

August 9, 2021

Dear Synodical Deputies, Synodical Deputy Alternates, and Stated Clerks:

Blessings in these dog days of summer! We hope that you have found time to recharge and rejuvenate in preparation for the new “ministry year.” Our current records indicate that you are serving as a synodical deputy, an alternate synodical deputy, or a stated clerk of classis. If our records are incorrect, please take a moment to contact me (Dee: drecker@crcna.org or 616-648-2940) with the correct deputy or alternate. Thank you!

Because Synod 2021 was again unable to meet in June due to the pandemic, there are no changes to the current *Church Order and Its Supplements 2020* that affect the work of the synodical deputies. We have reviewed and updated a few of the resources for synodical deputies—*specifically* the Church Order Video Series, Travel Policy, and U.S. Expense Form—to assist you in your preparation for the coming months of classis meetings.

If you do *not* have a printed copy of the *Church Order and Its Supplements 2020* and you work best with copy “in hand,” please let me know and I’ll place a copy in the mail to you. The digital version of the Church Order is always available at crcna.org/SynodResources. An important complementary tool to the Church Order with regard to Articles 23 and 24 is the [Commissioned Pastor Handbook](#), maintained by the Candidacy Committee. We suggest that you download this resource to your device to assist you in your work as deputies and stated clerks. All your resources (including the Church Order and Commissioned Pastors Handbook) are linked on the Synodical Deputies Resources page at crcna.org/SynodicalDeputies as well as crcna.org/StatedClerks. (Both links bring you to the same webpage.)

Stated clerks and synodical deputies are encouraged to please remember to check the [Candidacy website](#) for all candidates *before* examining a candidate for ordination. All courses **must be completed** before a candidate may accept a call and become ordained—indicated by an asterisk before their name.

Please review the ***Manual for Synodical Deputies (2020 edition)*** whether you are new or continuing service as a synodical deputy or alternate or serve as stated clerk of classis. Note that there are no updates this year. The Manual is available by going to the Synodical Deputies Resources page (www.crcna.org/SynodicalDeputies or www.crcna.org/StatedClerks). In addition, you can download individual synodical deputy report forms by going [HERE](#). Thank you in advance for downloading and using the **current forms**—print a set as templates if helpful for the coming year. **Highlighted text** in the *Manual for Synodical Deputies* reflect sections that were updated from the previous 2019 version if you are still working from this older version. We advise that you download or print a copy of the full *revised 2020 Manual* if you do not have web access during classis meetings. **For new synodical deputies and stated clerks** . . . the electronic version of the *Manual for Synodical Deputies* is available in a three-ring binder free of charge from the Synodical Services Office. Just send us a note (drecker@crcna.org) if you prefer to work from a print version in the event of limited Internet access.

Ms. Dee Recker
Director of Synodical Services
616-224-0827
drecker@crcna.org

1700 28th Street SE
Grand Rapids MI 49508-1407
616-241-1691
616-224-5895 fax

3475 Mainway
PO Box 5070 STN LCD I
Burlington ON L7R 3Y8
905-336-2920
905-336-8344 fax

You are encouraged to make use of three valuable resources for the work of synodical deputies and stated clerks: (1) the **Manual of Christian Reformed Church Government** (by Henry De Moor, updated in 2019)—free download for each synodical deputy and alternate (notify Dee if do not have the 2019 version), (2) the **Christian Reformed Church Order Commentary** (*Second Edition* by Henry De Moor), and (3) a series of Church Order videos produced by CRC polity professor, Kathy Smith. There is a one-time registration fee for accessing the videos—see the attached information sheet for registration information.

There are occasions when it is possible to do synodical deputy work by way of a conference call or video conference rather than making a trip to a classis meeting for routine matters (see accompanying “**Summary of Occasions When Synodical Deputies Are Needed**” document). Note we realize the special circumstances and decisions by classes to meet virtually in this time of the pandemic. Please consider Zoom or other form of videoconferencing if needed. Let us know if we can help. Simply contact the Office of Synodical Services for assistance (616-224-0827 or drecker@crcna.org) as soon as possible in advance of the meeting.

The Synodical Services Office covers the cost of travel, meals, and lodging for synodical deputies or alternates for their service. Download a current expense form for reimbursement from the webpage for each meeting (www.crcna.org/SynodicalDeputies)—note that there is one for U.S. and one for Canadian reimbursement. **The Canadian form is updated monthly** to reflect the current exchange rate. U.S. deputies need to *contact our office prior to booking air travel*—see the important notice about this requirement in the Travel Policy in order to book through the CRCNA travel provider, Conlin Travel. Wondering whether it is less expensive to drive your vehicle or rent a car? We have enclosed a helpful “**Mileage Calculator Tool**” for download. The CRCNA covers the least expensive means of travel (taking into account the nearest car rental agency).

We are grateful to each of you for the contributions and service offered on behalf of synod. It is our hope and prayer that you will be blessed by your service as a synodical deputy or as a stated clerk during the coming year.

Cordially,



Dee Recker
Director of Synodical Services

Att.: Summary of Occasions When Synodical Deputies Are Needed
Does This Position Qualify – Church Order Art. 12-c Paper
Manual for Synodical Deputies
Church Order Video Registration
Denominational Travel Policy
Expense Form for U.S. (Canadian Expense Form—updated *monthly*—only available online)
Mileage Calculator Tool (online only)