

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - 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.

7 **BYLAWS**

8 A copy of the bylaws can be found on the UURMaPA web site www.uurmapa.org under the
9 “Governance” tab and as a separate document available from the Secretary. *(Latest update*
10 *voted June 2020)*

11

12 **MEMBERSHIP**

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

18

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

23

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

30

31 **Should a minister who is a member of UURMaPA cease to meet the criteria for admission to**
32 **membership, that minister's membership shall be revoked. One whose membership has been**
33 **revoked may appeal the revocation. (Board decision, Feb. 2020) The removal of a minister**
34 **under this provision shall not affect the membership status of that minister's partner.**

35 **LEGAL**

36 UURMaPA incorporated in Massachusetts in 1997. It is a Federal 501(c) (3) organization,
37 exempt from sales tax in Massachusetts and some other states. Its Resident Agent as of July
38 2020 is Lilia Cuevo, 6 Apache Trail, Medford, MA, 02155

39

40 Changes in officers, Resident Agent appointment, and Principal office (home of Resident
41 Agent), **and any updates in the Articles of Organization** must be filed by the UURMaPA
42 Secretary (**officially Clerk of the Organization**) with the Massachusetts Secretary of State, and
43 fees for these certificates will be charged. The Secretary may file online at
44 https://corp.sec.state.ma.us/corp/loginsystem/login_form.asp?FilingMethod, CID# is: bx3k28
45 and the PIN is:8958.

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

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

51
52

53 **NOMINATIONS AND ELECTIONS**

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

59

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

62

63 **Schedule:** The President, the Vice- President, the Connections Network Chair, two Members-
64 at-large **and three Nominating Committee members** are elected in odd-numbered years. *(Per*
65 *Nominating Committee request Oct. 2019 and Bylaw change June 2020.)*

66

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

69

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

79

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

82

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

87 Webmaster – President

88 Membership Coordinator – Secretary

89 Obituary Editors – Elderberries Editor

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

90 Historian – President

91 Nominating Committee – President

92

93 **Board replacements**

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

99

100

101 **JOB DESCRIPTIONS AND LEADERSHIP SERVICE HISTORY –**

102

103 A full set of detailed current job descriptions for all Board positions and all current appointed off-
104 Board leadership positions is available for use in seeking new nominees and appointees. They
105 can be found on the website under Governance. Original documents are held in the Secretary's
106 file and available for future editing as jobs evolve. (*Effective July 2020*)

107

108 A Leadership Service History chart showing the names of members filling leadership roles since
109 2008 is also available for reference on the website under Governance. The chart will be
110 updated annually by the Secretary. (*Effective Winter 2020*)

111

112

113 **FINANCIAL**

114 Our chief source of revenue is voluntary contributions from our members. We send
115 appeal letters in the fall and in the spring to all members. Opportunities to contribute funds to
116 UURMaPA are offered regularly in *Elderberries*.

117

118 Retired ministers in Fellowship with the UUA who have served at least 21 years in
119 Unitarian Universalist ministries and who have reached the age of 67, are entitled to receive the
120 Service Gratuity. The Unitarian Service Pension Society holds funds in trust that provide
121 approximately 350 recipients with quarterly gratuities averaging \$400. To apply, contact the
122 UUA Office of Church Staff Finances at ocsf@uua.org (*Update Feb. 2020 per President*)

123

124 UURMaPA encourages members to leave bequests to the organization in their wills, and
125 encourages members to remember the UURMaPA Endowment Fund when they do financial
126 and estate planning. UURMaPA regularly receives donations in memory of deceased members
127 and has been notified that the organization is the beneficiary of annuities taken out by members
128 through the UUA.

129

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

133

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

136

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

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

140
141 UURMaPA will not allow its membership or mailing list to be used for any fund-raising
142 efforts except those for UURMaPA support. However, it is OK to bring funding requests that are
143 consistent with UURMaPA's mission to our conferences. *(As approved by the Board September*
144 *4, 2014)*

145
146 **Reimbursement Procedure**

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

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

158 **FAQs:**

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

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

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

170 *Updated per Treasurer, June 2017*

171
172

173 **DENOMINATIONAL RELATIONSHIPS**

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

175
176 UURMaPA works closely with the UUMA and with the UUA Office of Church Staff Finances in
177 the Department of Ministries and Faith Development.

178
179 UURMaPA occasionally sponsors workshops at Ministry Days and during General Assembly.
180 UURMaPA also sponsors a luncheon at General Assembly at which newly retired ministers and
181 their partners are guests.

182

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

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

185
186 The UURMaPA President, or, as substitute, a UURMaPA Board member, participates in The
187 Service of the Living Tradition at General Assembly, honoring retirees.

188
189 UURMaPA leaders are often consulted by UUA and UUMA leaders on matters that particularly
190 impact ministerial retirees.

191

192

193 **MEETINGS**

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

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

197

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

202

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

206

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

215

216 UURMaPA will cover room and board during Board meetings held before conferences for
217 partners accompanying Board members early in order to attend the conference. *9Added in*
218 *9/30/14 Board meeting.)*

219

220

221 **BOARD MEMBERS ROLES & RESPONSIBILITIES**

222

223 **President:** The President monitors the Board and its members regarding fulfilling the
224 UURMaPA Mission. They prepare the agenda and chair meetings of the Board and represent
225 the Board to members, UUMA, LREDA, UUA, and other UU groups. For the annual in-person
226 board meeting, the President invites appropriate guests from the UUA and UUMA. At General
227 Assembly the President attends the luncheon for newly retired ministers and, where possible,
228 the one for families of deceased ministers. They represent UURMAPA at the Service of the
229 Living Tradition. They attend UURMaPA conferences as feasible and leads business meetings
230 held there. Other duties include sending a welcome letter to new retirees, writing condolence
231 letters to families of those who have died, notifying the Treasurer when to send memorial gifts,
232 and just generally coaching others in their roles. Also, writing articles for *The UU World*, the

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

233 UUMA newsletter and for *Elderberries*, and the annual financial appeal letter(s). The President
234 also promotes educational programs for members and future members.

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

243 **Secretary:** The Secretary takes minutes at all Board meetings, maintains records of
244 UURMaPA, maintains a file of functional job descriptions for Board and off-Board positions, and
245 handles correspondence as needed. They keep the Operating Procedures document current,
246 based upon decisions made by the Board, and send them for posting on the website under
247 Governance. The Secretary may also receive “pre-obituaries” from members, which are
248 forwarded to the Webmaster to post in a secure area of our website, for later retrieval. **The**
249 **Secretary serves as the Board member back-up person who can post to the List, who may post**
250 **notices to members as needed.**

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

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

260 Duties include:

- 261 ^ When Intent to Retire form is received, works with At-Large Position #2: Assistant
262 Connections Chair to alert the appropriate Area Connector of the new retiree (and/or
263 partner) in their area.
- 264 ^ When a member dies, works with Assistant Chair to be sure the Area Connector is
265 alerted so they can contact area members and family.
- 266 ^ Maintains regular contact with Area Connectors
- 267 ^ Replaces Area Connectors when necessary.
- 268 ^ Keeps apprised of needs for assistance for UURMaPA members by UUA and other UU
269 entities.
- 270 ^ Coordinates requests for suggestions and identification of possible nominees for Unsung
271 UURMaPA Award, for selection by the Board (may not happen every year).

272
273 Each designated Area of UURMaPA's membership is served by one or more **Area**
274 **Connector(s)**. Duties include:

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

- 275 ➤ When advised, contacts a newly retired colleague/partner to welcome him/her to the
276 Area.
277 ➤ Contacts Area members twice each year to inquire as to current activities, update
278 personal information, etc. (Most recent list of members living in each Area is available
279 on website, www.uurmapa.org, under Publications/Directories/Area Connections
280 Directory, password WISDOM)
281 ➤ When appropriate, shares member information with a specific person or office.
282 Examples: *Elderberries* Editor might receive notes on member activities for newsletter
283 (with the member's permission); the UUA Office of Church Staff Finances
284 (ocfs_director@uua.org or 617- 948-6456) might receive messages or calls so they might
285 offer assistance on personal financial needs, etc.
286 ➤ Makes personal contact with survivor(s) as a caring gesture when notified that an
287 UURMaPA member (minister or partner) in the Area dies.
288 ➤ When learning of death of a partner in the Area, sends notice to the Assistant
289 Connections Chair/Obituary Coordinator to be sure it is added to our obituary list.
290 ➤ If appropriate and desired, initiates other activities (area newsletter, holiday cards, social
291 get-togethers, other activities depending on the particular size and needs of the Area).
292

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

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

301 The Editor may work with a six-person *Elderberries* Advisory Board and maintain a detailed job
302 description on producing the newsletter to pass on to his/her successor.

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

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

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

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

312 Duties include:

- 313 ➤ Writes welcome notes for new members and partners when Intent to Retire forms are
314 filed and notifies Area Connectors (*Confirmed April 4, 2017*)
315 ➤ Apprises Area Connectors when a minister/partner dies.

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

- 316 ➤ Assists the Connections Chair in finding new Area Connectors, and in other areas when
317 needed.
318 ➤ Assumes position of Obituary Coordinator (*added per Board decision Feb. 2019, to take*
319 *effect Jan. 2020*) Tasks include tracking member deaths, posting notices on Announce,
320 and providing Obituary Editors and Conference In Memoriam leaders with information as
321 needed.

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

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

328
329 **COMMUNICATIONS**

330
331 **Forwarding Addresses for Leaders**

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

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

- 339 awards@uurmapa.org links to the President of UURMaPA
- 340 board@uurmapa.org links to emails of all nine members of the current UURMaPA
341 Board
- 342 conferences@uurmapa.org links to Board Member At-large in charge of conferences
- 343 connections@uurmapa.org links to Connections Chair and Assistant Connections Chair on
344 the Board who work to connect and support members.
- 345 elderberries@uurmapa.org links to *Elderberries* newsletter Editor on the Board
- 346 goodoffices@uurmapa.org – links to the Board member-at-large holding Position 3.
- 347 membership@uurmapa.org links to the Membership Coordinator who keeps directory and
348 mailing lists current (off Board)
- 349 moderator-fb@uurmapa.org links to the moderator of UURMaPA's Facebook page (off Board)
- 350 newsletter@uurmapa.org links to *Elderberries* newsletter Editor on the Board
- 351 nominations@uurmapa.org links to all members of Nominating Committee.

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

- 352 president@uurmapa.org links to the Board President
- 353 secretary@uurmapa.org links to the Board Secretary and UURMaPA Announce manager
354 who posts notices to the membership.
- 355 support-groups@uurmapa.org links to the Vice President who coordinates Peer Groups
356 for UURMaPA
- 357 treasurer@uurmapa.org links to the Board Treasurer
- 358 uumps@uurmapa.org links to representatives of the UU Ministers Partners group
359 (UURMaPA maintains the UUMPS records)
- 360 uurmapa@uurmapa.org links to the Webmaster of UURMaPA website (off Board)
- 361 vice-president@uurmapa.org links to the Board Vice President
- 362 webmaster@uurmapa.org links to the Webmaster of UURMaPA website (off Board)

363

364 **Website**

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

370

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

373

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

376

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

382

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

386

387 **UURMaPA-Announce**

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

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

395 Secretary is the second person who can post to the List. The Obituary Coordinator is now also
396 able to post on Announce. (As of July 2018)

397

398 **ZOOM Accounts**

399 A Zoom subscription is maintained specifically for UURMaPA leadership, allowing for video
400 meetings with several participants (e.g., Board, Nominating Committee, Conference Planning,
401 and other task force or working groups authorized by the Board).

402 The account is currently under the at-large Board member portfolio (Liaison to the UUA and
403 UUMA) and they maintain their own log-in and password. This information is not shared or
404 made public. In addition, the account permits only one administrator, so other meeting requests
405 are forwarded to the holder of the account for scheduling.

406 The annual fee for this Zoom account is paid by the account holder/administrator, who is then
407 reimbursed. (*From Board Minutes, 12/18/2019.*)

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

410 **List Serve**

411 SpeakUp, hosted on the uua.org website, is a chat serve for all members. The Moderator is
412 appointed by the Board or is a Board member. (*Note: has been mostly inactive since 2017.*)

413

414 **UURMaPA Facebook** -

415 This page, moderated by an UURMaPA member, is available to all members for sharing
416 information and dialogue. (*Added May, 2017*)

417

418 **Endorsement of Issues**

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

422

423 **Publications**

424 *Elderberries*, our newsletter, is published four times a year. Deadlines to receive copy are the
425 15th of January, April, July, and October. The newsletter is posted online and is mailed on
426 approximately the first of February, May, August, and November.

427

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

431

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

435

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

438

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

441

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

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

445
446

447 **HISTORICAL RECORDS**

448 A volunteer Historian works with the Board and other leaders to assure that UURMaPA's
449 records of value and lasting interest are preserved. Legal documents and those needed for
450 reference will be filed, updated as needed and passed to successors by the Secretary. Public
451 records will be posted on the UURMaPA website (www.uurmapa.org). The Historian will review
452 other records submitted to them to ascertain historical value, and will forward those selected to
453 the Andover Harvard Archives, with a signed "Deposit of Additional Materials
454 Acknowledgement" Form. The Historian will keep copies of the signed forms with the Certificate
455 of Gift. Note that any documents sent to Andover Harvard Archives are their possession, and
456 UURMaPA no longer retains any copyrights. *(Per Board, plus Andover Harvard info, June 2020)*

457
458

458 **MEMBERSHIP DATABASE**

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

464
465

466 **CONFERENCES**

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

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473

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

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

488
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489 **Conference Planners** - Up to two organizers of conferences (or the equivalent) may have their
490 registration fee, room and board paid by UURMaPA. Conferences will have some local
491 UURMaPA members enlisted to do the planning. As far as possible, conferences will operate
492 on a break-even basis. *(Effective Feb. 25, 2017.)*

491

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

492 **Two Conferences per year** -UURMaPA Board will sponsor two conferences per year – one in
493 New England, another elsewhere in the country. Conference planners will choose keynote
494 presenters, with suggestions and consultation from the Board. (*Voted at Board meeting Sept.*
495 *30, 2014.*)

496
497 **Odysseys** – In consultation with planning teams, the President will select Odyssey presenters
498 for all UURMaPA Conferences. (*Clarified 2/2/16 and 6/6/17 by the Board.*)
499

500 **Cancellations** – In case of cancellation by registrants, UURMaPA will do our best to refund as
501 much of the fee as possible. Some costs may be nonrefundable. If place(s) can be filled from a
502 waiting list, a full refund may be made. (*passed by the Board 2/25/17*)
503

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

511

512 **AWARDS**

513 Three awards are given to members, usually annually, each with a \$500 grant. Honorees will
514 be recognized at General Assembly, or another event as arranged and featured in *Elderberries*.

515 The Board members tasked with Awards maintain a list of past recipients of each award.
516

517 **The Creative Sageing Award** is given for service/ministry which the minister or partner has
518 done since retirement. The Creative Sageing Award Committee nominates the award winner, in
519 consultation with the Board. Nominations are solicited from the Membership and need to be in
520 writing to the Committee, with information about completion of successful ministry and service to
521 church and/or community after retirement. The Committee will be composed of the Board
522 member tasked with Awards who serves as Chair, and two other UURMaPA members,
523 appointed by the Chair.
524

525 **The Unsung UURMaPAn Award** is to someone whose service has been to UURMaPA but not
526 recognized elsewhere. The UURMaPA Board chooses the recipient of the Unsung UURMaPAn
527 Award, which need not be given every year. The Board will call for nominees from the
528 membership to honor a volunteer who has made an extraordinary contribution to our
529 association, working behind the scenes during their retirement years.
530

531 **The Gene Navias Award**, funded by income from a bequest from the Navias estate, is
532 projected to begin in Fall 2018. This award will be used to supplement UURMaPA programming
533 with special emphasis on lifelong religious education. Up to \$1000 every two years may be
534 awarded by the committee, which includes the UURMaPA Board President and two members
535 with religious education experience. (*From Board minutes, Feb. 28, 2016. Update Feb. 25,*
536 *2017.*)

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

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RETIREMENT PROCESS

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

DEATH OF MEMBERS

574
575. When the Obituary Coordinator (job of the Assistant Connections Chair as of Jan 2020)
576 receives notice of the death of a minister (from the UUA) or partner (from any source) who is an
577 UURMaPA member, they may post a short notice of the death (*outline below*) to the
578 membership via the Announce-List (especially if a memorial service is still pending). The
579 Obituary Coordinator makes sure that the volunteer obituary editor (either for ministers or
580 partners) receives information about the death so a complete obituary may be prepared. When
581 written, the complete obituary for a member is posted by the Obituary Coordinator on the
582 Announce List. The Obituary Coordinator keeps a comprehensive table of all member deaths,
583 beginning 2017, that can be used to confirm actions below and to prepare listings for
584 conference In Memoriam services. (added 1/29/18)

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

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

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

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

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

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

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

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

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

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

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

612 **Basic Death Announcement Guide**

613 This information – or as much as possible – is needed for a brief announcement on UURMaPA
614 Announce.

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

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

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

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

620 In lieu of flowers, donations may be made to (organization/s). **In ministerial notices, add the**
621 **following to the "donations may be made..." section from families: "**

Unitarian Universalist Retired Ministers and Partners Association
Board Operating Procedures as of June 2020 - recent additions/changes in red

- 622 UURMaPA will contribute \$50 to the UUMA Endowment Fund
- 623 (www.uuma.org/donations/donate.asp?id=11276) in honor of our colleague's ministry.
- 624 **In partner's notices, add the following to the "donations may be made..." section from**
- 625 **families:**
- 626 UURMaPA will contribute \$50 to his/her church or a charity of his/her choice.
- 627 Notes of condolence can be sent to (name and address).
- 628 A more complete obituary will be forthcoming after biographical research has been completed.
- 629 If any readers would wish to contribute information or reminiscences, we would welcome them.
- 630 Please send them to **(include only relevant person)**
- 631 UURMaPA's clergy obituary editor, Jay Atkinson - jayatk40@gmail.com.
- 632 UURMaPA's partner obituary editor, Roger Rochester – uuroger@gmail.com
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