August 14, 2020

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 after a rather stressful spring—figuring out how to do ministry in new ways. Because Synod 2020 was unable to meet in June, there are no Church Order changes that affect the continued work of the synodical deputies. We still have reviewed and updated the resources for synodical deputies to assist you in your preparation for the coming months of classis meetings.

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](mailto:drecker@crcna.org) or 616-648-2940) with the correct deputy or alternate. Thank you!

The Church Order 2020 will be available in early September (reflects updates to the ministry share process) and will be mailed to synodical deputies, alternate synodical deputies, and the stated clerks. In the mean time, you can always access the digital version at [www.crcna.org/SynodResources](http://www.crcna.org/SynodResources). An important complementary tool to the Church Order with regard to Articles 23 and 24 is the [Commissioned Pastor Handbook](https://www.crcna.org/sites/default/files/commissioned_pastor_handbook_2019.pdf), 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 [www.crcna.org/SynodicalDeputies](http://www.crcna.org/SynodicalDeputies) as well as [www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks). Note that these two links bring you to the same webpage!

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.

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. The updated version is posted to your Resources page ([www.crcna.org/SynodicalDeputies](http://www.crcna.org/SynodicalDeputies) or [www.crcna.org/StatedClerks](http://www.crcna.org/StatedClerks)). A few of the synodical deputy report forms have been updated and have also been posted. Thank you in advance for downloading and using the ***current* 2020 forms**—print a set as templates if helpful for the coming year. Changes to the *Manual for Synodical Deputies* are reflected by highlighted sections that reflect updates from the previous version. We advise you to download or print a copy of the full *revised* 2020 *Manual* if you do not have access during the 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](mailto:drecker@crcna.org)) if you prefer to work from a printed version, especially if you are unable to print the 2020 updated *Manual*.

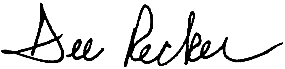
You are encouraged to make use of two valuable resources for the work of synodical deputies and stated clerks: (1) the *Manual of Christian Reformed Church Government* (by Henry De Moor, updated in 2019)—free download for each synodical deputy and alternate (notify Dee if do not have the latest version) 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](mailto: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/SynodicalDeputies](http://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 their 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 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,



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

Mileage Calculator Tool (digital only)