

Checklist for UNY Clergy Seeking an Appointment Outside the UNY Conference

Updated 07/07/2025

1. **Submit Written Request**

Clergy must submit a written request to both the District Superintendent and the Bishop for permission to seek appointment opportunities outside the Upper New York Conference.

2. **Meet with Benefits Officer**

Clergy considering an appointment beyond UNY must meet with UNY Benefits Officer to understand the impact on health insurance and other UNY-provided benefits.

3. **Notify Bishop Post-Consultation**

After meeting with the Benefits Officer, clergy must inform the bishop if they still intend to pursue an out-of-conference appointment, acknowledging the financial and benefits implications.

4. **Bishop's Permission to Explore**

Upon review, the bishop may grant permission for the clergy to explore external opportunities.

5. **Notification Deadline (if remaining in UNY)**

Clergy must notify both the Bishop and District Superintendent no later than **February 15** if they wish to be considered for an appointment within the UNY Conference. Otherwise, a full-time appointment in UNY is not guaranteed.

6. **Notification from Receiving Conference**

If an external appointment identified, the bishop of that conference must notify the UNY Bishop (elders/deacons); District Superintendent (LLPs)—via phone or email—**prior to any interviews** with the local church's Staff-Parish Relations Committee (SPRC).

7. **Coordination of Paperwork**

Upon approval, the bishop will grant final permission and copy the Episcopal Manager to coordinate the ¶346.1 paperwork with the other Episcopal Office. Appropriate signatures will be gathered to make the appointment official.

Clergy inquiring MUST keep the exploration process CONFIDENTIAL.