July 29, 2020

Stated Clerks of CRC Classes

Dear Stated Clerks:

So much has transpired over the last year—we had the privilege of meeting with many of you (**in person!**) in January in sunny Bellflower, California. Not too long after that, the world focus turned to a pandemic—changing how we do ministry . . . and live and work together. We are grateful for adaptability and flexibility and suggestions/offers of assistance for fellow clerks as we navigate new ways of meeting/“gathering.”

Many of you have begun to plan your fall classis gatherings—some in person and many via videoconference. 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 is posted to the stated clerk web page for easy access at any time. Please **save the following 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.”** A second packet will also be shared with you—it contains specific requests for nominees for denominational boards (*if needed this year* from your classis and or region) and a detailed outline of the process for nominating denominational board members in the fall and voting on nominees in the spring if applicable.

You should be receiving (the end of July) the current contact information for denominational board members from our office—please save the information because we will not post the information 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](mailto: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 nominees for synodical deputy and/or alternate synodical deputy 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 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—this 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** and which church within your classis holds their credentials—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 information, please send a note to the Yearbook Office staff at [yearbook@crcna.org](mailto: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](mailto: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 will encourage you upon occasion to join us for an opportunity to connect with your fellow 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 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**](mailto: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,



Dee Recker

Director of Synodical Services

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

2. List of Synodical Deputies for 2020-2021

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