

Online Faculty Application System

Oxford DAC guidance note

An online system for submitting faculty applications and List B proposals (see guidance note on the 2015 faculty jurisdiction measure) will be available for use from January 4th 2016. In order to use the system, you will first need to sign up for an account. Accounts will only be verified for those parish officers who are registered on the diocesan database eg: incumbants, churchwardens, PCC secretary, PCC treasurer, parish administrators. Your inspecting architect or surveyor may also register for an account if you wish him/her to submit faculty applications on your behalf.

You are not obliged to use this system and can still apply using the paper forms if you wish, however, we do hope it will give you the ability to manage and track the progress of your applications and easily submit supporting documents.

- To register go here: <https://facultyonline.churchofengland.org/Secure/Register.aspx> and follow the instructions
 - o We strongly recommend that you register with a generic email address eg: churchwarden@stmary... in order to ensure that your successors in post can use the account rather than having to register a new personal account with every change in officers
 - o Please allow **5 working days** for us to verify your account.
- When registering, you will need to select your church in order to submit faculty applications. If you will be submitting applications for more than one church, you can select multiple churches from the drop down menu on the registration page.

This system cannot be used for the following types of application: churchyard memorials, private petitions, exhumations, reservation of grave spaces.

Before you submit your first application, be sure to read the guidance here:

<https://facultyonline.churchofengland.org/user-manuals>

If you are having difficulties, please check the FAQs before contacting the DAC office:

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

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