

Online Faculty System

An Archdeacon's User Manual

James Miles

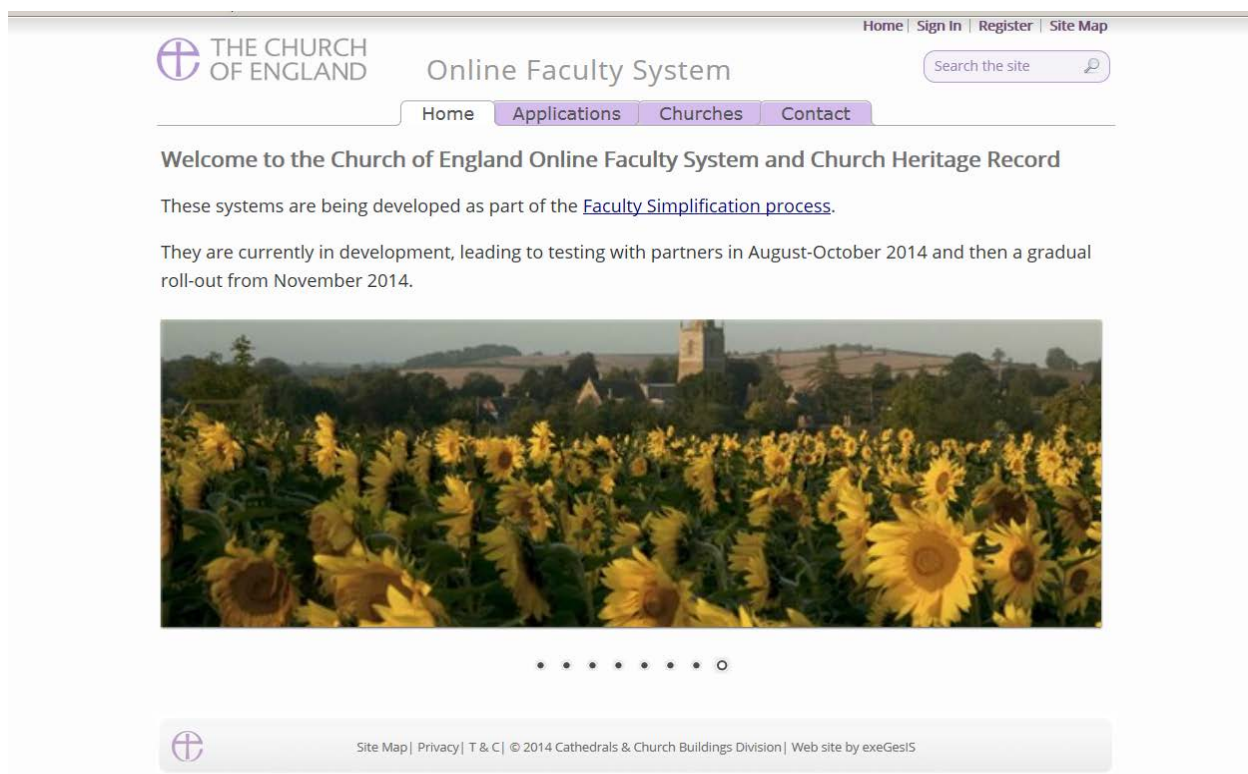
1st April 2020

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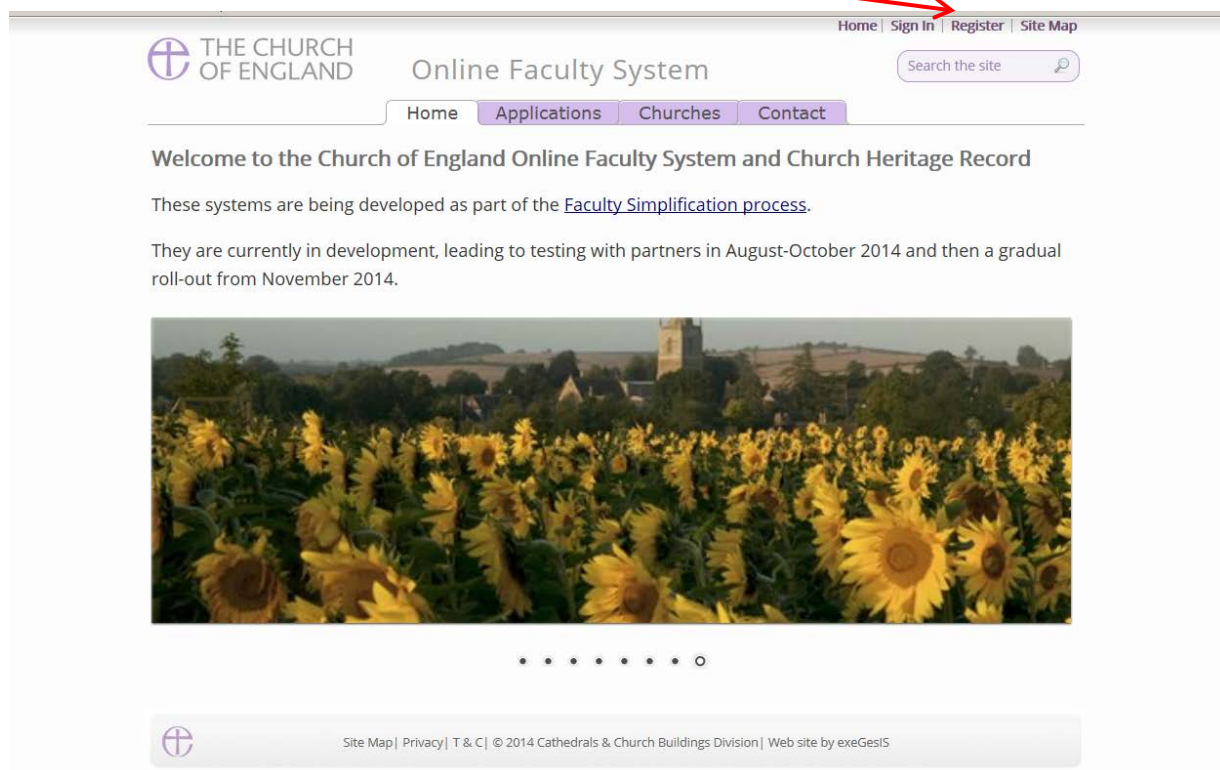
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How to Register as an Archdeacon

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



2. Click on **Register**



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

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

At the bottom right of the page, there is a zoom level indicator showing '100%'.

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:

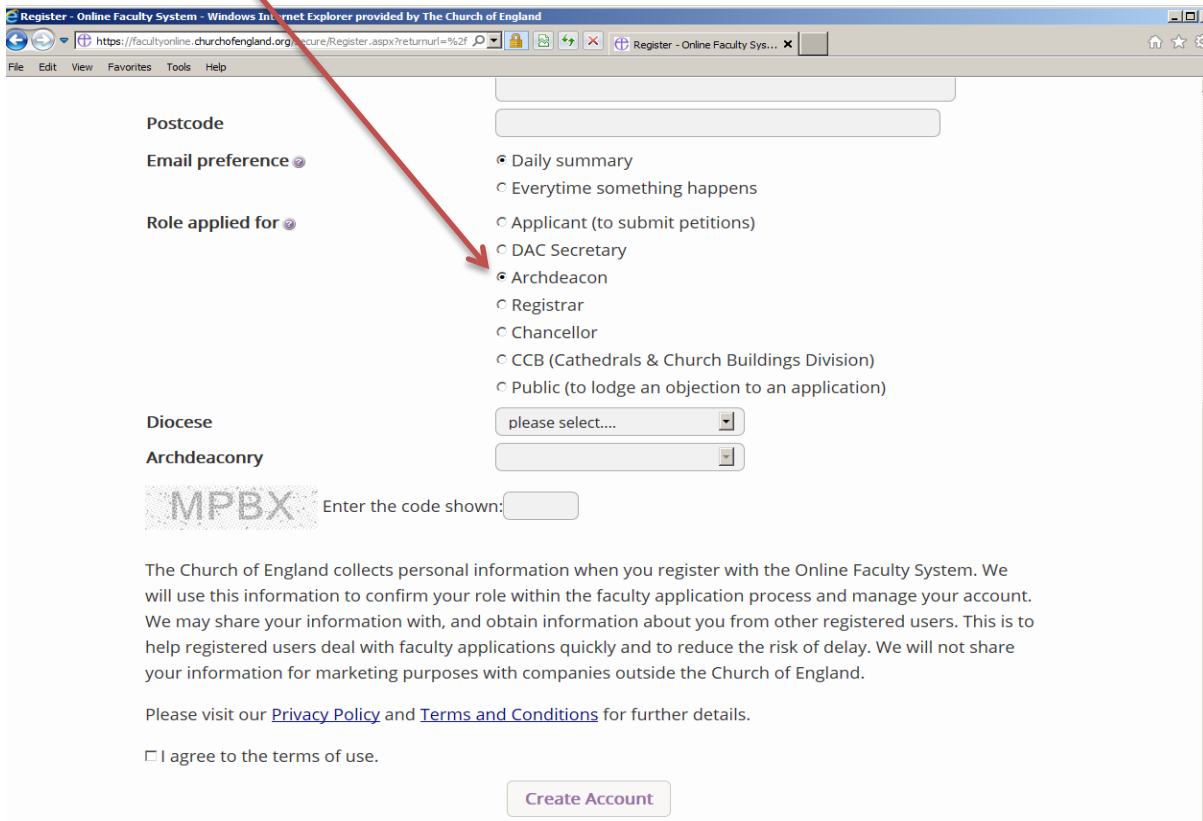
a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)

Or

b. **Every time** something changes

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

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

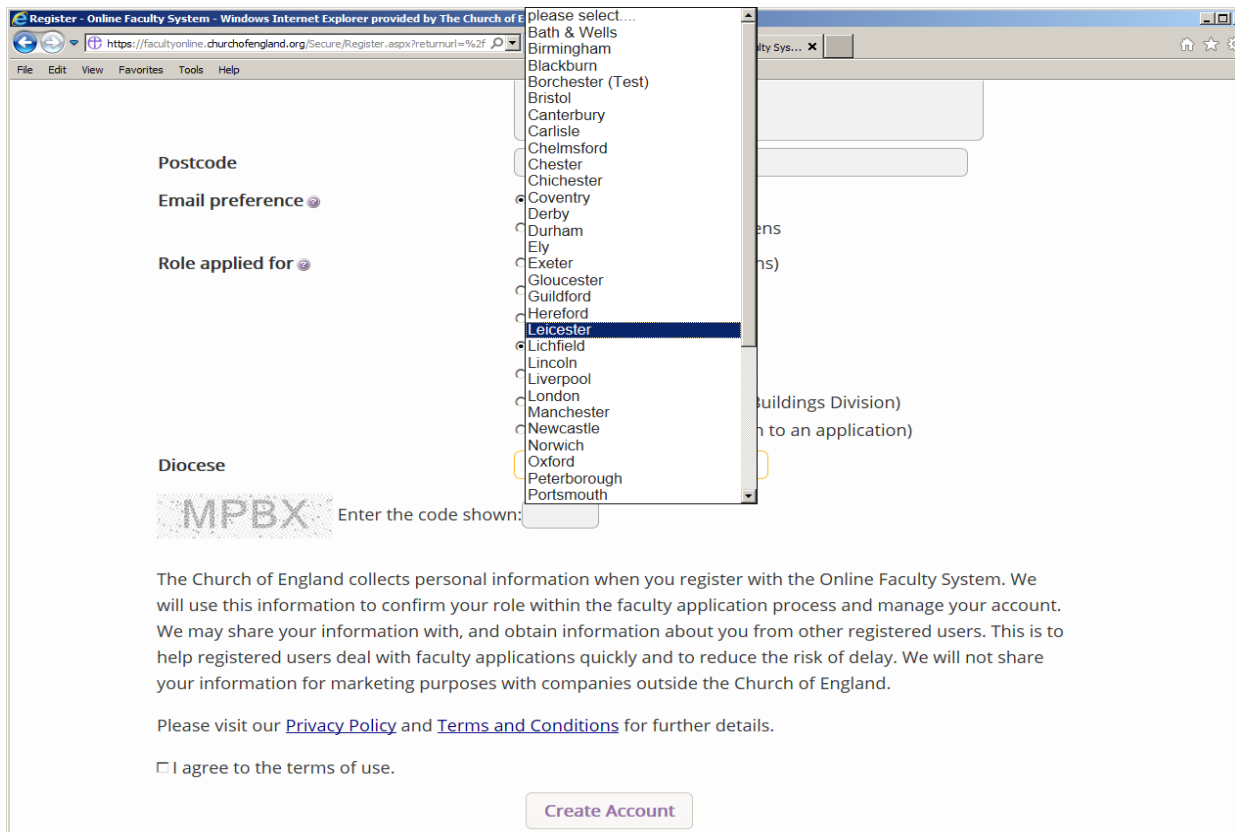


The screenshot shows a web browser window titled "Register - Online Faculty System - Windows Internet Explorer provided by The Church of England". The URL is "https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f". The form contains the following fields and options:

- Postcode:
- Email preference: Daily summary
 Everytime something happens
- Role applied for: Archdeacon
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Public (to lodge an objection to an application)
- Diocese: please select... (dropdown menu)
- Archdeaconry: (dropdown menu)
- MPBX: Enter the code shown:

Below the form, there is a privacy notice: "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." It also includes links for "Privacy Policy" and "Terms and Conditions", and a checkbox for "I agree to the terms of use." A "Create Account" button is at the bottom.

9. Select your diocese:



The screenshot shows the same registration form as above, but with the "Diocese" dropdown menu open. The list of dioceses is as follows:

- 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

The rest of the form, including the privacy notice and "Create Account" button, remains the same as in the previous screenshot.

10. Followed by your Archdeaconry

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

https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

Postcode

Email preference

- Daily summary
- Everytime something happens

Role applied for

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

Diocese

Leicester

Archdeaconry

please select...

MPBX Enter the code shown:

- please select...
- Cathedral or Unknown
- Closed Unattached Churches
- Leicester
- Loughborough

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. Enter the security code as it is shown:

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.

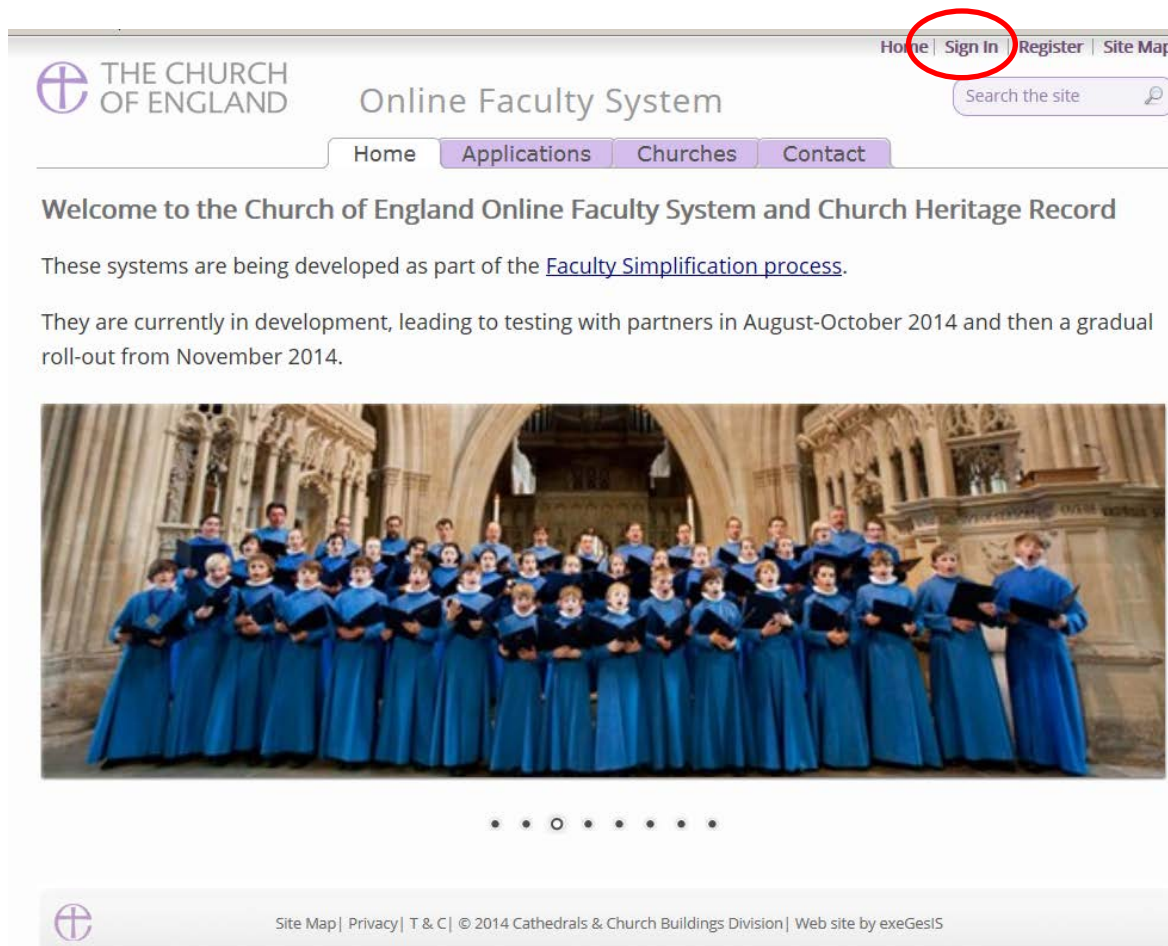
Create Account

12. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.
13. Click on **Create Account**
14. 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.
15. 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.
16. 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 Archdeacon. If not, you will be contacted to check the details of your registration.
17. 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

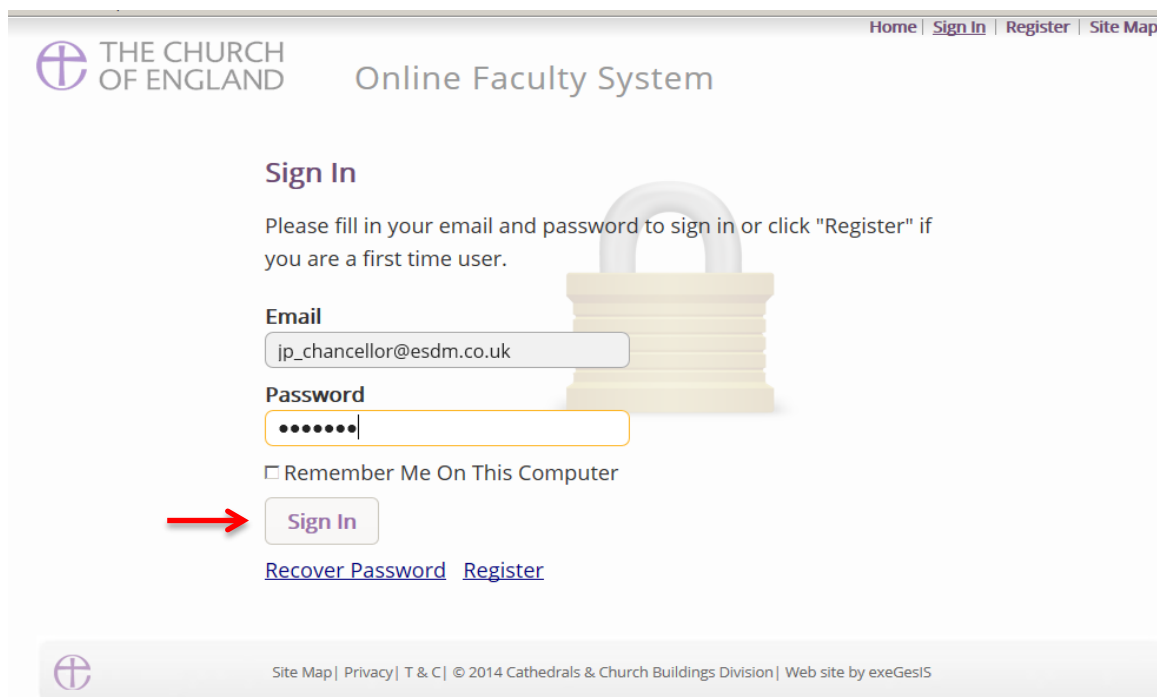
These systems are being developed as part of the [Faculty Simplification process](#).

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!

THE CHURCH OF ENGLAND Online Faculty System

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

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

THE CHURCH OF ENGLAND Online Faculty System

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

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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Recovering your Password

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

THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

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

Email

Password

Remember Me On This Computer

[Sign In](#)

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

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

THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Recover Password

Forgotten Your Password?

Please enter your email address

[Next](#)

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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.
4. Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and type in your new password. **Do not Copy & Paste**

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

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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



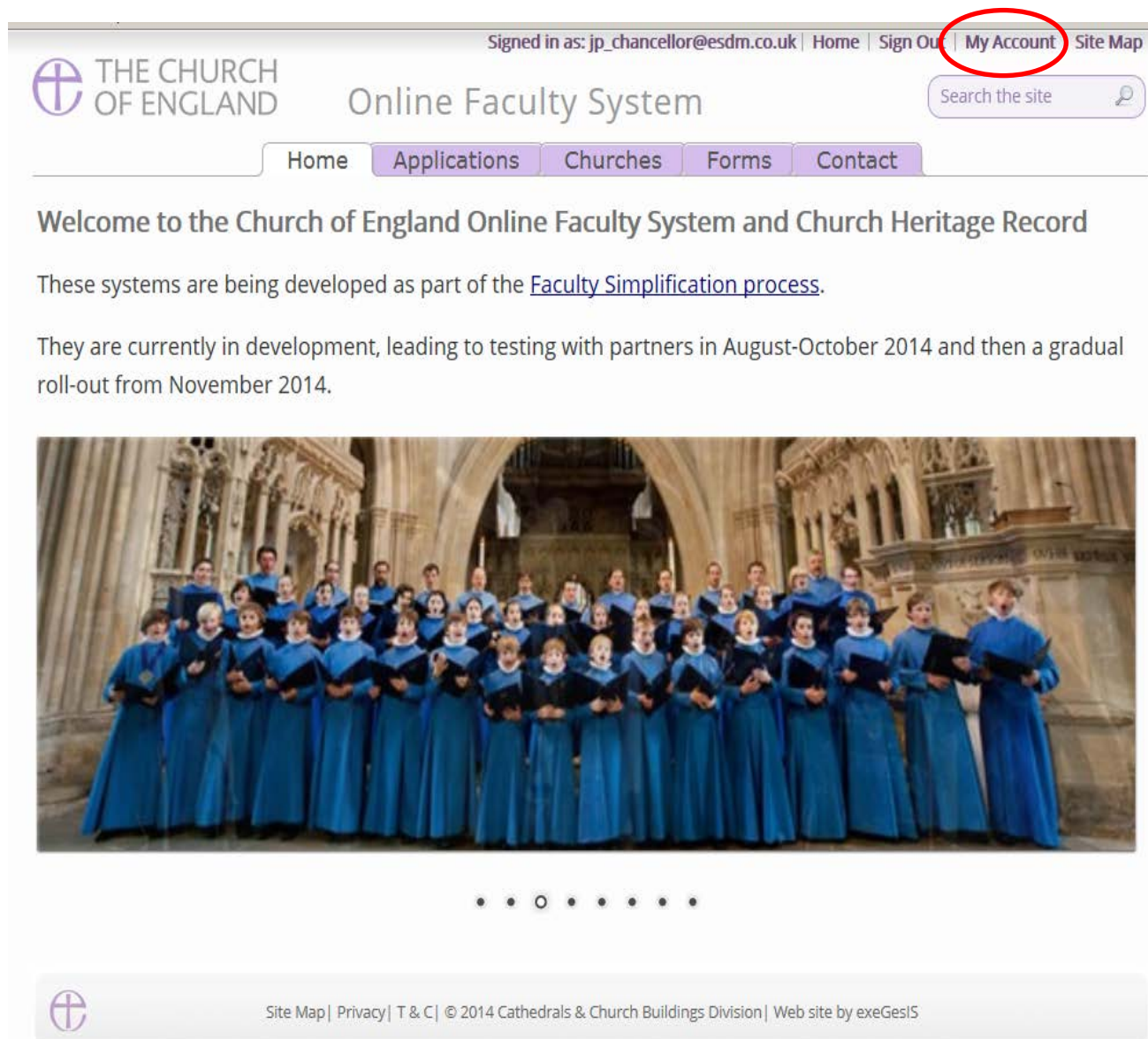
Settings

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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 | 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](#).

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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

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

Update your email address here

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

My Account

Security/Identity Profile

Created 22/07/2014 13:01:36

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

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House
Great Smith Street
London

Postcode SW1P 3AZ

Email preference Edit Daily summary Everytime something happens

Total Posts 0

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

Update Change Password

Do not forget to update your changes

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

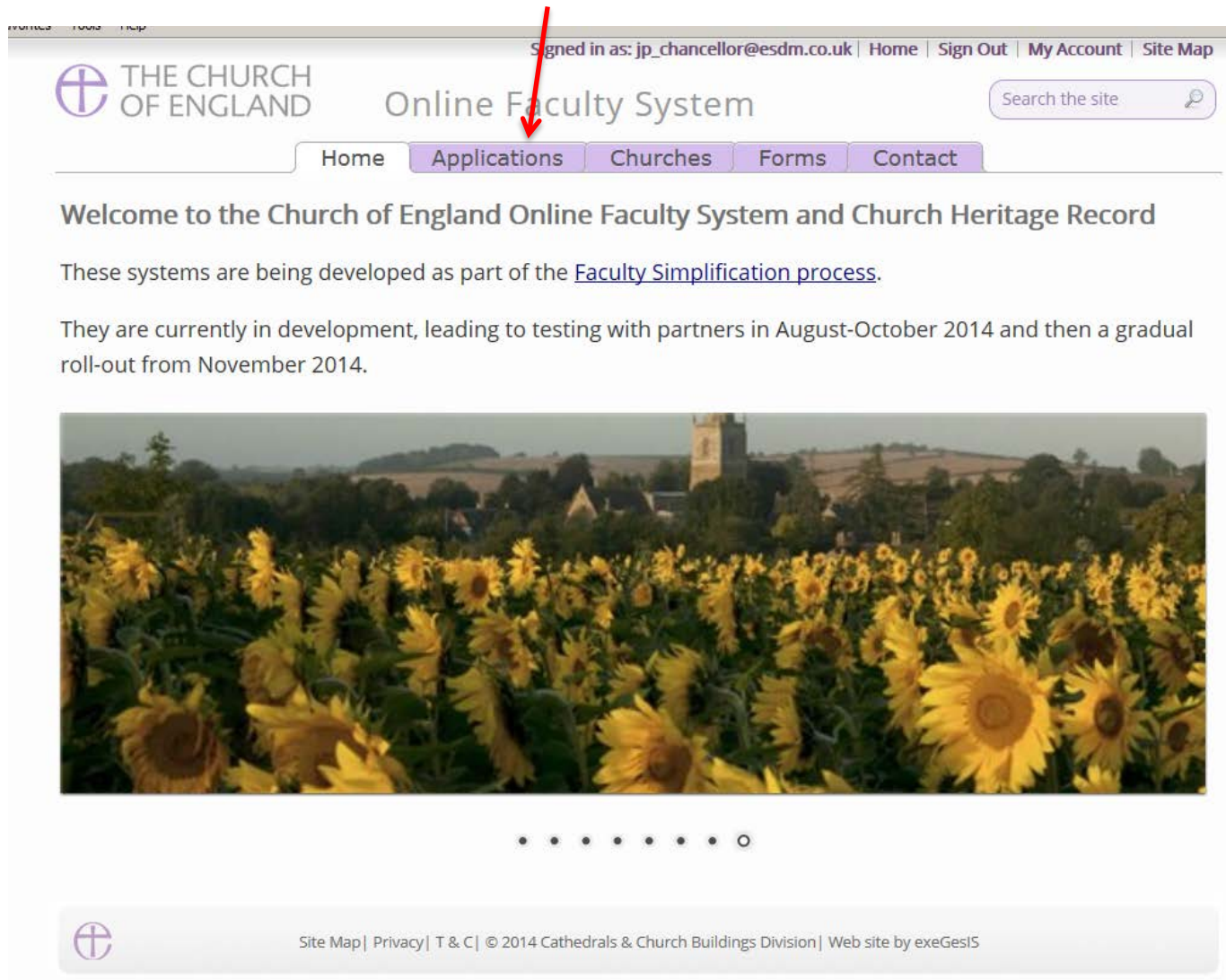
Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your 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

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

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




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

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

 THE CHURCH OF ENGLAND Online Faculty System









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


Online Faculty System dashboard

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

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

Messages Applications requiring your action Active Cases Archived Cases Tools

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 application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

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

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

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

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

Messages Applications requiring your action Active Cases Archived Cases Tools

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

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

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

The functions here are the same as the previous tab.

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

Organise your applications by clicking on:

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

Scroll through the pages to find a specific application

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

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

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


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

- 10
- 20
- 50
- or
- 100

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

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

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

 THE CHURCH OF ENGLAND Online Faculty System











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

Online Faculty System dashboard

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

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

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

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

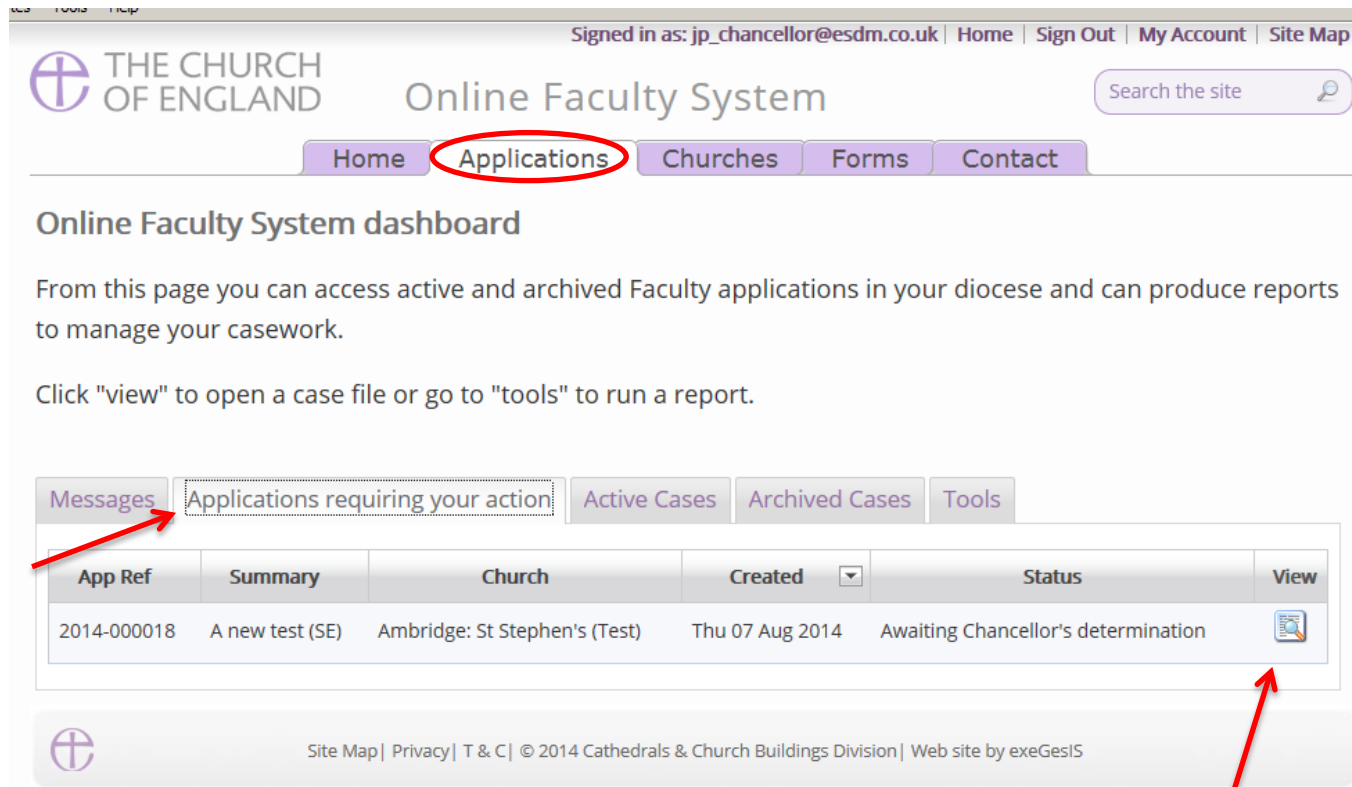
[First](#) [Previous](#) [Next](#) [Last](#) Page size: Page 1 of 2 (14 items)

Navigating a Case File


A case file is where you will find all the necessary forms and documents to help you make your determination. 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 14).



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: '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.' A table of applications is displayed with columns: App Ref, Summary, Church, Created, Status, and View. A red arrow points to the 'View' icon in the first row of the table.

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 the Chancellor's 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 the system name. A search bar is located on the right. Below the header, a summary box contains application details: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Borchester (Test), Status: Awaiting Chancellor's determination, Summary: A new test (SE), 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 is a tabbed interface with 'Details' selected and circled in red. Other tabs include 'Supporting documents and images', 'History', 'Notes', and 'Messages'. An 'Edit' link is visible on the right. The main content area lists various forms with their status and icons: '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', and 'Chancellor's determination and judgement'. Each form has a green checkmark icon (indicating completion) and a document icon (indicating it can be viewed or edited). At the bottom, there are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'. The footer contains a site map, privacy/terms links, copyright information for 2014, and the website developer 'exeGesIS'.

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

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


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 and the DAC, have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters.

Click on a file to open it.


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
 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](#) | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

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.

Accessing a List A matter record

As Archdeacon, you will receive a notification when a parish records a List A item using the Online Faculty System.

N.B. Please note that if you have selected to receive your notifications as a Daily Summary, you will not be notified of List A matters.

1. To open the application, click on the **link**.

Dear Archdeacon

Reference 2016-001124 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

A new record (reference 2016-001124) has been created with a List A matter(s) selected.

List A matters may be undertaken without the need for consultation or faculty subject to the specified conditions, and exclude certain categories of works to listed buildings.

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

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the [My Account page](#).

2. To access the List A matter recorded, click on the **View** icon

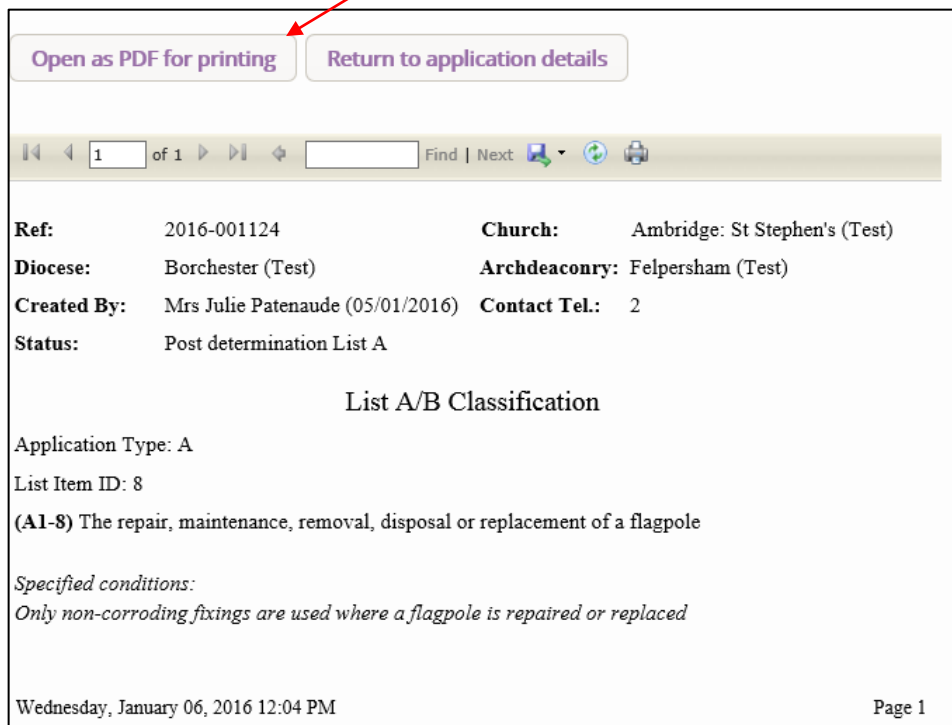
Details History Messages

Summary description of proposed works	 
List A or List B classification	 
Confirmation of List A matters	 

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

 Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744

3. To print, click Open as PDF for printing



The screenshot shows a web application interface for viewing a document. At the top, there are two buttons: "Open as PDF for printing" (highlighted with a red arrow) and "Return to application details". Below these is a toolbar with navigation icons (back, forward, search, etc.) and a search box. The main content area displays the following metadata:

Ref: 2016-001124 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (05/01/2016) **Contact Tel.:** 2
Status: Post determination List A

List A/B Classification

Application Type: A
List Item ID: 8
(A1-8) The repair, maintenance, removal, disposal or replacement of a flagpole

*Specified conditions:
Only non-corroding fixings are used where a flagpole is repaired or replaced*

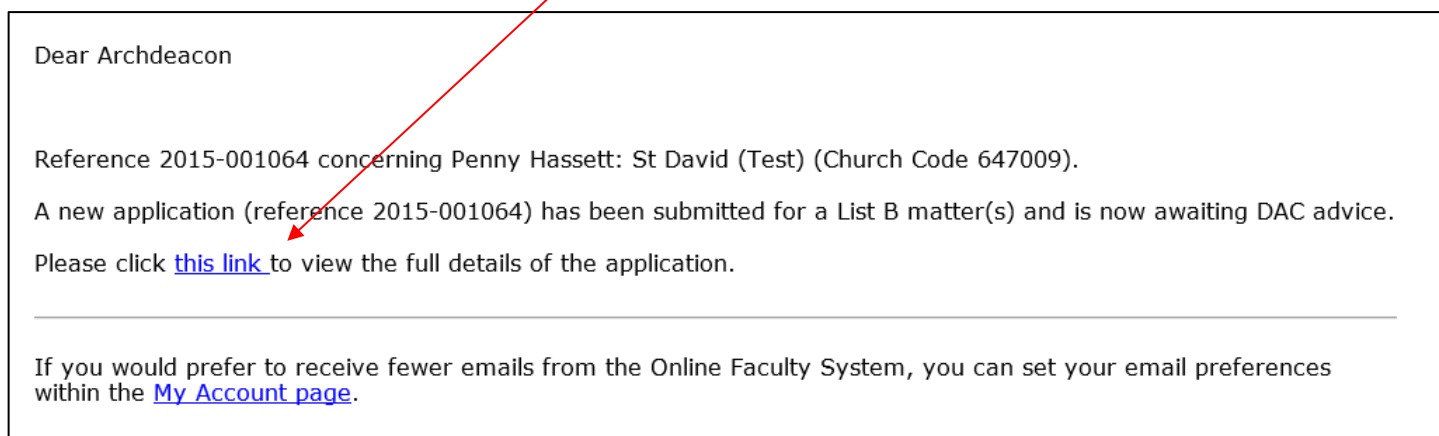
Wednesday, January 06, 2016 12:04 PM Page 1

Working on a List B matter application

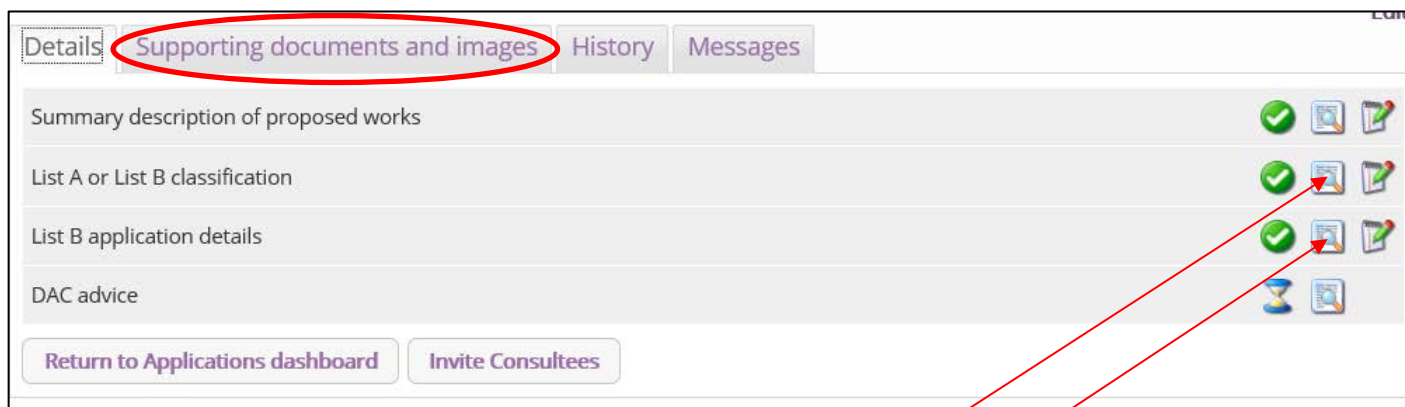
When parishes apply for a List B matter, you and the DAC Secretary will automatically be notified by email.

Awaiting DAC Advice

To access the application, **click** on the **link**



You will arrive at the List B case file.



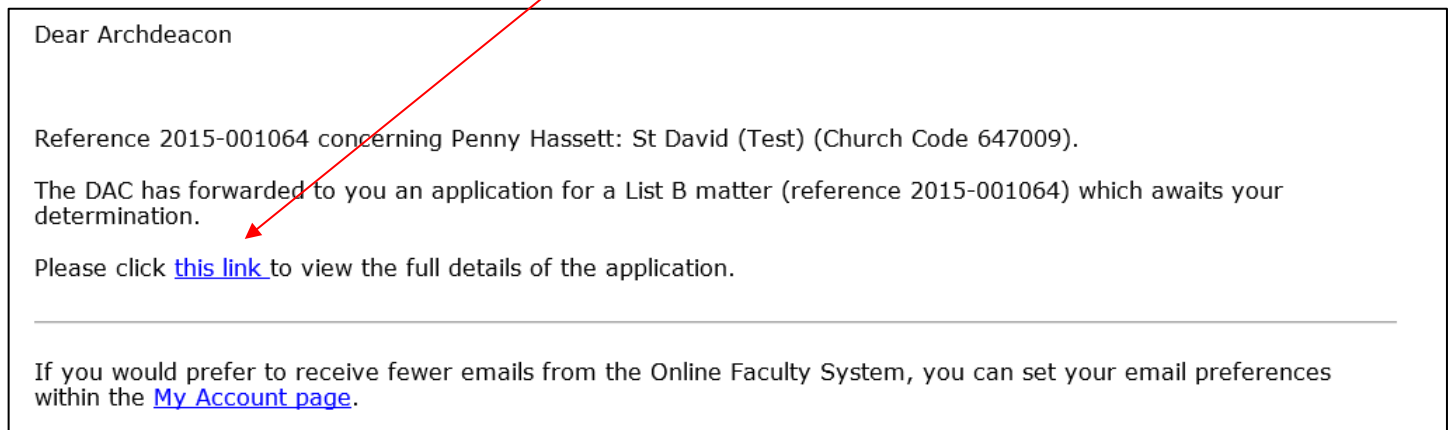
1. Click here to find out which **List B matter** was selected.
2. Click here to read more **details** about the application.
3. Go to the **Supporting Documents and Image** tab to see if there is any additional information.

N.B. To find out how to send the application to “consultees” go to page 28.

Awaiting Archdeacon's Determination

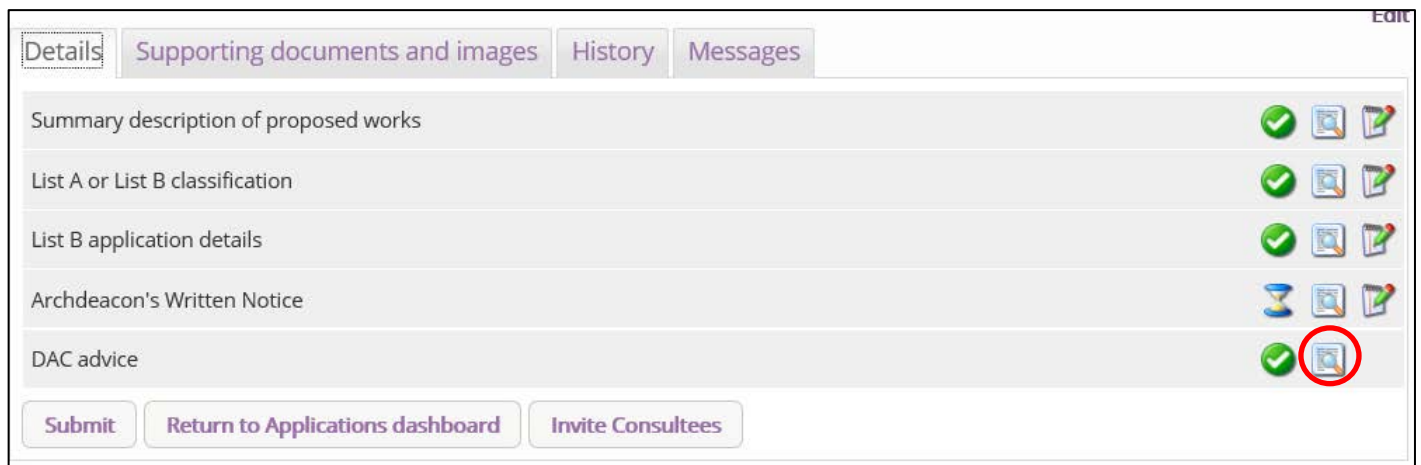
Once the DAC Secretary has sent you the List B application (with or without advice/draft conditions), you will receive this email informing you that the case is ready for your Written Notice.

To access the case file, **click** on the **link**.

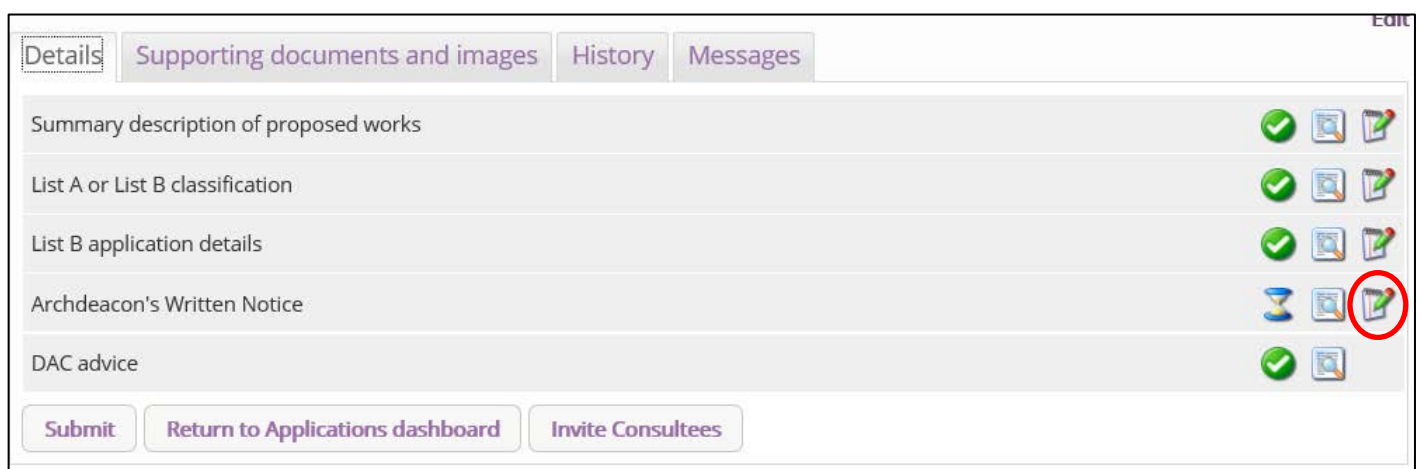


You will arrive at the case file

1. Click on the **View** icon to read the **DAC's** advice (if any)




2. Click on the **Edit** icon to fill in your **Written Notice**



3. 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.

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

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













Conditions / reasons  **Edit**

Archaeological recording required during works

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

6. 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](#)

Inviting External Consultees to View any Application

In circumstances where you need to send the application to external members for consultation,

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

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

THE CHURCH OF ENGLAND Online Faculty System

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**

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

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

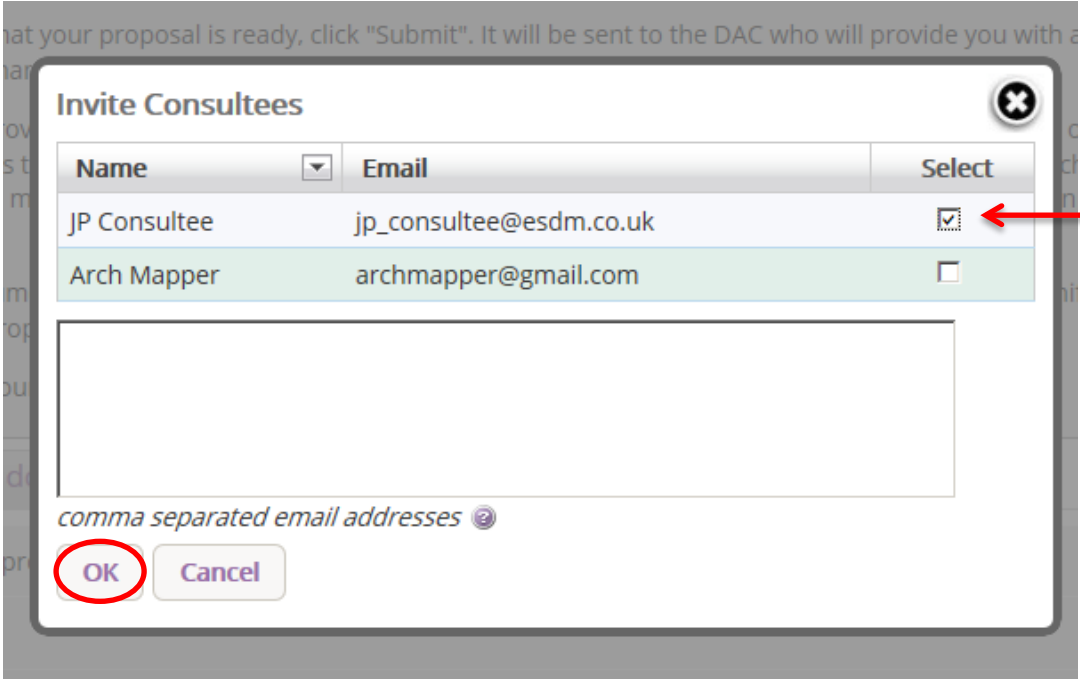
Invite Consultees

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

comma separated email addresses ?

OK Cancel

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



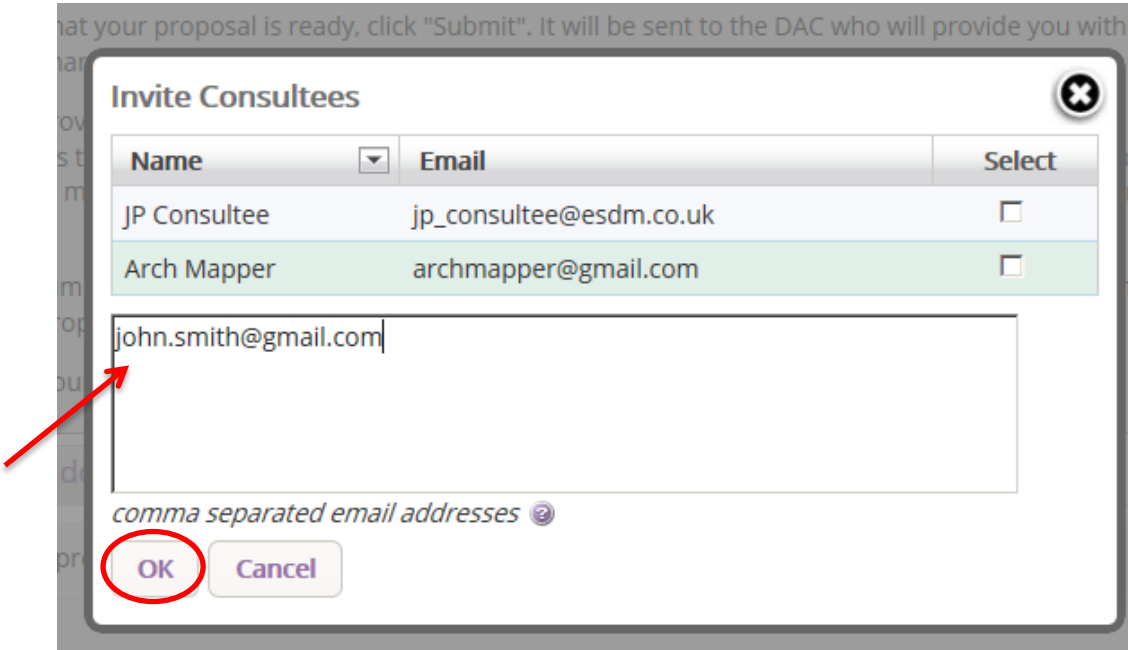
Invite Consultees

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

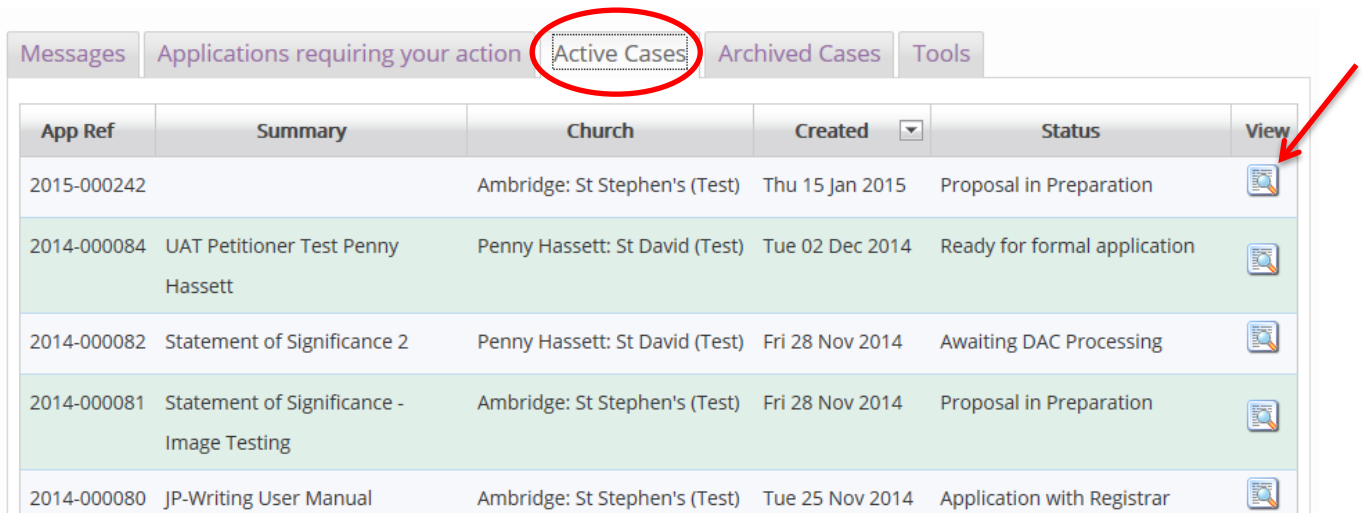
comma separated email addresses






OK Cancel

Accessing a Full Faculty Application

When you are ready to begin working on a Full 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 find the specific case file you require under **Active Cases**.
4. Click on the **View** icon to open the case file

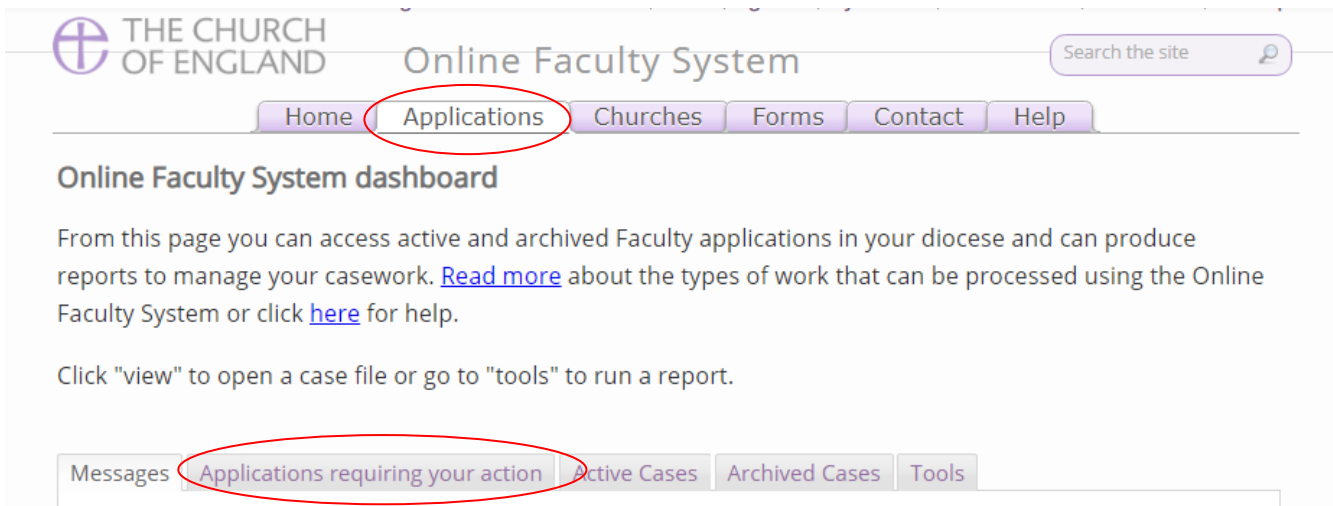


App Ref	Summary	Church	Created	Status	View
2015-000242		Ambridge: St Stephen's (Test)	Thu 15 Jan 2015	Proposal in Preparation	
2014-000084	UAT Petitioner Test Penny Hassett	Penny Hassett: St David (Test)	Tue 02 Dec 2014	Ready for formal application	
2014-000082	Statement of Significance 2	Penny Hassett: St David (Test)	Fri 28 Nov 2014	Awaiting DAC Processing	
2014-000081	Statement of Significance - Image Testing	Ambridge: St Stephen's (Test)	Fri 28 Nov 2014	Proposal in Preparation	
2014-000080	JP-Writing User Manual	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	

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.

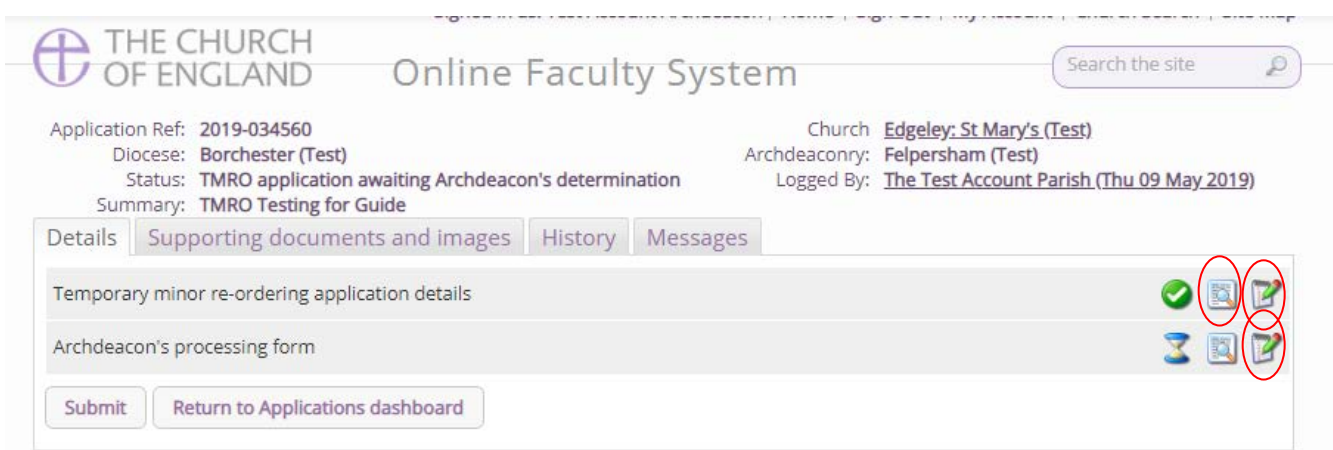
Reviewing Temporary Minor re-ordering

The Online Faculty System allows you to grant Temporary Minor re-ordering licenses up to a maximum of 15 months, sent to you by Parishes (with Minsters). You will receive an email notifying you of the submission of the Temporary Minor re-ordering application, and these will be available in the Application tab, under Applications requiring your action



There are several possible steps that could be needed for a Temporary Minor Re-ordering to be granted.

On each application, an Archdeacon will be required to review the application details and they will be able to process the case to the next stage for a formal decision.



The view button for the Temporary Minor Re-ordering application details will provide an overview of the Summary of proposed works and the description of the proposed works. This **text used in the description will automatically be incorporated into Form 9**. If the text is not correct, or requires minor editing, an Archdeacon will need to edit this text directly by pressing the edit button on the application details.

Once the Temporary Minor Re-ordering application details have been reviewed, the **Archdeacon's processing form** should be used to move the case forward to allow for the system to create Form 9. This can be completed by pressing the edit button next to the processing form.

Application Ref: 2019-034560
 Diocese: Barchester (Test)
 Status: TMRO application awaiting Archdeacon's determination
 Summary: TMRO Testing for Guide

Church: [Edgeley: St Mary's \(Test\)](#)
 Archdeaconry: [Felpersham \(Test\)](#)
 Logged By: [The Test Account Parish \(Thu 09 May 2019\)](#)

TMRO Archdeacon's Determination

The Archdeacon should use this form to determine whether or not to proceed with this TMRO application

- Archdeacon's verification
- Approve - await decision on licence period
 - Reject - applicant is not a Minister
 - Reject - other reasons
 - Reject - return to preparation stage

Comments




There are four possible options:

1. Approve – await decision on licence period
2. Reject – Applicant is not a Minister
3. Reject – other reasons
4. Reject – return to preparation stage

1. Selecting this option will move the case forward to grant the Temporary Minor Re-ordering license
2. This will reject the license as the Parish does not have a Minister – please consult with the DAC secretary offline to confirm this. The DAC will be sent an email notifying them of the Temporary Minor Re-ordering submission and will be aware of the application.
3. This will reject the application. Please enter any comments or reasons into the text box to provide the reasoning as to why the Temporary Minor Re-ordering application has been rejected.
4. This will return the application back to the applicant to edit the application as required. Please add any comments or adjustments required in the comments box. The applicant may then edit the content and send it back to you. This may happen several times until you are happy that the applications is detailed enough.







Please be aware that applications **cannot be reverted** so please select this verification carefully. Once the correct option has been selected, press **Finish Form** and then **Submit** to move the application onto the next stage, which is the creation of Form 9.

signed in as: Test Account Archdeacon | Home | Sign Out | My Account | Church Search | Site Map

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2019-034560 Church: [Edgeley: St Mary's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: **TMRO application awaiting Archdeacon's determination** Logged By: [The Test Account Parish \(Thu 09 May 2019\)](#)
Summary: **TMRO Testing for Guide**

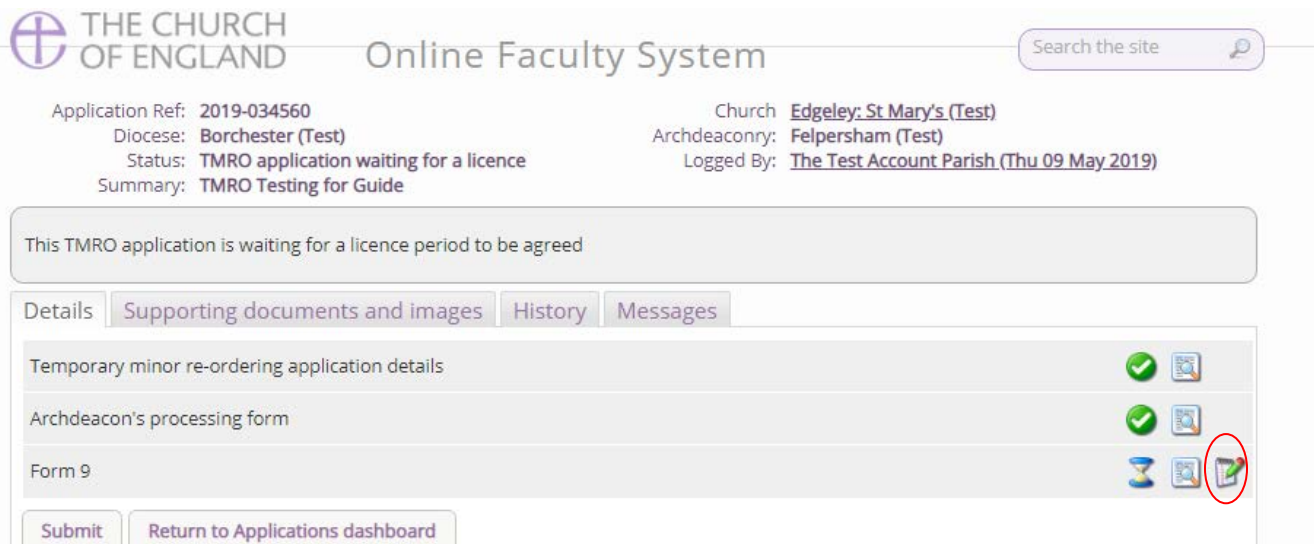
Details | Supporting documents and images | History | Messages

Temporary minor re-ordering application details	  
Archdeacon's processing form	  

All rejected Temporary Minor Re-ordering applications can be converted by the Parish to Faculty Applications if required. Parishes are designated a 30-day period to do this to allow for the system to close the case, and move the application to the Archived Cases tab. This stops an ever growing list of open cases.

Form 9

Once the application has been reviewed as being acceptable, Form 9 will then be available to edit.










THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2019-034560 Church: [Edgeley: St Mary's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [TMRO application waiting for a licence](#) Logged By: [The Test Account Parish \(Thu 09 May 2019\)](#)
Summary: [TMRO Testing for Guide](#)

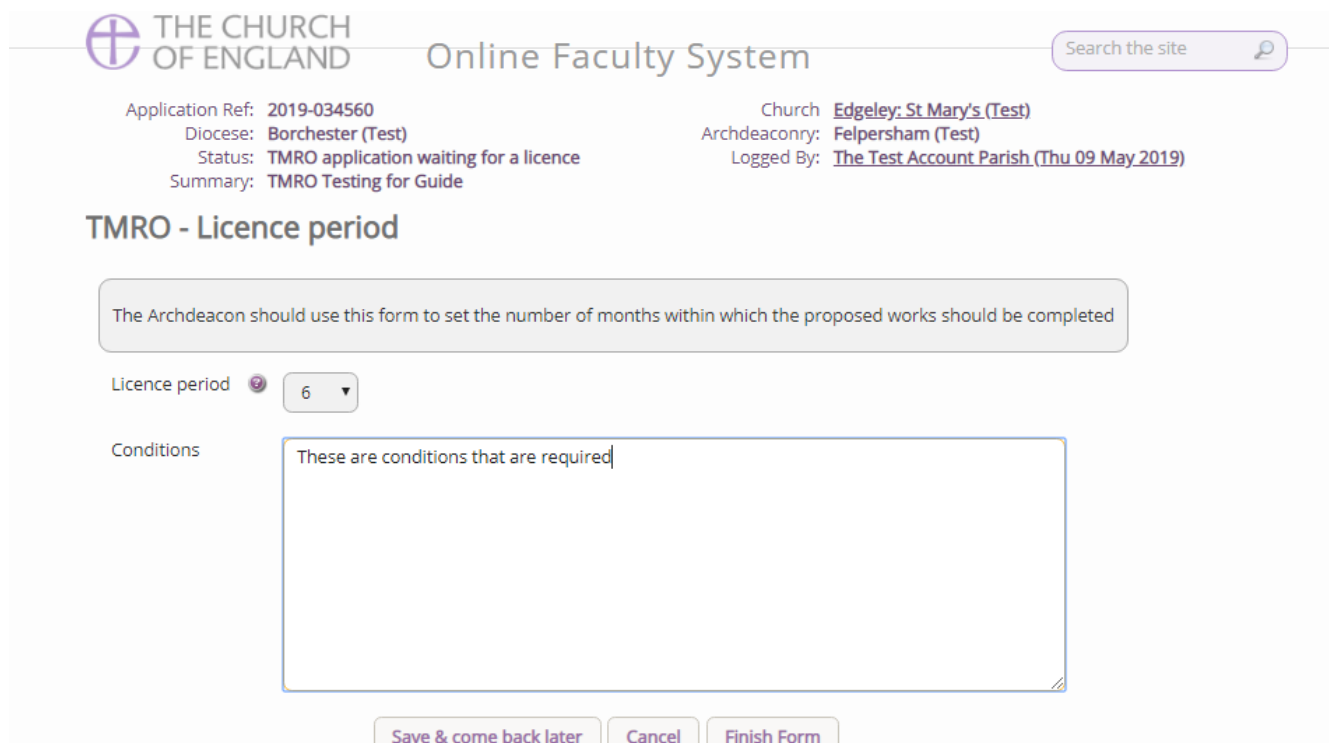
This TMRO application is waiting for a licence period to be agreed

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

Temporary minor re-ordering application details	 
Archdeacon's processing form	 
Form 9	  

[Submit](#) [Return to Applications dashboard](#)

Click the edit button to create the Form 9 where a license period and specific conditions can be set.




THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2019-034560 Church: [Edgeley: St Mary's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [TMRO application waiting for a licence](#) Logged By: [The Test Account Parish \(Thu 09 May 2019\)](#)
Summary: [TMRO Testing for Guide](#)

TMRO - Licence period

The Archdeacon should use this form to set the number of months within which the proposed works should be completed

Licence period  6

Conditions

These are conditions that are required

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

Set the required number of months for the license through the dropdown box and use the text box to add any conditions that may be required for the Temporary Minor Re-ordering license.

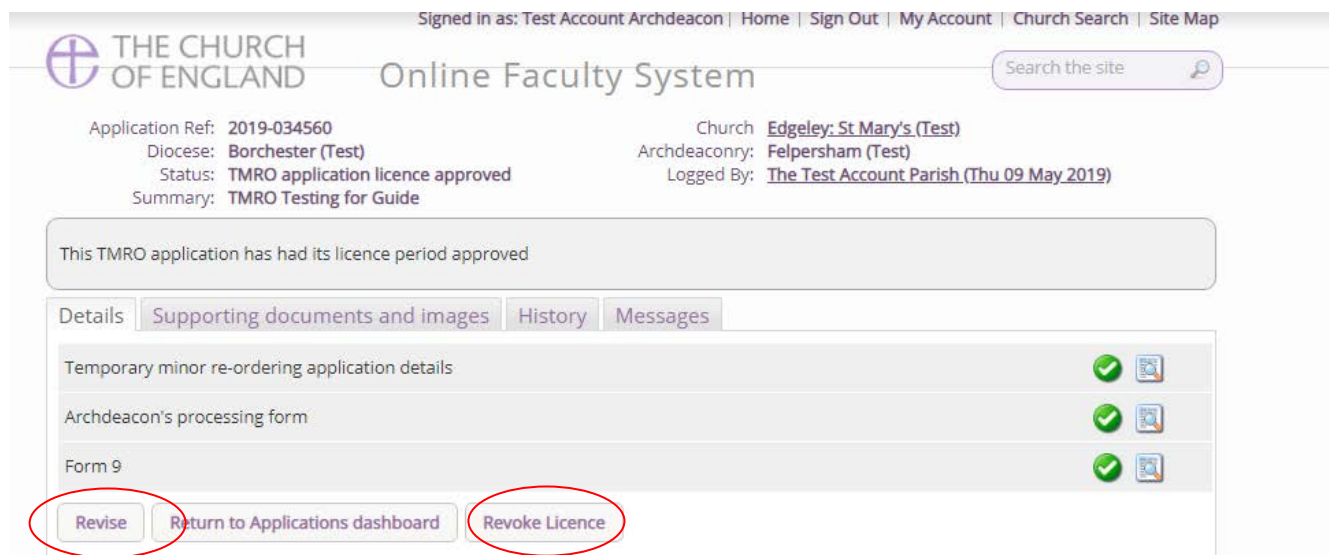
Once completed, press **Finish Form** and then the **Submit** button on the main application page to send the Form 9 to the Parish, DAC and Registry team. The Parish will then be notified that the license has been granted, and they will receive an email every month to remind them that they can apply for a faculty application prior to the end of the license period until there are two months remaining on the license. After this period, a separate faculty application will be required.

If the license is converted to a faculty application, the system will autogenerate the required Form 10 and notify you of the decision made by the Parish.

If a faculty has not been sought during the license period, the system will request that the Parish complete the Form 10 as required within the required 14-day period.

Revise or revoke the license

Once the license has been granted, Archdeacons will have the ability to revise the conditions of the license or revoke the license completely.



The screenshot displays the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The user is signed in as 'Test Account Archdeacon'. The application details are as follows:

- Application Ref: 2019-034560
- Diocese: Barchester (Test)
- Status: TMRO application licence approved
- Summary: TMRO Testing for Guide
- Church: Edgeley: St Mary's (Test)
- Archdeaconry: Felpersham (Test)
- Logged By: The Test Account Parish (Thu 09 May 2019)

A notification states: 'This TMRO application has had its licence period approved'. Below this, there are tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. The 'Details' tab is active, showing a table of application components:

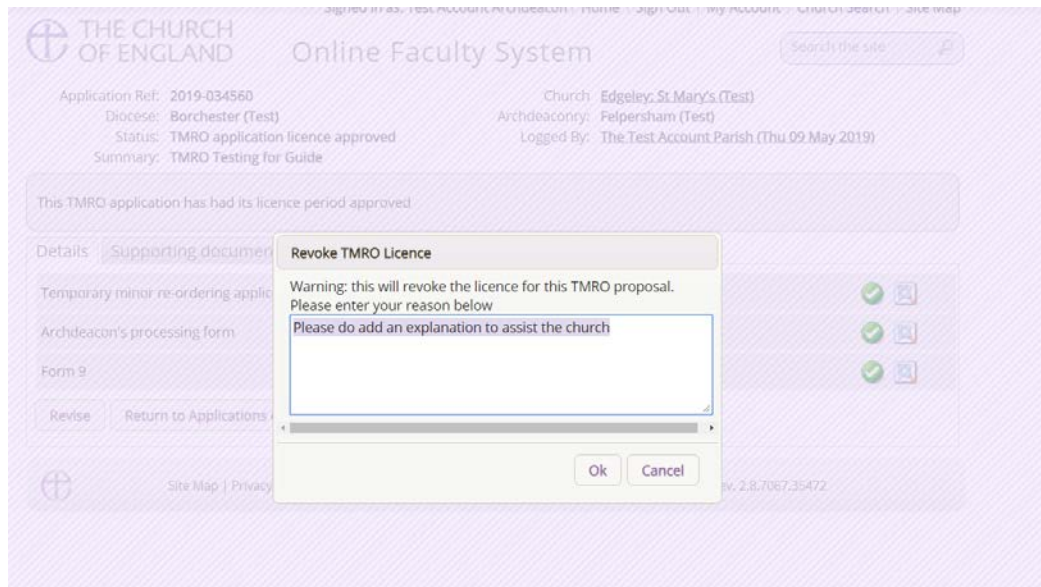
Component	Status	Icon
Temporary minor re-ordering application details	✓	📄
Archdeacon's processing form	✓	📄
Form 9	✓	📄

At the bottom of the details section, there are three buttons: 'Revise', 'Return to Applications dashboard', and 'Revoke Licence'. The 'Revise' and 'Revoke Licence' buttons are circled in red in the original image.

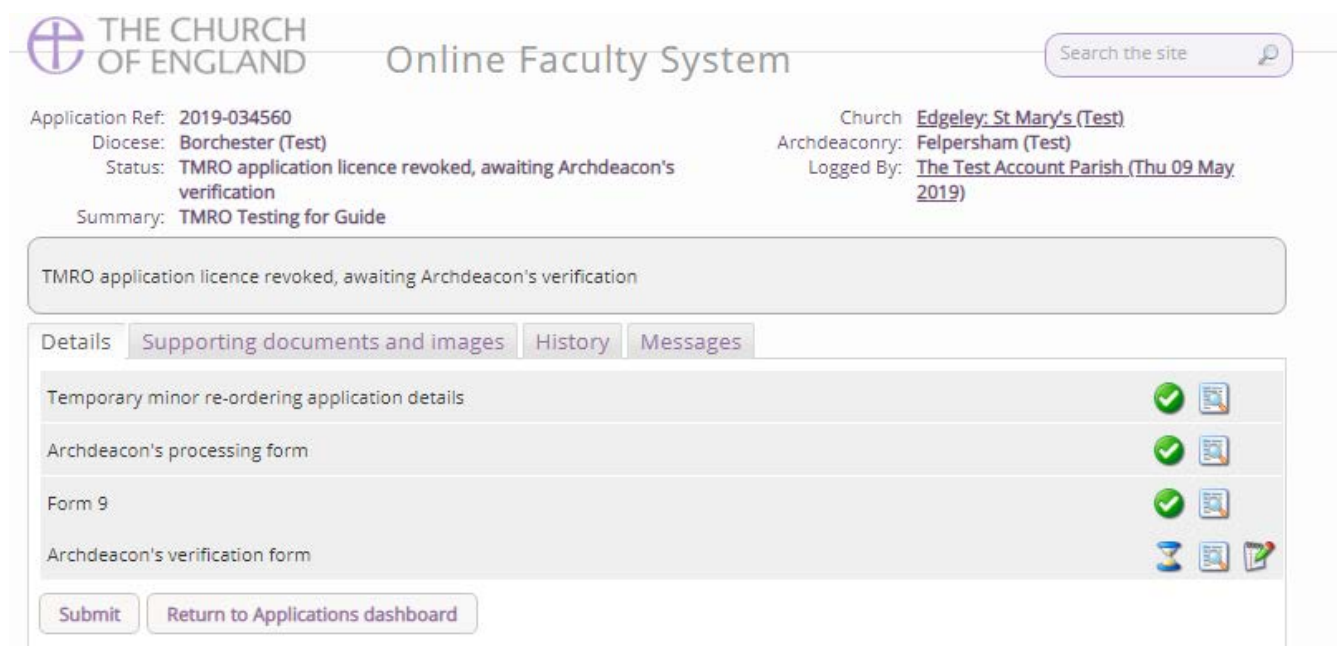
To revise the conditions of the license and to revert the case back to the previous stage, press the **Revise** button. Here you will be sent back to the previous stage, where you will be able to edit Form 9. During this process, the license period will be **unable to be edited**, as this will remain constant, as

the expiry date is fixed to the initial time period specified. Edit the conditions as needed, finish form and submit the application again. The Parish will be informed of the change via email.

To revoke the license, press the **Revoke License** button. This will then generate a pop-up box where you will be able to provide an explanation for the revocation. This will then be emailed to the Parish to inform them and available as a separate form.



Once the application has been revoked, the Archdeacon will be required to confirm that Parish have returned the works to the original position through the **Archdeacon's verification form**.



In the verification process, you will need to confirm that works have been restored, and you will be able to provide any comments around the works that may be required.

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The page header includes a search bar and the system title. The main content area displays application details: Application Ref: 2019-034560, Diocese: Borchester (Test), Status: TMRO application licence revoked, awaiting Archdeacon's verification, and Summary: TMRO Testing for Guide. It also shows Church: Edgeley, St Mary's (Test), Archdeaconry: Felpersham (Test), and Logged By: The Test Account Parish (Thu 09 May 2019). The section is titled 'Archdeacon's verification' and contains a text box with the instruction: 'The Archdeacon should use this form to verify that the previous state has been restored'. Below this is a question: 'Has the position been restored to its previous state?' with radio buttons for 'No' and 'Yes'. There is also a 'Comments' field with a large text area. At the bottom, there are three buttons: 'Save & come back later', 'Cancel', and 'Finish Form'.

Form 10

Once the license has expired, and no faculty application has been sought, the Parish will be required to submit a Form 10 to you. The system will notify the Parish of this requirement and will send emails on the 12th and 14th day after the license has expired. If the Form 10 has not been submitted, an email will be sent to the Archdeacon warning them that the Parish have yet to complete the required Form, and you will need to chase the church offline. Until the Parish have submitted Form 10, the system will treat the Temporary Minor Re-ordering application as being open.

Archdeacon's Verification

Once the Parish have submitted Form 10 to you, you will be able to complete the Archdeacon's verification as above, to archive and close the case.

Email notifications

The following emails will be sent to the Archdeacon as part of the Temporary Minor Re-ordering application process

1. A Temporary Minor Re-ordering application has been submitted
2. The Parish decides to apply for Full Faculty
3. A Reminder that the Licence expires in 6 months - 4 months to apply for Full Faculty
4. A Reminder that the Licence expires in 5 months - 3 months to apply for Full Faculty
5. A Reminder that the Licence expires in 4 months - 2 months to apply for Full Faculty
6. A Reminder that the Licence expires in 3 months - 1 month to apply for Full Faculty
7. A Reminder that the Licence expires in 2 months - Faculty can no longer be applied for
8. A Reminder that the Licence expires in 1 month - Re-ordering should be restored to original
9. The Temporary Minor Re-ordering Licence has expired - Parish to complete Form 10
10. The Parish has submitted Form 10 to the Archdeacon
11. An email informing the Archdeacon that the Parish have missed the deadline for submission of Form 10.

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

The screenshot shows the 'Online Faculty System' interface. At the top, it displays the Church of England logo and navigation links. Below this, there's a header with application details: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Borchester (Test), Status: Awaiting Chancellor's determination, and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below the message are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. A red arrow points to the 'View' icon (a magnifying glass) next to the 'Summary description of proposed works' row in the table of forms. Other forms listed include 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, and Chancellor's determination and judgement. At the bottom, there are buttons for 'Submit', 'Return to Applications dashboard', and '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/)

The screenshot shows the 'Open as PDF for printing' button circled in red. Below it, a preview of a form titled 'Form 1B' is shown. The form contains the following information: 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. The form title is 'Form 1B (Rules 3.2 and 4.6) Standard Information (buildings included in list under Care of Places of Worship Measure 1999)'. The form content includes: 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 (checked), 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 (checked), No, Is the building, its curtilage or any adjoining structure in a conservation area? Yes, No (checked), 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.

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


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

If it is, please state which

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


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


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

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Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Digital Projects Officer at the CCB:

james.miles@churchofengland.org

020 7898 1860

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