

## **Do you know about the faculty switch over?**

Over the past year The Church of England has been working hard on developing a new online system for processing faculty applications. The new system looks to be easier to navigate, more intuitive and allows greater functionality. The new system goes live in early 2026, 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?**

To help you prepare, we are running some initial training courses. These sessions will give you an overview of the new registration system, how the system looks and functions and give you an opportunity to ask any questions you may have.

We will be regularly reminding people of the switch over during the coming months, and with more details when we get them, but do keep an eye on our website: [www.salisbury.anglican.org/supportforparishes/care-of-church-buildings-and-churchyards/](http://www.salisbury.anglican.org/supportforparishes/care-of-church-buildings-and-churchyards/)

### **Church Buildings Team Webinars**

- **Monday 29 September**, 1400 – 1500.
- **Thursday 02 October**, 1000 – 1100.
- **Thursday 09 October**, 1900–2000.

Email [churchbuildings@salisbury.anglican.org](mailto:churchbuildings@salisbury.anglican.org)

Please note the national church webinars originally advertised will be rescheduled.

### **When is the switch-over?**

The National Church has informed the diocese that the new system will go live early in 2026, although a specific date has not been announced. Upon announcement, the news will be distributed through normal channels and on our website. It is our understanding that the week before it goes live the old system will be switched off, and a transition period will take place.

### **What will happen to my existing account?**

When the new system goes live everyone will need to re-register but if you have an existing Church of England portal account, you won't need to set up a new account.

### **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 personal details will be deleted when the old system is deactivated.

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.

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

You won't be able to submit anything online during the short transition period, but the Church Buildings team are still on hand to help. Just get in touch: [churchbuildings@salisbury.anglican.org](mailto:churchbuildings@salisbury.anglican.org)

### **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. Just email [registry@battbroadbent.co.uk](mailto: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. 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 the next meeting.

**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:

[www.salisbury.anglican.org/whoweare/dbfstaff/-church-buildings-/](http://www.salisbury.anglican.org/whoweare/dbfstaff/-church-buildings-/)