August 4, 2022

Stated Clerks of CRC Classes

Dear Stated Clerks:

We all look forward to a time of reconnecting with each of you ***in person*** after the challenges of meeting virtually during restrictions caused by the pandemic. Your resolve shined through—ministry continues! We were happy to announce recently the opportunity to gather for the Stated Clerk Gathering in Bellflower, California, the second week of January 2023 (Jan. 11-13). Please plan to attend for a time of sharing and learning!

Consider this set of materials as a “Resource Packet” for you as you go about serving your classis. It is intended not only to help orient the newest stated clerks among you, but also serves as a resource and reference for experienced stated clerks who continue in their service. (See the end of this letter for a list of accompanying materials.) Most of these materials are posted to the stated clerk webpage for access at any time. Please **save the following link** to your “favorites/bookmarks” (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 **“Helpful Information for Stated Clerks of Classes.”** A separate packet, containing specific **requests for nominees for denominational boards** (*if needed this year* from your classis and or region) will also be shared with you. The second packet includes a detailed outline of the process for nominating and voting on denominational board members.

You should have recently received from the Synodical Services Office the updated **contact information for denominational board members**—please save the information because we do not post it to the web. Attached (and available at [crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)) 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. If you find an error, let me know by writing [drecker@crcna.org](mailto:drecker@crcna.org) or calling 616-224-0827. Synodical deputies and alternates are appointed by synod (or the Council of Delegates in the interim of synod) upon recommendation by the classis. When you have a change in your synodical deputy or alternate, remember to forward the names of the nominees to the Office of Synodical Services to process for appointment.

Enclosed is a list of ministers of the Word from your classis who, according to our records, are either **on loan to another denomination or are eligible for call**. Because specific time frames (one or two years) are approved in these particular situations, we are providing 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 if applicable. In some situations, an extension is possible—this again requires the **approval by the classis with concurrence of synodical deputies**. Also provided for your review is the classis-approved list of **persons with license to exhort** and the respective expiration dates we have on file in the Synodical Services Office.

In addition, we have enclosed a **complete** **list of all ministers of the Word in your classis** and which church within your classis holds their credentials—including retired ministers, those serving in specialized ministries, chaplains, and so forth. You’ll find a list with the names of **commissioned pastors *serving in a solo leadership position*** in an organized 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). If you find any discrepancies as compared to your own information, please send a note to the Yearbook Office staff at [yearbook@crcna.org](mailto:yearbook@crcna.org).

Enclosed are *updated* **tri-fold ordination cards** (signed by the new General Secretary!) for giving to newly ordained ministers and commissioned pastors within your classis. We are happy to inform you that Korean and Spanish translated versions of these cards will be available soon upon request.

We hope you find the **other resources** helpful in your work with classis: “Role of Classis-Appointed Counselors” and the “Guide for Conducting Church Visiting”(download at [crcna.org/statedclerks](http://www.crcna.org/statedclerks)). We suggest that you make these resources available to persons appointed to these roles by your classis when the need arises to provide clarity in these special tasks. In addition, a “Classis Meeting Check List” is enclosed as an aid 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.

Recently we communicated that Rev. Al Postma, who formerly served as the classis coordinator for the CRCNA, has taken a new position as the Transitional Executive Director – Canada. Pastor Church Resources will continue to support the roles of classis counselors, mentors, church visitors, and regional pastors. The Synodical Services Office will continue to connect with and support the stated clerks and synodical deputies. Periodically you will be invited to join us for an opportunity to connect as stated clerks to share ideas, ask questions, and perhaps learn something new. Enclosed you will find an invaluable resource providing an understanding of relative Church Order Articles by Rev. Kathy Smith by way of a **series of video Church Order trainings**—well worth the one-time fee for the login that is usable indefinitely.

Finally, we want to our express gratitude for your careful attention to what might at times feel 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 (**[**drecker@crcna.org**](mailto:drecker@crcna.org)**) or call our office (800-272-5125) if we can be of assistance** to you as you engage in this ministry.

Cordially,



Dee Recker

Director of Synodical Services

Att.: 1. Helpful Information for Stated Clerks of Classes

2. List of Synodical Deputies for 2022-2023

3. Two Certificate of Ordination cards (*Note:* A separate card for ministers received from other denominations, and **Korean or Spanish versions are also available upon request**.)

4. Two Certificate of Ordination for Commissioned Pastor cards (**Korean or Spanish versions are also available upon request**.)

5. Ministers of the Word on loan to another denomination *or* eligible for call

6. Ministers of the Word within your classis

7. Persons with license to exhort within your classis

8. List of commissioned pastors serving in a solo leadership position within your classis

9. Role of Classis-Appointed Counselors

10. Guide for Conducting Church Visiting (2015) – download from [crcna.org/statedclerks](http://www.crcna.org/statedclerks)

11. New Church Information Form

12. Newly *Organized* Church Information Form

13. Classis Meeting Check List for Stated Clerks

14. Polity Video Series Registration Information

15. Chart for Processing Pastors-English Language

16. Guide for Process of CRC–RCA Pastor Exchange

17. SAMPLE Classis Minutes