

New Faculty System FAQs

Do you know about the faculty switch over?

Over the past year central church has been working hard on developing a new online system for processing faculties. The new system looks easier to navigate, be much more intuitive and allow greater functionality. It is not long until the new system goes live, and we want everyone to be aware and as prepared as possible. We know that moving systems can be frustrating, but the Church Buildings Team is here to help navigate the new system and ensure it really is easier to use.

FAQ's

So, what do I have to do?

We strongly recommend you get yourself booked onto a training course so you are aware of how the new system will operate. Central church is running three training sessions in September (see dates below) before the switchover. Do sign up early as spaces are limited. If you cannot attend any of those, or you do and still have questions, the Church Buildings Team will holding similar events afterwards.

Central Church Webinars

- **Tuesday 23 September**, 13:30 – 14:30. [Register on Teams](#)
- **Wednesday 24 September**, 13:30 – 14:30. [Register on Teams](#)
- **Thursday 25 September**, 13:30 – 14:30. [Register on Teams](#)

Church Buildings Team Webinars

- **Monday 29 September**, 14:00 – 15:00.
- **Thursday 02 October**, 10:00 – 11:00.
- **Thursday 09 October**, 19:00–20:00.

To book your place on the Church Buildings Team Webinars or if you have further questions or concerns, please contact the team via:

Email: ChurchBuildings@salisbury.anglican.org

Telephone: 01722 438654

When is the switch over?

We have been told that the new system will go live on the 14th October. We understand at present that a week before 14th October the old system will be switched off, and a period of transition will take place. But this hasn't been confirmed yet. We will post any updates here.

What will happen to my existing account?

When the new system goes live everyone will need to re-register but if you have another Church of England account, you won't need to set up a new account. Your existing account will work for the new faculty application system too. You'll be able to link the faculty system to your dashboard.

What if I don't have a Church of England Portal Login?

Registration is easy and doesn't take long. Simply go to the [portal website here](#). Click on 'register for an account' and put in your details. Once you're in you can link your account to the new faculty system and away you go.

I think I have an account to the faculty system but don't need it anymore, what should I do?

You don't need to worry as your registration, along with all your personal details will be deleted when the old system gets switched off.

However, if you do want to come back in future create/login to the [Church of England Portal](#) and link your account to the new faculty system.

What will happen to my active faculty applications?

All your applications will be automatically transferred to the new system so that when you log in, they'll be exactly where you left them.

What happens if I need to submit an application during the transfer period?

We may be saying farewell to the current faculty system but not to the Church Buildings Team. You won't be able to submit anything online during the short transition period, but we still want to hear from you and help as much as we can. We will be on hand to help get everything place for when the new system goes live. Just get in touch with us at Churchbuildings@salisbury.anglican.org and let's go through it.

What happens if I need to do emergency works during the shutdown period?

We hope you won't need to do emergency works but we understand that unexpected things do happen. Emergency works won't be impacted at all. That's because if it's an emergency you appeal directly to the chancellor, and everything gets worked out remotely via email. It's a quick process too. Just email registry@battbroadbent.co.uk tell them what the problem is, what you need to do, and they will take care of the rest.

Will the transition to the new faculty system impact my application going to a DAC meeting?

We want to make sure the transition goes as smoothly for you as possible. That's why we've made sure you won't notice a thing. Simply carry on as normal and we will do the rest. But if you are unsure, pop us an email letting us know you want your application to go to the next meeting, and we will take extra special care of it.

Why does the Church of England Portal keep asking me for a 6-digit number when I try and log in?

With the new system, comes a little bit of added security. To ensure greater safety of all personal details, the national church has added an extra layer of protection called two factor authentication. This means that every now and then, the system will want to know it's really you. For the ultra tech-savvy you can use the Microsoft Authenticator app. But if you don't want to download another app, you can get the code emailed to you instead. P.s Don't forget to tick 'remember me' to reduce the number of times it asks.

After attending the webinars and reading all the FAQ's, I am still getting stuck.

If are having problems, contact the Church Buildings team and we can work things out. You can find our contact details on the [website here](#).