

**Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of 11/28/18 - recent revisions in red**

1 1 MISSION STATEMENT

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

8 8 BYLAWS

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

13 13 MEMBERSHIP

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

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

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

32 32 LEGAL

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

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

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

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50 NOMINATIONS AND ELECTIONS

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

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

58
59 **Schedule** : The President, the Vice- President, the Connections Network Chair, two Members-
60 at-large, and the Chair of the Nominating Committee are elected in odd-numbered years.

61
62 The Secretary, the Treasurer, the Newsletter Editor, one Member-at-large, and two
63 members of the Nominating Committee, are elected in even-numbered years.

64
65 Before December 1 preceding the election, the Nominating Committee shall poll the
66 membership for suggestions of nominees. **They will also receive copies of the newly enhanced**
67 **Intent to Retire forms from the UUA that may inform them of new minister and partner members'**
68 **interests and skills (added Feb. 5, 2018).** From these and their own suggestions, the committee
69 shall make its nominations and submit these names to the Board for consultation, with
70 information about the qualifications of each nominee. If the Board raises concerns regarding
71 any nominee, these will be reviewed and considered by the Nominating Committee. Final
72 decision of the slate remains with the UURMaPA Board, which will notify the membership of
73 their nominees in the winter issue of Elderberries. *(Clarified by Board – February 2017)*

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

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

82 Webmaster – President

83 Membership Coordinator – Secretary

84 Obituary Editors – Elderberries Editor

85 Historian – President

86 Nominating Committee – President

88 Board replacements

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

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94 94
95 95 If the Chair of the Nominating Committee resigns, it is hoped that one of the Members will
96 96 assume that role, and the Committee will choose a replacement member, in consultation with
97 97 the President.

98 98
99 **FINANCIAL**

100 100 Our chief source of revenue is voluntary contributions from our members. We send appeal
101 101 letters in the fall and in the spring to all members.

102 102
103 103 Retired ministers with 20 years in the ministry, who have passed their 66th birthday, are entitled
104 104 to receive a service gratuity from the UUA. One must apply to the Office of Church Staff
105 105 Finances to receive the gratuity.

106 106
107 107 Opportunities to contribute funds to UURMaPA are offered regularly in *Elderberries*. UURMaPA
108 108 encourages members to leave bequests to the organization in their wills, and encourages
109 109 members to remember the UURMaPA Endowment Fund when they do financial and estate
110 110 planning. UURMaPA regularly receives donations in memory of deceased members, and has
111 111 been notified that the organization is the beneficiary of annuities taken out by members through
112 112 the UUA.

113 113
114 114 The UURMaPA budget year was changed to the calendar year (January-December), beginning
115 115 2015. (Replaces the following: The Fiscal year is July 1 to June 30.) *As approved by the Board*
116 116 *September 4, 2014:*

117 117
118 118 All memorial gifts to UURMaPA will be deposited into the Endowment Fund. *As approved by*
119 119 *the Board September 30, 2014:*

120 120
121 121 The UURMaPA Endowment Fund will be invested in the UUA Common Endowment Fund, with
122 122 the Treasurer empowered to execute that transaction and to make future deposits upon receipt
123 123 of endowment contributions. *As approved by the Board in October 2013:*

124 124
125 125 UURMaPA will not allow its membership or mailing list to be used for any fund raising efforts
126 126 except those for UURMaPA support. However, it is OK to bring funding requests that are
127 127 consistent with UURMaPA's mission to our conferences. *As approved by the Board September*
128 128 *4, 2014:*

129 129
130 **Reimbursement Procedure**

131 131 UURMaPA will reimburse expenses incurred on behalf of the organization by Board members
132 132 and others. For non-routine expenses, consult the Treasurer (treasurer@uurmapa.org) before
133 133 incurring them.

134 134 Prior to reimbursement, you will need to submit receipts (actual paper or scanned copies) for
135 135 the expenses you have incurred for UURMaPA activities and indicate clearly on the receipts
136 136 which items are UURMaPA expense and the total amount. If you have several receipts, submit
137 137 a page containing a brief summary of the items and total reimbursement requested along with
138 138 the receipts. If there is adequate room, the summary could be made on the receipt document.
139 139 Submission of reimbursement requests may be done via the US Postal Service to the
140 140 treasurer's home address (see the Leadership List, a front page of the Membership Directory
141 141 under Publications on the website) or by email to treasurer@uurmapa.org.

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142 FAQs:

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

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

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

Updated June 2017

156 DENOMINATIONAL RELATIONSHIPS

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

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

UURMaPA occasionally 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.

175 MEETINGS

The Board meets monthly, as needed, via ZOOM, conference call or other virtual medium. There is one in-person 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.

All Board members are expected to attend UURMaPA conferences that follow in-person Board meetings. Conference registration for Board members following these meetings will be fully subsidized. Board members who are able to pay their own registration are encouraged to make a contribution to UURMaPA in that amount. *From Feb 22-24, 2015 Board meeting: clarified May 2017. UURMaPA will pay registration but not travel expenses for those Board members who choose to attend fall conferences. (Added at 11/28/18 Board meeting.)*

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189 UURMaPA will cover room and board during Board meetings held before conferences for
190 partners accompanying Board members early in order to attend the conference. *Added in*
191 *9/30/14 Board meeting.*

192
193 Each Board member submits a written report to the entire Board prior to each meeting. The
194 Agenda item "Reports" is only for verbal additions to the written reports. Items needing
195 discussion and/or decision should be submitted to the President as separate agenda items prior
196 to the meeting.
197

198 **BOARD MEMBERS ROLES & RESPONSIBILITIES**

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

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

220 **Secretary:** The Secretary takes minutes at all Board meetings, maintains records of
221 UURMaPA, maintains a file of functional job descriptions for Board and off-Board positions, and
222 handles correspondence as needed. S/he keeps the Operating Procedures document current,
223 based upon decisions made by the Board, and sends them for posting on the website under
224 Governance. Currently the Secretary receives notices of the deaths of members, coordinates
225 with those who edit the obituaries, and then posts those to the Announce-List. The Secretary
226 may also receive "pre-obituaries" from members, which are forwarded to the Webmaster to post
227 in a secure area of our website, for later retrieval. As an Administrator for the Announce list
228 along with the Membership Coordinator, s/he posts other notices to members as needed.

229 **Treasurer:** The Treasurer maintains all financial records for UURMaPA, handles all income and
230 expenses, reports to the Board monthly on the financial status of the organization, and prepares
231 an annual Income/Expenses Report and a proposed Budget for the coming fiscal year. S/he
232 sends memorial gifts for deceased members. S/he works with the President on the semi-annual

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233 appeal for contributions from our members. S/he works with the VP to ensure than a periodic
234 financial review is conducted. The Treasurer will periodically submit articles to Elderberries
235 regarding UURMaPA's financial status. The Treasurer serves as chair of the UURMaPA
236 Endowment Committee.

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

239 Duties include:

- 240 ▲ When Intent to Retire form is received, works with Assistant Connections Chair to alert
- 241 the appropriate Area Connector of the new retiree (and/or partner) in their area.
- 242 ▲ When a member dies, works with Assistant Chair to be sure the Area Connector is
- 243 alerted so s/he can contact area members and family.
- 244 ▲ Maintains regular contact with Area Connectors
- 245 ▲ Replaces Area Connectors when necessary.
- 246 ▲ Keeps apprised of needs for assistance for UURMaPA members by UUA and other UU
- 247 entities.
- 248 ▲ Coordinates requests for suggestions and identification of possible nominees for Unsung
- 249 UURMaPAn Award, for selection by the Board (may not happen every year).

250
251 **251 At-Large Position 2: Assistant Connections Chair.**

252 Duties include:

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

258
259
260 **259 Each designated Area of UURMaPA's membership is served by one or more Area**
260 **Connector(s).** Duties include:

- 261 ➤ When advised, contacts a newly retired colleague/partner to welcome him/her to the
- 262 Area.
- 263 ➤ Contacts Area members twice each year to inquire as to current activities, update
- 264 personal information, etc. (Most recent list of members living in each Area is available
- 265 on website, www.uurmapa.org, under Publications/Directories/Area Connections
- 266 Directory, password WISDOM)
- 267 ➤ When appropriate, shares member information with a specific person or office.
- 268 Examples: *Elderberries* Editor might receive notes on member activities for newsletter
- 269 (with the member's permission); the UUA Office of Church Staff Finances
- 270 (ocfs_director@uua.org or (617) 948-6456) might receive messages or calls so they might
- 271 offer assistance on personal financial needs, etc.
- 272 ➤ Makes personal contact with survivor(s) as a caring gesture when notified that an
- 273 UURMaPA member (minister or partner) in the Area dies.
- 274 ➤ When learning of death of a partner in the Area, sends notice to the Secretary
- 275 (secretary@uurmapa.org) to be sure it is added to our obituary list.
- 276 ➤ If appropriate and desired, initiates other activities (area newsletter, holiday cards, social
- 277 get-togethers, other activities depending on the particular size and needs of the Area).

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

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

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

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

290 **290 At-Large Position 1: “Conferences”**

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

294 **294 At-Large Position 2: “Assistant Connections Chair” (formerly “Caring Network Assistant**
295 **Chair”)**

296 *See descriptions above, voted by Board 4/12/16 and March 2018*

297 **297 At-Large Position 3: “Liaison to the UUA and UUMA”**

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

303 **303 COMMUNICATIONS**

304
305 **305 Forwarding Addresses for Leaders**

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

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

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

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

338
339 **Website**
340 The UURMaPA website is maintained and updated by the **Webmaster**, who is appointed by the
341 Board. The website provides an overview of the organization, including the leadership and the
342 Connections Network. It also promotes upcoming conferences and events and highlights
343 activities of members. Other features include archived obituaries, documents ranging from
344 publications to bylaws, and resources for members.

345
346 The membership can access the *Membership Directory* online and the newsletter under the
347 "Publications" tab. The Membership Directory is password protected (password is WISDOM).

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348
349 The CUC, the UUA and many Districts have links to uurmapa.org on their web sites. The
350 UURMaPA website also has links of general interest to UU's.
351
352 There is a separate, secured area of the website where "pre-obituaries" from members are
353 stored for future retrieval. Access is password-protected and limited to Board members and
354 those who edit obituaries. The website also stores documents of UU Ministers' Partners
355 (UUMPs – a loose organization of partners of ministers, regardless of retirement status) in a
356 password-protected section.
357
358 Board members are requested to periodically visit the website, to be familiar with what's there in
359 order to refer members as needed. Also, let the Webmaster know of any changes/updates that
360 are needed.
361
362 **List Serve**
363 SpeakUp, hosted on the uua.org website, is a chat serve for all members. The Moderator is
364 appointed by the Board or is a Board member.
365
366 **UURMaPA-Announce**
367 The UURMaPA-Announce List, set up through uua.org, is administered by a Board member or
368 other designee, and allows the Board to send out messages to the membership. This is
369 intended as a one-way "bulletin board" for announcements that are time-sensitive (although
370 messages prepared by recipients who hit REPLY come back through the system to the
371 administrator(s). Postings will be limited to organizational information, such as announcements
372 of conferences and local gatherings, Elderberries, and obituaries of ministers and partners.
373 Administration of the Announce-List is now part of the Membership Coordinator's job. The
374 Secretary is the second person who can post to the List.
375
376 **Zoom Accounts**
377 A designated member of the Board will hold a professional Zoom account for use for Board and
378 other leadership meetings. As of 7/01/17, that Board member has been Marni Harmony.
379 UURMaPA leaders wishing to convene a Zoom meeting need only to ask her to arrange a
380 meeting. She will then do so and send participants the link needed to join the meeting.
381
382 The cost of additional Zoom Room accounts is budgeted to be set up for Peer Group
383 meetings. *From Board Minutes 12/6/2016*
384
385 **UURMaPA Facebook -**
386 This page, moderated by an UURMaPA member, is available to all members for sharing
387 information and dialogue. *Added May, 2017*
388
389
390 **Endorsement of Issues**
391 UURMaPA will not take stands or make statements on issues as an organization, except in rare
392 cases (e.g.- continuation of the Commission on Appraisal) when the general well-being of the
393 organization is at stake. *By consensus of the Board, 5/2/17*
394
395 **Publications**
396 *Elderberries*, our newsletter, is published four times a year. Deadlines to receive copy are the
397 15th of January, April, July and October. The newsletter is posted online and is mailed on
398 approximately the first of February, May, August, and November.
399
400

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

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

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

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

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

MEMBERSHIP DATABASE

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

CONFERENCES

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

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

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

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

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446 **Two Conferences per year** -UURMaPA Board will sponsor two conferences per year – one in
447 New England, another elsewhere in the country. Conference planners will choose keynote
448 presenters, with suggestions and consultation from the Board. *Voted at Board meeting Sept. 30,*
453 *2014:*

454
455 **Odysseys** – In consultation with planning teams, the President will select Odyssey presenters
456 for all UURMaPA Conferences. *Clarified 2/2/16 and 6/6/17by the Board*

457
458 **Cancellations** – In case of cancellation by registrants, UURMaPA will do our best to refund as
459 much of the fee as possible. Some costs may be nonrefundable. If place(s) can be filled from a
460 waiting list, a full refund may be made. *(passed by the Board 2/25/17)*

461
462 **Registration of Non-members** - Our conferences are designed to serve the interests and
463 needs of UURMaPA members. Registration is always open to clergy who have filed “Intent to
464 Retire” documents and/or those clergy partners, who are automatically included in our
465 membership. However, any religious professional of retirement age is welcome to inquire about
466 available registration for a given conference. Contact the Board member in charge of
467 conferences at conferences@uurmapa.org, or the President at president@uurmapa.org.
468 *(passed by the Board 1/10/18)*

469
470 **AWARDS**

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

474
475 **The Creative Sageing Award** is given for service/ministry which the minister or partner has
476 done since retirement. The Creative Sageing Award Committee nominates the award winner, in
477 consultation with the Board. Nominations are solicited from the Membership and need to be in
478 writing to the Committee, with information about completion of successful ministry and service to
479 church and/or community after retirement. The Committee will be composed of the Board
480 member tasked with Awards who serves as Chair, and two other UURMaPA members,
481 appointed by the Chair.

482
483 **The Unsung UURMaPAn Award** is to someone whose service has been to UURMaPA but not
484 recognized elsewhere. The UURMaPA Board chooses the recipient of the Unsung UURMaPAn
485 Award, which need not be given every year. The Board will call for nominees from the
486 membership to honor a volunteer who has made an extraordinary contribution to our
487 association, working behind the scenes during their retirement years.

488
489 **The Gene Navias Award**, funded by income from a bequest from the Navias estate, was
490 projected to begin in Fall 2018 with the award to be used to supplement UURMaPA programming
491 with special emphasis on lifelong religious education. Up to \$1000 every two years was to be
492 awarded by a committee which would include the UURMaPA Board President and two members
493 with religious education experience. *From Board minutes, Feb. 28, 2016.* However, this fund was
494 ultimately put into the UURMaPA Endowment Fund, which was merged with the UUA
495 Endowment Fund.

**Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of 11/28/18 - recent revisions in red**

- 465 496
466 497 **RETIREMENT PROCESS**
467 498 1. This is the definition of retirement on the UUA website:
468 499 *Retired status is available to ministers who are at least 65 years of age who wish to indicate*
469 500 *that they have completed their careers, although not necessarily their ministries. Ministers*
470 501 *may retire and still work professionally, usually in interim ministries or other ministries.*
471 502 *Ministers planning to continue full-time ministry in other settings are asked to hold off*
472 503 *declaring themselves retired until they more nearly fit the description of “ceasing*
473 504 *remunerative work in one’s later years.” To be considered retired, the minister must declare*
474 505 *his or her intention to retire to Ministry and Professional Leadership.*
475 506
476 507 2. How to Retire
477 508 a) When a minister decides to retire, he or she must submit the [Intent to Retire](#) form to
478 509 Ministry and Faith Development.
479 510 b) Early in the process of considering retirement, a minister should contact the Office of
480 511 Church Staff Finances for information relating to pension and retirement benefits.
481 512
482 513 3. The Ministry and Faith Development Office sends a copy of the Intent to Retire form to
483 514 UURMaPA Board members and the Membership Coordinator, to start the membership
484 515 process.
485 516
486 517 4. The retiring minister and his/her partner, if any, are added to the membership database, to
487 518 the Directory (including the Connector Area list), and to the Announce-List by the Membership
488 519 Coordinator.
489 520
490 521 5. The President sends a Welcome Letter to the new retiree, including our brochure.
491 522 Information on accessing the Newsletter, the Guide to Retirement and Directory online is
492 523 included.
493 524
494 525 6. The Connections Chair or Assistant Connections Chair alerts the Area Connector of the new
495 526 retiree in their area.
496 527
497 528 7. Prior to GA, the Vice-President (as GA liaison) will invite the minister and partner to the
498 529 luncheon held there.
499 530
500 531

501 532 **DEATH OF MEMBERS**

- 502 533.1. When the Secretary receives notice of the death of a minister (from the UUA) or partner
503 534 (from any source) who is an UURMaPA member, s/he may post a short notice of the death
504 535 (*outline below*) to the membership via the Announce-List (especially if a memorial service is still
505 536 pending). The Secretary makes sure that the volunteer obituary editor (either for ministers or
506 537 partners) receives information about the death so a complete obituary may be prepared. When
507 538 written, the complete obituary for a member is posted by the Secretary on the Announce List.
508 539 **The Secretary (or designee) keeps a comprehensive table of all member deaths, beginning**
509 540 **2017, that can be used to confirm actions below and to prepare listings for conference In**
510 541 **Memoriam services. (added 1/29/18)**
511 542. The Membership Coordinator is notified of the death so that the UURMaPA membership
512 543 and mailing lists can be promptly updated.

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5443. The President sends a letter of condolence to the family of the deceased member.

5454. The Connections Chair (or Assistant) alerts the Area Connector so s/he can reach out to
546 the member's family.

5475. The Treasurer of UURMaPA sends a donation (\$50 in 2016) to honor deceased
548 members. For ministers, the donation will be sent in their memory to the UUMA Endowment
549 Fund. For partners, the donation of similar amount will be sent in their memory to the charity of
550 choice or as individually arranged.

5516. The Newsletter Editor includes the member's obituary (a version of the complete
552 obituary edited for space, with picture if possible) in an upcoming newsletter and sends a copy
553 of that issue to the family of the deceased. The complete version is also posted on the website
554 by the Webmaster, with a picture if possible.

~~The following practice was abandoned as of the February 2018 Board meeting.~~

5557. The Connections Chair (or other Board designee) will prepare
556 listings of about 50 words for all member deaths occurring within the prior 12 months, to be
557 presented during the In Memoriam service held during each UURMaPA conference (two per
558 year).

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5598. When a Board member becomes aware of the death of one of our members other than
560 through UURMaPA or denominational notices, we should pass the information along to the
561 Secretary so that the death of a member is not overlooked. We also remind members to notify
562 us of the death of any member, minister or partner.

5639. The Board decided to post only the deaths of our own members (ministers or partners),
564 except that we will report via a brief announcement on the death of a minister who was 65 or
565 older, whether or not a member, and invite the surviving spouse to join UURMaPA.

56610. Members are encouraged to write their own "pre-obits" ("to Remember Me") and submit
567 them to the Webmaster, who will post them to a secure (password protected) area of the
568 website, to hold for future use so as to include more personal information in the shared obituary

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

570 **Basic Death Announcement Guide**

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

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

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

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

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

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

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

580 A more complete obituary will be forthcoming after biographical research has been completed.

581 If any readers would wish to contribute information or reminiscences, we would welcome them.

582 Please send them to (either)

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- 514 | 583 UURMaPA's clergy obituary editor, Jay Atkinson - jayatk40@gmail.com.
- 515 | 584 UURMaPA's partner obituary editor, Roger Rochester – uuroger@gmail.com
- 516 | 585