

Unitarian Universalist Ministers Association
Request for Proposals
HR Resources for Chaplains

Background:

Last spring the UUMA held a Collegial Conversation on the subject of advocacy for professional chaplains. During that call and in subsequent written communications, we asked members who are professional chaplains to let us know how the UUMA could grow in our advocacy efforts on their behalf. We compiled a [summary document](#) with the feedback we received; relevant feedback is on pages 2-5.

Project and Deliverables:

At this time, we are requesting proposals from members who are excited to create a package of materials chaplains could access through the UUMA site for use with supervisors and Human Resource departments. We imagine the developer of these materials would draw on their own experience, draw on the experience of other professional chaplains with relevant knowledge and experience to share and conduct research in the public sphere to inform this effort. The materials we request include:

- Templates of letters members can download from the UUMA site and customize for submitting to their employer to seek permission to attend UU events
- Accompanying promotional materials members can use to advocate for paid time off to attend, funding for, and acceptance of CEUs from UU conferences and educational events. Such materials will speak generally to UU conferences and events. The developer of these materials will also make specific recommendations to the UUMA staff about the sort of language and types of information we must include in promotion of specific events in the future in order to be maximally persuasive to chaplaincy supervisors in a range of settings.
- Preparation of a packet of materials members can download, customize and use to advocate with their employers on their own behalf for the following:
 - Access to the clergy housing allowance* (this included requests for access to retirement system that also includes housing allowance (e.g. rollover of 401K/403B into UUA plan)
 - Compensation increases
 - Appropriate staffing ratios for chaplains

Timeframe:

- December-January: Receive proposals and engage prospective applicants in specific project outline. We request proposal letters from interested members be submitted by January 3, 2023.
- February-March: Project Research and Development.
- March-April: Draft Review by stakeholders (TBA: UUMA Staff, Board, CM Leadership, Chaplains colleagues, HR Consultant)
- May-June: Final Draft Completed. We expect final materials to be developed and delivered no later than June 30, 2024.

Compensation and Submissions:

- Proposal letters should be emailed no later than January 3 to carvillziemer@uuma.org and must include the following:
 - How the developer imagines approaching this project
 - Relevant experience of the developer that will support their ability to complete the project
- Compensation will be set based upon agreement to the terms for the final scope of project
- Please direct any questions and your proposal letters to Janette Lallier and Melissa Carvill Ziemer.