

# 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**
- Remember to click **Submit or Finish Form** whenever you are ready to move to the next part of the process.
- 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!**

## 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 **Ely Diocese** and then select **your particular 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 office needs to approve every user before they can access the system any further.
- 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.

## **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 **Repainting 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.

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, 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.

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.

### **Full Faculty application**

If the work you want to do is not on list B, 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.

Statement of Significance – 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 – this needs to change for each application, as it sets out your reasons for wanting to do the work you are applying for. The system does not offer you the option of uploading it as a separate document, but you can do this, if it is more convenient. 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. It is an essential document.

Petition form (form 3A) – 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 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 are satisfied you have completed and submitted everything you can, click **Submit**.

### **3. 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.

The system allows for initial and early stage advice, as well as the formal advice when the project is well developed. We can give informal advice and request additional information via the system, effectively putting the ball back in your court until you add further information and click **submit** again. This process can be repeated as many times as necessary, toggling back and forth between the parish and the DAC office, until the application is ready for formal DAC advice and a formal notification.

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. If the works are recommended, we will return to the system to issue the formal Notification of Advice and the Public Notices. You will receive an email alert when this has been done. You then need to log back in to the system to access the documents.

### **4. Public Notices**

This part of the process cannot be done online!

When you receive the email indicating that the **Notification of DAC Advice** has been issued, you can save and print this if you wish, but you will not be able to edit it.

You will be able to access the **Public Notices** at the same time. You need to click **Edit** on these and enter the date on which you put the notices up inside and outside the church. You then need to download and **Print** two copies of this and put them up at the church.

The public notices must be displayed for 28 days. When this period has elapsed, you need to take down the notices, complete and sign one of the forms on the reverse with the date you took them down, and send this form **in the post** to:

The Bishop of Ely's Registry  
1 The Sanctuary,  
Westminster.  
SW1P 3JT

Should you need to contact them, their telephone and email details are:

Telephone: 0207 222 5381

Email: [ely.registry@1thesanctuary.com](mailto:ely.registry@1thesanctuary.com)

#### **5. Submitting the Petition**

As well as entering the date in the public notices, you also need to complete the rest of the **Petition** form before you can submit your application to the Registry for the faculty. There may also be additional documents to upload at this stage, such as your PCC resolution or responses from any consultees, if these have been received since the DAC considered the works.

When you are satisfied everything has been added, click **Submit** again. This will send the application and all the supporting information to the Registry.

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.

#### **6. 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.

#### **7. 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.