



— Diocese of —
Hereford

Proclaiming Christ ✦ Growing Disciples

A general introduction to the faculty system

Agenda

- Introductions
- What is a Faculty and why do we need one?
- The three levels of consent
- The online Faculty system
- Church Heritage Record
- Burial grounds
- How to access and use the Online Faculty System



What is a faculty?

Faculty is the name given to consent for carrying out works of repair or alteration to Church Buildings

It is similar to secular Listed Building Consent

Church organisations are responsible for managing a robust planning system

Care of Churches and Ecclesiastical Jurisdiction Measure 1991 Faculty Rules 2015 (amended 2019)



The three levels of consent

1. List A – minor works not requiring a faculty
2. List B – routine maintenance and repairs – consent granted by archdeacon
3. Faculty – major repairs and / or alterations granted by Diocesan Chancellor



The Online Faculty System

The OFS is a web-based planning portal where parishes can develop proposals for new works in their church building, obtain Diocesan Advisory Committee (DAC) advice and apply for full Faculty, List B and List A consent.

The portal allows parishes, DACs, Registrars, Chancellors, Archdeacons and Consultees to access information on a particular proposal quickly and efficiently in a single online space.

The OFS is also linked to the Church Heritage Record (CHR) – a digital database covering a wide range of topics from architectural history and archaeology, to worship and the surrounding natural environment.



PCCs can access all current and past case files relating to their church.

The OFS requires applicants to load supporting documents and images. These may include Statements of Significance and Need, Specifications of Work, Drawings and Photographs. Some information e.g. Statement of Significance may be stored and re used for future applications.



The Online Faculty System

The Registrar will use the OFS to collate all required documentation for each faculty application in the Diocese, and send and respond to comments from the Chancellor. The Registrar will be able to upload missing documents, public objections. The parish will receive electronic notification from the Registrar that your application is being reviewed by the Chancellor. You will still receive a printed and sealed copy of the Faculty Certificate.

The Registrar can use the OFS to inform parishes if their application has been refused. He / she will complete a covering letter explaining the reasons for refusal, and will upload the Chancellor's Judgement (if applicable). All faculty applications are logged (no matter the outcome) into the Church Heritage Record.



The Online Faculty System

The Chancellor can use the OFS to request further information from the Registrar, approve a faculty application and provide summary reasons or conditions, or refuse a faculty application and upload his judgement as needed. Correspondence between the Registrar and Chancellor cannot be seen by other users; other users will only be able to track the status of the application.

Chancellors can refuse faculty applications and upload their judgements using the OFS. This is very rare and should be avoidable by reviewing and amending proposals.



Church Heritage Record

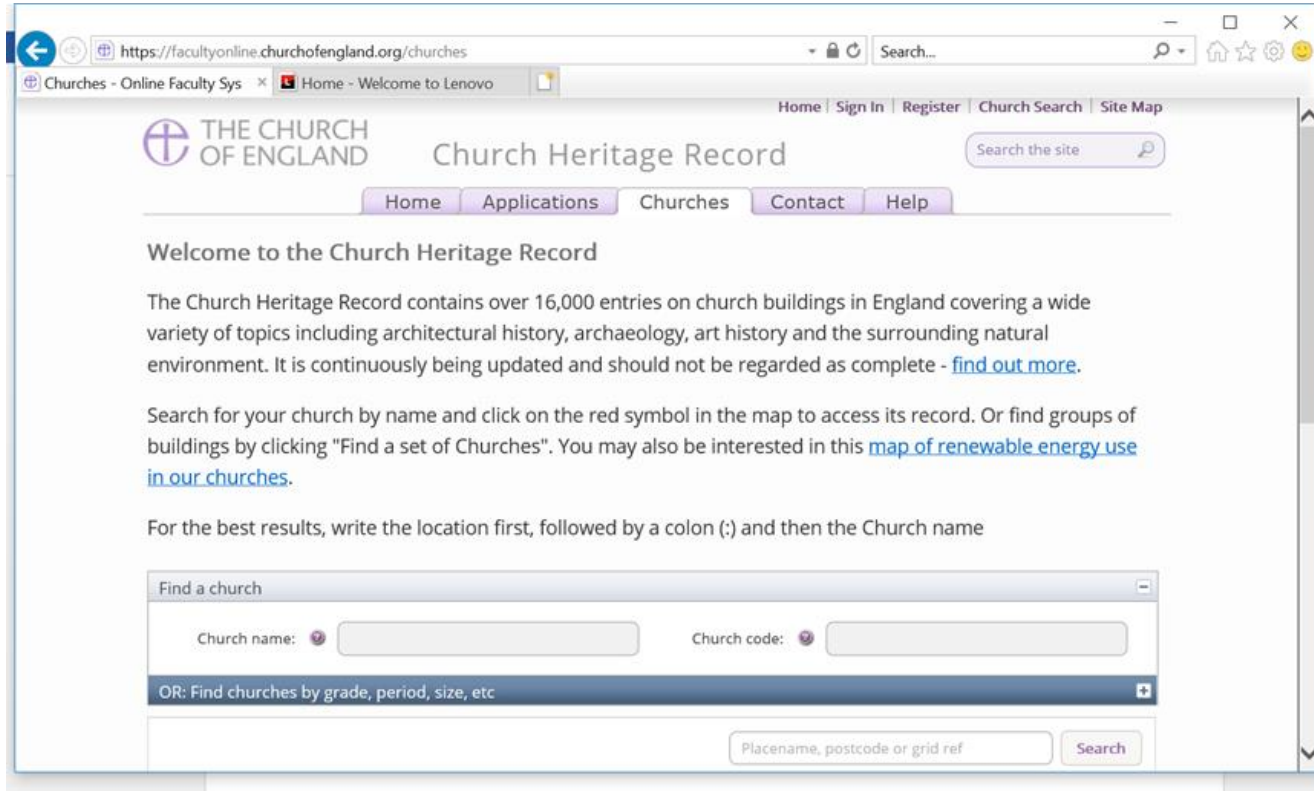
This is a web-based database maintained by the Church Buildings Council. It is an organic project and will continue to grow and develop in time. It will contain useful information which should help parishes when compiling their Statements of Significance and Need.

The CHR is currently active and available at
<https://facultyonline.churchofengland.org/churches>.

You can search for your church using its name, its church code or its location. An interactive map will also appear, allowing you to click on a particular church building – this will take you directly to the information currently held on this building.



Church Heritage Record



The CHR contains information on a church building's different and sometimes numerous designations. It will tell you if a church building is: Listed (and at what grade); Scheduled Monument; Building at Risk; in a National Park; Conservation Area.



Detailed information may include: historical and archaeological information; architectural information; environmental data; worship and mission information (times of services, facilities etc)

Quinquennial Inspection Data – this will not be accessible by the general public, but may contain data such as: date of QI visit; name of inspecting architect; copy of the report; condition summary and notes.

Other information – churchyard (is it open or closed for burial); are there any privately owned features; is there a lay rector?



The Diocese has signed up to the National Burial Ground Survey.

Over the next 12 months digital surveying will take place to create base maps for churchyards and any above ground structures.

Details of memorial inscriptions will be catalogued and made available to the general public for research purposes.



How to access and use the Online Faculty System

 THE CHURCH OF ENGLAND

Home | Sign In | Register | Church Search | Site Map

Online Faculty System

Search the site

Home Applications Churches Public Notices Contact Help

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

Since the 1st April 2020, the Faculty rules that govern how churches manage their buildings, churchyards and contents have changed and a new process now exists for all cases submitted on the Online System since the 1st April 2020.

As part of these new rules, a number of works have been added to the List A (where permission is not required) and List B items (where archdeacon consent is required).

Please be aware that there are now two different processes available for Faculty cases, one for cases submitted under the 2015 rules, and one for cases submitted under the 2019 legislation.

Guidance on these new changes is available in our [Help section](#).




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Inspiring *each* Generation

<https://facultyonline.churchofengland.org/>

How to register on the Online Faculty System

 THE CHURCH OF ENGLAND

Online Faculty System

Home | Sign In | Register | Church Search | Site Map

Create a New Account

Please complete the form below to register for the Online Faculty System. Click [here](#) for instructions.

Your DAC Secretary will be automatically contacted so that they may approve your account. This means that there will be a **short delay** between the time you register and when you can sign in to use the system.

To Parishes: click [here](#) for instructions on linking your church building to your online account.

When you have completed the relevant text boxes below, and have selected the Applicant role, an extra series of boxes will appear to allow you to select your diocese and your church(es). To select a church, please start by typing the name of your parish or local area into the text box. As you start typing, a drop-down menu will appear with all churches that include the typed wording. **Select your church by clicking on it with your computer mouse.**

Once this is clicked, the church will appear below the church text box with a purple background, as shown in the below image.

Church

* Edgeley: St Mary's (Test) (647002)









The above is an image of how the church will appear using the registration text boxes found below

Please repeat this process for all churches that you need to process applications against. Each selected church will appear with this purple background.

If the church name with a purple background **does not appear**, you have **not selected a church** against your user profile, and you will be unable to start any applications. Please make sure to click on the name of the church when the drop-down list is visible.



How to register on the Online Faculty System

Apps  Search the List - Fin...  Search the Heritage...  CofE Portal  Home - Online Fac...  Online Faculty Syst...  Diocese of Herefor...  Diocese of Herefor...  Sign in - Hereford...  Diocese of Herefor... » |  Reading

Last name

Daytime telephone

Alternative telephone

Address

Postcode

Email preference

- ☒ Daily reminder of your workload
- ☐ Everytime something happens
- ☐ Daily digest of all case work notifications

Role applied for

- ☐ Archdeacon
- ☒ Applicant (to apply for Faculty or List B)
- ☐ DAC Secretary
- ☐ Registrar
- ☐ Chancellor
- ☐ CCB (Cathedrals & Church Buildings Division)
- ☐ Consultee
- ☐ Heritage Recorder

Diocese

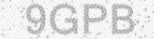
Church

1. Type the name of your parish (e.g. Be...

2. Select your church from the drop-down

3. Repeat as needed

- Hereford: All Saints (618071)
- Hereford: Holy Trinity (618073)
- Hereford: QI Church (null)
- Hereford: St Barnabas Church Centre (618072)
- Hereford: St Francis (618076)
- Hereford: St Giles (618461)

 Enter the code shown:



Finding the user manuals



Online Faculty System

Search the site

- Home
 - Applications
 - Churches
 - Public Notices
 - Contact
 - Help
- User Manuals
 - FAQs

Online Support

Need help with the Online System?

- 1) Go to the [Frequently Asked Questions](#)
- 2) Read the [user manuals](#)
- 3) Contact your **diocese** by [email](#) or [telephone](#)

While using the Online Faculty System, look out for help-text across the online forms or pop-ups next to individual questions. These can guide you through the Faculty forms.

Reporting a technical problem with the Online Faculty System?


Contact the Cathedral and Church Buildings Division, Archbishops' Council in London:

[Abu Baker Pasha](#)

If you having problems with your registration or your password, please contact your [diocese](#), not the technical help-desk.




Finding the user manuals

 THE CHURCH OF ENGLAND

Signed in as: Lorna Theophilus | [Home](#) | [Sign Out](#) | [My Account](#) | [Church Search](#) | [Site Map](#)

Online Faculty System

Search the site 

[Home](#) | [Applications](#) | [Churches](#) | [Public Notices](#) | [Contact](#) | [Help](#)

[User Manuals](#) | [FAQs](#)

Need help using the Online Faculty System?

Find help according to your individual role in the faculty process.

Two systems now run in parallel to one another with both having variations in how applications are processed. For any application that is submitted from the 1st April 2020 onwards, please use the guidance listed under the 2020 legislation heading. For any ongoing application, submitted upto the 31st March 2020 please use the guidance listed under the 2015 legislation heading

2020 Legislation Cases

Assistance for Parishes

- [Complete Guide](#) to the Online Faculty System
- [How to Register as an Applicant](#)
- [Signing in and Out of the Online System](#)
- [Recovering your Password](#)
- [Managing your Account](#)
- [Navigating your Dashboard](#)
- [Navigating a Case File](#)
- [Receiving Emails from the Online Faculty System](#)
- [Starting a List A or List B Item](#)
- [Starting a Faculty Application](#)
- [Completing the necessary forms for the DAC to review](#)
- [Formal Consultation](#)
- [How to complete the Petition Form](#)
- [Create the Public Notice and Public Notice Certificate](#)
- [Attaching Documents](#)
- [How to monitor the progress of your Faculty application](#)



How to sign in



Go to the main website
<https://facultyonline.churchofengland.org>
and click on Sign In

How to 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



[Recover Password](#) [Register](#)

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS











Enter your email address and password, and click Sign In

How to start an application

Start a new Application Start a new TMRO Application

Messages Applications requiring your action Active Cases Archived Cases

Search by application ref Search by church name Search Reset

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	

First Previous Next Last

Page size: 10 Page 1 of 27 (264 items)

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

When you are ready to begin an application:

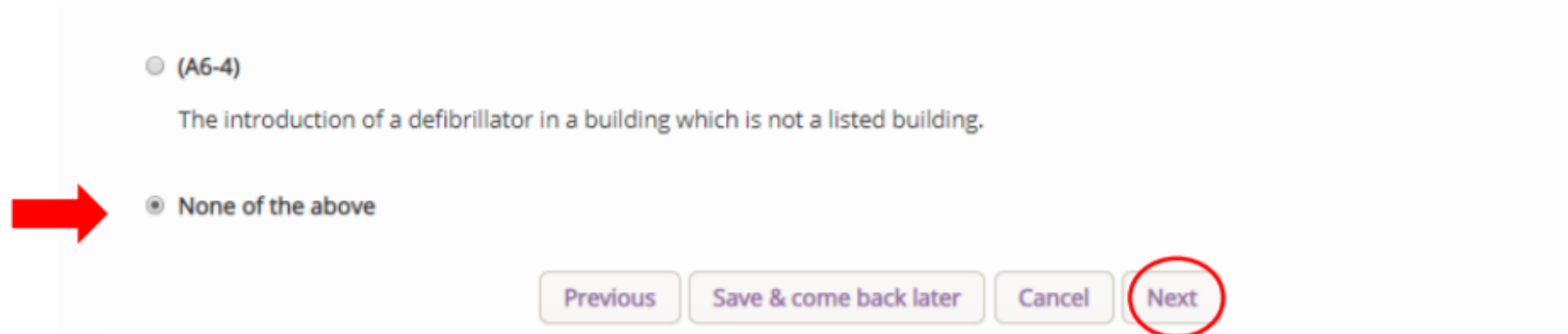
1. Go to the main page
<https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the Applications tab
4. Click on Start a new Application to start




Selecting the right category of permission

If your matter is a List B you will need to select **None of the above** in List A and then **Next** before the List B items appear

If your matter requires a Faculty you will need to repeat this step and then select **None of the above** in List B and then **Next** to move onto the Faculty section.



☐ (A6-4)
The introduction of a defibrillator in a building which is not a listed building.


 ☒ None of the above

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



Uploading documents

Step 1

 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](#)

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Step 2


 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.

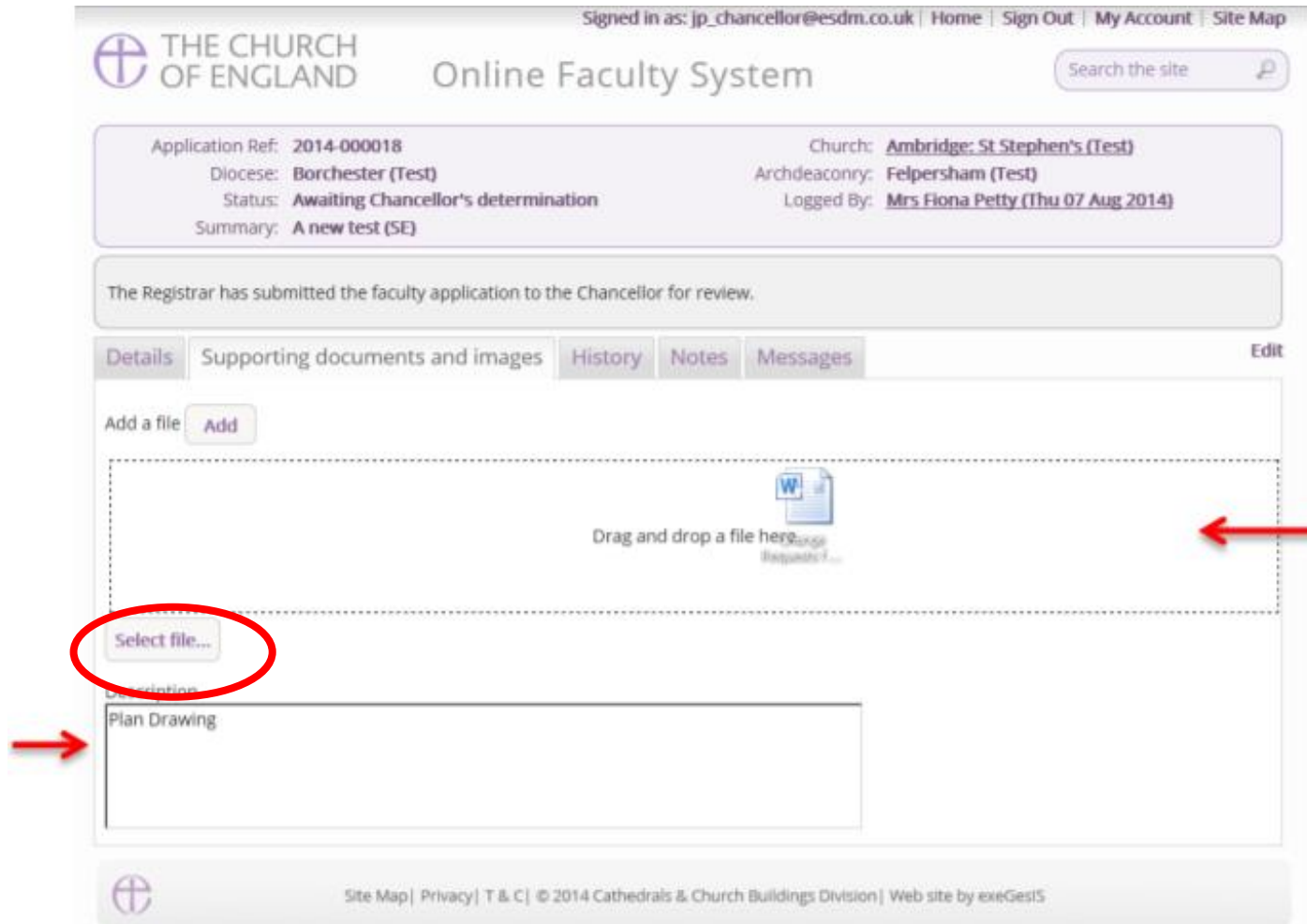
[Details](#) **[Supporting documents and images](#)** [History](#) [Notes](#) [Messages](#) [Edit](#)

Add a file **Add**

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Uploading documents



The screenshot shows the 'Online Faculty System' interface. At the top, it says 'Signed in as: jp_chancellor@esdm.co.uk' with links for 'Home', 'Sign Out', 'My Account', and 'Site Map'. The main header includes 'THE CHURCH OF ENGLAND' logo and 'Online Faculty System' with a search bar. Below this, a summary box displays application details: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below the message are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is active, showing an 'Add a file' button and a large dashed box for file upload. Inside the box is a 'Select file...' button (circled in red with an arrow pointing to it) and a 'Drag and drop a file here' instruction with a file icon. A red arrow points to the dashed box. Below the upload area is a 'Description' field with the text 'Plan Drawing'.

There are two ways to upload documents.

You can either **drag and drop** using your mouse from a file on your computer or you can use the **select file** button to upload a file by locating it on your computer

Whichever method please ensure you press the **upload** button



Contact details

Stephen Challenger, Property Secretary

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Sophie Mead, Housing and DAC Officer

s.mead@hereford.anglican.org

Lorna Theophilus, Church Building Support Officer

Lorna.Theophilus@Hereford.Anglican.org

Telephone: 01432 373300

Any questions?

