

Buildings Management Portal

Introduction and Orientation

2026. Delivered by the Church Buildings Team



Housekeeping

- Microphone muted
- Questions – Please use the chat function
- Notes – Slides will be distributed afterwards



Introduction

Why

- Is at least 6 years old
- It is getting harder to maintain
- It is not the most user-friendly system
- Doesn't meet modern security standards

Some key features

- More intuitive process – less confusion
- Easier to find the right List A and B
- Multiple document uploads in one go
- Upload updated documents on top of old
- Auto save
- Can see the whole process at a glance within application

Key dates for the calendar

- 28 September (5pm) – Online Faculty System shutdown
- 6 October – Launch of new Buildings Management Portal

**NATIONAL SYSTEM
NOT A DIOCESAN ONE**



Good to know

- All active and historic cases on the Online Faculty System will be transferred to the new system
- Everyone will need to re-register to the new Buildings Management Portal
- You can have multiple churches to a single account.
- Multiple people can have access to the same church.



Building Management Port

(Previously the Online Faculty System)



Building Management Po

(Previously the Online Faculty System)

Registration and Account Management



Building Management Portal

(Previously the Online Faculty System)

List A Works



Building Management Portal

(Previously the Online Faculty System)

List B Works



Welcome to the CofE Building Management Portal

Viewing reports in the CofE Building Management Portal

Access to the CofE Building Management Portal is available to all users who have been granted access to the system.

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Understanding the main steps

1. Log in to the CofE Building Management Portal using your username and password.

2. Once logged in, you will be taken to the main dashboard.

3. From the dashboard, you can access various reports and data.

4. You can also use the search function to find specific information.

5. Finally, you can use the settings menu to manage your account and preferences.

System applications

The CofE Building Management Portal provides the following applications:

Applications requiring review

All open applications by my department

All completed applications

12 items

12 items

12 items

Next Steps

When to Register for the Church of England Portal and Buildings Management Portal

- Applicants with no active applications – Only when required
- Applicants with an active ongoing application – Upon launch or soon after
- Consultees – Immediately upon Launch.
- DAC Members and Advisers – Immediately upon Launch.

Shutdown period – 28 September (from 5pm)

- List B and Faculty applications – Submit when ready after the BMP has launched
- List A applications – Continue with the work and let the Church Buildings Team know
- Emergency and interim applications – Contact the registry team
- Ongoing applications – will continue as normal offline.



Next Steps

Post Launch 6th October

- Only register and use it when you need it
- Only call us if you are stuck after looking at the guidance on the website, training videos and FAQs
- If you struggle to use a computer please buddy up with someone who can.

Note: All active cases on the Online Faculty System will be transferred to the new system.



Where to find help

Help and Guidance:

Diocesan Website BMP page: [Building Management Portal – The Diocese of Salisbury](#)

ChurchCare Website: [Building Management Portal | The Church of England](#)

Training events:

Diocesan Events and Learning Page: [Events, Training and Learning – The Diocese of Salisbury](#)

Church of England Portal Registration:

Church of England Portal: <https://cofeportal.org>

Only contact the team if you cannot find what you need using the diocesan website

Diocesan Contact Email: ChurchBuildings@Salisbury.Anglican.org

National Church Contact: buildingmanagementportal@churchofengland.org

Registry Department: Registry@battbroadbent.co.uk



Questions from the chat



Thank you for listening

