

MISSION STATEMENT

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

BYLAWS

A copy of the bylaws can be found on the UURMaPA web site www.uurmapa.org under the "Governance" tab and as a separate document available from the Secretary.

MEMBERSHIP

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

Surviving partners of non-retired ministers, **if retired or of retirement age**, will receive an invitation to join UURMaPA **following the General Assembly where the minister's death is recognized by the President**. Non-ministers who are not partners of ministers are not eligible for membership.

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

LEGAL

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

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

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

NOMINATIONS AND ELECTIONS (see Bylaws for more detail)

UURMaPA is governed by a nine-person volunteer Board, elected by the membership.

A Nominating Committee, consisting of a Chair and two members, is elected by the membership. Electees shall assume office on July 1, following their election, and shall serve for two years. A person may serve no more than two full terms in the same office.

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

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

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

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

If only one person has been nominated for each position, **they will be considered elected by April 1**.

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

Webmaster – President

Membership Coordinator – Secretary

Obituary Editors – Elderberries Editor

Historian – President

Nominating Committee – President

Board replacements

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

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

FINANCIAL

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

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

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

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

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

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

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

DENOMINATIONAL RELATIONSHIPS

UURMaPA is a professional organization listed in the UUA Directory.

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

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

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

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

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

MEETINGS

The Board meets monthly, as needed, via ZOOM, conference call or program. There is one, in-person, three-day meeting each year, in conjunction with a conference. The Board may hold additional meetings as deemed necessary. For in-person meetings, Board members' lodging, meals, transportation to meetings, airfare, or automobile transportation (including mileage at the current UUA rate), are reimbursed. Parking, food and lodging necessary for travel are also reimbursed.

Added in Feb 22-24, 2015 Board meeting: All Board members will be encouraged to participate fully in UURMaPA conferences that follow in-person Board meetings. Conference registration for Board members will be fully subsidized.

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

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

BOARD MEMBERS ROLES & RESPONSIBILITIES

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

Vice-President: The Vice-President fulfills the role of the President when that person is not available. Current duties include liaison to GA, responsible for arrangements and participation in events involving UURMaPA. The VP also works with the Treasurer to ensure that an annual informal audit is conducted. The VP has a flexible portfolio and picks up needed jobs on behalf of UURMaPA as needed, e.g. organizing peer support groups for retired ministers as well as groups for partners. Current duties also include selecting and chairing a sub-committee of volunteers to choose a recipient for the annual Creative Sage-ing Award.

Secretary: The Secretary takes minutes at all Board meetings, maintains records of UURMaPA, and handles correspondence as needed. Currently the Secretary receives notices of the deaths of members, coordinates with those who edit the obituaries, and then posts those to the Announce-List. The Secretary also receives “pre-obituaries” from members, which are forwarded to the Webmaster to post in a secure area of our website, for later retrieval. As an Administrator for the Announce list along with the Membership Coordinator, s/he posts other notices to members as needed.

Treasurer: The Treasurer maintains all financial records for UURMaPA, handles all income and expenses, reports to the Board monthly on the financial status of the organization, and prepares an annual Income/Expenses Report and a proposed Budget for the coming fiscal year. S/he works with the President on the semi-annual appeal for contributions from our members. S/he works with the VP to ensure that an annual audit is conducted. The Treasurer will periodically submit articles to Elderberries regarding UURMaPA's financial status.

Revised by the Board 4/12/16 and 9/14/16:

Connections Chair: leads the functions of the Connections Network, working with an assistant and with the Area Connectors.

Duties include:

- When a colleague or partner dies, advises UURMaPA Treasurer to send memorial gift to appropriate entity.
- Sends a condolence note when a member dies, and alerts the Area Connectors so s/he can contact area members and family.
- Maintains regular contact with Area Connectors
- Replaces Area Connectors when necessary.
- Keeps apprised of needs for assistance for UURMaPA members by UUA and other UU entities.
- Coordinates requests for suggestions and identification of possible nominees for Unsung UURMaPA Award, for selection by the Board (may not happen every year).

At-Large Position 2: Assistant Connections Chair.

Duties include:

- Apprises Area Connectors when a minister/partner retires .
- Assists the Connections Chair in finding new Area Connectors, and in other areas when needed.

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

- When advised, contacts a newly retired colleague/partner to welcome him/her to the area.
- Emails area members twice each year to inquire as to current activities, update personal information, etc.

- Sends information from the area to *Elderberries* Editor (with the member's permission), other information to appropriate person/office.
 - If appropriate and desired, initiates other activities (area newsletter, holiday cards, social get-togethers, other activities depending on the particular size and needs of the area).
- Newsletter Editor:** The Editor handles the production of our newsletter, *Elderberries*, which is published four times a year. The Editor solicits articles, posts a list of new retirees and abbreviated obituaries of those who have recently died, includes information about members sent by the Area Connectors, etc.

The newsletter is distributed by USPS mail to all members, via electronic email to all who request it, to district offices, UUMA chapter leaders and officers, and to denominational officials. Copies are also provided to the Andover Harvard Library for the archives. The Membership Coordinator works with the Editor on distribution. The Editor maintains a detailed job description on producing the newsletter, to pass on to his/her successor.

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

At-Large Position 1: “Conferences”

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

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

See description above, voted by Board 4/12/16

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

This new Board position was created in order to implement a recommendation of the Task Force on Retired Ministry, which called for coordination between the UUMA and UURMaPA to provide Good Offices persons who will work particularly with situations involving retired ministers and/or spouses. The particulars of the job are being developed. This person also serves as our liaison to the UUMA and the UUA.

COMMUNICATIONS

Website

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

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

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

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

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

List Serve

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

UURMaPA-Announce

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

ZOOM Rooms (From Board Minutes 12/6/2016)

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

The cost of additional ZOOM Room subscriptions is budgeted to be set up for Peer Group meetings.

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Publications

In addition to our newsletter, *Elderberries*, UURMaPA brochures have been published since 1985, with information about our organization and programs. These are distributed to new and prospective members at General Assembly and at conferences.

On Retirement: A Guide for UU Ministers & Partners was first published in 2010 and was updated in 2013. It was distributed to District Executives and UUMA leadership and to UUA staff. It is available on the website, is sent to new retirees, and a printed copy may be requested from the Membership Coordinator.

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

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

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

MEMBERSHIP DATABASE

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

CONFERENCES

UURMaPA has held conferences at Attleboro, MA, Asheville, N.C., Seabeck, WA, and other locations from time to time. Guidelines for coordinating Conferences were adopted by the Board, and this information is available online to all conference committees (see that separate document [on the website](#)). All monies are held by the UURMaPA Treasurer.

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

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

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

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

Addition 2/2/16 by the Board: The Board will select Odyssey presenters for all UURMaPA Conferences.

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

AWARDS

Three awards are given to members, usually annually. Honorees may be recognized at General Assembly or other event as arranged, in *Elderberries*, and offers a \$500 grant. The Board members tasked with Awards maintains a list of past recipients of each award.

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

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

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

RETIREMENT PROCESS

1. This is the definition of retirement on the UUA website:
Retired status is available to ministers who are at least 65 years of age who wish to indicate that they have completed their careers, although not necessarily their ministries. Ministers may retire and still work professionally, usually in interim ministries or other ministries. Ministers planning to continue full-time ministry in other settings are asked to hold off declaring themselves retired until they more nearly fit the description of "ceasing remunerative work in one's later years." To be considered retired, the minister must declare his or her intention to retire to Ministry and Professional Leadership.
2. How to Retire
 - a) When a minister decides to retire, he or she must submit the [Intent to Retire](#) form to Ministry and Faith Development.
 - b) Early in the process of considering retirement, a minister should contact the Office of Church Staff Finances for information relating to pension and retirement benefits.
3. The Ministry and Faith Development Office sends a copy of the Intent to Retire form to UURMaPA Board members, to start the membership process.
4. The retiring minister and his/her partner, if any, are added to the membership database, to the Directory (including the Connector Area list), and to the Announce-List.
5. The President sends a Welcome Letter to the new retiree, including our brochure and the *Guide to Retirement*. Information on accessing the Newsletter and Directory online is included.

6. The Connections Chair or Assistant Connections Chair alerts the Area Connector of the new retiree in their area.
7. Prior to GA, the Vice-President (as GA liaison) will invite the minister and partner to the luncheon held there.

DEATH OF MEMBERS (*revisions by the Board 5/10/16 and 9/14/16*)

1. When the Secretary receives notice of the death of a minister who is an UURMaPA member, the obituary information is forwarded to a member volunteer who edits the information. When we learn of the death of a member partner, that information is sent to the volunteer who writes obituaries for partners. The edited version of an obituary is posted to members via the Announce-List.
2. The Membership Coordinator is notified so that the UURMaPA mailing list can be updated.
3. The President sends a letter of condolence to the family of the deceased member.
4. The Connections Chair (or Assistant) also sends a condolence note, and alerts the Area Connector so s/he can reach out to the member's family.
5. UURMaPA will send a donation (\$50 in 2016) to honor deceased members. For ministers, the donation will be sent in their memory to the UUMA Endowment Fund. For partners, the donation of similar amount will be sent in their memory to the charity of choice or as individually arranged. (*Revisions by the Board July 2, 2014 and Sept. 14, 2016*)
6. The Newsletter Editor includes the member's obituary (a version edited for space) in an upcoming newsletter and sends a copy of that issue to the family of the deceased. The complete version is also posted on the website by the Webmaster, with a picture if possible.
7. When a Board member becomes aware of the death of one of our members other than through UURMaPA or denominational notices, we should pass the information along to the Secretary so that the death of a member is not overlooked. We also remind members to notify us of the death of any member, minister or partner.
8. The Board decided to post only the deaths of our own members (ministers or partners), except that we will report via a brief announcement on the death of a minister who was 65 or older, whether or not a member, and invite the surviving spouse to join UURMaPA.
9. Members are encouraged to write their own "pre-obits" ("to Remember Me") and submit them to the Webmaster, who will post them to a secure (password protected) area of the website, to hold for future use so as to include more personal information in the shared obituary