August 22, 2019

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

Summertime greetings! We hope that you have enjoyed some recreating and are feeling recharged for a new ministry year. The Synodical Services Office has been disseminating matters decided by Synod 2019—at least part of those decisions will have impact on 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 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 2019 adopted several changes to the Church Order that will affect your work in the coming ministry year. Significant changes were adopted to Church Order Article 8 and its Supplement as well as a reorganization of Church Order Articles 23 and 24 and their Supplements. An important complementary tool going forward will be the Commissioned Pastor Handbook, maintained by the Candidacy Committee. Updates the Church Order and the Commissioned Pastor Handbook are in process—we hope that publication will be completed by the end of August at the latest. We will link these two resources on the Synodical Deputies Resources page at [www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks) as soon as they become available.

Stated clerks and synodical deputies are asked to remember to check the [Candidacy website](https://www.crcna.org/candidacy/candidates) 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 an updated *Manual for Synodical Deputies* (2019 edition) to the webpage for stated clerks and synodical deputies ([www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)). In addition, several synodical deputy report forms have been updated and have also been posted (specifically, the forms for the new Articles 24-a and -b). Thank you in advance for downloading and using the *current* 2019 forms—print a set as templates if helpful for the coming year. Please take time to review the *Manual for Synodical Deputies*, paying special attention to the highlighted sections that reflect the 2019 updates. We advise you to download or print a copy of the full *revised* 2019 *Manual* if you do not have access during classis meetings. If you have a printed version of the *Manual for Synodical Deputies* in the three-ring binder, be sure to print the *revised* “text” section and forms 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 a printed version, especially if you are unable to print the 2019 updated *Manual*.

You are 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 2017)—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 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). 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 business 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 for each meeting ([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. U.S. deputies need to contact our office prior to booking their air travel—see the important notice about this requirement in the enclosed 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 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

 Does This Position Qualify – Church Order Art. 12-c Paper

 Manual for Synodical Deputies

 Church Order Video Registration

 Denominational Travel Policy

 Expense Forms for U.S. and Canada (Canadian updated monthly on website)

 Mileage Calculator Tool (digital only)