

How to Use the Online Faculty System

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

Guidance from the Care of Churches & DAC Team

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 are a member of clergy or represent a parish with more than one church building, please select all buildings you wish to be able to create applications for.
- Remember to always click **Submit or Finish Form** whenever you are ready to move to the next part of the process. Otherwise, Church Buildings Officers will not know that you have completed 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 notification 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!
- Always read instructions in a **yellow box** towards the top of the screen.
- If you create an application, but don't make progress with it for 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 **Gloucester 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 our team 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:

- One of our Church Buildings Officers 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 e.g., 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 Church Buildings Officers 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 specifications, photographs, plans, quotes etc which explain the works. Return to the **Details** tab and click **Submit**. **If you do not click Submit, we will not receive your application!**

The Care of Churches & DAC Team 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 advised by the Church Buildings Officers that your scheme will 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.

You will then need to click **Submit** to send a request for an initial review to the Care of Churches & DAC Team. We recommend that you also email one of the Churches Officers to alert us that you have created an application as we will need to provide you with feedback before the system allows you to make progress with your submission.

3. Required forms and supporting information

Depending on the complexity of your scheme and whether the building is listed or not, we may ask for the **Statement of Significance**. Most works affecting listed churches need a Statement of Significance. Alternatively, if you already have this document, you can upload it as a supporting document instead.

Statement of Need is needed for every application, as it sets out your reasons for wanting to do the work for which you are applying. You can upload it as a separate document instead. If you wish to do that, 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.

Our guidance on how to write both statements is available here:

<https://www.gloucester.anglican.org/wp-content/uploads/2018/07/Statements-of-Significance-and-Need-Guidance-sheet-1.pdf>

Petition form (form 3A) is needed for every application. At this stage of the faculty process, 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**.

We will also ask you to submit 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 are satisfied you have completed and submitted everything you can, click **Submit**.

The system allows for initial and early-stage advice, as well as the formal advice when the project is well developed. 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.

4. 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.

5. DAC consideration

Please note that 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 will 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. The calendar of deadlines and DAC meetings (only relevant to faculty applications) is available here:

<https://www.gloucester.anglican.org/parish-resources/church-buildings-and-churchyards/diocesan-advisory-committee-dac/>

When we have all the necessary information, we need to take most applications to a DAC meeting for a formal recommendation. We will do this outside the system.

6. 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 and an email from one of the Church Buildings Officers. 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 Care of Churches & DAC Team. From now on your application will be dealt with by the Diocesan Registry.

7. Completing your Petition 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.**

You will be notified by the system once the Public Notices have expired. You will be prompted to complete a Public Notice publication certificate online.

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:

Veale Wasbrough Vizards LLP
Narrow Quay House,
Narrow Quay,
Bristol
BS1 4QA

Should you need to contact them, their telephone number is:

Telephone: 0117 925 2020

8. Formal submission of the Faculty Petition

As well as entering the date in the Public Notices, before printing them you also need to formally submit (by clicking the Submit button) your application to the Diocesan Registry. 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 and by post.

9. 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 has 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.

10. 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 above note or the Online Faculty System, please contact Cathy McIntyre, Care of Churches & DAC Team Administrator: CMcIntyre@glosdioc.org.uk

Tel: 01452835593 working days are Wednesday & Thursday

The Care of Churches & DAC Team gratefully acknowledges the assistance of their colleagues at Ely Diocese whose own notes formed the basis of this guidance.