August 2, 2016

Stated Clerks of Classes

Christian Reformed Church in

 North America

Dear Stated Clerks:

My dad used to refer to this time of year as the “dog days of summer.” It certainly is that for West Michiganders this year! We are fast approaching the new ministry year and anticipated gatherings for classes and churches. We look forward to the opportunity to assist the classes and the local churches in ministry. As you begin preparing for the fall classis meetings, please keep in mind that the Synodical Services Office is here to serve you in any way we can.

The attached set of documents is intended, not only to help orient the recently appointed stated clerks, but also to serve as a “refresher” and reference for the more experienced stated clerks who continue to serve in the stated clerk role. This packet of materials is also available on the stated clerk web page for your reference and access at any time. Please **save the following STATED CLERK web link** to your “favorites/bookmarks” for the future (if you have not already done so): [www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks).

You are strongly encouraged to review the document titled **“Information for Stated Clerks of Classes”** and let us know if you have any questions regarding the items addressed—save this document for reference throughout the year. A subsequent mailing from the Office of Synodical Services will be forwarded to you in the coming weeks. This second mailing will include specific requests for nominees for denominational boards and a step-by-step outline of the process for nominating (each fall) and voting for denominational board members (each spring). Because we are in a time of planning for and transition to the new Council of Delegates (combining of Board of Trustees, Back to God Ministries International board, and the New Mission Agency board), our office is still considering which nominations are essential for the 2017-2018 year.

You will receive from our office later in August the current contact information for membership on denominational boards in electronic format. Attached (and available on the stated clerk web page) is a current list of the **synodical deputies** for your use during the coming year. **Please check the name and the term** **expiration** of your classis deputies. Consider adding nominations to Synod 2017 if their terms expire. If you find an error, please inform the Office of Synodical Services immediately by writing drecker@crcna.org or calling 1-800-272-5125. As a reminder, synodical deputies are appointed by synod (or the Board of Trustees in the interim, between meetings of synod) upon recommendation by the classis. Please forward your nominees for synodical deputy and/or alternate synodical deputy to the Office of Synodical Services for appointment.

New this year, you will find enclosed a **list of ministers of the Word** from your classis who are either **on loan to another denomination or, according to our records, are eligible for call**. Because specific time frames (one or two years) are approved in these specific situations, we are providing for your reference the effective date of the approval of eligibility for call or on loan status and the end date of that status so that

classis can take appropriate action in a timely manner. In some situations, an extension is possible—requires the approval once again by the classis and concurrence of synodical deputies.

Also enclosed is 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 you will find the names of **commissioned pastors *serving as a 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).

We hope you find the **other resources** enclosed helpful in your work with classis: “Role of Classis-Appointed Counselors” and the “Guide for Conducting Church Visiting.” It is our hope that you make these resources available to those appointed by your classis when the need arises to provide clarity in these special tasks. In addition, a “Classis Meeting Check List” is enclosed if helpful in your preparation and follow-up to the classis meetings. The final page of the checklist includes a “Quick Reference” list of denominational contacts. You are encouraged to download the check list and adapt it to best fit your needs.

Finally, we want to take just a moment to express gratitude for your attention to and care for what at times feels like a mountain of detail! We are grateful for your commitment to the important work done on behalf of the denomination and your classis. You wear many hats: liaison, organizer, secretary, and so much more! Please do not hesitate to **write or call our office if we can be of assistance** to you in the coming year.

Cordially,

Diane (Dee) S. Recker

Director of Synodical Services

Att.: 1. Information for Stated Clerks of Classes

 2. List of Synodical Deputies for 2016-2017

 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. Two Certificate of Ordination for Commissioned Pastor cards

 6. List of ministers of the Word on loan to another denomination or eligible for call

 7. List of ministers of the Word within your classis

 8. List of commissioned pastors serving as solo pastors within your classis

 9. List of denominational acronyms and abbreviations

 10. Role of Classis-Appointed Counselors

 11. Guide for Conducting Church Visiting (2015)

 12. New Church Information Form

 13. Newly *Organized* Church Information Form

 14. Classis Meeting Check List for Stated Clerks

 15. Chart for Processing Pastors-English Language

 16. Guide for Process of CRC–RCA Pastor Exchange