August 4, 2016

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

Greetings in this time of re-creation! The Synodical Services Office has been diligently following up on the actions of Synod 2016, including updating the synodical deputies and alternate synodical deputies, as well as the stated clerks, on matters decided that affect your work on behalf of synod. In preparation for the coming months of classis meetings, we provide the attached resources to assist you in our work together. Our current records indicate that you are a synodical deputy, an alternate synodical deputy, or a stated clerk of classis. If our records are incorrect, would you please take a moment to contact us (616-224-0827 or drecker@crcna.org) to correct our records? Thank you!

Synod 2016 adopted changes to the Church Order that will affect the work of the classes and the consideration and concurrence of synodical deputies. Synod adopted a new Church Order Supplement, Article 14-e worthy of note when considering reinstatement of ministers who have been deposed or who have resigned under discipline. Synod also adopted revisions to Church Order Supplement, Articles 82-84 (section on the Admonition and Discipline of Officebearers) The text for this new Church Order Supplement is found in the enclosed updated *Manual for Synodical Deputies* and will be reflected in the 2016 Church Order and Its Supplements when it is published in the next few weeks (each of you will receive a copy of the revised Church Order when available).

We have uploaded the newly revised *Manual for Synodical Deputies* (2016 edition) to the webpage for stated clerks and synodical deputies ([www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)), including updated synodical deputy report forms. Thank you in advance for using the *current* forms. (We have noted that some have been using outdated forms, which then contribute to incomplete reporting to synod.) The Manual has been updated to take into account the decisions of Synod 2016 as mentioned above. Please take time to review the Manual, paying special attention to the highlighted sections which reflect the 2016 updates. We advise you to download or print a copy of the full *revised* 2016 Manual if you do not have access during classis meetings. If you have the hard copy version of the Manual for Synodical Deputies in the three-ring binder, be sure to print the *revised* “text” before your next classis meeting.

For new synodical deputies and stated clerks . . . the enclosed electronic version of the *Manual for Synodical Deputies* is available in a three-ring binder free of charge from the Synodical Services Office. Write us if you prefer to work from hard copy, especially if you are unable to print the 2016 updated Manual. (Write to drecker@crcna.org with your request.)

A current list of CRC vacant churches is posted to the Synodical Deputies/Stated Clerks webpage for your reference (see [www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)) as the situation arises that requires you to know of such vacancies. This list is automatically updated as soon as we are made aware of a change in vacancy for a church.

There are occasions when it is possible to do synodical deputy work by way of a conference call rather than making a trip to a classis meeting for routine matters (see accompanying Summary of Occasions When Synodical Deputies Are Needed document). Our office can facilitate such calls. Simply contact the Office of Synodical Services for assistance in setting up your call (616-224-0827 or drecker@crcna.org) at least three days 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. Enclosed are expense forms for your use for reimbursement—one for U.S. and one for Canadian deputies. The Canadian form is *updated monthly* to reflect the current exchange rate. Canadian synodical deputies are asked to download the applicable month’s form from the webpage ([www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)) before submitting any travel expenses.

We are grateful for the contributions and service each of you offers on behalf of synod. It is our hope that you will enjoy your service as a synodical deputy or as a stated clerk during the coming year. Please contact us if you have any questions at all after your review of the attached materials.

Cordially,

Diane (Dee) S. Recker

Director of Synodical Services

Att.: Summary of Occasions When Synodical Deputies Are Needed

 Manual for Synodical Deputies

 Denominational Travel Policy

 2016 Expense Form (U.S. and Canada)