August 9, 2017

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

Greetings in these glorious weeks of summer! The Synodical Services Office has been diligently following up on the actions of Synod 2017, including preparing this update for the synodical deputies, alternate synodical deputies, and 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. 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 us (616-224-0827 or drecker@crcna.org) with the correct deputy or alternate. Thank you!

Synod 2017 adopted changes to the Church Order that will affect the work of the classes and the consideration and concurrence of synodical deputies. Synod adopted additional language to include in Church Order Supplement, Article 23-a. Synodical deputies must now affirm via their written report to synod that a learning plan has been approved by the classis and agreed to by the Candidacy Committee *prior to* ordination of a commissioned pastor considered for a solo pastor position in an emerging or organized church. The text for this new Church Order Supplement is found in the enclosed updated *Manual for Synodical Deputies* and will be reflected in the 2017 Church Order and Its Supplements when it is published in the next couple of weeks (each of you will receive a copy of the revised Church Order as soon as it is available).

Stated clerks and synodical deputies are asked to 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.

We have uploaded the newly revised *Manual for Synodical Deputies* (2017 edition) to the webpage for stated clerks and synodical deputies ([www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)). In addition, updated synodical deputy report forms that reflect the change to Supplement, Article 23-a have also been posted. Thank you in advance for using only the *current* 2017 forms—please print a set as templates for the coming year. Please take time to review the Manual, paying special attention to the highlighted sections that reflect the 2017 updates. We advise you to download or print a copy of the full *revised* 2017 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. Just send us a note (drecker@crcna.org) if you prefer to work from hard copy, especially if you are unable to print the 2017 updated Manual.

You are also encouraged to make use of two valuable resources for the work of synodical deputies and stated clerks: (1) the *Manual of Christian Reformed Church Government* (by Peter Borgdorff, updated in 2016)—free download for each synodical deputy and alternate (notify Dee if do not have the latest version) and (2) a series of Church Order videos produced by Kathy Smith. There is a one-time registration fee for accessing the vides—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 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. Download a current expense form for reimbursement from the webpage ([www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks))—note that there is one for U.S. and one for Canadian deputies. The Canadian form is *updated monthly* to reflect the current exchange rate.

We are grateful for the contributions and service each of you offers 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,

Diane (Dee) S. Recker

Director of Synodical Services

Att.: Summary of Occasions When Synodical Deputies Are Needed

 Manual for Synodical Deputies

 Church Order Video Registration

 Denominational Travel Policy

 2017 Expense Form (U.S. and Canada)