

Submitting a Faculty Application

Submitting a faculty application can be a daunting prospect, particularly if you have never submitted one before. This guidance document outlines the faculty process and explains what documents you will need to provide. The DAC Secretary and her team are there to help you through the process so if you have any questions please ring or email using the details on the [website](#).

The Faculty Process

Getting faculty approval will usually take at least 2-3 months, however for large or controversial projects it will often take longer. The DAC is only one part of the process and it is ultimately the Chancellor (Mark Hill) who will grant or refuse your application. When you are thinking about undertaking work in your church you will need to plan carefully and ensure that the time taken to secure faculty approval is factored into your project.

A faculty application usually goes through four 'stages' as explained in the diagram below. The validation stage is a key part of the process and is most likely when you will have contact with the DAC secretary and her team. Submitting the right information with your faculty application will ensure that the other three stages progress smoothly.

