

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

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

6 **BYLAWS**

7 A copy of the bylaws can be found on the UURMaPA web site www.uurmapa.org under the
8 "Governance" tab and as a separate document available from the Secretary. *(Latest update*
9 *voted January 2019)*

10
11 **MEMBERSHIP**

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

17
18 Surviving partners of non-retired ministers, if retired or of retirement age, will receive an
19 invitation to join UURMaPA following the General Assembly where the minister's death is
20 recognized by the President. Non-ministers who are not partners of ministers are not eligible for
21 membership. *(Clarification by Board, Feb. 2017)*

22
23 Unitarian Universalist ministers wishing to affiliate with UURMaPA before they have formally
24 retired shall be admitted to membership with the advisement that they will be designated as
25 "Friends" of UURMaPA. They shall be entitled to receive the newsletter and all other
26 publications, but shall not be listed in the Membership Directory. At such time as they formally
27 retire (by notifying the UUA), they shall inform UURMaPA of their new status and will then be
28 designated as Active members and be included in the UURMaPA Directory.

29
30 *The Board, at its discretion, may remove from UURMaPA membership a minister whose*
31 *ministerial fellowship has been terminated by the Ministerial Fellowship Committee, a minister*
32 *who voluntarily resigns from ministerial fellowship during a Fellowship Review, or a minister*
33 *removed from membership in the UU Ministers Association. A minister under consideration for*
34 *removal from membership will be given notice and the opportunity to respond. The removal of a*
35 *minister under this provision shall not affect the membership status of that minister's partner.*
36 *(Board decision, Nov. 2019)*

37 **LEGAL**

38 UURMaPA incorporated in Massachusetts in 1997. It is a Federal 501(c) (3) organization,
39 exempt from sales tax in Massachusetts and some other states. Its Resident Agent as of March
40 15, 2015 is Ellen Brandenburg, 91 Essex Street, Salem, MA 01970-5250, 978-993-4104,
41 ellen.brandenburg@me.com.

42
43 Changes in officers, Resident Agent appointment, and Principal office (home of Resident
44 Agent), must be filed by the UURMaPA Secretary with the Massachusetts Secretary of State,
45 and fees for these certificates will be charged. The Secretary may file online at

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

46 https://corp.sec.state.ma.us/corp/loginsystem/login_form.asp?FilingMethod, CID# is:bx3k28 and the
47 PIN is:8958.

48

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

53

54

55 **NOMINATIONS AND ELECTIONS**

56 UURMaPA is governed by a nine-person volunteer Board, elected by the membership.
57 A Nominating Committee, **consisting of five members who select their own Chair**, is elected by
58 the membership. Electees shall assume office on July 1 following their election, and shall serve
59 for two years. A person may serve no more than two full terms in the same office. No person
60 shall serve on the Board for more than six consecutive years.

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

63

64 **Schedule:** The President, the Vice- President, the Connections Network Chair, two Members-
65 at-large, **the Chair of the Nominating Committee and three Nominating Committee members** are
66 elected in odd-numbered years. *(Per Bylaw change Jan. 2019 and Nominating Committee*
67 *request Oct. 2019)*

68

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

71

72 Before December 1 preceding the election, the Nominating Committee shall poll the
73 membership for suggestions of nominees. **They will also receive copies of the newly enhanced**
74 **Intent to Retire forms from the UUA that may inform them of new minister and partner members'**
75 **interests and skills (added Feb. 5, 2018).** From these and their own suggestions, the committee
76 shall make its nominations and submit these names to the Board for consultation, with
77 information about the qualifications of each nominee. If the Board raises concerns regarding
78 any nominee, these will be reviewed and considered by the Nominating Committee. Final
79 decision of the slate remains with the UURMaPA Board, which will notify the membership of
80 their nominees in the winter issue of Elderberries. *(Clarified by Board – February 2017)*

81

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

84

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

89 Webmaster – President

90 Membership Coordinator – Secretary

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

91 Obituary Editors – Elderberries Editor

92 Historian – President

93 Nominating Committee – President

94

95 **Board replacements**

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

101

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

105

106 **FINANCIAL**

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

109

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

113

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

120

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

124

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

127

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

131

132 UURMaPA will not allow its membership or mailing list to be used for any fund-raising
133 efforts except those for UURMaPA support. However, it is OK to bring funding requests that are
134 consistent with UURMaPA's mission to our conferences. *As approved by the Board September*
135 *4, 2014:*

136

137 **Reimbursement Procedure**

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

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

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

149 **FAQs:**

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

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

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

161 *Updated June 2017*

162
163 **DENOMINATIONAL RELATIONSHIPS**

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

165

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

168

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

172

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

175

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

178

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

181

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

182 **MEETINGS**

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

184 There is one in-person meeting each year, in conjunction with a conference. The Board may
185 hold additional meetings as deemed necessary.

186

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

191

192 For in-person meetings, Board members' lodging, meals, transportation to meetings, airfare, or
193 automobile transportation (including mileage at the current UUA rate), are reimbursed. Parking,
194 food and lodging necessary for travel are also reimbursed.

195

196 All Board members are expected to attend UURMaPA conferences that follow in-person Board
197 meetings. Conference registration for Board members following these meetings will be fully
198 subsidized. **Any Board member who wants to attend the second conference will have their**
199 **registration paid. The Board agreed that UURMaPA will pay registration and travel to attend the**
200 **second conference for the Board member who holds the Conferences portfolio plus one other –**
201 **the President or her/his representative. From July and Nov. 2018 Board minutes.** Board
202 members who are able to pay their own registration are encouraged to make a contribution to
203 UURMaPA in that amount. *From Feb 22-24, 2015 Board meeting: clarified May 2017.*

204

205 UURMaPA will cover room and board during Board meetings held before conferences for
206 partners accompanying Board members early in order to attend the conference. *Added in*
207 *9/30/14 Board meeting:*

208

209 **BOARD MEMBERS ROLES & RESPONSIBILITIES**

210

211 **President:** The President monitors the Board and its members regarding fulfilling the
212 UURMaPA Mission. They prepare the agenda and chair meetings of the Board and represent
213 the Board to members, UUMA, LREDA, UUA, and other UU groups. For the annual in-person
214 board meeting, the President invites appropriate guests from the UUA and UUMA. At General
215 Assembly the President attends the luncheon for newly retired ministers and, where possible,
216 the one for families of deceased ministers. They represent UURMAPA at the Service of the
217 Living Tradition. They attend UURMaPA conferences as feasible and leads business meetings
218 held there. Other duties include sending a welcome letter to new retirees, writing condolence
219 letters to families of those who have died, notifying the Treasurer when to send memorial gifts,
220 and just generally coaching others in their roles. Also, writing articles for *The UU World*, the
221 UUMA newsletter and for *Elderberries*, and the annual financial appeal letter(s). The President
222 also promotes educational programs for members and future members.

223 **Vice-President:** The Vice-President fulfills the role of the President when that person is not
224 available. While the portfolio is flexible, it includes a number of expected duties. The VP serves
225 as liaison to GA and is responsible for arrangements and participation in events that involve
226 UURMaPA. The VP organizes peer support groups for retired ministers as well as other groups
227 that may be requested and reasonable. Additionally, the VP selects and chairs a sub-group of
228 volunteers to choose a recipient for the annual Creative Sageing Award presented at GA.

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

229 Periodically, the VP works with the Treasurer to ensure that a financial review of the accounts is
230 conducted.

231 **Secretary:** The Secretary takes minutes at all Board meetings, maintains records of
232 UURMaPA, maintains a file of functional job descriptions for Board and off-Board positions, and
233 handles correspondence as needed. They keep the Operating Procedures document current,
234 based upon decisions made by the Board, and send them for posting on the website under
235 Governance. The Secretary may also receive “pre-obituaries” from members, which are
236 forwarded to the Webmaster to post in a secure area of our website, for later retrieval. As an
237 Administrator for the Announce list along with the Membership Coordinator, they post other
238 notices to members as needed.

239 **Treasurer:** The Treasurer maintains all financial records for UURMaPA, handles all income and
240 expenses, reports to the Board monthly on the financial status of the organization, and prepares
241 an annual Income/Expenses Report and a proposed Budget for the coming fiscal year. They
242 send memorial gifts for deceased members. They work with the President on the semi-annual
243 appeal for contributions from our members. They work with the VP to ensure than a periodic
244 financial review is conducted. The Treasurer will periodically submit articles to Elderberries
245 regarding UURMaPA's financial status.

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

248 Duties include:

- 249 ^ When Intent to Retire form is received, works with At-Large Position #2: Assistant
250 Connections Chair to alert the appropriate Area Connector of the new retiree (and/or
251 partner) in their area.
- 252 ^ When a member dies, works with Assistant Chair to be sure the Area Connector is
253 alerted so they can contact area members and family.
- 254 ^ Maintains regular contact with Area Connectors
- 255 ^ Replaces Area Connectors when necessary.
- 256 ^ Keeps apprised of needs for assistance for UURMaPA members by UUA and other UU
257 entities.
- 258 ^ Coordinates requests for suggestions and identification of possible nominees for Unsung
259 UURMaPAn Award, for selection by the Board (may not happen every year).

261 Each designated Area of UURMaPA’s membership is served by one or more **Area**
262 **Connector(s)**. Duties include:

- 263 ➤ When advised, contacts a newly retired colleague/partner to welcome him/her to the
264 Area.
- 265 ➤ Contacts Area members twice each year to inquire as to current activities, update
266 personal information, etc. (Most recent list of members living in each Area is available
267 on website, www.uurmapa.org, under Publications/Directories/Area Connections
268 Directory, password WISDOM)
- 269 ➤ When appropriate, shares member information with a specific person or office.
270 Examples: *Elderberries* Editor might receive notes on member activities for newsletter
271 (with the member's permission); the UUA Office of Church Staff Finances

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

272 (ocfs_director@uua.org or 617- 948-6456) might receive messages or calls so they might
273 offer assistance on personal financial needs, etc.

- 274 ➤ Makes personal contact with survivor(s) as a caring gesture when notified that an
- 275 UURMaPA member (minister or partner) in the Area dies.
- 276 ➤ When learning of death of a partner in the Area, sends notice to the Assistant
- 277 Connections Chair/Obituary Coordinator to be sure it is added to our obituary list.
- 278 ➤ If appropriate and desired, initiates other activities (area newsletter, holiday cards, social
- 279 get-togethers, other activities depending on the particular size and needs of the Area).

280
281 **Newsletter Editor:** The Editor handles the production of our newsletter, *Elderberries*, which is
282 published four times a year. The Editor solicits articles, posts a list of new retirees and
283 abbreviated obituaries of those who have recently died, includes information about members
284 sent by the Area Connectors, etc.

285 *If an obituary in Elderberries names a surviving child as contact for condolences (with address),*
286 *the Editor sends them a hard copy of that issue. (A surviving minister or partner will receive that*
287 *issue of Elderberries as a matter of course; therefore, there is no need for the Editor to send*
288 *them a copy.)*

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

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

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

296 **At-Large Position 1: “Conference Coordinator”**

297 This Board member’s portfolio is to recruit and work with organizers of two continent-wide
298 conferences per year (New England plus one other). The quality of each conference should be
299 such as to attract a registration of at least fifty registrants per year, including board members.
300 They may serve as a consultant for members who wish to organize area conferences, which
301 can be held at any time.

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

304 Duties include:

- 305 ➤ Writes welcome notes for new members and partners when Intent to Retire forms are
- 306 filed and notifies Area Connectors *Confirmed April 4, 2017*
- 307 ➤ Apprises Area Connectors when a minister/partner dies.
- 308 ➤ Assists the Connections Chair in finding new Area Connectors, and in other areas when
- 309 needed.

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

310 ➤ Assumes position of Obituary Coordinator (*added per Board decision Feb. 2019, to take*
311 *effect Jan. 2020*) Tasks include tracking member deaths, posting notices on
312 Announce, and providing Obituary Editors and Conference In Memoriam leaders
313 with information as needed.

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

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

320 **COMMUNICATIONS**

321
322 **Forwarding Addresses for Leaders**

323 Our Webmaster links these “generic” addresses to the personal e-mail address of the
324 UURMaPA Board member or appointee who is currently serving, and they make updates as
325 new people move to fill various offices. The Webmaster can create new forwarding addresses
326 for individuals or groups as needed and useful.

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

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

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

333 conferences@uurmapa.org links to Board Member At-large in charge of conferences

334 connections@uurmapa.org links to Connections Chair and Assistant Connections Chair on
335 the Board who work to connect and support members.

336 elderberries@uurmapa.org links to *Elderberries* newsletter Editor on the Board

337 ~~endowment@uurmapa.org—links to members of the UURMaPA Endowment Committee (off~~
338 ~~Board) and the Board Treasurer~~

339 goodoffices@uurmapa.org – links to the Board member-at-large holding Position 3.

340 membership@uurmapa.org links to the Membership Coordinator who keeps directory and
341 mailing lists current (off Board)

342 moderator-fb@uurmapa.org links to the moderator of UURMaPA's FaceBook page (off Board)

343 newsletter@uurmapa.org links to *Elderberries* newsletter Editor on the Board

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

- 344 nominations@uurmapa.org links to all members of Nominating Committee.
- 345 president@uurmapa.org links to the Board President
- 346 secretary@uurmapa.org links to the Board Secretary and UURMaPA Announce manager
347 who posts notices to the membership.
- 348 support-groups@uurmapa.org links to the Vice President who coordinates Peer Groups
349 for UURMaPA
- 350 treasurer@uurmapa.org links to the Board Treasurer
- 351 uumps@uurmapa.org links to representatives of the UU Ministers Partners group
352 (UURMaPA maintains the UUMPS records)
- 353 uurmapa@uurmapa.org links to the Webmaster of UURMaPA website (off Board)
- 354 vice-president@uurmapa.org links to the Board Vice President
- 355 webmaster@uurmapa.org links to the Webmaster of UURMaPA website (off Board)

356

357 **Website**

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

363

364 The membership can access the *Membership Directory* online and the newsletter under the
365 “Publications” tab. The Membership Directory is password protected (password is WISDOM).
366

367

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

370

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

376

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

380

381 **List Serve**

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

384

UURMaPA-Announce

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

385 The UURMaPA-Announce List, set up through uua.org, is administered by a Board member or
386 other designee, and allows the Board to send out messages to the membership. This is
387 intended as a one-way “bulletin board” for announcements that are time-sensitive (although
388 messages prepared by recipients who hit REPLY come back through the system to the
389 administrator(s). Postings will be limited to organizational information, such as announcements
390 of conferences and local gatherings, Elderberries, and obituaries of ministers and partners.
391 Administration of the Announce-List is now part of the Membership Coordinator’s job. The
392 Secretary is the second person who can post to the List. **The Obituary Coordinator is now also**
393 **able to post on Announce. (As of July 2018)**

394

395 **ZOOM Accounts**

396 A designated member of the Board will hold a professional Zoom account for use for Board and
397 other leadership meetings. **As of 7/01/18, that Board member is Susan Rak.** UURMaPA leaders
398 wishing to convene a Zoom meeting need only to ask her to arrange a meeting. She will then
399 do so and send participants the link needed to join the meeting. The cost of additional Zoom
400 Room accounts is budgeted to be set up for Peer Group 350 meetings.

401

402 **UURMaPA Facebook** -

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

405

406 **Endorsement of Issues**

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

410

411 **Publications**

412 *Elderberries*, our newsletter, is published four times a year. Deadlines to receive copy are the
413 15th of January, April, July and October. The newsletter is posted online and is mailed on
414 approximately the first of February, May, August, and November.

415

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

419

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

423

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

426

427 *The Area Connections Directory* listing members living each of 36 established geographic areas
428 is available on the UURMaPA web site and is updated regularly.

429

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

433

434 **MEMBERSHIP DATABASE**

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

435 The Membership Coordinator maintains the database of all member households and keeps up
436 with new retirees and address changes. The Coordinator provides address data upon request
437 for UURMaPA business, but beyond that will not provide UURMaPA member mass data to
438 anyone without explicit permission of the Board. This position may be filled by a member of the
439 Board or by a separate appointment by the Board of a non-Board member.
440

441 **CONFERENCES**

442 UURMaPA has held conferences at Attleboro, MA, Santa Barbara, CA, Orlando, FL, Asheville,
443 N.C., Seabeck, WA, and other locations from time to time. Conference Planning Guidelines for
444 coordinating Conferences were adopted by the Board, and this information is available online to
445 all conference committees (see that separate document on the website under
446 ACTIVITIES/Conferences). All monies are held by the UURMaPA Treasurer.
447

448 The Board member with the Conferences portfolio serves as liaison to each conference planner.
449 UURMaPA members are welcome to attend any conference. Subsidies are available to help
450 defray expenses. Conference registration forms will include a statement to this effect: "You may
451 apply for financial assistance by contacting [name], UURMaPA treasurer at
452 treasurer@uurmapa.org. State the amount of assistance that you need, including costs of
453 travel, care-giving for a dependent partner, etc. in addition to the registration fee."
454

455 The President or a designee represents the Board at each UURMaPA conference. UURMaPA
456 will reimburse Board members for expenses when they attend a conference representing
457 UURMaPA and/or when they give a presentation at the conference on behalf of UURMaPA. All
458 Board members are encouraged to attend UURMaPA conferences. Conference attendance by
459 Board members that follows in-person Board meetings only will be fully subsidized (See
460 MEETINGS section).
461

462 **Conference Planners** - Up to two organizers of conferences (or the equivalent) may have their
463 registration fee, room and board paid by UURMaPA. Conferences will have some local
464 UURMaPA members enlisted to do the planning. As far as possible, conferences will operate
465 on a break-even basis. *Effective Feb. 25, 2017:*
466

467 **Two Conferences per year** -UURMaPA Board will sponsor two conferences per year – one in
468 New England, another elsewhere in the country. Conference planners will choose keynote
469 presenters, with suggestions and consultation from the Board. *Voted at Board meeting Sept. 30,*
470 *2014:*
471

472 **Odysseys** – In consultation with planning teams, the President will select Odyssey presenters
473 for all UURMaPA Conferences. *Clarified 2/2/16 and 6/6/17by the Board*
474

475 **Cancellations** – In case of cancellation by registrants, UURMaPA will do our best to refund as
476 much of the fee as possible. Some costs may be nonrefundable. If place(s) can be filled from a
477 waiting list, a full refund may be made. *(passed by the Board 2/25/17)*
478

479 **Registration of Non-members** - Our conferences are designed to serve the interests and
480 needs of UURMaPA members. Registration is always open to clergy who have filed "Intent to
481 Retire" documents and/or those clergy partners, who are automatically included in our
482 membership. However, any religious professional of retirement age is welcome to inquire about
483 available registration for a given conference. Contact the Board member in charge of

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

484 conferences at conferences@uurmapa.org, or the President at president@uurmapa.org.
485 *(passed by the Board 1/10/18)*

486

487 **AWARDS**

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

491

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

499

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

505

506 **The Gene Navias Award**, funded by income from a bequest from the Navias estate, is
507 projected to begin in Fall 2018. This award will be used to supplement UURMaPA programming
508 with special emphasis on lifelong religious education. Up to \$1000 every two years may be
509 awarded by the committee, which includes the UURMaPA Board President and two members
510 with religious education experience. *From Board minutes, Feb. 28, 2016. Update Feb. 25,*
511 *2017:*

512

513

514 **RETIREMENT PROCESS**

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

516 *Retired status is available to ministers who are at least 65 years of age who wish to indicate*
517 *that they have completed their careers, although not necessarily their ministries. Ministers*
518 *may retire and still work professionally, usually in interim ministries or other ministries.*
519 *Ministers planning to continue full-time ministry in other settings are asked to hold off*
520 *declaring themselves retired until they more nearly fit the description of “ceasing*
521 *remunerative work in one’s later years.” To be considered retired, the minister must declare*
522 *his or her intention to retire to Ministry and Professional Leadership.*

523

524 2. How to Retire

525 a) When a minister decides to retire, he or she must submit the [Intent to Retire](#) form to
526 Ministry and Faith Development.

527 b) Early in the process of considering retirement, a minister should contact the Office of
528 Church Staff Finances for information relating to pension and retirement benefits.

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

529

530 3. The Ministry and Faith Development Office sends a copy of the Intent to Retire form to
531 UURMaPA Board members, **Nominating Committee members** and the Membership
532 Coordinator, to start the membership process.

533

534 4. The retiring minister and his/her partner, if any, are added to the membership database, to
535 the Directory (including the Connector Area list), and to the Announce-List by the Membership
536 Coordinator.

537

538 5. The President sends a Welcome Letter to the new retiree, including our brochure.
539 Information on accessing the Newsletter, the Guide to Retirement and Directory online is
540 included.

541

542 6. The Connections Chair or Assistant Connections Chair alerts the Area Connector of the new
543 retiree in their area.

544

545 7. Prior to GA, the Vice-President (as GA liaison) will invite the minister and partner to the
546 luncheon held there.

547

548

549 **DEATH OF MEMBERS**

550. When the **Obituary Coordinator (job of the Assistant Connections Chair as of Jan 2020)**
551 receives notice of the death of a minister (from the UUA) or partner (from any source) who is an
552 UURMaPA member, they may post a short notice of the death (*outline below*) to the
553 membership via the Announce-List (especially if a memorial service is still pending). The
554 **Obituary Coordinator** makes sure that the volunteer obituary editor (either for ministers or
555 partners) receives information about the death so a complete obituary may be prepared. When
556 written, the complete obituary for a member is posted by the **Obituary Coordinator** on the
557 Announce List. **The Obituary Coordinator keeps a comprehensive table of all member deaths,**
558 **beginning 2017, that can be used to confirm actions below and to prepare listings for**
559 **conference In Memoriam services. (added 1/29/18)**

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

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

563 The Connections Chair (or Assistant) alerts the Area Connector so s/he can reach out to the
564 member's family.

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

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

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of Nov. 2019 - recent additions/changes in red

573 The Obituary Coordinator (as of 2020, Assistant Connections Chair) provides from their obituary
574 chart a listing of all deaths noted since the last conference in the same area of the country
575 (approximately one year) to the person leading the In Memoriam service for that conference.

576 When a Board member becomes aware of the death of one of our members other than through
577 UURMaPA or denominational notices, we should pass the information along to the Obituary
578 Coordinator so that the death of a member is not overlooked. We also remind members to notify
579 us of the death of any member, minister or partner.

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

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

586 *Several clarifications/revisions by the Board, May and Sept 2016, Feb. 2017, Jan. 2018*

587 **Basic Death Announcement Guide**

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

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

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

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

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

595 In lieu of flowers, donations may be made to (organization/s). **In ministerial notices, add the**
596 **following to the “donations may be made...” section from families: “**

597 UURMaPA will contribute \$50 to the UUMA Endowment Fund

598 (www.uuma.org/donations/donate.asp?id=11276) in honor of our colleague’s ministry.

599 **In partner’s notices, add the following to the “donations may be made...” section from**
600 **families:**

601 UURMaPA will contribute \$50 to his/her church or a charity of his/her choice.

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

603 A more complete obituary will be forthcoming after biographical research has been completed.
604 If any readers would wish to contribute information or reminiscences, we would welcome them.
605 Please send them to (**include only relevant person**)

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

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

608