

# Online Faculty System

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A Parish's User Manual  
Starting a Faculty Application

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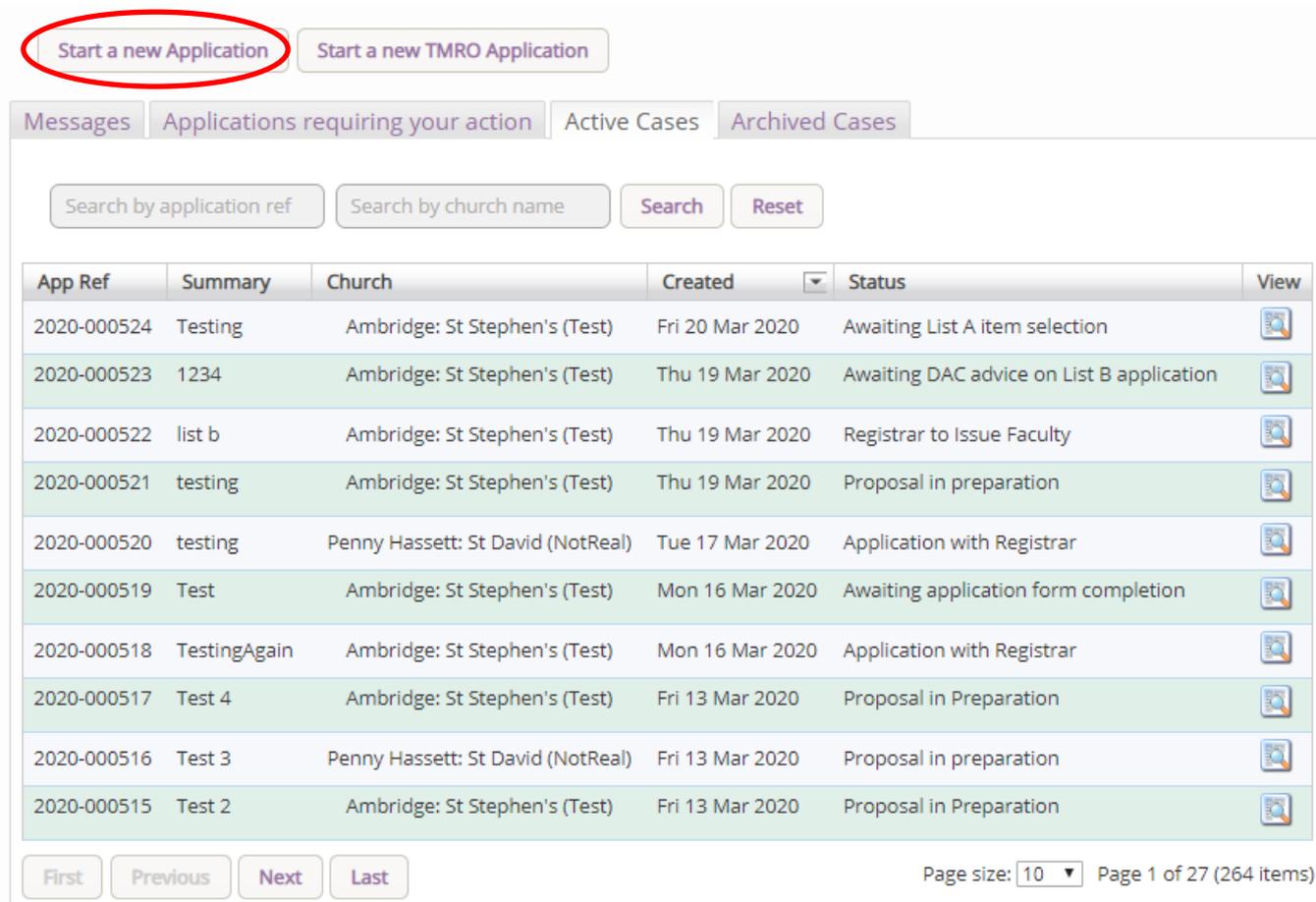
2020 Rules

James Miles  
1<sup>st</sup> April 2020

## Starting an Application – List A, List B and Faculty Application

When you are ready to begin an application:

1. Go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application** to start



The screenshot shows the Faculty Online interface. At the top, there are two buttons: "Start a new Application" (circled in red) and "Start a new TMRO Application". Below these are tabs for "Messages", "Applications requiring your action", "Active Cases", and "Archived Cases". A search bar contains "Search by application ref" and "Search by church name", with "Search" and "Reset" buttons. The main area is a table with columns: App Ref, Summary, Church, Created, Status, and View. The table contains 10 rows of application data. At the bottom, there are navigation buttons: "First", "Previous", "Next", and "Last". The page size is set to 10, and it is Page 1 of 27 (264 items).

App Ref	Summary	Church	Created	Status	View
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000523	1234	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Awaiting DAC advice on List B application	
2020-000522	list b	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Registrar to Issue Faculty	
2020-000521	testing	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Proposal in preparation	
2020-000520	testing	Penny Hassett: St David (NotReal)	Tue 17 Mar 2020	Application with Registrar	
2020-000519	Test	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Awaiting application form completion	
2020-000518	TestingAgain	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Application with Registrar	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000516	Test 3	Penny Hassett: St David (NotReal)	Fri 13 Mar 2020	Proposal in preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	

## Case File Summary

1. Complete the Case File Summary
  - a. If you have **registered for only one church**, this will appear automatically under Church
  - b. If you have **registered for multiple churches**, click on the arrow to the right of the church box to produce a drop-down menu and select the appropriate church building

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000064 Church:   
Diocese: Archdeaconry:   
Status: Awaiting initial application details Logged By: [Mr Rupert Allen \(Thu 13 Nov 2014\)](#)   
Summary:

### Case file summary

Case reference 2014-000064

Church   
Ambridge: St Stephen's (Test)   
Penny Hasset: St David (Test)

Summary of proposed works

Contact number

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2. Enter a **brief** summary of the works into the **Summary of proposed works box**
3. Enter a contact telephone number into the next box
4. Click **Finish**

### Case file

Step 1 Step 2 Step 3 Step 4

You have started the process of creating a new application. All applications created here will be visible on the Church Log. Please enter a brief summary description of the proposed works, and a contact telephone number, then click "Next".

Church Ambridge: St Stephen's (Test)

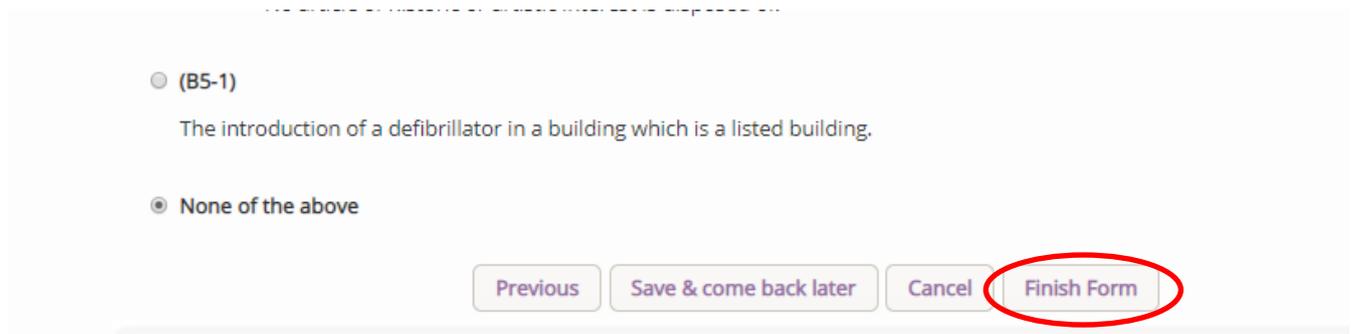
Summary of proposed works Test 1

Contact number 1234567890

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## Applying for Full Faculty

1. Arrive at **List A**,
2. Scroll to the bottom of the page
3. Click **None of the Above**
4. Click **Next**
  
5. Arrive at **List B**
6. Scroll to the bottom of the page
7. Click **None of the Above**
8. Click **Finish**



.....

(B5-1)

The introduction of a defibrillator in a building which is a listed building.

None of the above

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

The screenshot shows a form with two radio button options. The first option is '(B5-1)' with the text 'The introduction of a defibrillator in a building which is a listed building.' below it. The second option is 'None of the above', which is selected. At the bottom of the form, there are four buttons: 'Previous', 'Save & come back later', 'Cancel', and 'Finish Form'. The 'Finish Form' button is circled in red.

You have successfully begun a new faculty proposal for the 2019 legislation and have created a case file.

Application Ref: 2020-000527	Church: <a href="#">Ambridge: St Stephen's (Test)</a>
Diocese: <a href="#">Borchester (Test)</a>	Archdeaconry: <a href="#">Felpersham (Test)</a>
Status: <a href="#">Proposal in preparation</a>	Logged By: <a href="#">The Test Petitioner (Mon 23 Mar 2020)</a>
Summary: <a href="#">Test 1</a>	

Proposal in preparation

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

Summary description of proposed works   

Standard Information   

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For those who have processed applications under the 2015 legislation, a number of changes have been made for the 2019 set up. Each case will now begin by the Petitioner entering two forms and then submitting it to the DAC secretary for review and the selection of the relevant forms.

For reference, a new process will also be adopted for all cases submitted through the online system from the 1<sup>st</sup> April 2020 onwards. All cases that sit between the public notice period and the chancellor issuing their determination, will be made available publically. This will be through a new page listed on the main website under the Public Notice page. All legal documents, including the Petition form, will be made available to members of the public. These forms are already legally required to be shown to members of the public who request access to view them in person, and under the new legislation, these forms will be made digitally available. Under GDPR, the processing and making public of these forms and the personal details included are allowed, as there is a legal requirement to make these available.

## Standard Information

1. Complete the Standard Information Form. Click the **Edit** icon.

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#) Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)

Proposal in preparation

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

Summary description of proposed works   

**Standard Information**   

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2. **First**, click **Reload from Church Heritage Record**. If your church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you. There have been some changes to Form 1, so please review each question.

Application Ref: 2014-000078

Diocese: Barchester (Test)

Status: Proposal in Preparation

Summary: SE Test for Form3A Q22

Church: [Ambridge: St Stephen's \(Test\)](#)Archdeaconry: [Felpersham \(Test\)](#)Logged By: [Mrs Fiona Petty \(Tue 18 Nov 2014\)](#)

## Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Approximate date of church Victorian/Pre-War (1837AD to 1914AD) Is the church listed?  Yes  NoIf so, please state whether it is grade I, II\* or II 

1

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?  Yes  NoIs the church, churchyard or any adjoining structure in a conservation area?  Yes  NoIf it is, please state which 

Ambridge

**Reload from Church Heritage Record**

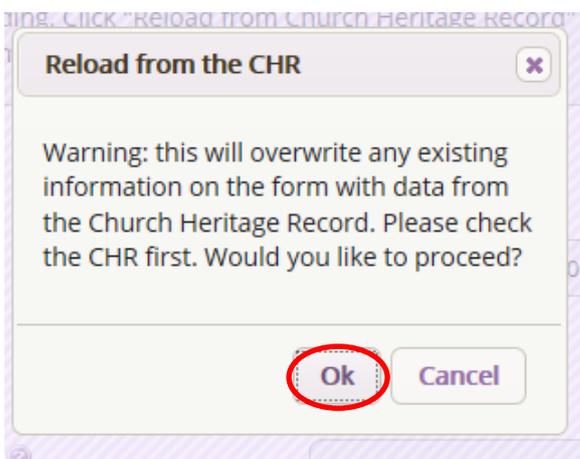
Save &amp; come back later

Cancel

Next



3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.



4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd



Approximate date of church

- Early Medieval (pre 1066AD)
- Early Medieval (pre 1066AD)
- Medieval
- Post Medieval (1540AD to 1837AD)
- Victorian/Pre-War (1837AD to 1914AD)
- Modern (1914AD to Present)

Is the church listed?

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

Is the church or churchyard wholly or partly scheduled as an ancient monument?

Yes  No

Is the church or churchyard in a conservation area?

Yes  No

If it is, please state which conservation area

[Reload from Church Heritage Record](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)

5. Complete the second page and click **Next**.

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd



Is the church or churchyard in a national park?

Yes  No

If it is, please state which national park

Ambridge National Park

Is there any evidence that bats use the church, or its curtilage or any adjoining structure?

Yes  No

Please give details of any privately owned chapels, aisles or windows

Lady chapel owned by Lady [Grantham](#) of [Downton Abbey](#)  
Memorial Window owned by Shaw family

Is there anybody other than the parochial church council who is liable to pay for repairs to the chancel?

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)

6. Complete the third page and click **Next**.

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: Ambridge: St Stephen's (Test)  
Archdeaconry: Felpersham (Test)  
Logged By: The Test Petitioner (Mon 23 Mar 2020)

## Form 1A

xxx xvdfsdf sd



Is the churchyard or burial ground consecrated? (whether closed or not)

Yes  No

Has it been used for burials?

Yes  No

Is it still used for burials?

Yes  No

If the churchyard or burial ground is no longer used for burials has it been closed by Order in Council?

Yes  No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Yes  No

Previous

Save & come back later

Cancel

Next



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## 7. Complete the last page and click **Finish**

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: Ambridge: St Stephen's (Test)  
Archdeaconry: Felpersham (Test)  
Logged By: The Test Petitioner (Mon 23 Mar 2020)

## Form 1A

xxx xvdfsdf sd



Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

Please give the name and address of the architect or surveyor appointed for the church under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 1988 \* (if applicable)

John Doe  
Purcell - London  
15 Bermondsey Square  
Tower Bridge Road  
London

\* This is now to be read as a reference to the inspector appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

Previous

Save & come back later

Cancel

Finish Form



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## 8. The form is now complete

Application Ref: 2020-000527      Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#)      Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#)      Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)

Proposal in preparation

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

Summary description of proposed works   

Standard Information   

[Submit](#)   [Return to Applications dashboard](#)   [Delete the application](#)   [Download All Forms & Documents](#)

## Submitting your proposal

You have now completed all forms initially required by the Online Faculty System.

1. If you need to **attach any documents** to your application, please review the *Attaching Documents guidance* note.
2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
  - a. Click the Edit icon on that particular form
  - b. Go to the form's last page
  - c. Click the Finish button
3. Once you are certain that you are ready to seek DAC advice, Click **Submit**

Application Ref: 2020-000527      Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#)      Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#)      Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)

Proposal in preparation

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

Summary description of proposed works   

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[Submit](#)   [Return to Applications dashboard](#)   [Delete the application](#)   [Download All Forms & Documents](#)

## Initial DAC review

Once the application has been submitted to the DAC secretary, they will review the Standard information form to check that it is complete. Here they may email you or ring you to ascertain what the work required is and advise accordingly. They may even revert your application back to a List A or B item, as the works may now fall under the new Listings included within the legislation change.

Should further work be required in relation to the Standard Information form, the case will be sent back to you, so that you can edit the form and submit it back to the DAC secretary. If this happens, you will receive an email outlining what changes are required, and you will need to follow the steps above to resend this back to the DAC secretary.

## Getting Help

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

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at <https://facultyonline.churchofengland.org/contact>

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