**Classis Meeting Check List for Stated Clerks**

***Pre-Meeting Check List***

* + Send announcement of classis meeting date, time, and location to churches, area classes, denominational board representatives, and Synodical Services Office 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 COD or synod ratification
* Send completed nomination forms for Council of Delegates, Calvin Theological Seminary, or Calvin University 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, *emeritation*, or end of service in a congregation to Synodical Services Office and Pension Office
* Send a copy of the classis minutes to Synodical Services Office
* 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*
* 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 Resources Office: pastorchurch@crcna.org Send notice of a minister leaving a church to pastorchurch@crcna.org and yearbook@crcna.org
* Submit annual *Yearbook* statistics for classis within one week ***following the fall classis meeting*** to the Yearbook Office
* Send completed Credentials for Synod form ***by March 15*** or immediately following the winter classis meeting to the Synodical Services Office
* Distribute the “Delegate to Synod Information Form” and to appointed synod delegates (***due by March 15***)
* 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* (see Rules for Synodical Procedure at www.crcna.org/SynodResources)
* Send denominational board election results to the Synodical Services Office immediately following the spring meeting

***Other (between meetings)***

* Communicate with your churches
* Forward COD Highlights to churches
* Forward the CRC Ministries Report to churches

**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

Email: scottdevries@crcna.org

synod@crcna.org

*Yearbook Office*

Phone: 616-224-0833

Email: yearbook@crcna.org

*Ministers’ Pension Office*

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

2722

Email: pension@crcna.org

*Thrive - Pastor & Church Support*

Phone: 877-279-9994, ext. 2678

Email: sbaker@crcna.org

*Candidacy Office*

Phone: 616-224-0768

Email: slaclear@crcna.org

*CRC Archives*

c/o Calvin University

3301 Burton Street SE

Grand Rapids, MI 49546

Phone: 616-526-6916

Email: crcarchives@calvin.edu

Banner *Classifieds*

Email: classifieds@thebanner.org

Banner *News Editor*

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