

1 **Unitarian Universalist Retired Ministers and Partners Association**
2 **Board Operating Procedures as of 6/26/17 - 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 and the
42 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.)

4 **Unitarian Universalist Retired Ministers and Partners Association**
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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 will be fully subsidized. **Board members**
183 **who are able to pay their own registration are encouraged to make a contribution to UURMaPA**
184 **in that amount.** *From Feb 22-24, 2015 Board meeting: clarified May 2017.*

185
186 UURMaPA will cover room and board during Board meetings held before conferences for
187 partners accompanying Board members early in order to attend the conference. *Added in*
188 *9/30/14 Board meeting:*

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

194
195 **BOARD MEMBERS ROLES & RESPONSIBILITIES**

196
197 **President:** The President monitors the Board and its members regarding fulfilling the
198 UURMaPA Mission. S/he prepares the agenda and chairs meetings of the Board and
199 represents the Board to members, UUMA, LREDA, UUA, and other UU groups. For the annual
200 in-person board meeting, the President invites appropriate guests from the UUA and UUMA. At
201 General Assembly the President attends the luncheon for newly retired ministers and, where
202 possible, the one for families of deceased ministers. S/he represents UURMAPA at the Service
203 of the Living Tradition. S/he attends UURMaPA conferences as feasible and leads business
204 meetings held there. Other duties include sending a welcome letter and packet to new retirees,
205 writing condolence letters to families of those who have died, writing articles for *The UU World*,
206 the UUMA newsletter and for *Elderberries*, and the annual financial appeal letter(s). The
207 President also promotes educational programs for members and future members.

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

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

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

16 **Unitarian Universalist Retired Ministers and Partners Association**
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231 **Connections Chair:** leads the functions of the Connections Network, working with an assistant
232 and with the Area Connectors. *Revised by the Board 4/12/16 and 9/14/16:*

233 Duties include:

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

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

248 Duties include:

- 249 • Apprises Area Connectors when a minister/partner dies.
- 250 • Assists the Connections Chair in finding new Area Connectors, and in other areas when
251 needed.
- 252 • **Writes welcome notes for new members and partners when Intent to Retire forms are
253 filed and notifies Area Connectors *Confirmed April 4, 2017***

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

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

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

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

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

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

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

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

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

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

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

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

294 **COMMUNICATIONS**

295 **Forwarding Addresses for Leaders**

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

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

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

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

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

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

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

327 **Website**
328

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

334
335 The membership can access the *Membership Directory* online and the newsletter under the
336 “Publications” tab. The Membership Directory is password protected (password is WISDOM).

337
338 The CUC, the UUA and many Districts have links to uurmapa.org on their web sites. The
339 UURMaPA website also has links of general interest to UU’s.

340
341 There is a separate, secured area of the website where “pre-obituaries” from members are
342 stored for future retrieval. Access is password-protected and limited to Board members and
343 those who edit obituaries. The website also stores documents of UU Ministers' Partners
344 (UUMPs – a loose organization of partners of ministers, regardless of retirement status) in a
345 password-protected section.

346

25
26

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

350

351 **List Serve**

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

354

355 **UURMaPA-Announce**

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

362

363 **ZOOM Rooms**

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

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

371

372 **UURMaPA Facebook -**

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

375

376 **Endorsement of Issues**

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

380

381 **Publications**

382 *Elderberries, our newsletter, is published four times a year. Deadlines to receive copy are the*
383 *15th of January, April, July and October. The newsletter is posted online and is mailed on*
384 *approximately the first of February, May, August, and November.*

385

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

389

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

393

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

396

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

399
400 In 2012 UURMaPA participated with the UUA, UUMA, and AIM on a Task Force which
401 produced a report, *The UUMA Task Force on Retired Ministers*. This report can be accessed on
402 the UURMaPA website.

403
404 **MEMBERSHIP DATABASE**

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

410
411 **CONFERENCES**

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

417
418 The Board member with the Conferences portfolio serves as liaison to each conference planner.
419 UURMaPA members are welcome to attend any conference. Subsidies are available to help
420 defray expenses. Conference registration forms will include a statement to this effect: "You may
421 apply for financial assistance by contacting [name], UURMaPA treasurer. State the amount of
422 assistance that you need, including costs of travel, care-giving for a dependent partner, etc. in
423 addition to the registration fee."

424
425 The President or a designee represents the Board at each UURMaPA conference. UURMaPA
426 will reimburse Board members for expenses when they attend a conference representing
427 UURMaPA and/or when they give a presentation at the conference on behalf of UURMaPA. All
428 Board members are encouraged to attend UURMaPA conferences. Conference attendance by
429 Board members that follows in-person Board meetings will be fully subsidized (See MEETINGS
430 section).

431
432 **Conference Planners - Up to two** organizers of conferences **(or the equivalent)** may have their
433 registration fee, room and board paid by UURMaPA. Conferences will have **some** local
434 UURMaPA members enlisted to do the planning. **As far as possible, conferences will operate**
435 **on a break-even basis. Effective Feb. 25, 2017:**

436
437 **Two Conferences per year** -UURMaPA Board will sponsor two conferences per year – one in
438 New England, another elsewhere in the country. Conference planners will choose keynote
439 presenters, with suggestions and consultation from the Board. *Voted at Board meeting Sept.*
440 *30, 2014:*

441
442 **Odysseys – In consultation with planning teams, the President** will select Odyssey presenters
443 for all UURMaPA Conferences. *Clarified 2/2/16 and 6/6/17 by the Board*

444
445 **Cancellations – In case of cancellation by registrants, UURMaPA will do our best to refund as**
446 **much of the fee as possible. Some costs may be nonrefundable. If place(s) can be filled from a**
447 **waiting list, a full refund may be made. (passed by the Board 2/25/17)**

448

449 **AWARDS**

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

453

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

461

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

467

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

473

474

475 **RETIREMENT PROCESS**

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

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

484

485 2. How to Retire

- 486 a) When a minister decides to retire, he or she must submit the [Intent to Retire](#) form to
487 Ministry and Faith Development.
488 b) Early in the process of considering retirement, a minister should contact the Office of
489 Church Staff Finances for information relating to pension and retirement benefits.

490

491 3. The Ministry and Faith Development Office sends a copy of the Intent to Retire form to
492 UURMaPA Board members, to start the membership process.

493

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- 494 4. The retiring minister and his/her partner, if any, are added to the membership database, to
495 the Directory (including the Connector Area list), and to the Announce-List.
496
497 5. The President sends a Welcome Letter to the new retiree, including our brochure and the
498 *Guide to Retirement*. Information on accessing the Newsletter and Directory online is
499 included.
500
501 6. The Connections Chair or Assistant Connections Chair alerts the Area Connector of the
502 new retiree in their area.
503
504 7. Prior to GA, the Vice-President (as GA liaison) will invite the minister and partner to the
505 luncheon held there.
506
507

508 **DEATH OF MEMBERS**

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

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

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

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

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

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

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

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

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

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5380. Members are encouraged to write their own “pre-obits” (“to Remember Me”) and submit
539 them to the Webmaster, who will post them to a secure (password protected) area of the
540 website, to hold for future use so as to include more personal information in the shared obituary

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

542 **Basic Death Announcement Guide**

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

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

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

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

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

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

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

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

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

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

557