Dear Stated Clerks:

Each year around this time, our office will send a “Resource Packet'' with a variety of documents to assist you in serving your classis. This resource is to help our newest stated clerks as well as provide updated resources and references for those continuing to serve in their role. Most of these documents are posted to the [crcna.org/statedclerks](http://crcna.org/statedclerks) webpage, we have also created a protected [folder](https://drive.google.com/drive/folders/1hO-0p3R4Le8xsxxvPQzL6D4zA3NpU2dB?usp=drive_link) that you can access and all the documents will be placed there.

A separate email may be coming to you containing specific requests for nominees for denominational boards or synodical deputies *if any of those are needed this year* from your classis and/or region.

In previous years hard copies of this packet were mailed to you. This email, with its links and attachments, will constitute the annual packet - allowing us to be better stewards of our budget, staff time, and other resources. Note that we have also now included the updated contact information for denominational board members (which previously was a separate email). Likewise we’ve included a current list of the [synodical deputies](https://drive.google.com/file/d/1-fOV0WbBvegM82HPZUgVuhzzOAGxYHcH/view?usp=drive_link) for your use during the coming year. Please check the name and the term expiration of the deputy and alternate for your classis. If you find an error, let me know by writing scottdevries@crcna.org. (If a change of Synodical deputy or alternate has become necessary after synod, remember that classis recommends names and then synod (or COD in the interim) makes the appointment. Changes should be forward to the Office of Synodical Services to process for appointment.)

The following documents are available in the [Google Folder](https://drive.google.com/drive/folders/1hO-0p3R4Le8xsxxvPQzL6D4zA3NpU2dB?usp=drive_link) and on the [crcna.org/statedclerks](https://www.crcna.org/classis/stated-clerks/resources-stated-clerks/responsibilities-and-reference-materials) resources page.

1. [Helpful Information for Stated Clerks of Classes](https://docs.google.com/document/d/1r_hch30BcvHfnuZC5BqjnTmneIQraM4UOajRN7tom3k/edit?usp=drive_link) - gives a fairly detailed overview of various aspects of the work of Stated Clerks
2. [Ministers of the Word by Classis](https://docs.google.com/spreadsheets/d/1ejf1k9_nhtqvKPaRkKtELXcHnUGNEpkk/edit?usp=drive_link) - this allows you to see at a glance every Minister of the Word whose credentials are held by a church in your classis.
3. [Ministers of the Word on Loan to Another Denomination *or* Eligible for Call](https://docs.google.com/spreadsheets/d/12I3xLfbbPuJmab7tHirRcWcVCI254JH1/edit?usp=drive_link&ouid=100903158532105344935&rtpof=true&sd=true) - Please be aware of the expiration dates that indicate by what time classis needs to take further action (i.e. extension of status).
4. [Persons with License to Exhort by Classis](https://docs.google.com/spreadsheets/d/1kzXRbnKV3HoDfrhVIUWwCKpEqQLiGeEC/edit?usp=drive_link) - Please be aware of the end dates that indicate by what time classis needs to take further action (i.e. extension of status)
5. [Commissioned Pastors Serving in a Solo Leadership Position by Classis](https://docs.google.com/spreadsheets/d/1-NOB779ZZqZOnYrSQaDW1t-BDtSeyqka/edit?usp=drive_link) - Please remember these pastors as you consider nominees for appointment to various classical or denominational roles (ie. church visitors, synodical delegates, etc.)
6. [Classis Meeting Check List for Stated Clerks](https://docs.google.com/document/d/1oNHdbiujbvva8HDmWlX0jGz5oEoFWaoAElQ4XP6nhss/edit?usp=drive_link) - A checklist for steps needed before and after classis meetings.
7. [Role of Classis-Appointed Counselors](https://docs.google.com/document/d/1hSad3zDD2ALeXIp0O3xZbG2AP8pkJaNzIhYTnLkCL34/edit?usp=drive_link) - to share with vacant churches and their appointed counselors.
8. [Guide for Conducting Church Visiting (2015)](https://docs.google.com/document/d/1EtagIAu0t-EyK2f0ecK6aGYIeD3NeGaBf2_lA49FOkE/edit?usp=drive_link) - to share with church visitors
9. [New Church Information Form](https://forms.gle/ewUJb6DrKkJXSEmx5)
10. [Newly Organized Church Information Form](https://forms.gle/vZNci4Um5Fgky62C8)
11. [Polity Video Series Registration Information](https://docs.google.com/document/d/1CfcMBONeetbkpg2RQR2u9B_gI1BJytbyk1ro6o58qFo/edit?usp=drive_link) - if you’re interested in some training on CRC polity, we recommend this video series by professor Kathy Smith of Calvin Theological Seminary.
12. [Chart for Processing Pastors-English Language](https://docs.google.com/document/d/148wUsdi8fVWwasJPF5uAn_8tnzOMAzk_/edit?usp=drive_link) - Quick reference guide for how to process the beginnings or endings of a pastoral call in your classis.
13. [Guide for Process of CRC-RCA Pastor Exchange](https://docs.google.com/document/d/1btn1xA4pPi6qQxYGOoUs49UMUxgjdOcL/edit?usp=drive_link) - Quick reference guide for how to process ministerial exchanges with the RCA.
14. [Sample Classis Minutes](https://drive.google.com/file/d/1FGcqUEysEueFvgw6bWj-JfUvV55gcZ-m/view?usp=drive_link) - Examples of good classis minutes from three classes.

We also have tri-fold ordination cards (English, Korean, and Spanish) available upon request. Just fill out the order form located [here.](https://forms.gle/rdVsA48o4CiPfBqk8) These are to give to newly ordained ministers and commissioned pastors within your classis. We are happy to print and send them to you, free of charge, on card stock.

If you find any discrepancies with the information we are sending you and the information in your files, please let us know by sending a note to the Synodical Services staff at mtowne@crcna.org. The Synodical Services Office will continue to connect with and support the stated clerks. 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.

Finally, we want to express our 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 (scottdevries@crcna.org) or call our office (616-224-0827) if we can be of assistance to you as you engage in this ministry.

Yours in Christ,

**Rev. Scott A. DeVries**