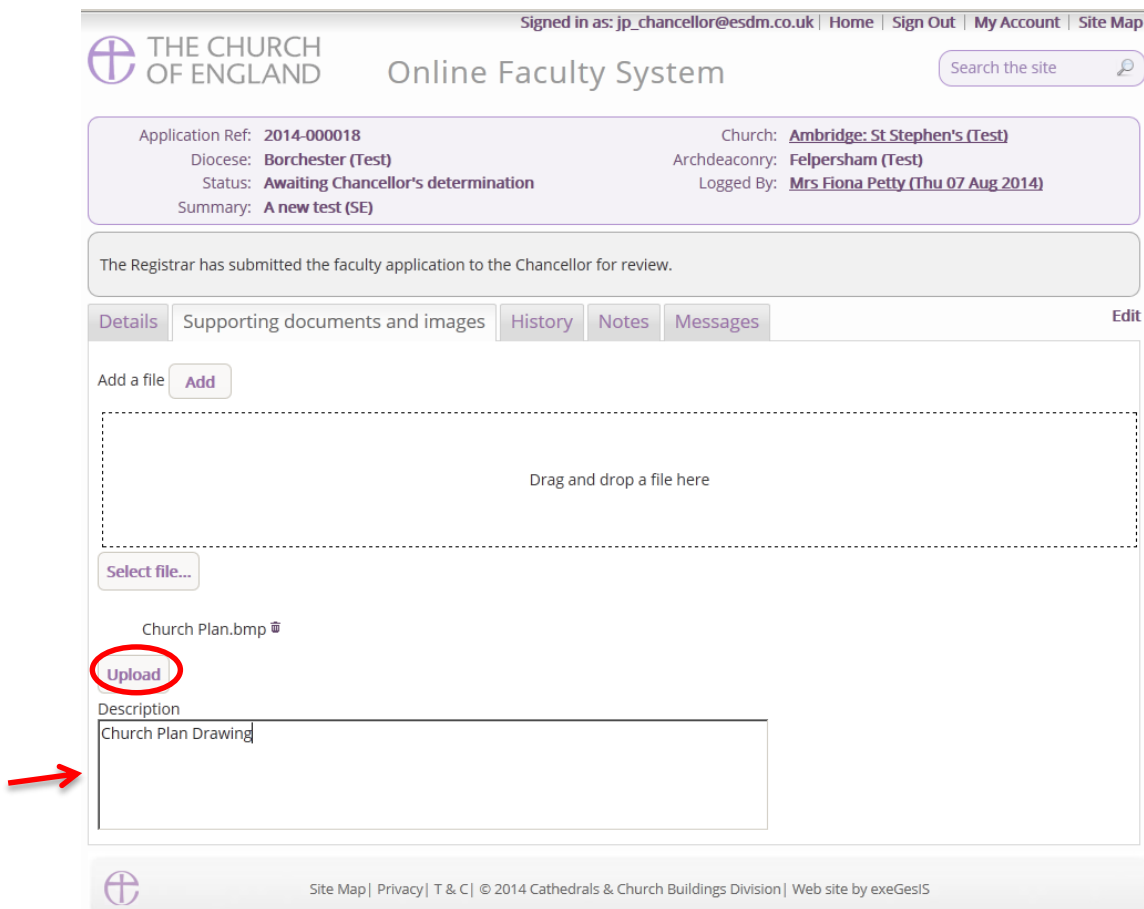
Description

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




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



13. The file has successfully attached


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

 THE CHURCH OF ENGLAND Online Faculty System


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

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

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

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

Add a file

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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

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact Help

Online Faculty System dashboard

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

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

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

DAC meeting report

Casework analytics report

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

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 06/01/2016 15:56:49

Diocese dropdown menu:

- (Select All)
- Bath & Wells
- Birmingham
- Blackburn
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester

Ref	Diocese	Grade	Application Type	Created	Summary of Works	Status
-----	---------	-------	------------------	---------	------------------	--------

5. Filter by listed building grade (if required)

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: Status: Open

1 of 5 Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status

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

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: 1 of 5 Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status
14		Derby	II	Full Faculty	07 Dec 2015	Provide and fit metal safety	Proposal in preparation

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

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: Open (selected), Open, Closed

1 of 5 Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary	Status
-----	--------	---------	-------	------------------	---------	---------	--------

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

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: Open

1 of 5 Find | Next

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

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: Open

1 of 5 Find | Next

Ref	Church	Diocese	Grade	Created	Summary of Works	Status
2015-001016	Hazelwood: St John the Evangelist (612243)	Derby	II	7 Dec 2015	Provide and fit metal safety handrail to Vestry steps.	Proposal in preparation

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

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>