CATHEDRAL AND CHURCH BUILDINGS DIVISION

Online Faculty System

An Overview

James Miles 09/05/2018

This document explains the functionalities of the Online Faculty System and Church Heritage Record.

Table of Content

1.	Executive Summary	3
2.	Registration process	4
3.	Application dashboard	4
4.	Case file overview	5
5.	Parish application process	6
	5.1. Seeking DAC advice	6
	5.2. Appling for Faculty	7
6.	DAC processes	7
	6.1. Informal feedback	7
	6.2. Form 2 – Notification of Advice	8
	6.3. DAC acting on behalf of parishes	8
	6.4. DAC as Gatekeeper	8
7.	Registrar Processes	9
	7.1. Collating documentation	9
	7.2. Sending remark's to Chancellor	10
	7.3. Processing Faculty form 6	
	7.4. Processing Faculty refusals	
8.	Chancellor's determination	11
	8.1. Returning incomplete applications to Registrars	11
	8.2. Approving Faculty (with conditions and/or summary reasons)	11
	8.3. Refusing Faculty (with judgements)	12
9.		
	9.1. Finding a church building	12
	9.2. Designation information	13
	9.3. Historical and archaeological information	
	9.4. Architectural Information	13
	9.5. Environmental data	14
	9.6. Worship and mission	14
	9.7. Quinquennial data	
	9.8. Church log book.	
	9.9. Other	
10). Support model	15
	. Signing up	

1. Executive Summary

The report provides an overview of the Online Faculty System and Church Heritage Record for potential users.

The Online Faculty System is a web-based planning portal where parishes can develop proposals for new works in their church building, obtain DAC advice and apply for full Faculty.

The portal allows parishes, DACs, Registrars, Chancellors, and Archdeacons to access information on a particular proposal quickly and efficiently in a single online space. This ensures the smooth progression of any application from beginning to end.

The portal was also designed with Faculty simplification in mind; the standard information required for Form 1 is pre-populated from data contained in the Church Heritage Record, Statements of Significance and Needs are stored online for continuous re-use and readaptation in future applications, and all legal forms required for full Faculty (e.g. Form 2 Notification of Advice) are editable online.

Access the Online Faculty System: https://facultyonline.churchofengland.org/home

The Church Heritage Record is a digital database of church buildings integrated with a Geographic Information System (GIS), which can be used for planning and development control, but also provides an educational and engagement tool. It contains over 16,000 entries on church buildings in England, covering a wide variety of topics from architectural history and archaeology, to worship and the surrounding natural environment.

Access the Church Heritage Record: https://facultyonline.churchofengland.org/churches

2. Registration Process

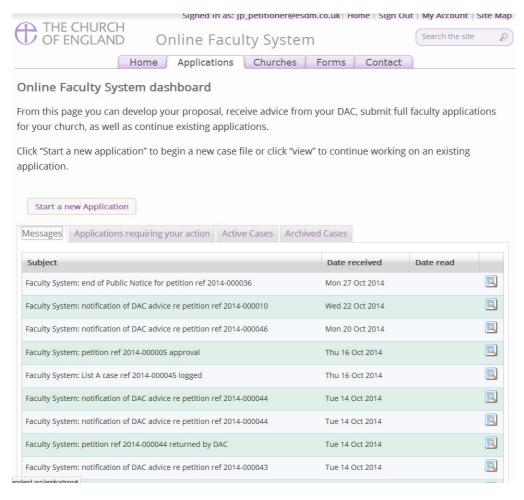
The Online Faculty System (OFS) is for registered users only.

Users must play a specific role in the faculty process.

- Applicant / PCC
- DAC Secretary
- Registrar
- Chancellor
- Archdeacon
- CCB
- External Consultee (includes DAC committee members)

Individuals register online and their request is processed by the DAC Secretary (or CCB).

3. Application Dashboard



Each registered user has an individual application dashboard where they can access all their case files. Access is restricted according to role.

Parishes can only start new cases and access live or archived cases that affect church buildings in their care.

DAC Secretaries, Registrars and Chancellors can only access cases in their diocese.

Archdeacons can only access cases in their archdeaconry.

The different tabs on the dashboard give you access to:

Messages: Email notifications sent out to the user at key points during the faculty process are stored and accessed here.

Applications requiring your action: All live case files where an action is required by the user are stored and accessed here.

Active Cases: All live case files are stored and accessed here.

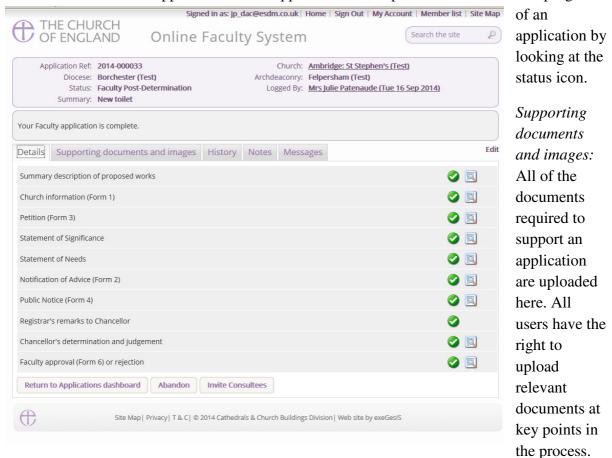
Archived Cases: All closed cases files are stored and accessed here.

Tools: This tab provides access to reports. Currently, the OFS can produce a DAC committee meeting report.

4. Case File Overview

Parishes and DAC Secretaries can begin new applications and create individual case files.

Details: All forms will appear here as the application develops. Users can track the progress



History: The date and name of the individual who submitted a form is recorded here.

Messages: All email notifications sent out at key points during the faculty process which relate to a specific application will also be displayed here.

Notes: DAC Secretaries, Registrars and Chancellors can keep private notes about an application here.

5. Parish Application Process

Parishes can use the system to develop full Faculty applications. The OFS is not yet ready to process applications for minor works, temporary minor re-ordering licences, emergency works, or tree petition applications.

DACs can also begin new applications on behalf of parishes through the Church Heritage Record.

5.1 Seeking DAC Advice



Parishes can develop their proposal online using the relevant forms and attach useful documents. They can also send their proposal to external consultees.

The forms do not need to be complete in order to seek DAC advice.

After obtaining the DAC's informal advice, parishes can choose to revise their proposal before resubmitting the documentation to the DAC Secretary for formal advice.

This process can be repeated as many times as the DAC Secretary deems necessary in order to obtain all the information needed for the committee to make its formal recommendation.

If the committee does not recommend the works, parishes are given the option to revise their proposal and continue seeking DAC advice or to formally submit the petition to the Registrar and Chancellor for determination.

If the committee recommends or does not object to the works parishes can proceed with their Faculty application.

5.2 Applying for Faculty

Prior to submitting their petition, parishes are asked to complete the first section of their Public Notice indicating where the public can review copies of the relevant plans and documents.

Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map THE CHURCH OF ENGLAND Parishes select Online Faculty System their start date Application Ref: 2014-000034 Church: Penny Hassett: St David (Test) Diocese: Borchester (Test) Archdeaconry: Felpersham (Test) (past, present or Status: Ready for formal application Logged B Summary: A quick test to make sure skip to List C is working (SE) Logged By: Mrs Fiona Petty (Tue 16 Sep 2014) future) and the Form 4 - Public Notice OFS calculates the Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can end date be read by the public It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so automatically. And it must be displayed for a continous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended Registrars and Edit Copies of the relevant plans and Chancellors can documents may be examined at access and work on the application Public notice start date @ Edit **=** during the Public Notice period. Public notice end date @ Edit The end date is 30 days after the start date Save & come back later | Cancel | Finish Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

The OFS sends emails to parishes, DAC Secretaries and Registrars at the end of the Public Notice period and reminds parishes to post the Certificate of Publication to their Registrars.

Parishes can easily follow the progress of their application online by tracking the changing status icons on the "Details" tab of their application's case file.

6. DAC Processes

DAC Secretaries can use the OFS to provide advice to parishes on their proposals, act on behalf of parishes when filling in application forms, and oversee the registration process in their role as gatekeepers.

6.1 Informal Feedback

DAC Secretaries can provide initial, informal feedback to parishes on their proposals using a simple form designed for the OFS. They can indicate to parishes whether a proposal is ready to proceed before the committee or requires more thought.

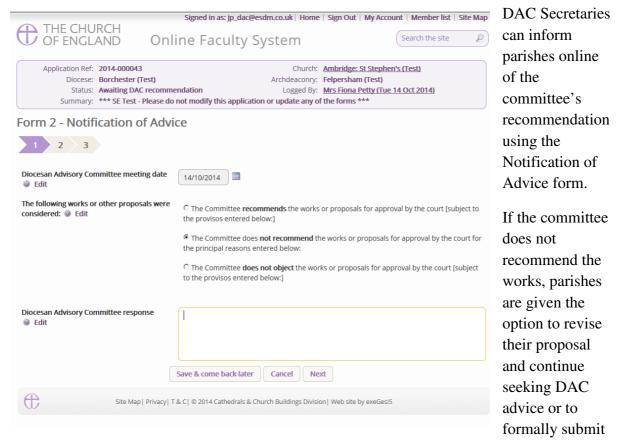
If the proposal is incomplete, DAC Secretaries can request that parish revise their proposal to incorporate specific advice before resubmitting the documentation.

This process can be repeated as many times as DAC Secretaries deems necessary in order to obtain all the information needed for the committee to make its formal recommendation.

DAC Secretaries can also invite external consultees to view the proposals.

6.2 Form 2 – Notification of Advice

The OFS produces a summary report of all live applications ready to go before the committee.



the petition to the Registrar and Chancellor for determination.

If the committee recommends or does not object to the works, parishes can proceed with their Faculty application.

6.3 DAC Acting on behalf of Parishes

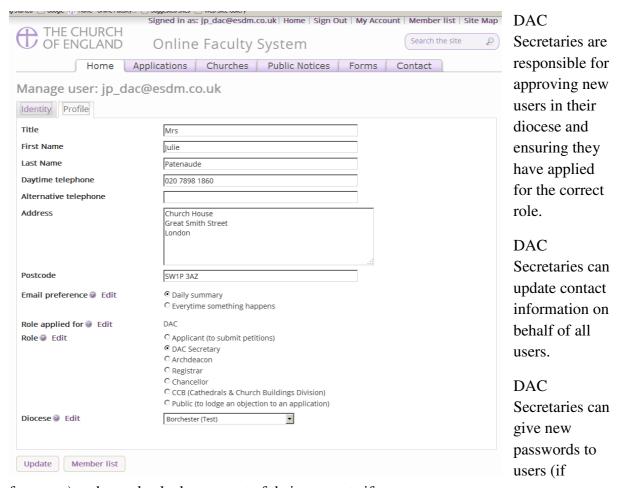
DAC Secretaries can use the OFS to fill in the online forms on behalf of parishes in cases where parishes require technical assistance or do not own a computer.

New applications are created using the church building's individual entry on the Church Heritage Record.

The OFS copies DAC Secretaries into every email sent to parishes in order to keep them informed of an application's progress.

6.4 DAC as Gatekeepers

DAC Secretaries oversee the online registration process and manage user accounts for simple, day-to-day tasks.



forgotten) and can also lock users out of their accounts if necessary.

7. Registrar Processes

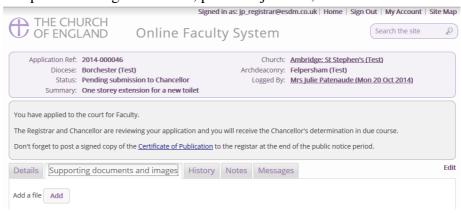
Registrars can use the OFS to collate all required documentation for each Faculty application in their diocese, send and respond to comments from the Chancellor, send out Faculty approval forms and distribute refusal notices.

7.1 Collating Documentation

All documentation necessary to determine a Faculty application will be available in a single location.

Registrars will be able to upload missing documents, public objections, and the certificate of

publication easily and in any format. This includes PDF, Word, Excel, Tiff, and JPG.



7.2 Sending Remark's to Chancellor

Registrars can pass on applications to Chancellors along with any relevant comments with a single button.

Registrars can also invite external consultees to view an application if necessary.

7.3 Processing Form 6

Registrars can use the OFS to complete and send out a Faculty to parishes.

The OFS supplies the legal text, which can be edited as needed. The OFS inserts the Schedule of Works automatically from the petition (form 3) and adds the conditions directly from the Chancellor's determination. These can be edited as needed.



Registrars
can print out
the Faculty
form and
send a sealed
copy to
parishes in
the post.

7.4 Processing Faculty Refusals

Registrars can use the OFS to inform parishes if their application has been refused.

Registrars receive an email informing them of the Chancellor's decision. They are then prompted to complete a covering letter explaining the reasons for refusal and to upload the Chancellor's judgement.

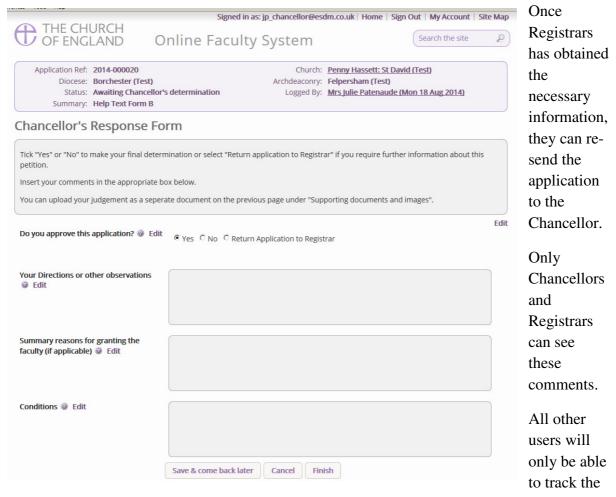
All Faculty applications are logged no matter the outcome into the Church Heritage Record.

8. Chancellor's Determination

Chancellors can use the OFS to request further information from Registrars, approve a Faculty application and provide summary reasons or conditions, or refuse a Faculty application and upload their judgement as needed.

8.1 Returning an Incomplete Application to the Registrar

Chancellors can return an application to the Registrar with directions or observations if they require further information to make their determination. The OFS will send Registrars an email with the Chancellor's comments.



status of the application.

8.2 Approving Faculty (with conditions and/or summary reasons)

Chancellors can approve Faculty applications using the OFS and send Registrars their conditions and/or summary reasons for granting the faculty.

Chancellors enter their comments in the appropriate text-box and the OFS organises their response accordingly.

The conditions will appear automatically in the Faculty (Form 6).

8.3 Refusing Faculty (with judgements)

Chancellors can refuse Faculty applications and upload their judgements using the OFS.

All documents will appear in the same place and will be visible to everyone with access to



9. Church Heritage Record

The Church Heritage Record (CHR) contains over 16,000 entries on church buildings in England. It covers a wide variety of topics including architectural history, archaeology, worship, and the surrounding natural environment. Most of the information found within the website are freely available to any member of the public.

To access the CHR, click here: https://facultyonline.churchofengland.org/churches

The CHR is an organic project and will continue to grow and develop with time.

9.1 Finding a Church Building

The CHR currently allows users to search for a specific church building using its name, its church code, and its location (postcode and national grid reference).

A user can also search for a set of church buildings using these filters:

- Church Name
- Diocese
- Period (Modern, Victorian/Pre-War, Post Medieval, Medieval, and Early Medieval)
- Grade (I, II*, II, or not listed)
- Building at Risk (Yes or No)

Results are displayed with red crosses on a map and in a list.

9.2 Designation Information

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 (includes link to National Heritage List for England)
- Scheduled Monument
- Building at Risk (includes link to Heritage at Risk Register)
- National Park
- Conservation Area

9.3 Historical and Archaeological Information

The CHR will contain accurate historical and archaeological information on church buildings.

The information will be collected and uploaded over time by the Cathedral and Church Buildings team, DAC staff, and with the assistance of volunteer initiatives and heritage associations.

The CHR contains historical and archaeological information such as:

- An approximate date for the church building
- Summary of a church building's history and archaeology
- List of architects and artists who worked on the church building
- Presence of War Graves
- Archival images and documents relating to the church building

9.4 Architectural Information

The CHR also describes the architecture of the church building and explains its significance. The information held includes items such as:

- Description of the ground plan and dimensions
- Description of the exterior of the church building
- Type of materials used in its construction
- Type of architectural features found inside and outside the church (e.g. crypts)
- Type of portable objects found inside the church (e.g. clock). **N.B.** This is not used for treasures or objects of monetary value.
- Contemporary images of the church building
- Plan or drawing of the church building

9.5 Environmental Data

The CHR also describes the natural environment surrounding the church building and explain its significance.

The CHR will contain environmental data such as:

- Description of the church building's location and setting
- Description of the churchyard's ecological environment
- Evidence of the presence of bats
- Description of the churchyard's setting

9.6 Worship and Mission

Church buildings were constructed first and foremost for the glory and worship of God.

Although the main aim of the CHR is not to record information for the purpose of mission, the CHR holds the following information:

- Link to parish website (where available)
- Link to A Church Near You website
- Opening times
- Public facilities and accessibility (e.g. WC, parking, ramps)

9.7 Quinquennial Data

The CHR holds basic QI inspection and Condition Survey information undertaken during the National Fabric Survey in 2013. This information is updated as needed and is <u>not</u> accessible by members of the public.

The CHR contains QI data such as:

- Date of QI inspection visit
- Name of architect who undertook the inspection
- Report
- Condition
- Notes

9.8 Church Log Book

The CHR will eventually come to act as the Church Log Book. It will log every petition no matter the outcome. The case files will remain accessible to registered users only.

9.9 Other

The CHR will record information required for the faculty process. Most are not publicly accessible. They include:

- Is the church building consecrated
- Was the churchyard used for burial
- Is the churchyard still used for burial
- Has the churchyard been closed for burial
- Significance of the Setting
- Significance of the Fabric
- Significance of the church building's interior
- Community value
- Are there any privately owned features
- The name of the lay rector (if applicable)
- The name of the ICM55 architect
- Is this the parish church

DAC staff will be able to update the Church Heritage Record entries in their diocese by registering for the Online Faculty System.

10. Support Model

A tiered support model has been set up to assist people with any issues they encounter.

While using the Online Faculty System, users will come across a series of help-text in the form of banners displayed across the online forms or as pop-ups next to individual questions. These help-texts will guide users through the forms and direct them towards more assistance if necessary.

The Cathedral and Church Buildings team have also put together a series of Frequently Asked Questions, which are available in the help section of the website.

User manuals have also been provided for each type of user, providing a detailed, step-by-step guide on how to use the Online Faculty System.

For any technical problems with the Online Faculty System and Church Heritage Record, please contact James Miles at james.miles@churchofengland.org

11. Signing Up

If you are interested in signing up to the OFS, or know of any heritage groups or local organisations who might want to help the Cathedral and Church Buildings Team develop the Church Heritage Record, please contact our Digital Project Manager, Dr James Miles, at:

james.miles@churchofengland.org 020 7898 1860 Cathedrals and Church Buildings Division Church House, 27 Great Smith Street London SW1P 3AZ