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Diocesan Advisory Committee
for the Care of Churches

Introduction to the Online Faculty System (OFS) and Church Heritage Record (CHR)

General

- The OFS is web-based and designed to provide an electronic system for making and tracking applications right through from seeking initial advice from the DAC to receiving the Faculty from the Chancellor or authorisation of Minor Works from the Archdeacon (see below)
- The OFS can be found at <https://facultyonline.churchofengland.org>
- There is additional information at www.leicester.anglican.org/dac/onlineapplications as well as a link to the OFS
- Each D/PCC will need to register **a maximum of two** users (see enclosed Guidance Note on how to do this): -
 - All requests to register will need to be approved by me as DAC Secretary to ensure that only those who have a right to use the System can do so
 - ❖ Please make sure that the list of D/PCC Officers the Diocese holds is up-to-date as
 - The first place I shall look before verifying new users is the Diocesan Database
 - Anyone who is not listed as a D/PCC Officer will be contacted to verify their status with the D/PCC
- Once users have had their registration has been approved, they will be able to apply to the DAC through the OFS and receive updates as the applications progress through the process
 - **N.B.** Applications on the OFS are logged by church and not by applicant. Consequently, the dashboard will show all the applications made against the church regardless of who logged them.

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If you see an application that you do not recognise, it may be that a local authority with responsibility for maintaining a closed churchyard has also made an application. Equally, if you are a local authority applicant, you will see applications that the PCC has made.

Therefore, **please do not abandon cases** that you don't recognise without checking with your DAC Secretary first. If the DAC Secretary has to ask for an application to be restored because it has been abandoned in error a charge is incurred.

- Whilst the Archdeacons and I would encourage D/PCCs to register to use the OFS, if nobody is available with a computer or willing to register, applications in paper format to the DAC Secretary will still be accepted. I will then put the applications onto the OFS.
- The Minor Works part of the system is active (but see below), the OFS has been designed in such a way that it will act as an electronic Log Book. To make maximum use of this facility, the Archdeacons and I would encourage D/PCCs to record **everything** through the System whether it needs permission or not so that there is a comprehensive log of works done to the church and/or churchyard. The added benefit of this will be that if, for example, the same work, such as rodding the drains, is recorded several times in the same year it will flag to you and to me as DAC Secretary that there is probably a more significant problem that needs investigating.

Minor Works

- Applications for the authorisation of Minor Works is made via the OFS
- There is now a new national Minor Works List
- Unclosed applications for Minor Works items under the "old" diocesan Minor Works List will be transferred into the OFS during January 2016 and will then need to be concluded electronically

Seeking advice from the DAC

- If you want to apply for **advice from the DAC only** and are not ready to submit detailed proposals for a Notification of Advice, please only complete: -
 - As much of pages 1 – 3 as possible

of the Faculty Petition form or the electronic version on the OFS

N.B. it does not matter if your proposals are not fully identified as the Faculty Petition form can be amended until the point at which the DAC's Notification of Advice is issued.

Church Heritage Record

- The OFS has been partly funded by English Heritage and so part of the OFS is a new Church Heritage Record that draws on all the data from English Heritage about Listing Grades, Listing Descriptions, Conservations Areas and other aspects of the church history.
- The Church Heritage Record will be the only part of the OFS that is open to the public
- The data required to complete the Standard Information form required for applications to the DAC has been transferred into the CHR
- The CHR now holds the digital copies of all the Quinquennial Inspection Reports that are available