

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of 11/11/17 - recent additions/changes in red

1 **MISSION STATEMENT**

2 In faithfulness to the Unitarian Universalist tradition and to the guidelines and code of conduct of
3 the Unitarian Universalist Ministers Association, the purpose of this organization shall be to
4 serve the interests and enhance the well-being of retired Unitarian Universalist ministers and
5 their life partners through informational communication, periodic membership gatherings, and
6 other supportive programs and activities. *(Voted by the Board Jan 5, 2016)*

7
8 **BYLAWS**

9 A copy of the bylaws can be found on the UURMaPA web site www.uurmapa.org under the
10 "Governance" tab and as a separate document available from the Secretary. *(Latest update*
11 *voted December 2016)*

12
13 **MEMBERSHIP**

14 All ministers in fellowship with the UUA classified by the Association as retired and/or who have
15 formally announced their intention to retire, their life partners, and the life partners of deceased
16 Unitarian Universalist ministers, as well as all ministers granted life membership by the UUMA
17 and their life partners shall be members of this organization. Other persons may become
18 members by application to, and approval by, a majority of the Board

19
20 Surviving partners of non-retired ministers, if retired or of retirement age, will receive an
21 invitation to join UURMaPA following the General Assembly where the minister's death is
22 recognized by the President. Non-ministers who are not partners of ministers are not eligible for
23 membership. *(Clarification by Board, Feb. 2017)*

24
25 Unitarian Universalist ministers wishing to affiliate with UURMaPA before they have formally
26 retired shall be admitted to membership with the advisement that they will be designated as
27 "Friends" of UURMaPA. They shall be entitled to receive the newsletter and all other
28 publications, but shall not be listed in the Membership Directory. At such time as they formally
29 retire (by notifying the UUA), they shall inform UURMaPA of their new status and will then be
30 designated as Active members and be included in the UURMaPA Directory.

31
32 **LEGAL**

33 UURMaPA incorporated in Massachusetts in 1997. It is a Federal 501(c) (3) organization,
34 exempt from sales tax in Massachusetts and some other states. Its Resident Agent as of March
35 15, 2015 is Ellen Brandenburg, 91 Essex Street, Salem, MA 01970-5250, 978-993-4104,
36 ellen.brandenburg@me.com.

37
38 Changes in officers, Resident Agent appointment, and Principal office (home of Resident
39 Agent), must be filed by the UURMaPA Secretary with the Massachusetts Secretary of State,
40 and fees for these certificates will be charged. S/he may file online at
41 https://corp.sec.state.ma.us/corp/loginsystem/login_form.asp?FilingMethod, CID# is:bx3k28
42 and the PIN is:8958.

43
44 Contributions to UURMaPA are tax deductible. The Treasurer files an annual report with the
45 Commonwealth of Massachusetts in November. The Treasurer also annually files with the IRS
46 the required non-profit corporation forms (including a tax return if UURMaPA annual income
47 should exceed \$50,000.)

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50 **NOMINATIONS AND ELECTIONS**

51 UURMaPA is governed by a nine-person volunteer Board, elected by the membership.
52 A Nominating Committee, consisting of a Chair and two members, is elected by the
53 membership. Electees shall assume office on July 1, following their election, and shall serve for
54 two years. A person may serve no more than two full terms in the same office. No person shall
55 serve on the Board for more than six consecutive years.

56 Non-board leadership positions are yearly terms with unlimited renewals, each position to
57 be reviewed by the Board at the fall meeting.

58

59 **Schedule** : The President, the Vice- President, the Connections Network Chair, two Members-
60 at-large, and the Chair of the Nominating Committee are elected in odd-numbered years.

61

62 The Secretary, the Treasurer, the Newsletter Editor, one Member-at-large, and two
63 members of the Nominating Committee, are elected in even-numbered years.

64

65 Before December 1 preceding the election, the Nominating Committee shall poll the
66 membership for suggestions of nominees. From these and their own suggestions, the
67 committee shall make its nominations and submit these names to the Board for consultation,
68 with information about the qualifications of each nominee. If the Board raises concerns
69 regarding any nominee, these will be reviewed and considered by the Nominating Committee.
70 Final decision of the slate remains with the UURMaPA Board, which will notify the membership
71 of their nominees in the winter issue of Elderberries. *(Clarified by Board – February 2017)*

72

73 If only one person has been nominated for each position, they will be considered elected by
74 April 1. *(Clarified by Board – February 2017)*

75

76 **Board Liaisons** – The following assignments were made for off-Board leadership liaisons.
77 Board members will be in regular contact to answer concerns, request reports or pass along
78 information. They will also take the lead on the Board's behalf in requesting renewal of service
79 or seeking replacement as needed. *(from Board meetings Sept 28-30 and Nov. 6, 2014)*

80 Webmaster – President

81 Membership Coordinator – Secretary

82 Obituary Editors – Elderberries Editor

83 Historian – President

84 Nominating Committee – President

85

86 **Board replacements**

87 In the event of a resignation of a Board member, the Board will request the Nominating
88 Committee to identify members qualified to fill that position, soliciting suggestions from the
89 Board. Potential nominee names will be given to the Board for consultation, with information
90 about each individual's qualifications and willingness to serve. The Board will make the final
91 decision.

92

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93 If the Chair of the Nominating Committee resigns, it is hoped that one of the Members will
94 assume that role, and the Committee will choose a replacement member, in consultation with
95 the President.

96
97 **FINANCIAL**

98 Our chief source of revenue is voluntary contributions from our members. We send appeal
99 letters in the fall and in the spring to all members.

100
101 Retired ministers with 20 years in the ministry, who have passed their 66th birthday, are entitled
102 to receive a service gratuity from the UUA. One must apply to the Office of Church Staff
103 Finances to receive the gratuity.

104
105 Opportunities to contribute funds to UURMaPA are offered regularly in *Elderberries*. UURMaPA
106 encourages members to leave bequests to the organization in their wills, and encourages
107 members to remember the UURMaPA Endowment Fund when they do financial and estate
108 planning. UURMaPA regularly receives donations in memory of deceased members, and has
109 been notified that the organization is the beneficiary of annuities taken out by members through
110 the UUA.

111
112 The UURMaPA budget year was changed to the calendar year (January-December), beginning
113 2015. (Replaces the following: The Fiscal year is July 1 to June 30.) *As approved by the Board*
114 *September 4, 2014:*

115
116 All memorial gifts to UURMaPA will be deposited into the Endowment Fund. *As approved by*
117 *the Board September 30, 2014:*

118
119 The UURMaPA Endowment Fund will be invested in the UUA Common Endowment Fund, with
120 the Treasurer empowered to execute that transaction and to make future deposits upon receipt
121 of endowment contributions. *As approved by the Board in October 2013:*

122
123 UURMaPA will not allow its membership or mailing list to be used for any fund raising efforts
124 except those for UURMaPA support. However, it is OK to bring funding requests that are
125 consistent with UURMaPA's mission to our conferences. *As approved by the Board September*
126 *4, 2014:*

127
128 **Reimbursement Procedure**

129 UURMaPA will reimburse expenses incurred on behalf of the organization by Board members
130 and others. For non-routine expenses, consult the Treasurer (treasurer@uurmapa.org) before
131 incurring them.

132 Prior to reimbursement, you will need to submit receipts (actual paper or scanned copies) for
133 the expenses you have incurred for UURMaPA activities and indicate clearly on the receipts
134 which items are UURMaPA expense and the total amount. If you have several receipts, submit
135 a page containing a brief summary of the items and total reimbursement requested along with
136 the receipts. If there is adequate room, the summary could be made on the receipt document.
137 Submission of reimbursement requests may done via the US Postal Service to the treasurer's
138 home address (see the Leadership List, a front page of the Membership Directory under
139 Publications on the website) or by email to treasurer@uurmapa.org.

140 **FAQs:**

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141 What is the reimbursement rate for the use of my personal vehicle ? You will be reimbursed at
142 the IRS allowable deduction rate for charity usage of your own vehicle of 14 cents per mile.

143 What if I didn't get a receipt or I lost it? You will, for example, have no receipt for use of your
144 own vehicle, often taxis don't give receipts, and occasionally receipts are lost. In such cases it
145 will suffice to include a note saying why you have no receipt for the expense, the amount, and
146 any calculations used to determine the reimbursement amount.

147 What if I travel with someone who is NOT authorized for UURMaPA reimbursement? If your
148 receipts include a shared meal, a simple even split of the total among diners would be
149 considered reasonable. Generally the cost for an additional person in a hotel room is nominal,
150 so don't worry about splitting lodging for an additional person who would not be reimbursed.
151 The same goes for personal vehicle usage.

152 *Updated June 2017*

153
154 **DENOMINATIONAL RELATIONSHIPS**

155 UURMaPA is a professional organization listed in the UUA Directory and UUA website.

156

157 UURMaPA works closely with the UUMA and with the UUA Office of Church Staff Finances in
158 the Department of Ministries and Faith Development.

159

160 UURMaPA occasionally sponsors workshops at Ministry Days and during General Assembly.
161 UURMaPA also sponsors a luncheon at General Assembly at which newly retired ministers and
162 their partners are guests.

163

164 UURMaPA participates in a luncheon for surviving partners and families at General Assembly,
165 sponsored by the Department of Ministries and Faith Development.

166

167 The UURMaPA President, or, as substitute, a UURMaPA Board member, participates in The
168 Service of the Living Tradition at General Assembly, honoring retirees.

169

170 UURMaPA leaders are often consulted by UUA and UUMA leaders on matters that particularly
171 impact ministerial retirees.

172

173 **MEETINGS**

174 The Board meets monthly, as needed, via ZOOM, conference call or other virtual medium.

175 There is one in-person meeting each year, in conjunction with a conference. The Board may
176 hold additional meetings as deemed necessary. For in-person meetings, Board members'
177 lodging, meals, transportation to meetings, airfare, or automobile transportation (including
178 mileage at the current UUA rate), are reimbursed. Parking, food and lodging necessary for
179 travel are also reimbursed.

180

181 All Board members **are expected to attend** UURMaPA conferences that follow in-person Board
182 meetings. Conference registration for Board members following these meetings will be fully
183 subsidized. **Board members who are able to pay their own registration are encouraged to make**
184 **a contribution to UURMaPA in that amount.** *From Feb 22-24, 2015 Board meeting: clarified May*
185 *2017.*

186

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187 UURMaPA will cover room and board during Board meetings held before conferences for
188 partners accompanying Board members early in order to attend the conference. *Added in*
189 *9/30/14 Board meeting:*
190

191 Each Board member submits a written report to the entire Board prior to each meeting. The
192 Agenda item "Reports" is only for verbal additions to the written reports. Items needing
193 discussion and/or decision should be submitted to the President as separate agenda items prior
194 to the meeting.
195

196 **BOARD MEMBERS ROLES & RESPONSIBILITIES**
197

198 **President:** The President monitors the Board and its members regarding fulfilling the
199 UURMaPA Mission. S/he prepares the agenda and chairs meetings of the Board and
200 represents the Board to members, UUMA, LREDA, UUA, and other UU groups. For the annual
201 in-person board meeting, the President invites appropriate guests from the UUA and UUMA. At
202 General Assembly the President attends the luncheon for newly retired ministers and, where
203 possible, the one for families of deceased ministers. S/he represents UURMAPA at the Service
204 of the Living Tradition. S/he attends UURMaPA conferences as feasible and leads business
205 meetings held there. Other duties include sending a welcome letter and packet to new retirees,
206 writing condolence letters to families of those who have died, writing articles for *The UU World*,
207 the UUMA newsletter and for *Elderberries*, and the annual financial appeal letter(s). The
208 President also promotes educational programs for members and future members.

209 **Vice-President:** The Vice-President fulfills the role of the President when that person is not
210 available. While the portfolio is flexible, it includes a number of expected duties. The VP serves
211 as liaison to GA and is responsible for arrangements and participation in events that involve
212 UURMaPA. The VP organizes peer support groups for retired ministers as well as other groups
213 that may be requested and reasonable. Additionally, the VP selects and chairs a sub-group of
214 volunteers to choose a recipient for the annual Creative Sageing Award presented at GA.
215 Periodically, the VP works with the Treasurer to ensure that a financial review of the accounts is
216 conducted.

217 **Secretary:** The Secretary takes minutes at all Board meetings, maintains records of
218 UURMaPA, maintains a file of functional job descriptions for Board and off-Board positions, and
219 handles correspondence as needed. Currently the Secretary receives notices of the deaths of
220 members, coordinates with those who edit the obituaries, and then posts those to the
221 Announce-List. The Secretary also receives "pre-obituaries" from members, which are
222 forwarded to the Webmaster to post in a secure area of our website, for later retrieval. As an
223 Administrator for the Announce list along with the Membership Coordinator, s/he posts other
224 notices to members as needed.

225 **Treasurer:** The Treasurer maintains all financial records for UURMaPA, handles all income
226 and expenses, reports to the Board monthly on the financial status of the organization, and
227 prepares an annual Income/Expenses Report and a proposed Budget for the coming fiscal year.
228 S/he works with the President on the semi-annual appeal for contributions from our members.
229 S/he works with the VP to ensure than a periodic financial review is conducted. The Treasurer

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230 will periodically submit articles to Elderberries regarding UURMaPA's financial status. The
231 Treasurer serves as chair of the UURMaPA Endowment Committee.

232 **Connections Chair**: leads the functions of the Connections Network, working with an assistant
233 and with the Area Connectors. *Revised by the Board 4/12/16 and 9/14/16:*

234 Duties include:

- 235 ♣ When a colleague or partner dies, advises UURMaPA Treasurer to send memorial gift to
236 appropriate entity.
- 237 ♣ Sends a condolence note when a member dies, and works with Assistant Chair to be
238 sure the Area Connector is alerted so s/he can contact area members and family
- 239 ♣ Maintains regular contact with Area Connectors
- 240 ♣ Replaces Area Connectors when necessary.
- 241
- 242 ♣ Keeps apprised of needs for assistance for UURMaPA members by UUA and other UU
243 entities.
- 244
- 245 ♣ Coordinates requests for suggestions and identification of possible nominees for Unsung
246 UURMaPA Award, for selection by the Board (may not happen every year).
- 247
- 248 ♣ **Current duties include preparing In Memoriam listings of about 50 words for all member**
249 **deaths in the 12 months prior to each of the two UURMaPA conferences per year.**
250 ***Confirmed February, 26 2017***
- 251

252 **At-Large Position 2: Assistant Connections Chair.**

253 Duties include:

- 254 ♣ Apprises Area Connectors when a minister/partner dies.
- 255 ♣ Assists the Connections Chair in finding new Area Connectors, and in other areas when
256 needed.
- 257 ♣ **Writes welcome notes for new members and partners when Intent to Retire forms are**
258 **filed and notifies Area Connectors *Confirmed April 4, 2017***
- 259

260 Each designated area of UURMaPA's membership is led by **Area Connector(s)**. Duties
261 include:

- 262 ♣ When advised, contacts a newly retired colleague/partner to welcome him/her to the
263 area.
- 264 ♣ Emails area members twice each year to inquire as to current activities, update personal
265 information, etc.
- 266 ♣ Sends information from the area to *Elderberries* Editor (with the member's permission),
267 other information to appropriate person/office.
- 268 ♣ If appropriate and desired, initiates other activities (area newsletter, holiday cards, social
269 get-togethers, other activities depending on the particular size and needs of the area).
- 270

271 **Newsletter Editor**: The Editor handles the production of our newsletter, *Elderberries*, which is
272 published four times a year. The Editor solicits articles, posts a list of new retirees and

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273 abbreviated obituaries of those who have recently died, includes information about members
274 sent by the Area Connectors, etc.

275 The newsletter is distributed by electronic mail to all members, and also via USPS mail to all
276 except those who ask to stop receiving a paper copy, to district offices, UUMA chapter leaders
277 and officers, and to denominational officials. Copies are also provided to the Andover Harvard
278 Library for the archives. The Membership Coordinator works with the Editor on distribution.

279 The Editor works with a six-person Elderberries Advisory Board, and maintains a detailed job
280 description on producing the newsletter to pass on to his/her successor.

281 **The following At-Large positions have been assigned these areas as of 2012-2014:**

282 **At-Large Position 1: “Conferences”**

283 This Board member’s portfolio is to recruit and work with organizers of two board-sponsored
284 conferences per year (Attleboro plus one other). The quality of each conference should be such
285 as to attract a registration of at least fifty registrants per year, including board members.

286 **At-Large Position 2: “Assistant Connections Chair” (formerly “Caring Network Assistant**
287 **Chair”)**

288 *See descriptions above, voted by Board 4/12/16*

289 **At-Large Position 3: “Liaison to the UUA and UUMA”**

290 This Board position was created in order to implement a recommendation of the UUMA Task
291 Force on Retired Ministry (see 2012 report on the website under Publications, Best Practices in
292 Right Relations), which called for coordination between the UUMA and UURMaPA to provide
293 Good Offices persons who will work particularly with situations involving retired ministers and/or
294 spouses. The portfolio holder serves as UURMaPA’s liaison to the UUMA and the UUA.

295 **COMMUNICATIONS**

296

297 **Forwarding Addresses for Leaders**

298 Our Webmaster links these “generic” addresses to the personal e-mail address of the
299 UURMaPA Board member or appointee who is currently serving, and s/he makes updates as
300 new people move to fill various offices. The Webmaster can create new forwarding addresses
301 for individuals or groups as needed and useful.

302 These are helpful because they are easy to remember and share, and are most useful in
303 documents and postings intended as long-term references - the individual(s) filling the
304 position(s) will change, while the jobs remain constant. *Added May, and updated Nov., 2017*

305 awards@uurmapa.org links to the President of UURMaPA

306 board@uurmapa.org links to emails of all nine members of the current UURMaPA
307 Board

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- 308 conferences@uurmapa.org links to Board Member At-large in charge of conferences
- 309 connections@uurmapa.org links to Connections Chair and Assistant Connections Chair on
310 the Board who work to connect and support members.
- 311 elderberries@uurmapa.org links to *Elderberries* newsletter Editor on the Board
- 312 endowment@uurmapa.org links to members of the UURMaPA Endowment Committee (off
313 Board) and the Board Treasurer
- 314 goodoffices@uurmapa.org – links to the Board member-at-large holding Position 3.
- 315 membership@uurmapa.org links to the Membership Coordinator who keeps directory and
316 mailing lists current (off Board)
- 317 moderator-fb@uurmapa.org links to the moderator of UURMaPA's FaceBook page (off Board)
- 318 newsletter@uurmapa.org links to *Elderberries* newsletter Editor on the Board.
- 319 president@uurmapa.org links to the Board President
- 320 secretary@uurmapa.org links to the Board Secretary and UURMaPA Announce manager
321 who posts notices to the membership.
- 322 support-groups@uurmapa.org links to the Vice President who coordinates Peer Groups
323 for UURMaPA
- 324 treasurer@uurmapa.org links to the Board Treasurer
- 325 uumps@uurmapa.org links to representatives of the UU Ministers Partners group
326 (UURMaPA maintains the UUMPS records)
- 327 uurmapa@uurmapa.org links to the Webmaster of UURMaPA website (off Board)
- 328 vice-president@uurmapa.org links to the Board Vice President
- 329 webmaster@uurmapa.org links to the Webmaster of UURMaPA website (off Board)

330

331 **Website**

332 The UURMaPA website is maintained and updated by the **Webmaster**, who is appointed by the
333 Board. The website provides an overview of the organization, including the leadership and the
334 Connections Network. It also promotes upcoming conferences and events and highlights
335 activities of members. Other features include archived obituaries, documents ranging from
336 publications to bylaws, and resources for members.

337

338 The membership can access the *Membership Directory* online and the newsletter under the
339 “Publications” tab. The Membership Directory is password protected (password is WISDOM).

340

341 The CUC, the UUA and many Districts have links to uurmapa.org on their web sites. The
342 UURMaPA website also has links of general interest to UU's.

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343
344 There is a separate, secured area of the website where “pre-obituaries” from members are
345 stored for future retrieval. Access is password-protected and limited to Board members and
346 those who edit obituaries. The website also stores documents of UU Ministers' Partners
347 (UUMPs – a loose organization of partners of ministers, regardless of retirement status) in a
348 password-protected section.

349
350 Board members are requested to periodically visit the website, to be familiar with what’s there in
351 order to refer members as needed. Also, let the Webmaster know of any changes/updates that
352 are needed.

353
354 **List Serve**

355 SpeakUp, hosted on the uua.org website, is a chat serve for all members. The Moderator is
356 appointed by the Board or is a Board member.

357
358 **UURMaPA-Announce**

359 The UURMaPA-Announce List, administered by a Board member or other designee, allows the
360 Board to send out messages to the membership. This is a one-way “bulletin board” for
361 announcements that are time-sensitive. Postings will be limited to organizational information,
362 such as announcements of conferences and local gatherings, Elderberries deadlines, and
363 obituaries of ministers and partners. Administration of the Announce-List is now part of the
364 Membership Coordinator’s job. The Secretary is the second person who can post to the List.

365
366 **ZOOM Rooms**

367 A current Zoom subscription was set up specifically for UURMaPA leadership, allowing for video
368 meetings with several participants. It is being used for Board, task force, Nominating
369 Committee and other planning meetings. Access information for Board members and other
370 leaders: *ID: wjimeller@gmail.com (Jim Eller's email address – due to be changed July, 2017*
371 *when the new President takes office.) Password: Zoom55555.*

372 The cost of additional ZOOM Room subscriptions is budgeted to be set up for Peer Group
373 meetings. *From Board Minutes 12/6/2016*

374
375 **UURMaPA Facebook -**

376 *This page, moderated by an UURMaPA member, is available to all members for sharing*
377 *information and dialogue. Added May, 2017*

378
379 **Endorsement of Issues**

380 *UURMaPA will not take stands or make statements on issues as an organization, except in rare*
381 *cases (e.g.- continuation of the Commission on Appraisal) when the general well-being of the*
382 *organization is at stake. By consensus of the Board, 5/2/17*

383
384 **Publications**

385 *Elderberries*, our newsletter, is published four times a year. Deadlines to receive copy are the
386 15th of January, April, July and October. The newsletter is posted online and is mailed on
387 approximately the first of February, May, August, and November.

388
389 *UURMaPA brochures* have been published since 1985, with information about our organization
390 and programs. These are distributed to new and prospective members at General Assembly
391 and at conferences.

392

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393 *On Retirement: A Guide for UU Ministers & Partners* was first published in 2010 and was
394 updated in 2013. It was distributed to District Executives and UUMA leadership and to UUA
395 staff. It is available on the website.

396

397 Our *Membership Directory* is posted online and password-protected (WISDOM) and kept up-to-
398 date regularly by the Membership Coordinator. Members are encouraged to access it online.

399

400 *The Connections Network Handbook* is available on the UURMaPA web site and copies are
401 provided to Connectors.

402

403 In 2012 UURMaPA participated with the UUA, UUMA, and AIM on a Task Force which
404 produced a report, *The UUMA Task Force on Retired Ministers*. This report can be accessed on
405 the UURMaPA website.

406

407 **MEMBERSHIP DATABASE**

408 The Membership Coordinator maintains the database of all member households and keeps up
409 with new retirees and address changes. The Coordinator provides address data upon request
410 for UURMaPA business, but beyond that will not provide UURMaPA member mass data to
411 anyone without explicit permission of the Board. This position may be filled by a member of the
412 Board or by a separate appointment by the Board of a non-Board member.

413

414 **CONFERENCES**

415 UURMaPA has held conferences at Attleboro, MA, Santa Barbara, CA, Orlando, FL, Asheville,
416 N.C., Seabeck, WA, and other locations from time to time. Conference Planning Guidelines for
417 coordinating Conferences were adopted by the Board, and this information is available online to
418 all conference committees (see that separate document on the website under
419 ACTIVITIES/Conferences). All monies are held by the UURMaPA Treasurer.

420

421 The Board member with the Conferences portfolio serves as liaison to each conference planner.
422 UURMaPA members are welcome to attend any conference. Subsidies are available to help
423 defray expenses. Conference registration forms will include a statement to this effect: "You may
424 apply for financial assistance by contacting [name], UURMaPA treasurer. State the amount of
425 assistance that you need, including costs of travel, care-giving for a dependent partner, etc. in
426 addition to the registration fee."

427

428 The President or a designee represents the Board at each UURMaPA conference. UURMaPA
429 will reimburse Board members for expenses when they attend a conference representing
430 UURMaPA and/or when they give a presentation at the conference on behalf of UURMaPA. All
431 Board members are encouraged to attend UURMaPA conferences. Conference attendance by
432 Board members that follows in-person Board meetings only will be fully subsidized (See
433 MEETINGS section).

434

435 **Conference Planners** - Up to two organizers of conferences (or the equivalent) may have their
436 registration fee, room and board paid by UURMaPA. Conferences will have some local
437 UURMaPA members enlisted to do the planning. As far as possible, conferences will operate
438 on a break-even basis. *Effective Feb. 25, 2017:*

439

440 **Two Conferences per year** -UURMaPA Board will sponsor two conferences per year – one in
441 New England, another elsewhere in the country. Conference planners will choose keynote
442 presenters, with suggestions and consultation from the Board. *Voted at Board meeting Sept. 30,*
443 *2014:*

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444

445 **Odysseys** – In consultation with planning teams, the President will select Odyssey presenters
446 for all UURMaPA Conferences. Clarified 2/2/16 and 6/6/17 by the Board

447

448 **Cancellations** – In case of cancellation by registrants, UURMaPA will do our best to refund as
449 much of the fee as possible. Some costs may be nonrefundable. If place(s) can be filled from a
450 waiting list, a full refund may be made. (passed by the Board 2/25/17)

451

452 **AWARDS**

453 Three awards are given to members, usually annually, each with a \$500 grant. Honorees will
454 be recognized at General Assembly or another event as arranged, and featured in *Elderberries*
455 . The Board members tasked with Awards maintain a list of past recipients of each award.

456

457 **The Creative Sageing Award** is given for service/ministry which the minister or partner has
458 done since retirement. The Creative Sageing Award Committee nominates the award winner, in
459 consultation with the Board. Nominations are solicited from the Membership and need to be in
460 writing to the Committee, with information about completion of successful ministry and service to
461 church and/or community after retirement. The Committee will be composed of the Board
462 member tasked with Awards who serves as Chair, and two other UURMaPA members,
463 appointed by the Chair.

464

465 **The Unsung UURMaPA Award** is to someone whose service has been to UURMaPA but not
466 recognized elsewhere. The UURMaPA Board chooses the recipient of the Unsung UURMaPA
467 Award, which need not be given every year. The Board will call for nominees from the
468 membership to honor a volunteer who has made an extraordinary contribution to our
469 association, working behind the scenes during their retirement years.

470

471 **The Gene Navias Award**, funded by a bequest from the Navias estate, is projected to begin in
472 Fall 2018. This biennial award will be used to supplement UURMaPA programming with special
473 emphasis on lifelong religious education. Up to \$1000 every two years may be awarded by the
474 committee, which includes the UURMaPA Board President and two members with religious
475 education experience. From Board minutes, Feb. 28, 2016. Update Feb. 25, 2017:

476

477

478 **RETIREMENT PROCESS**

479 1. This is the definition of retirement on the UUA website:

480 *Retired status is available to ministers who are at least 65 years of age who wish to indicate*
481 *that they have completed their careers, although not necessarily their ministries. Ministers*
482 *may retire and still work professionally, usually in interim ministries or other ministries.*

483 *Ministers planning to continue full-time ministry in other settings are asked to hold off*
484 *declaring themselves retired until they more nearly fit the description of “ceasing*
485 *remunerative work in one’s later years.” To be considered retired, the minister must declare*
486 *his or her intention to retire to Ministry and Professional Leadership.*

487

488 2. How to Retire

Unitarian Universalist Retired Ministers and Partners Association
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- 489 a) When a minister decides to retire, he or she must submit the [Intent to Retire](#) form to
490 Ministry and Faith Development.
491 b) Early in the process of considering retirement, a minister should contact the Office of
492 Church Staff Finances for information relating to pension and retirement benefits.
493
494 3. The Ministry and Faith Development Office sends a copy of the Intent to Retire form to
495 UURMaPA Board members and the Membership Coordinator, to start the membership
496 process.
497
498 4. The retiring minister and his/her partner, if any, are added to the membership database, to
499 the Directory (including the Connector Area list), and to the Announce-List by the Membership
500 Coordinator.
501
502 5. The President sends a Welcome Letter to the new retiree, including our brochure.
503 Information on accessing the Newsletter, the Guide to Retirement and Directory online is
504 included.
505
506 6. The Connections Chair or Assistant Connections Chair alerts the Area Connector of the new
507 retiree in their area.
508
509 7. Prior to GA, the Vice-President (as GA liaison) will invite the minister and partner to the
510 luncheon held there.

511
512
513

DEATH OF MEMBERS

514. When the Secretary receives notice of the death of a minister (from the UUA) or partner
515 (from any source) who is an UURMaPA member, s/he may post a short notice of the death
516 (*outline below*) to the membership via the Announce-List (especially if a memorial service is still
517 pending). The Secretary makes sure that the volunteer obituary editor (either for ministers or
518 partners) receives information about the death so a complete obituary may be prepared. When
519 written, the complete obituary for a member is posted by the Secretary on the Announce List.

520. The Membership Coordinator is notified of the death so that the UURMaPA membership
521 and mailing lists can be promptly updated.

522. The President sends a letter of condolence to the family of the deceased member.

523. The Connections Chair (or Assistant) also sends a condolence note, and alerts the Area
524 Connector so s/he can reach out to the member's family.

525. The Treasurer of UURMaPA sends a donation (\$50 in 2016) to honor deceased
526 members. For ministers, the donation will be sent in their memory to the UUMA Endowment
527 Fund. For partners, the donation of similar amount will be sent in their memory to the charity of
528 choice or as individually arranged.

529. The Newsletter Editor includes the member's obituary (a version of the complete
530 obituary edited for space, with picture if possible) in an upcoming newsletter and sends a copy
531 of that issue to the family of the deceased. The complete version is also posted on the website
532 by the Webmaster, with a picture if possible.

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533. The Connections Chair (or other Board designee) will prepare listings of about 50 words
534 for all member deaths occurring within the prior 12 months, to be presented during the In
535 Memoriam service held during each UURMaPA conference (two per year).

536. When a Board member becomes aware of the death of one of our members other than
537 through UURMaPA or denominational notices, we should pass the information along to the
538 Secretary so that the death of a member is not overlooked. We also remind members to notify
539 us of the death of any member, minister or partner.

540. The Board decided to post only the deaths of our own members (ministers or partners),
541 except that we will report via a brief announcement on the death of a minister who was 65 or
542 older, whether or not a member, and invite the surviving spouse to join UURMaPA.

543. Members are encouraged to write their own “pre-obits” (“to Remember Me”) and submit
544 them to the Webmaster, who will post them to a secure (password protected) area of the
545 website, to hold for future use so as to include more personal information in the shared obituary

546 *Several clarifications/revisions by the Board , May and Sept 2016, Feb. 2017*

547 **Basic Death Announcement Guide**

548 This information – or as much as possible – is needed for a brief announcement on UURMaPA
549 Announce (sent by Secretary)

550 Subject line: **We will miss: NAME(Birth year – Death year)**

551 The Board of the UU Retired Ministers and Partners Association offers our condolences to the
552 family and friends of (name), who died on (date) at the age of (age).

553 S/he is survived by (partner, siblings, children, grandchildren, etc.)

554 A memorial service was/will be held on (date) at (time), (location and address if still in future).

555 In lieu of flowers, donations may be made to (organization/s).

556 Notes of condolence can be sent to (name and address).

557 A more complete obituary will be forthcoming after biographical research has been completed.
558 If any readers would wish to contribute information or reminiscences, we would welcome them.
559 Please send them to (either)

560 UURMaPA's clergy obituary editor, Jay Atkinson - jayatk40@gmail.com.

561 UURMaPA's partner obituary editor, Roger Rochester – uuroger@gmail.com

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