July 26, 2019

Stated Clerks of CRC Classes

Dear Stated Clerks:

As we enter a new ministry year, our office reviews the accompanying set of documents to update the stated clerk resources and remind you of the resources available to assist you in your work. The new ministry year will soon be in full swing—many of you have begun to plan your fall classis gatherings. As you prepare 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 their ministry.

The accompanying packet is intended not only to help orient our newer stated clerks, but also to serve as a reminder and reference for the more experienced stated clerks who continue in their service. This packet has been uploaded to the stated clerk web page for easy access at any time. Please **save the following STATED CLERK 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 **“Helpful Information for Stated Clerks of Classes.”** Please let us know if you have any questions regarding the items addressed. An additional packet will arrive in your mailbox with specific requests for nominees for denominational boards (*if needed this year* from your classis and or region) and a step-by-step outline of the process for nominating in the fall and voting for denominational board members in the spring if applicable.

Our office recently sent via email the current contact information for denominational board members—please save the information because we will not upload these documents to the web. Attached (and available at 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, inform the Office of Synodical Services immediately by writing drecker@crcna.org or calling 616-224-0827. Synodical deputies and alternates 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 to process appropriately 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 if applicable. In some situations, an extension is possible—requires the **approval once again by the classis and concurrence of synodical deputies**. Also provided for your review is the classis-approved list of **persons with license to exhort** and expiration dates we have on file.

In addition, we have enclosed 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). If you find any discrepancies as compared to your own list, please send a note to the Yearbook Office staff at yearbook@crcna.org.

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 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.

A very helpful resource person who many of you have met in person or by phone, is Rev. Al Postma (apostma@crcna.org), classis coordinator for the CRCNA. Al serves as a resource to the classes to strengthen their health and ministry. Some of the current focuses of his work include coordinating the support and training for functionaries, and coaching classes that are looking to organize around mission and ministry in fresh ways. We encourage you to join us in late August or early September for an opportunity to connect with your fellow stated clerks to share ideas, ask questions, and perhaps learn something new! Enclosed you will also find an invaluable resource providing an understanding of relative Church Order Articles and guidance from Rev. Kathy Smith by way of a **series of video trainings**—well worth the one-time fee for the login that is usable indefinitely.

Finally, we want to take just a moment to 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****) or call (800-272-5125) our office if we can be of assistance** to you as you engage in this ministry.

Cordially,



Diane (Dee) S. Recker

Director of Synodical Services

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

 2. List of Synodical Deputies for 2019-2020

 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. 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 as *solo* pastors within your classis

 9. Role of Classis-Appointed Counselors

 10. Guide for Conducting Church Visiting (2015)

 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