

Online Faculty System

A Registrar's User Manual

Julie Patenaude

1/5/2015

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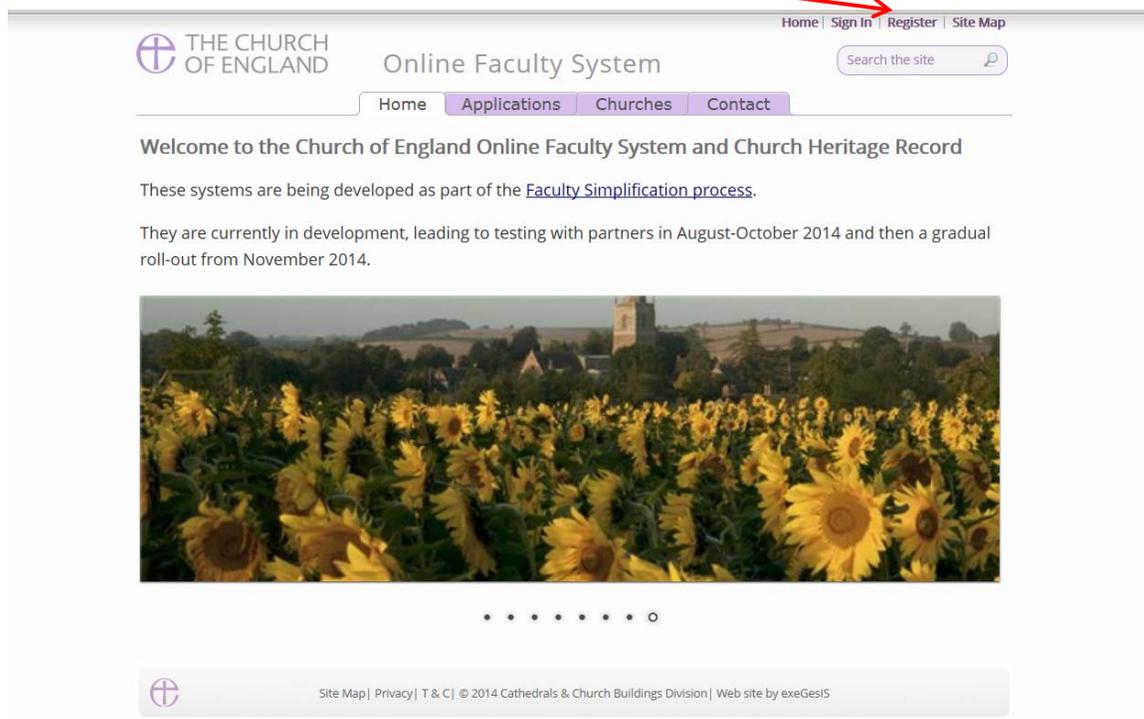
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How to Register as a Registrar

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 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 text 'Online Faculty System'. At the top right are links for 'Home', 'Sign In', 'Register', and 'Site Map'. The main heading is 'Create a New Account'. Below this 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

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:

The screenshot shows a registration form with the following fields: Confirm Password, Title, First Name, Last Name, Daytime telephone, Alternative telephone, Address, Postcode, Email preference (radio buttons for Daily summary, Everytime something happens), Role applied for (radio buttons for Applicant, DAC Secretary, Archdeacon, Registrar, Chancellor, CCB, Consultee), and Diocese (a dropdown menu). The dropdown menu is open, showing a list of dioceses including Bath & Wells, Birmingham, Blackburn, Barchester (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, and Portsmouth. A red arrow points to the 'Registrar' radio button, and another red arrow points to the Diocese dropdown menu. Below the form is a CAPTCHA with the code '8K98' and a text box to enter the code. At the bottom, there is a privacy notice and a 'Create Account' button.

9. Select your diocese:

The screenshot shows a registration form with the following fields: Postcode, Email preference (radio buttons for Daily summary, Everytime something happens), Role applied for (radio buttons for Applicant, DAC Secretary, Archdeacon, Registrar, Chancellor, CCB, Consultee), and Diocese (a dropdown menu). The dropdown menu is open, showing a list of dioceses including Bath & Wells, Birmingham, Blackburn, Barchester (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, and Portsmouth. A red arrow points to the 'Registrar' radio button, and another red arrow points to the Diocese dropdown menu. Below the form is a CAPTCHA with the code 'MPBX' and a text box to enter the code. At the bottom, there is a privacy notice and a 'Create Account' button.

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

Postcode

Email preference Daily summary
 Everytime something happens

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

Diocese Leicester

MPBX Enter the code shown:

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

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

I agree to the terms of use.

[Create Account](#)

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

12. Click on **Create Account**

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

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

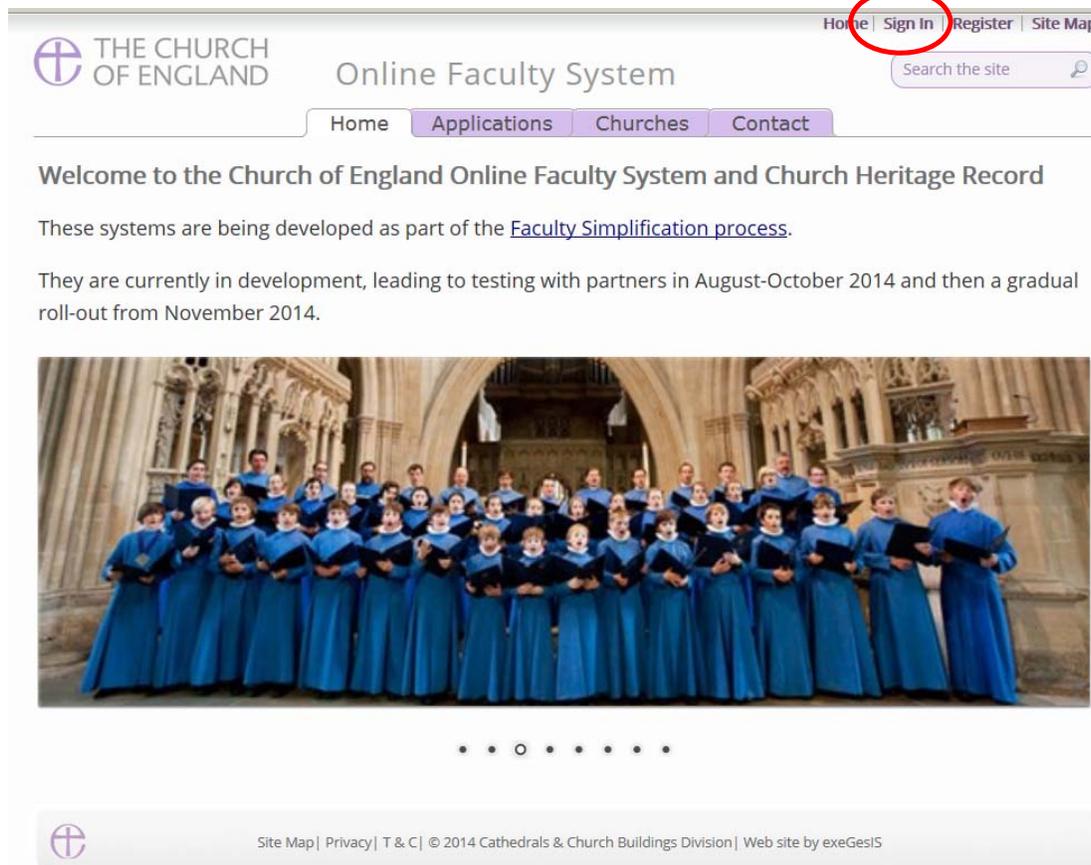
15. The DAC Secretary will then be asked to approve your registration.

N.B. 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

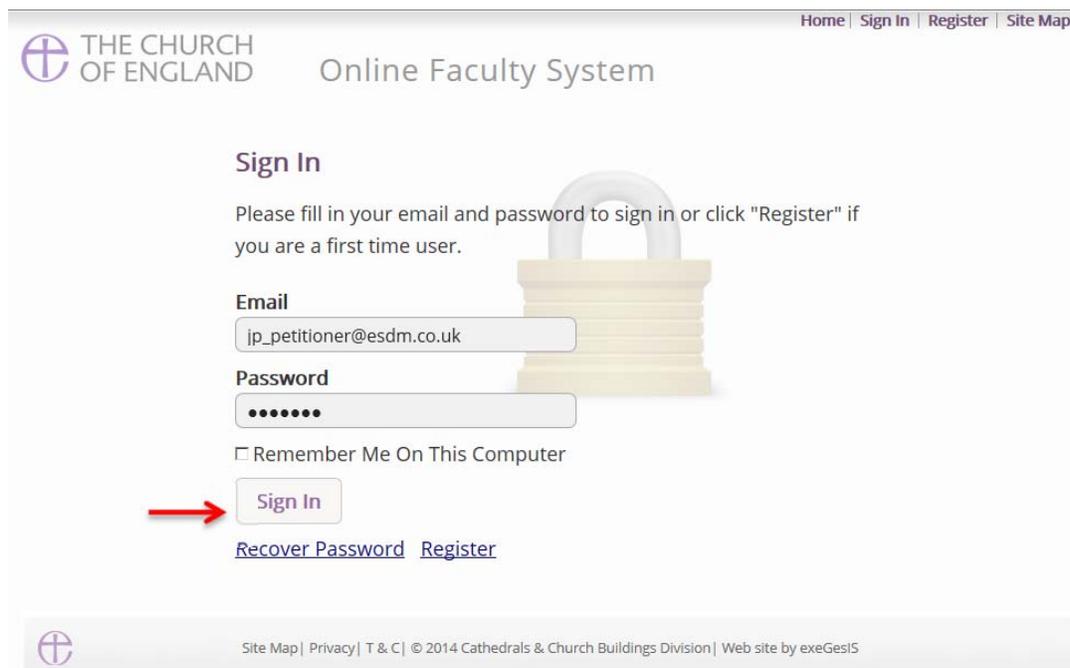
These systems are being developed as part of the [Faculty Simplification process](#).

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



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



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

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

Email

Password

Remember Me On This Computer

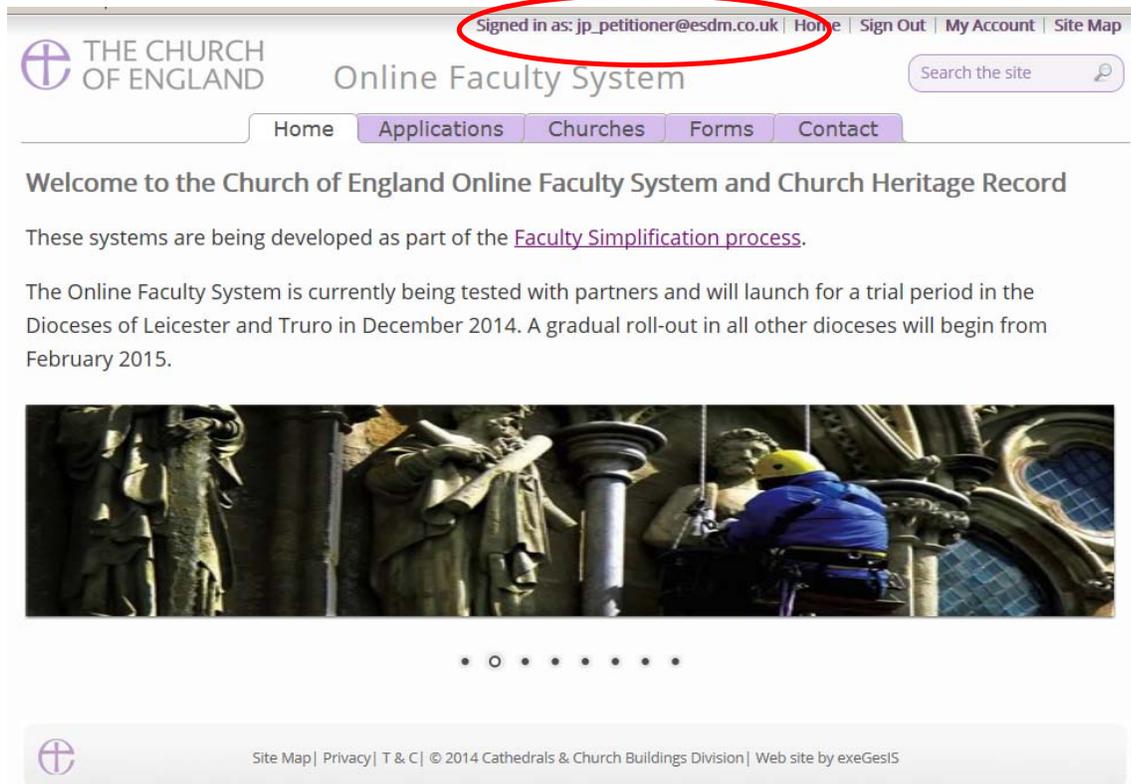
Sign In

[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 screenshot shows the main page of the Church of England Online Faculty System. At the top right, the user is signed in as jp_petitioner@esdm.co.uk, which is circled in red. The page includes a search bar, navigation tabs for Home, Applications, Churches, Forms, and Contact, and a welcome message. Below the navigation is a carousel image showing a person in a blue jacket and yellow helmet working on a church interior.

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**.



The screenshot shows the main page of the Church of England Online Faculty System. At the top right, the user is signed in as jp_chancellor@esdm.co.uk. A red arrow points to the **Sign Out** link. The page includes a search bar, navigation tabs for Home, Applications, Churches, Forms, and Contact, and a welcome message. Below the navigation is a carousel image showing a group of people in a kitchen setting.

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

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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 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 update.

New Password

Confirm New 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

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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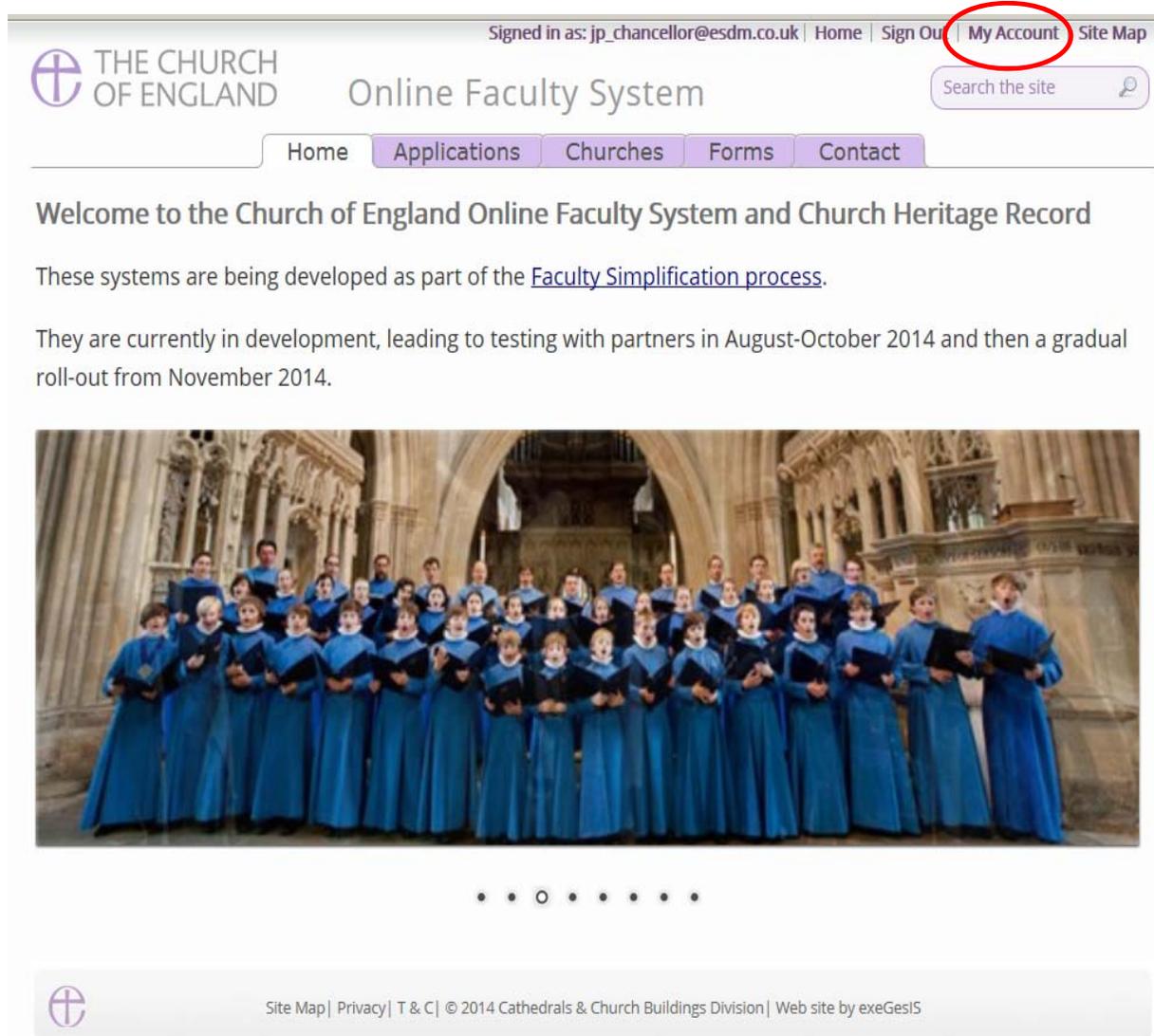
Settings

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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.

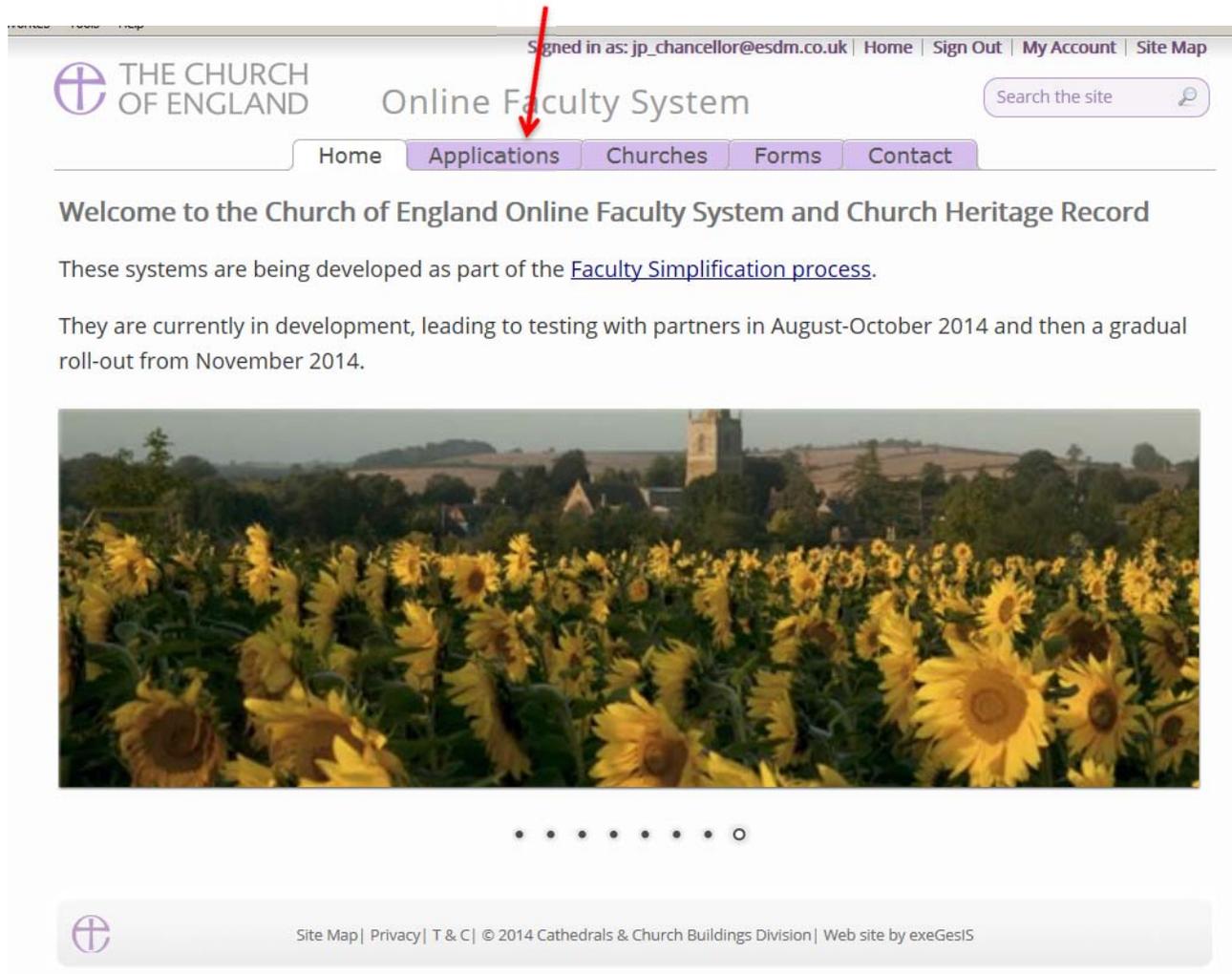
Do not forget to update your changes

Navigating your Dashboard

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

Search the site

Home Applications Churches Forms Contact

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

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

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



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

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

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	
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**

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 Hassett: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000073	Conservation of wall paintings UAT TEST	Penny Hassett: 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 Hassett: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hassett: 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	

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

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
- 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 through	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)

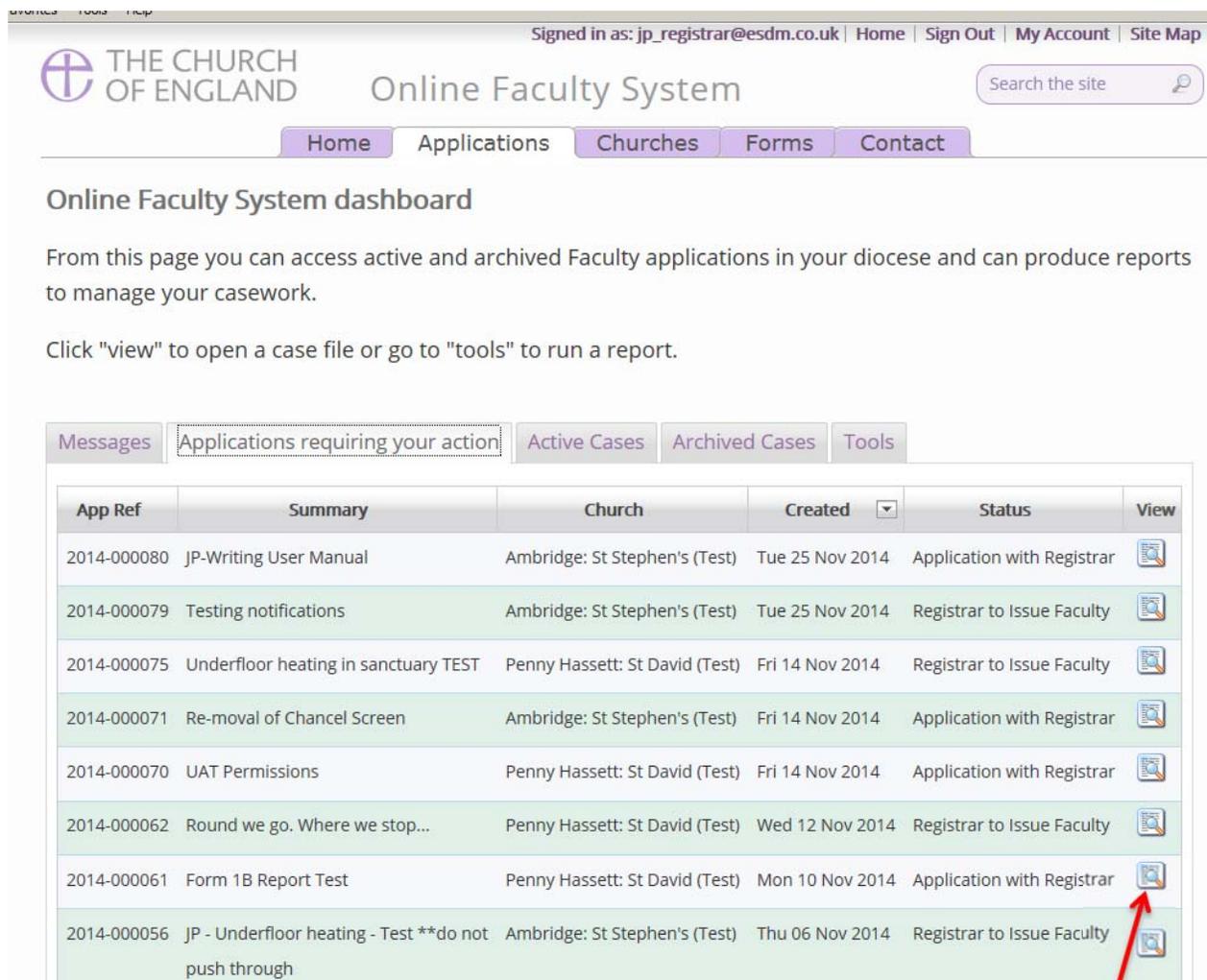
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Navigating a Case File

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 Faculty application has its own case file.

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

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



The screenshot shows the 'Online Faculty System' dashboard. At the top, there is a navigation bar with 'Home', 'Applications', 'Churches', 'Forms', and 'Contact'. Below this, the dashboard title is 'Online Faculty System dashboard'. A message states: '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 message are tabs for 'Messages', 'Applications requiring your action', 'Active Cases', 'Archived Cases', and 'Tools'. The 'Applications requiring your action' tab is selected, displaying a table of applications. A red arrow points to the 'View' icon in the last row of the table.

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 for 'THE CHURCH OF ENGLAND'. 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. A search bar is also present.

The main content area is divided into several sections:

- Application Summary:** 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.
- Current Status:** 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. A note advises posting a signed copy of the Public Notice and the Certificate of Publication to the registrar.
- To Registrars:** Click Submit to send application to Chancellor.
- Navigation Tabs:** Details (highlighted with a red circle), Supporting documents and images, History, My Notes, Messages.
- Forms List:** A table listing various forms with status icons (green checkmarks) and action icons (document with magnifying glass for 'View' and document with pencil for 'Edit').
- Buttons:** Submit, Return to Applications dashboard, 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.

The screenshot displays the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top, it shows the user is signed in as 'jp_chancellor@esdm.co.uk' with links for Home, Sign Out, My Account, and Site Map. A search bar is also present. The main content area shows application details for reference '2014-000052', including the church name 'Ambridge: St Stephen's (Test)', diocese 'Borchester (Test)', and status 'Pending submission to Chancellor'. Below this, a message states: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the Certificate of Publication to the registrar at the end of the public notice period.'

The interface features several tabs: 'Detail', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is highlighted with a red circle. Below the tabs is a table of uploaded files:

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

Below the table, there is an 'Add a file' section with an 'Add' button. A red arrow points from a text box 'Click on a file to open it.' to the 'Image of Extension Proposed.JPG' link. Another red arrow points from a text box 'Add a new file' to the 'Add' button.

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.

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

The application details section includes:
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

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

The navigation tabs are 'Details', 'Supporting documents and images', 'History' (circled in red), 'Notes', and 'Messages'. An 'Edit' link is also visible.

Below the tabs, there are two radio buttons: 'Show only status changes' (selected) and 'Show all'. Below this is a table with the following data:

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

At the bottom, there is a footer with '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

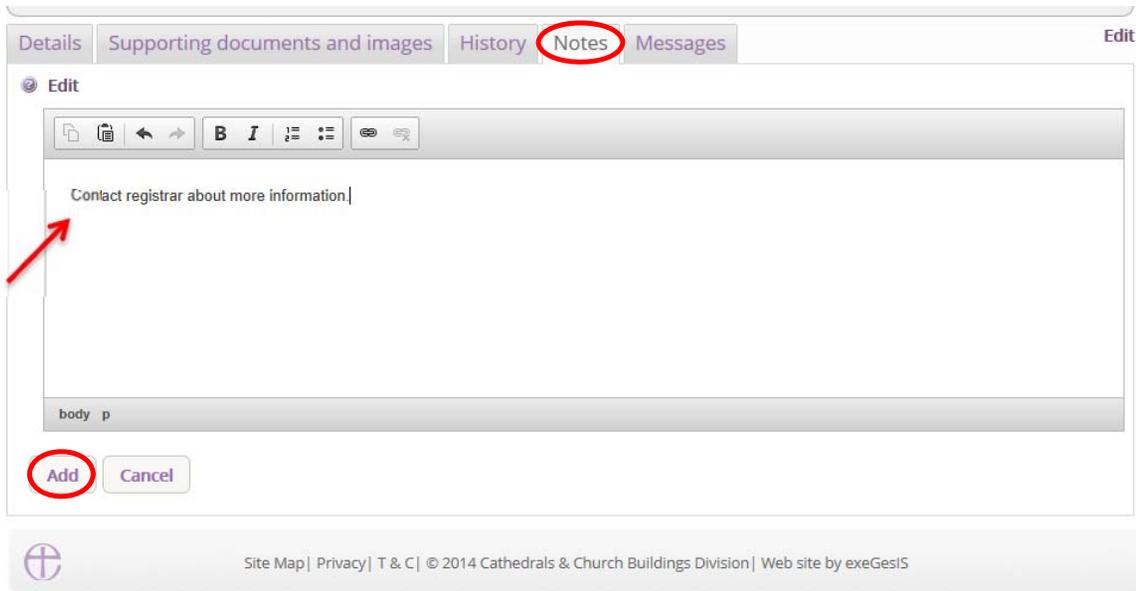
You can choose to see all the details every time some worked on this case file.

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 Notes **Messages** Edit

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

First Previous **Next** Last Page size: 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

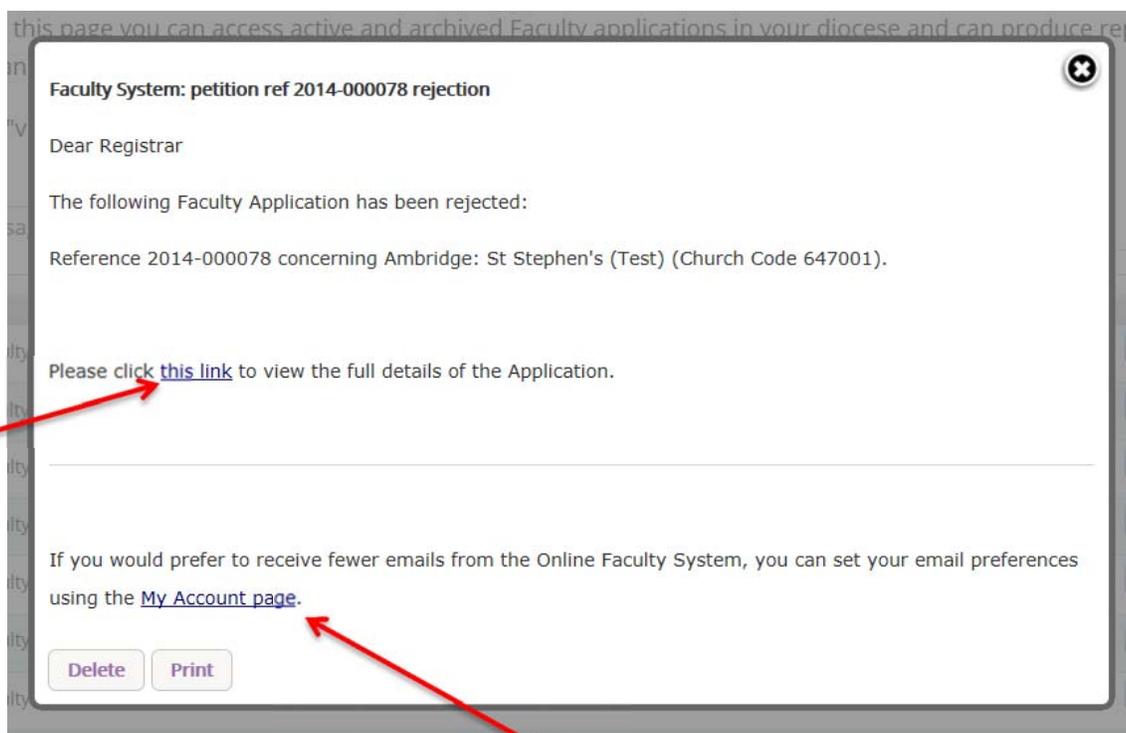
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

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 parish formally submits an application to you and the Chancellor
2. At the end of the public notice period
3. If the Chancellor returns an application to you with comments
4. When the Chancellor has made a determination



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

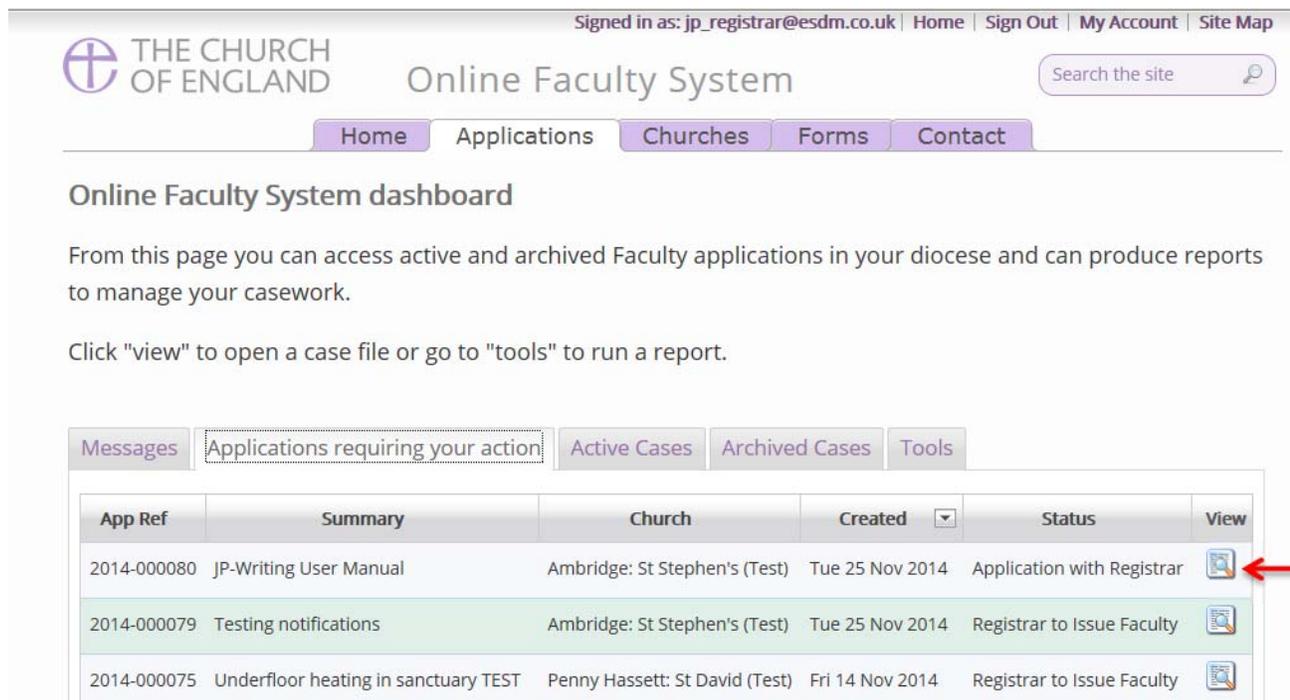
You will be asked to Sign In before you are given access to the documents.

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

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 Hassett: 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

The screenshot shows a web interface for managing applications. At the top, there is a grey bar with the text "To Registrars: Click Submit to send application to Chancellor" and an "Edit" link. Below this is a navigation menu with tabs: "Details", "Supporting documents and images", "History", "My Notes", and "Messages". A red arrow points to the "View" icon (a magnifying glass) in the right-hand column of the application list. The list contains the following items:

- 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 interface are four buttons: "Submit", "Return to Applications dashboard", "Abandon", 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 is the application details form. A red arrow points from the "Open as PDF for printing" button to the "Print" icon in the browser's toolbar. A text box on the right contains the following text:

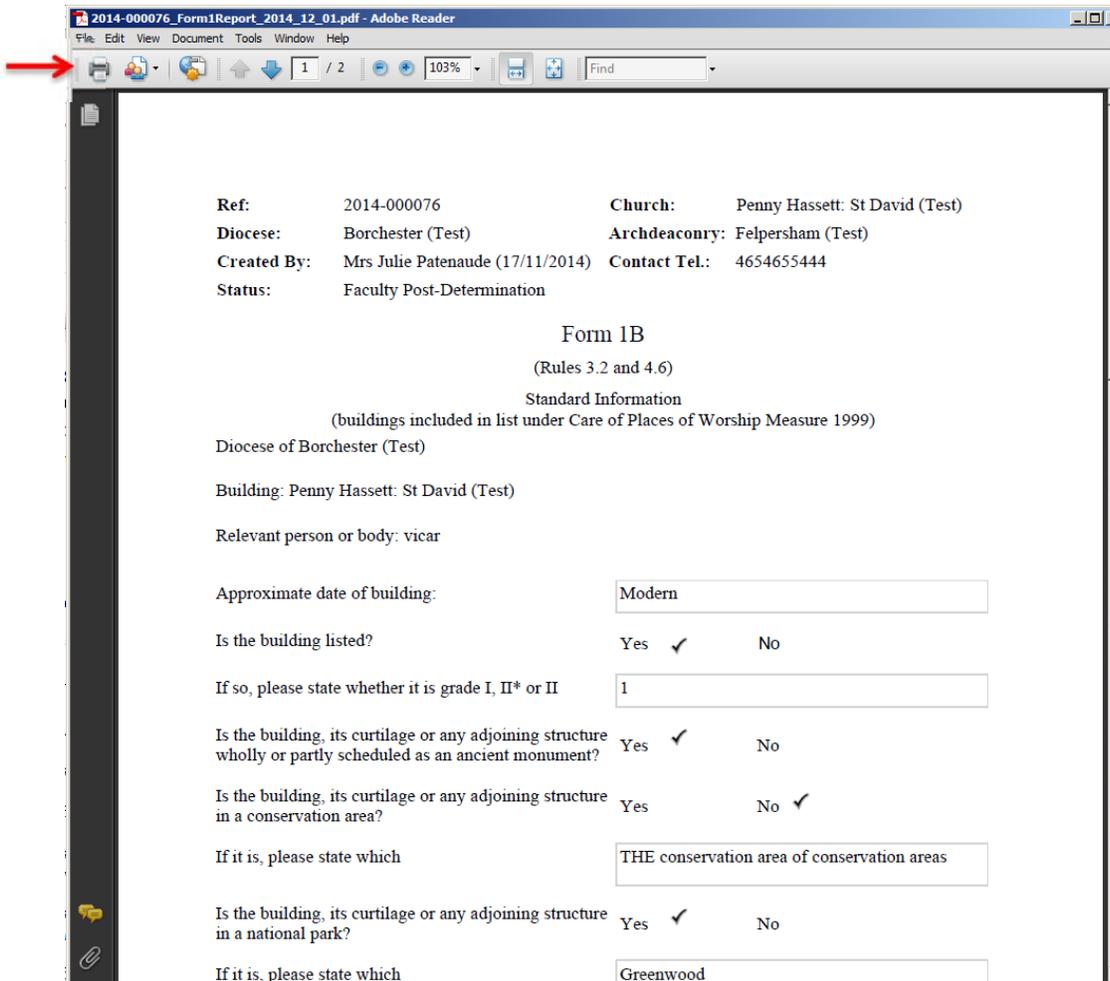
You can also choose to open the form with Microsoft Word or other computer software. Click here for your options.

The application details form includes the following information:

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

The form is titled "Form 1B (Rules 3.2 and 4.6) Standard Information (buildings included in list under Care of Places of Worship Measure 1999)". It includes fields for "Diocese of Borchester (Test)", "Building: Penny Hassett: St David (Test)", and "Relevant person or body: vicar". There are also several yes/no questions regarding the building's listing and conservation status.

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 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

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.

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

10. Click the **document's name** 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 Search the site

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

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

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

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

Add a file

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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 selected in a navigation bar. Below the navigation bar is a table with 10 rows, each representing a step in the petition process. Each row has a green checkmark icon and a document icon. The 'Petition' row has a red arrow pointing to a pencil icon, which is the 'Edit' icon. Below the table are four buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

Step	Status	Action
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	✓	📄

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 numbers 1 through 15. Number 1 is highlighted with a red arrow. Below the navigation bar is the 'Petitioners' section, which includes two sets of form fields for Name, Office Held, Email, and Tel No. There is also a Residential Address field and a Preferred field. Below the form fields is a text area for providing details of the interest. At the bottom of the form are three buttons: 'Save & come back later', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red circle.

Please use capital letters
Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.
Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

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. 

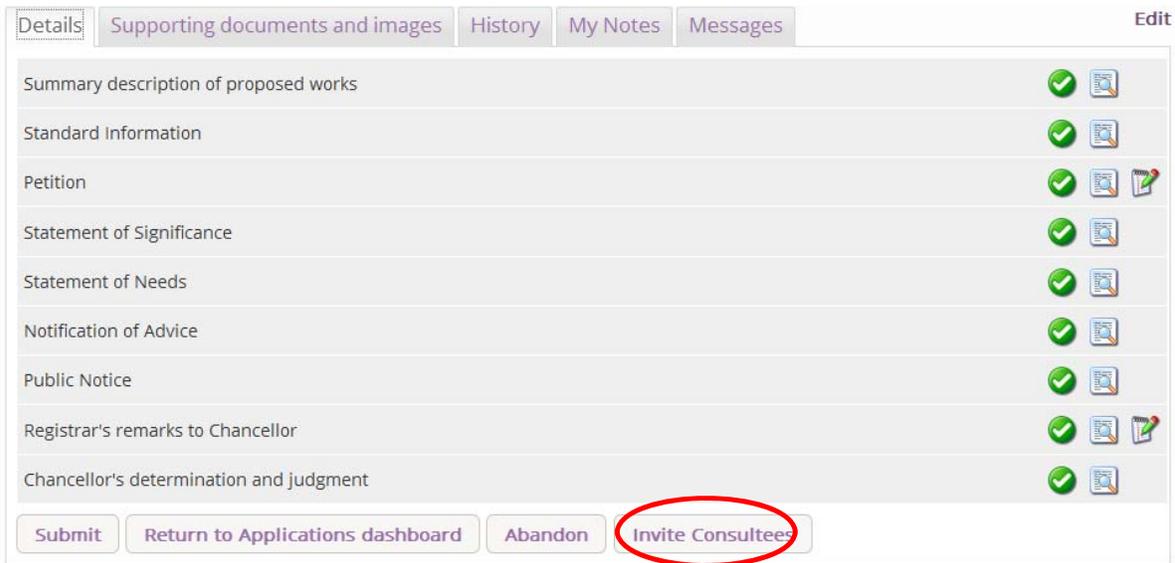
[Previous](#) [Save & come back later](#) [Cancel](#) [Finish](#)

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Inviting External Consultees to View an Application

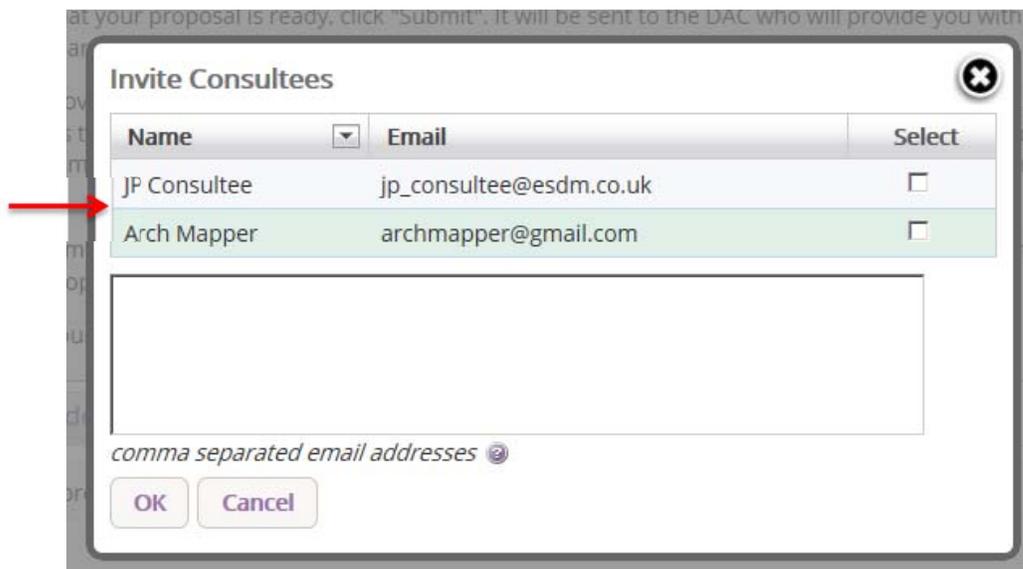
In circumstances when you need to send the application to external members for consultation:

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 for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. Below the tabs is a list of application components, each with a green checkmark and a document icon. The components 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 judgment. At the bottom of the interface, there are four buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. The 'Invite Consultees' button is circled in red.

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

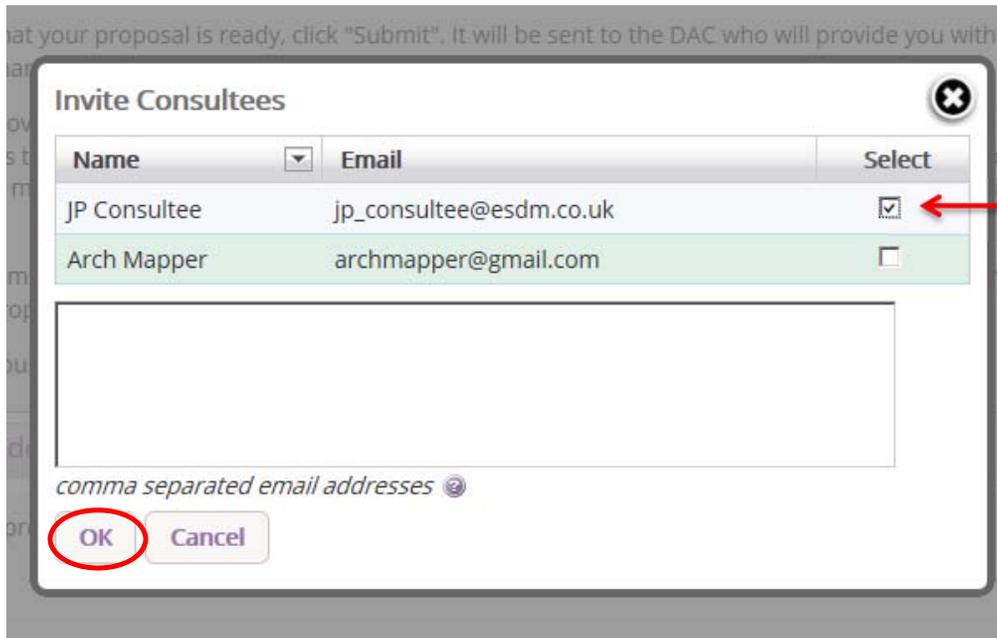


The screenshot shows a dialog box titled 'Invite Consultees'. It contains a table with the following data:

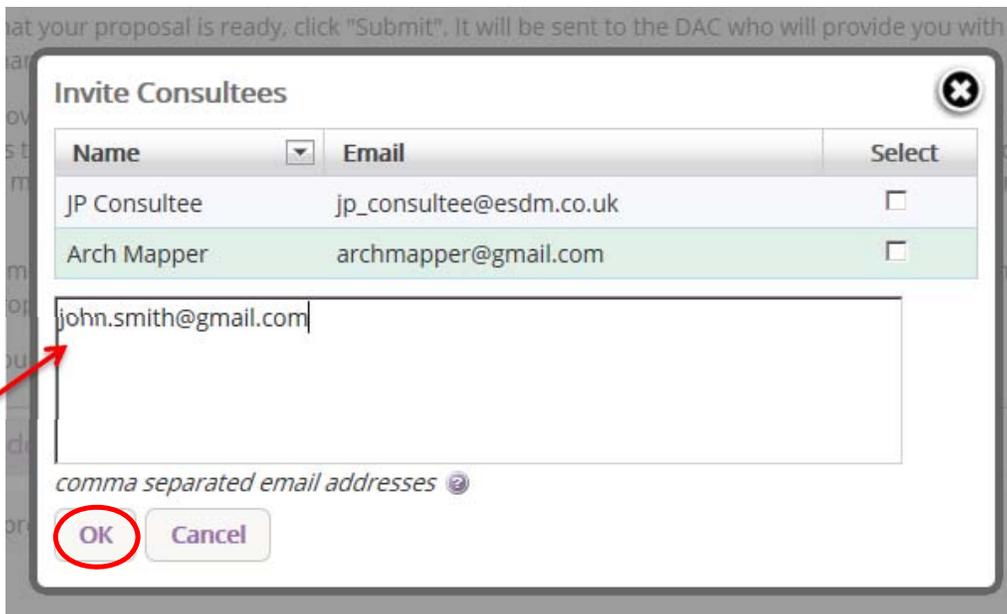
Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

Below the table is a text input field for 'comma separated email addresses' and two buttons: 'OK' and 'Cancel'. A red arrow points to the 'JP Consultee' row in the table.

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



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



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

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.

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

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**

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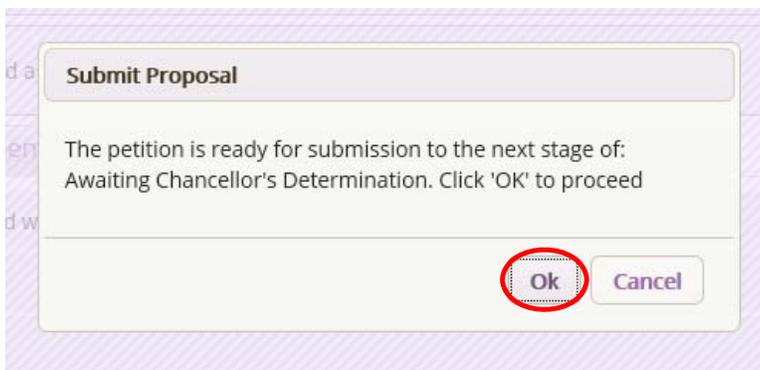
- 6. You will automatically return to the application's case file. The form is marked as **complete**.
- 7. Click **Submit** to send the application to the Chancellor

The screenshot shows a web interface for an application. 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. Below the tabs 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	✓	📄

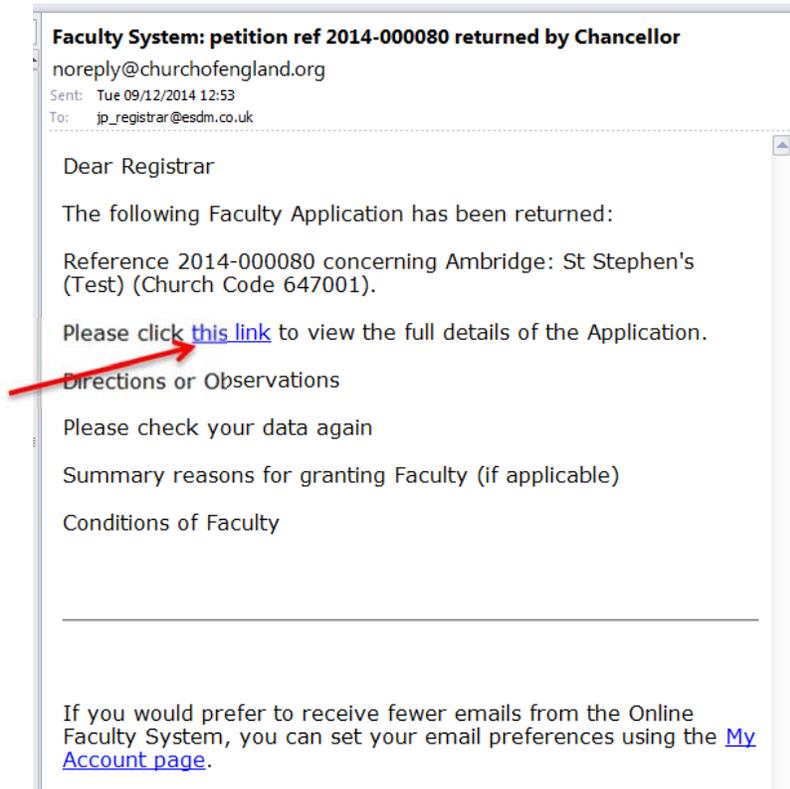
At the bottom of the form, there are four buttons: 'Submit' (circled in red), 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. A red arrow points to the 'Registrar's remarks to Chancellor' row.

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

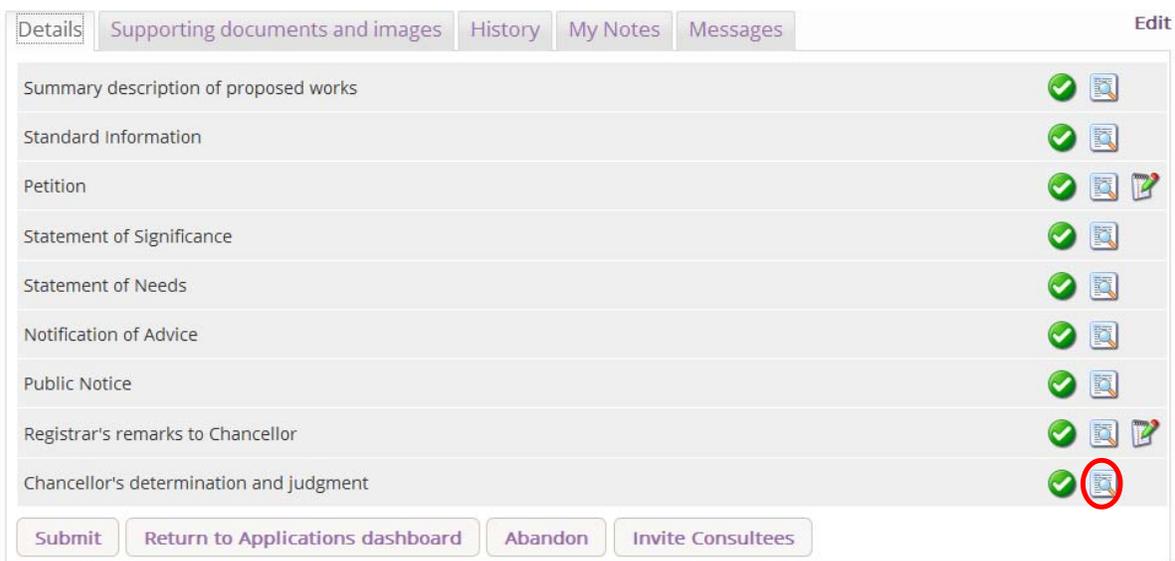


Chancellor Returns Application to Registrar

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



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



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

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](#)

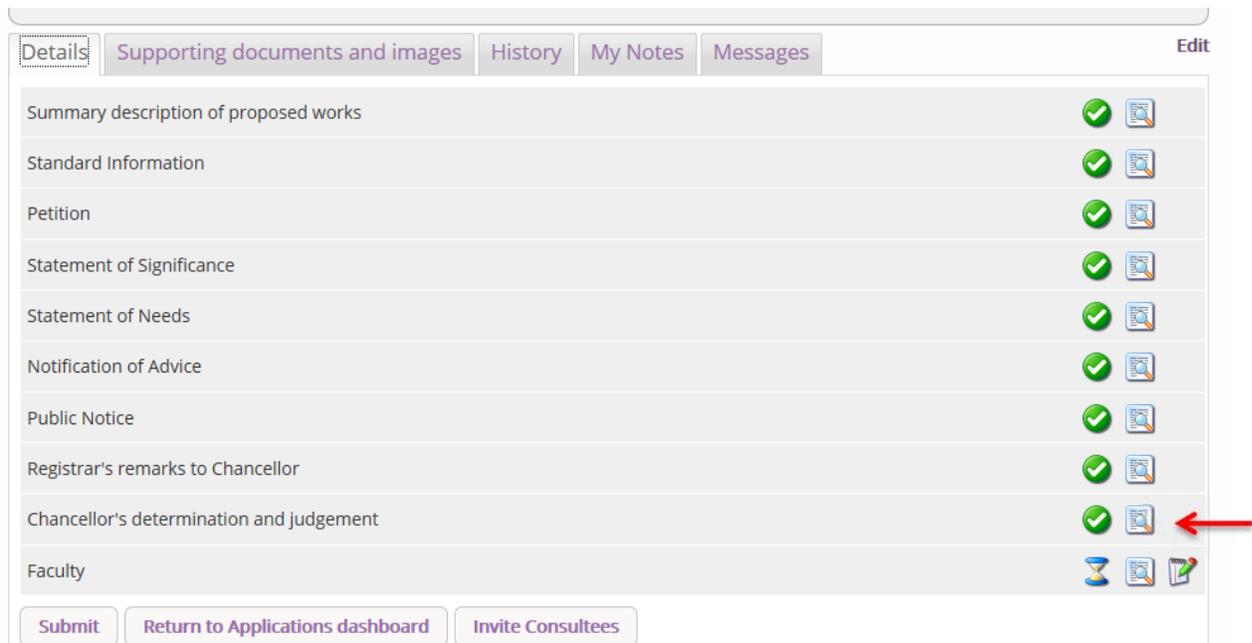
Summary description of proposed works	<input checked="" type="checkbox"/>
Standard Information	<input checked="" type="checkbox"/>
Petition	<input checked="" type="checkbox"/>
Statement of Significance	<input checked="" type="checkbox"/>
Statement of Needs	<input checked="" type="checkbox"/>
Notification 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

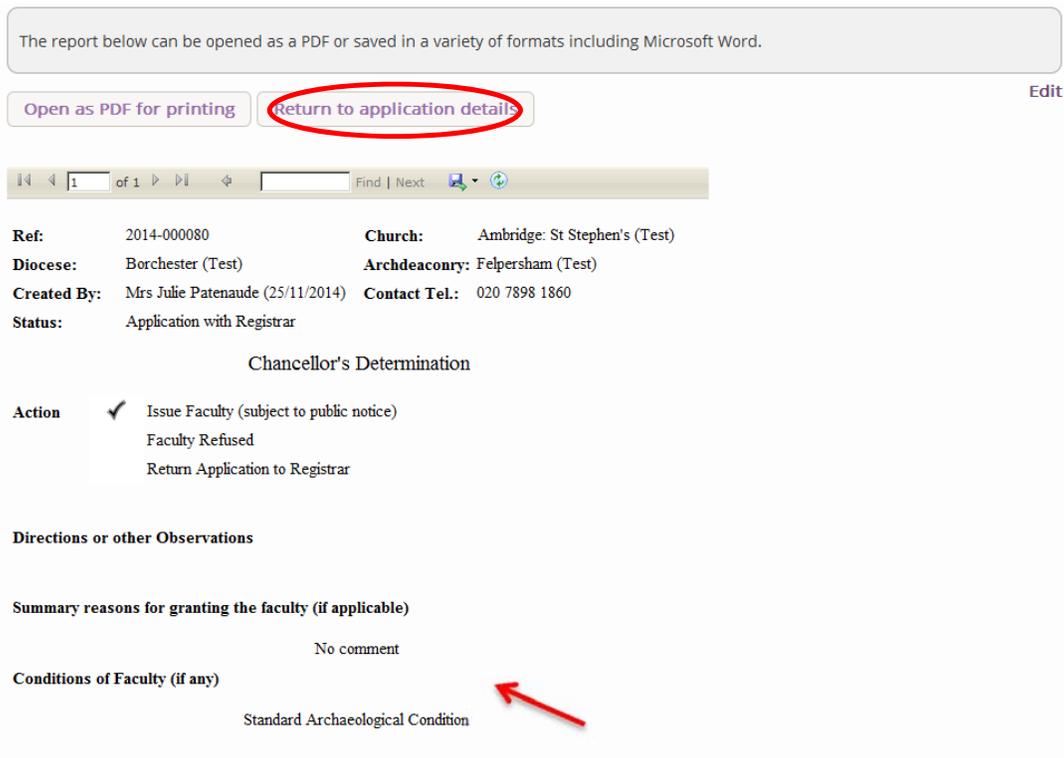


The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. An 'Edit' link is visible in the top right corner. Below the navigation bar is a table with the following rows and icons:

Summary description of proposed works	Green checkmark	Document icon
Standard Information	Green checkmark	Document icon
Petition	Green checkmark	Document icon
Statement of Significance	Green checkmark	Document icon
Statement of Needs	Green checkmark	Document icon
Notification of Advice	Green checkmark	Document icon
Public Notice	Green checkmark	Document icon
Registrar's remarks to Chancellor	Green checkmark	Document icon
Chancellor's determination and judgement	Green checkmark	Document icon
Faculty	Hourglass icon	Document icon

At the bottom of the interface are three buttons: 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'. A red arrow points to the 'Chancellor's determination and judgement' row.

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



The screenshot shows a page with a message box at the top: "The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word." Below this are two buttons: "Open as PDF for printing" and "Return to application details" (circled in red). An "Edit" link is in the top right. Below the buttons is a PDF viewer showing page 1 of 1. The application details are as follows:

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

A red arrow points to the "Standard Archaeological Condition" text.

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

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works ✓ [edit]

Standard Information ✓ [edit]

Petition ✓ [edit]

Statement of Significance ✓ [edit]

Statement of Needs ✓ [edit]

Notification of Advice ✓ [edit]

Public Notice ✓ [edit]

Registrar's remarks to Chancellor ✓ [edit]

Chancellor's determination and judgement ✓ [edit]

Faculty [hourglass] [edit]

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)

1 2

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	  

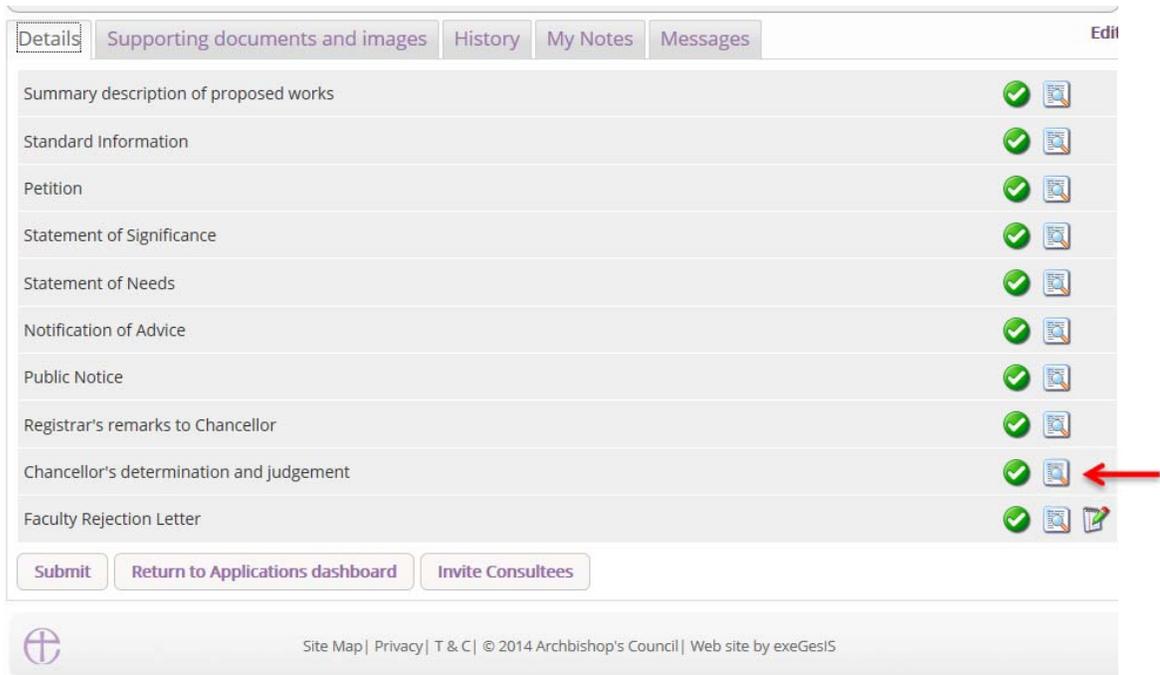
[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#)

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Faculty Refusal

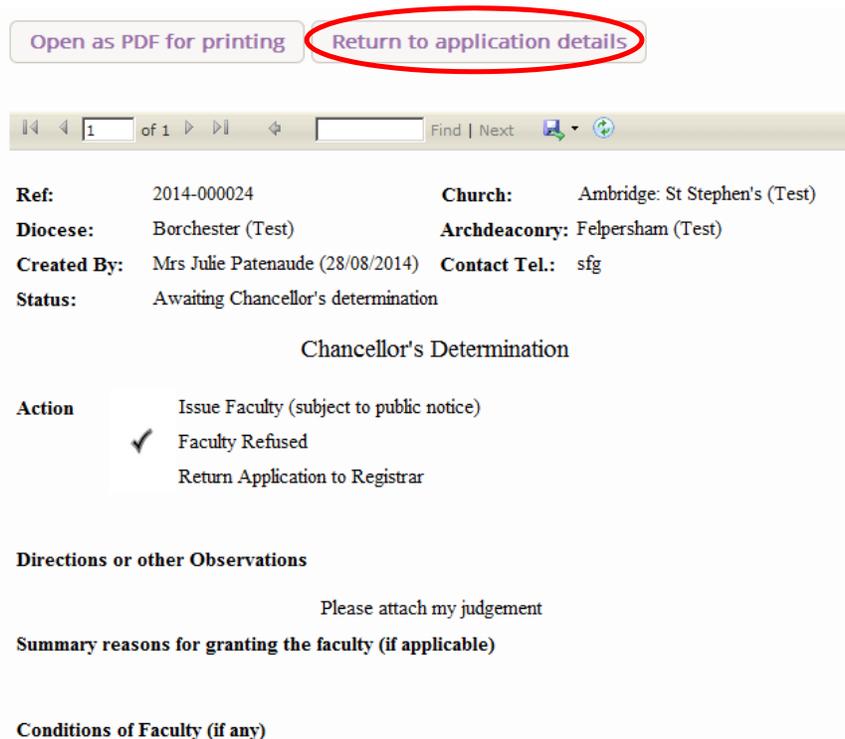
In cases where the Chancellor refuses a faculty application, you will receive a notification through the Online Faculty System.

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 a web interface with a top navigation bar containing tabs: Details, Supporting documents and images, History, My Notes, Messages, and Edit. Below the tabs is a list of documents, each with a green checkmark and a document icon. The documents 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, Chancellor's determination and judgement, and Faculty Rejection Letter. A red arrow points to the document icon for 'Chancellor's determination and judgement'. Below the list are three buttons: Submit, Return to Applications dashboard, and Invite Consultees. At the bottom, there is a footer with a cross icon, Site Map, Privacy, T & C, © 2014 Archbishop's Council, and Web site by exeGesIS.

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



The screenshot shows a web page with two buttons at the top: 'Open as PDF for printing' and 'Return to application details', which is circled in red. Below the buttons is a navigation bar with a search box and 'Find | Next' text. 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 ✓ [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 Rejection Letter ✓ [document icon]  

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 Edit



Save & come back later Cancel **Finish**

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7. To attach the Chancellor's judgement (if necessary) see page 44.

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 CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000064 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**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details **Supporting documents and images** History Messages

Summary description of proposed works	✓	📄	✎
Standard Information	✓	📄	✎
Petitioner	✓	📄	✎
Statement of Significance	✓	📄	✎
Statement of Needs	✓	📄	✎

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

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3. Click **Add**

THE CHURCH OF ENGLAND Online Faculty System

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

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

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

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

Add a file **Add**

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Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. 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 page header includes 'THE CHURCH OF ENGLAND' and 'Online Faculty System'. A search bar is present. The main content area displays application details: Application Ref: 2014-000018, Diocese: Barchester (Test), Status: Awaiting Chancellor's determination, Summary: A new test (SE), Church: Ambridge: St Stephen's (Test), Archdeaconry: Felpersham (Test), and Logged By: Mrs Fiona Petty (Thu 07 Aug 2014). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below this are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. An 'Add a file' button is followed by a large dashed box with the text 'Drag and drop a file here'. A red arrow points to the right side of this box. Below the box is a 'Select file...' button. A text input field labeled 'Description' contains the text 'Plan Drawing', with a red arrow pointing to it from the left. 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**

This screenshot shows the same interface as the previous one, but with the file 'Church Plan.bmp' successfully uploaded. The file name is displayed below the 'Select file...' button, with a red arrow pointing to it. The 'Upload' button is circled in red. The 'Description' field still contains 'Plan Drawing'. The rest of the interface, including the application details and navigation tabs, remains the same.

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](#)

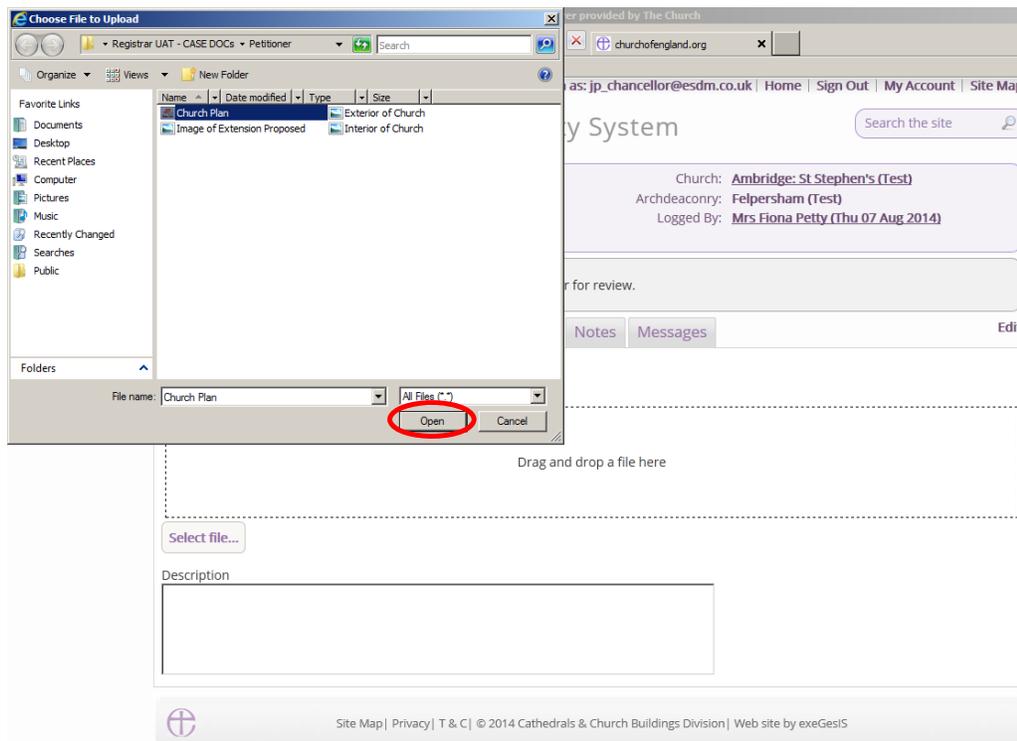
Add a file

Drag and drop a file here

Description

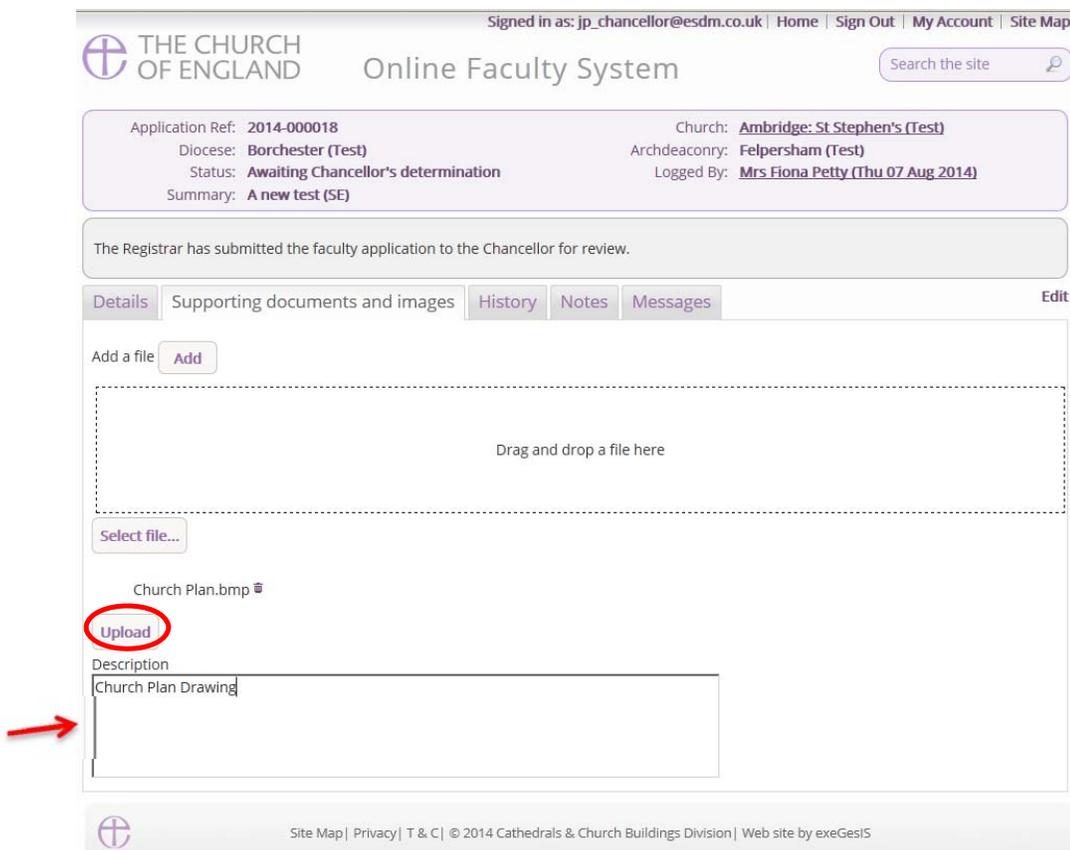
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10. **Locate** the file on your computer. **Select** it. **Click Open**.



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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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>