



CHRISTIAN
REFORMED
CHURCH

August 8, 2011

Ms. Dee Recker
Director of Synodical Services
616-224-0827
drecker@crcna.org

Stated Clerks of Classes
Christian Reformed Church in North America

Dear Stated Clerks:

Warm summer greetings! I hope you are taking the time to enjoy these wonderful summer months and all the beauty of nature that surrounds us at this time of year. Our task and mission together continues as we look to the year ahead in preparation for our ministry in the church. May God continue to bless your work as we move forward! As you begin to prepare for the fall classis meetings, please keep in mind that the synodical services office is prepared to assist and serve you.

The enclosed packet is intended serve as a “refresher” for those who have served as stated clerks for some time and will, hopefully, provide helpful information to those who have been appointed as a stated clerk over the past year. These materials are available on the stated clerk web page for your reference and immediate download. Please save the following resource link to “your favorites”: http://www.crcna.org/pages/classis_clerks.cfm.

Enclosed is a document titled “Information for Stated Clerks of Classes.” You are encouraged to review it and let us know if you have any questions or need assistance with anything—save this document for reference throughout the year. A subsequent package from the Office of Synodical Services will include specific requests for nominees for denominational boards and includes a step-by-step outline of the process for nominating (in fall) and voting for denominational board members (in spring).

The present contact information for membership on denominational boards has been sent to you electronically. Enclosed (and posted to your web page) is a current list of the synodical deputies for your use in the coming year. **Please check the name and the term expiration** of your classis deputies. If you find an error, please inform the Office of Synodical Services immediately by writing drecker@crcna.org or calling 1-800-272-5125. Synodical deputies are appointed by synod or the Board of Trustees (BOT) in the interim (between meetings of synod) upon recommendation by the classis. Please inform the Office of Synodical Services if there is an appointment to be forwarded to the BOT or synod.

2850 Kalamazoo Avenue SE
Grand Rapids MI 49560
Voice: 616-241-1691
Fax: 616-224-5895

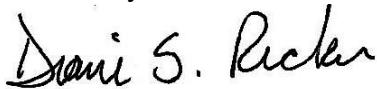
3475 Mainway
PO Box 5070 STN LCD 1
Burlington ON L7R 3Y8
Voice: 905-336-2920
Fax: 905-336-8344

We have included again this year a list of all ministers of the Word within your classis, including retired ministers, those serving in specialized ministries, chaplains, and so forth. Also on the list are the names of ministry associates serving as solo pastor in a congregation. This list is provided as a reference as your classis considers nominees for appointment to various classical or denominational roles (e.g., church visitors, synodical deputies, delegates to synod).

During the past year, the Office of Synodical Services made available to the stated clerks a document that explains the "Role of Classis-Appointed Counselors." It is our hope that you make this available to those appointed by your classis when the need arises to provide clarity in their special task. In addition, a "Classis Meeting Check List" was created as a tool for stated clerks to use in preparation and follow up to the classis meetings (final page includes a Quick Reference contact list of denominational contacts). You are welcome to download it from your web page and add to it to best fit your needs.

Finally, we wish to express our gratitude for your diligence and great care that you take as you go about your work on behalf of the denomination and your classis. You play a vital role of liaison, organizer, secretary, and so much more! If we can be of assistance to you in your work, do not hesitate to write or call our office.

Cordially,



Diane (Dee) S. Recker
Director of Synodical Services

- Enc.: 1. Information for Stated Clerks of Classes
2. List of synodical deputies for 2011-2012
3. Suggested format for classis minutes
4. Two Certificate of Ordination cards (*Note: A separate card for ministers received from other denominations is also available upon request.*)
5. One Certificate of Ordination for Ministry Associate card
6. List of ministers of the Word and ministry associates serving as solo pastors within your classis
7. List of denominational acronyms and abbreviations
8. Classis Meeting Check List for Stated Clerks
9. Chart for Processing Pastors-English Language
10. Role of Classis-Appointed Counselors