



August 1, 2017

Stated Clerks of Classes  
Christian Reformed Church in  
North America

Dear Stated Clerks:

Each year at this time we take the opportunity to “refresh” the Stated Clerk resources and send a reminder to each of you of these materials available for your use. The new ministry year is just around the corner—many of you have begun to plan your fall classis gatherings. As you begin preparing for the fall meetings, please keep in mind that the Synodical Services Office is here to serve you. It is our hope and desire to assist the classes and the local churches in ministry.

The attached set of documents is intended, not only to help orient the recently appointed stated clerks, but also to serve as a reminder and reference for the more experienced stated clerks who continue to serve in the stated clerk role. This packet of materials has been uploaded to 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 soon follow. This *second* mailing will include specific requests for nominees for denominational boards (if needed from your region) and a step-by-step outline of the process for nominating (each fall) and voting for denominational board members (each spring). The exception is that nomination requests for the Council of Delegates will be sent in late fall or early winter—after the COD determines terms for each of its members.

Our office will provide you via email with 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. If you find an error, please inform the Office of Synodical Services immediately by writing [drecker@crcna.org](mailto:drecker@crcna.org) or calling 1-800-272-5125. As a reminder, synodical deputies are appointed by synod (or the Council of Delegates 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.

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.

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In addition, 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. The list also includes 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** ([drecker@crcna.org](mailto:drecker@crcna.org)) or call (800-272-5125) 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 2017-2018  
         3.    Two Certificate of Ordination cards (*Note: A separate card for ministers received from other denominations is also available upon request.*)  
         4.    Two Certificate of Ordination for Commissioned Pastor cards  
         5.    List of ministers of the Word on loan to another denomination or eligible for call  
         6.    List of ministers of the Word within your classis  
         7.    List of commissioned pastors serving as solo pastors within your classis  
         8.    Role of Classis-Appointed Counselors  
         9.    Guide for Conducting Church Visiting (2015)  
         10.    New Church Information Form  
         11.    Newly *Organized* Church Information Form  
         12.    Classis Meeting Check List for Stated Clerks  
         13.    Chart for Processing Pastors-English Language  
         14.    Guide for Process of CRC–RCA Pastor Exchange