**Classis Meeting Check List for Stated Clerks**

***Pre-Meeting Check List***

□ Send announcement of classis meeting date, time, and location to churches, area classes, and denominational board representatives

□ Secure any synodical deputies needed and provide them with background materials

□ Distribute agenda for classis, including copy to Synodical Services Office

□ Provide a detail or summary of your work in the agenda

□ Request nominations (fall meeting) from the churches for denominational board positions, including name, contact information, and brief bio per request from Synodical Services

□ Request *elder* *and deacon* nominations (fall or winter meeting) from the churches for delegates to synod, including name, contact information, and brief bio

□ Remind the nominating committee at the appropriate time of nominations needed for any *classical* functionaries

□ Identify classis chair, host church, and confirm meeting dates for future meetings

***Meeting Follow-up Check List***

□ Send nominations for synodical deputies or alternates to Synodical Services Office for BOT or synod ratification

□ Send completed nomination forms for denominational board nominees ***by November 15*** (*normally*) to Synodical Services Office

□ Send notices of ministerial retirements to Synodical Services Office and the Ministers’ Pension Office

□ Send notices of commissioned pastor retirements or end of service in a congregation to Synodical Services Office and Pension Office

□ Send a copy of the minutes to Synodical Services Office, the CRC Archives, and news@thebanner.org

□ Send a copy of all synodical deputy reports to Synodical Services Office

□ Send notice of Church Order Articles 14-b, 14-c, or 17-c as well as depositions to the Synodical Services Office *immediately* for distribution to all classes

□ Send notices of calls accepted by ministers and appointments of commissioned pastors to *The Banner*

□ Send a copy of separation agreements between a pastor and church that has been approved by classis to the Pastor-Church Relations Office

□ Send notice of a minister leaving a church to the Ministerial Information Services

□ Submit annual *Yearbook* statistics for classis within one week ***after the fall classis meeting*** to the Yearbook Office

□ Send completed Credentials for Synod form ***by March 10*** or immediately following the winter classis meeting to Synodical Services Office

□ Distribute the “Delegate to Synod Information Sheet” and “Travel Policy for Synodical Delegates” to appointed synod delegates (***due by March 10***)

□ Send electronic copy of overtures, appeals, and communications endorsed by classis to the Synodical Services Office ***no later than March 15***; or immediately following spring classis meeting if pertains to matters relevant to reports in the printed *Agenda for Synod*

□ Send denominational board election results to the Synodical Services Office immediately following the spring meeting

***Other (between meetings)***

□ Forward communications to churches

□ Forward BOT Highlights to churches

□ Forward the quarterly Ministry Report of the CRC Ministries

□ Other?

**Quick Reference Directory**

Christian Reformed Church in North America

1700 28th St. SE

Grand Rapids, MI 49508

Office of Synodical Services

Phone: 616-224-0827 or 800-272-5125, ext. 2827

Email: drecker@crcna.org

Ministerial Information Services

Phone: 877-279-9994, ext. 2152

Email: profiles@crcna.org

Ministers’ Pension Office

Phone: 616-224-0722 or 877-279-9994, ext. 2722

Email: pension@crcna.org

Candidacy Office

Phone: 616-224-0768 or 800-272-5125, ext. 2768

Email: dkoll@crcna.org

Yearbook Office

Phone: 616-224-0833 or 800-272-5125, ext. 2833

Email: yearbook@crcna.org

CRC Archives

c/o Calvin College

3301 Burton Street SE

Grand Rapids, MI 49546

Phone: 616-526-6916

Email: crcarchives@calvin.edu

*Banner* Classifieds

Email: classifieds@crcna.org