



November 23, 2011

Stated Clerks of Classes

Dear Friends:

Preparations are under way for the next meeting of synod, and your assistance is requested once again. Synod 2012 will be held on the campus of Redeemer University College in Ancaster, Ontario, and will convene on Friday, June 8 at 9:00 a.m. and run through Thursday, June 14.

Materials from classes to be included in synod's agenda (e.g., overtures and communications) are due in the office of the executive director of the CRCNA no later than March 15, 2011. Enclosed you will find a document titled "Classifications of Materials Legally before Synod." Please take a few minutes to review this document within your classis.

We ask for your help with the following matters:

1. Return the enclosed "**Credentials for Synod**" form—complete the form, including the **names and addresses of all elder delegates and their alternates** from your classis to Synod 2011 as soon as possible. Please provide the *full* first and last name of each delegate on the credentials form. Make a copy of the form for your own files and submit the original to the synodical services office **no later than March 10**.

Important note: As you appoint the classis delegation to synod, please give careful consideration to the decision of Synod 2005 encouraging "each classis to **include at least one ethnic minority person in its synodical delegation**" (*Acts of Synod 2005*, p. 748).

2. Distribute a copy of the "**Delegate to Synod 2011**" *information* sheet to each appointed delegate and alternate delegate to synod. Delegates are encouraged to complete the form online at: www.crcna.org/SynodResources. The deadline to submit the delegate information to the synodical services office is **March 10** or earlier.
3. Submit all overtures, appeals, and communications adopted by classis to the executive director of the CRCNA as soon as possible but **no later than the March 15 deadline**. Each overture, appeal, or communication should be addressed to synod and each sent as a **separate official communication** over the signature of the stated clerk of classis. All information pertinent to an appeal (except for a personal appeal), overture, or communication must be included in the document as adopted by the assembly that is submitting it. **Please submit these items in hard copy and electronically** in MS Word format by sending them to Joel Boot at executive-director@crcna.org and to Dee Recker at drecker@crcna.org.

Ms. Dee Recker
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4. Finally, please send all notices of retirement of ministers, changes of ministerial status, and reports of synodical deputies to the synodical services office **no later than May 19.**

For your convenience, all contents of this mailing are posted on the Stated Clerk page of the CRC website at www.crcna.org/pages/classis_clerks.cfm. Thank you for assisting the synodical services office in these important matters. We are grateful for your work and continue to be encouraged by your cooperation. As always, if ever you have a question regarding the above, feel free to contact our office at 616-224-0827.

Cordially,



Dee Recker
Director of Synodical Services

Enc.: Credentials for Synod form
Preparation of the Credentials for Synod and Delegate Information
Delegate to Synod 2012 *Information* form (*for copying*)
Classifications of Materials Legally Before Synod