How to Use the Online Faculty System

https://facultyonline.churchofengland.org/

The notes below guide you through the main processes on the online system, but here are a few tips to remember throughout, to avoid the most common pitfalls.

- When registering for the first time, don't forget to choose both the **Diocese** and **your Church**. If you don't select your church from the drop-down menu, you will not be able to submit applications. If you represent a parish with multiple church buildings, please select all buildings you wish to be able to create applications for.
- Remember to click **Submit or Finish Form** whenever you are ready to move to the next part of the process. Otherwise, we will not know you have completed the relevant parts of your application.
- Some documents on the system need to have a **green tick** before you can progress to the next stage. This can be achieved by going to the last page of the document and clicking **Finish Form**. The document does not have to be complete to do this, and in most cases, it can still be edited.
- When you receive an Email from the system, **log back in** to see what to do next. Sometimes they are just to let you know something has happened on your case, but mostly **emails are an alert to tell you that the next action is yours!**
- Read the instructions in the **yellow box** towards the top of the screen.
- If your application isn't making progress after a period of time, we will contact you to check if you are planning to continue with it. Applications not progressed for more than 3 months may be deleted.

1. Registering

Before you can access the online system, you need to **register**. Go to the very top line on the home page, click **Register**. Complete the form with your contact details. Choose the role of **Applicant** (to apply for faculty or List B). Select **Canterbury Diocese** and then select your church**.** Start to type the parish name and your church should appear**.** (It appears under the box, not in it). Many churches have the same dedication - make sure you select the right one.

When you click submit, the DAC office receive and email alert. One of us then needs to approve you as a user before you can begin any applications. We usually do this very quickly, but if you are not on our database, we may contact you to ensure you are a bone fide person to deal with faculty applications. If you plan to do your application at the weekend, please ensure you register earlier, or you may find you can't make progress until we return to work and approve you as a user on Monday morning!

Note:

- The DAC Secretary needs to approve every user before they can access the system.
- Each person who registers needs a unique email address.
- More than one person can register for each church (this is useful if you need to access the system when the usual user is on holiday).
- You only need to register once. You can then commence as many applications as you wish.
- You cannot access the online system from your mobile phone.

2. To begin a new List B or Faculty application

Go to the **Applications** tab and click **Start a new Application.**

Give your application a short descriptive title eg Repointing the external walls of the tower.

The system takes you first to List A items. List A works require no consent, but you can use the system to record them if you wish. We recommend that you always check with the DAC Secretary that the matter you wish to record is indeed a List A item and that the work you wish to carry out does not need permission.

If the work is not on List A, scroll to the bottom of the list, click **None of the Above** and **Finish Form.**

List B

The system now takes you to List B. If the work you are applying for is on List B, click the appropriate item. Go to the **Supporting Documents and images** tab and upload photographs, specifications, plans, quotes etc which explain the works. (See below under Faculties for details on uploading documents). Return to the **Details** tab and click **Submit.**

If you do not click Submit, we will not receive your application!

The Church Buildings Department then receives an email alert to prompt us to look at your application. We will contact you for additional information if required and we will consult DAC members as necessary. Your Archdeacon will make the final decision.

When List B consent is granted, you will receive an email alert. You need to Log back into the system to see progress and access new documents.

Your List B consent document can be downloaded as a pdf for saving and printing. You now have permission for the work. **Please read the document carefully as it may contain conditions you will need to adhere to**. Always share the document with the rest of the PCC and show the document to the architect or contractor who will take the overall responsibility for the project.

Full Faculty application

If the work you want to do is not on list B, or you were advise that your proposal require a faculty, scroll to the bottom of the list and click **None of the Above** and **Finish Form.** The system will start a full faculty application.

The system will take you to the **Details** tab, where the system will have generated the standard documents required for all Faculty applications, including Form 1A, (Standard Information about the church), the standard format forms for Statements of Significance and Need and the Petition form.

Form 1A – the system links to the Church Heritage Record. If you click **Reload from Church Heritage Record**, the form will be completed using whatever information is already held. You will be able to fill any gaps. This form will reappear every time you start a new faculty application, so you only need to complete it once.

At this stage you will be able to upload any supporting documents you already have by clicking on **Supporting documents and Images tab,** but you may choose to upload them later.

3. Required forms and supporting information

Depending on the nature of your proposal and whether the building is listed or not, we may ask for a **Statement of Significance**. Most works affecting listed churches need a Statement of Significance.

Statement of Significance (if required) – you can complete this section by section, including copying and pasting in text from other sources. The system will regenerate it with every new faculty application, so you only need to do it once. Alternatively, if you already have this document, you can upload it as a supporting document instead.

Statement of Need – will be particular to each application, as it sets out the reasons why you wish to make an application. You can upload this as a separate document. In this case, go to the last page of the online version and click **Finish Form** to get a green tick on this item. If you do this, don't forget to upload it.

If your need help writing a statement, please ask your Church Buildings team for guidance.

Petition form (form 3A) is a requirement for every application – at this stage, you only need to complete pages 1 and 2: the names and contact details of the petitioners and the description of the works. Don't worry about the exact wording. This can be edited later. Go to the last page and click **Finish Form**.

Now, we also ask that you upload your supporting documents, such as specifications, photographs, plans and quotes. To upload them, go to the **Supporting documents and images tab**. Click the **Add** button. If you can get your documents folder on the screen alongside this page, you can drag and drop documents, one at a time into the box. Alternatively, click the **Select file** button and choose the documents you need from your own folders. For each document, add a description in the box below. Repeat this until all documents and photos have been uploaded.

Return to the **Details** tab. If you think you have uploaded everything you need, please click **Submit**.

3. Consultations with Historic England, Church Buildings Council, and amenity societies

Many faculty schemes will require consultations with the above bodies. Some complex ones may need both informal and formal consultations. The Church Buildings Officers will decide when the best time for these is and advise you. Usually, consultees are asked to comment once most of the

application details have been submitted, but before the DAC meeting at which the application is considered. However, this varies from case to case.

4. DAC consideration

If you have not clicked **submit**, we will not know that you are ready for us to look at your application. When you do, we'll receive an email to alert us to look at what you have submitted. Due to the considerable number of applications submitted to us, we would recommend that you email one of the Churches Officers to alert us that you have submitted your application, especially if it is just before the deadline for submissions of faculty applications.

When we have everything we need to take the application to a DAC meeting for a formal recommendation, we will do this outside the system.

5. Notification of Advice

If the works are recommended, we will return to the system to issue the formal Notification of Advice, which will require you complete the **Petition** form and then complete and print Public Notices (see below). You will receive an email alert when this has been done. You will then need to log back into the system to access the documents. Some minor faculty schemes can be recommended between DAC meetings, under the DAC delegated authority.

This is the last stage of the faculty process administered by the DAC Team. From now on your application will be dealt with by the Diocesan Registry.

6. Completing your Petion and Public Notices

Once you have received an email notification, please go back to the online application, finish the Petition form **(new pages have just been revealed)** and then complete and print Public Notices for display at the church. Please read the instructions on your screen which will explain where exactly to display the Notices. **The Public Notice period is 30 days.**

When this period has elapsed, you need to take down the notices, and complete and sign the petition forms online.

7. Submitting the Faculty Petition

As well as entering the date in the public notices, you need to complete the rest of the **Petition** form before submitting – DON'T FORGET TO PRESS SUBMIT -- your application to the Diocesan Registry for approval. This will send the application and all the supporting information to them. If they have queries, they will contact you.

If not, they will liaise with the Chancellor and (in most cases) you will receive your Faculty via the online system.

8. Receiving the Faculty

When the Chancellor has considered the petition and the faculty is ready, you will get an email from the system to tell you it's been issued. You need to log back in to view, download or print it.

You can now proceed with the works. Please read the document carefully as it may contain conditions you will need to adhere to. Always share the document with the rest of the PCC and show the document to the architect or contractor who will take the overall responsibility for the project.

9. **Completion**

Under the Faculty form in the list of documents on the system, there is a practical completion form. This is for you to complete when the work has been carried out. You should log back in and record the completion date when the work is finished.

If you have any questions about the Online faculty System, please contact Kevin Tucker, DAC Secretary: KTucker@diocant.org; and/or Samuel Barrett, Church Buildings Support Officer: SBarrett@diocant.org