

### 3.3. STATED CLERK AND ALTERNATE

3.3.1 TERM – A Stated Clerk and an alternate shall be chosen for a term of three years to carry out the requirements of Art. 32b, C.O. If the Stated Clerk resigns or is unable to function, the alternate shall, upon instruction of the Classis Ministry Committee [CMC], at once assume the duties of Stated Clerk pro tem. All files, records and office equipment of classis shall be turned over to the alternate.

3.3.2 VACANCY – If both the Stated Clerk and the alternate leave classis, the CMC shall appoint a Stated Clerk pro-tem until the next meeting of classis.

3.3.3 COMMITTEE MEMBER – The Stated Clerk shall be a member ex officio of the Classis Ministry Committee and its Administrative Subcommittee [CMC, AdCom], and the Nominating Committee.

3.3.4 DUTIES – The Stated Clerk shall

- Keep an accurate record of the business of classis by way of written minutes of the meeting of classis, and shall include a record of opening and closing exercises; names of delegates seated; names of officers; names of those accorded the privilege of the floor; all instructions and overtures; names of guests who address classis; all letters, protests and appeals, and all decisions related thereto; all motions carried, all rejected main motions; all election results and appointments; any document or part thereof which classis shall decide to insert.
- Maintain a file of all documents introduced, arranged, and numbered in the order in which they are dealt with by classis, with cross references to the minutes.
- Prepare and send out to the churches an agenda for meetings of Classis [subject to Adcom and CMC approval] including all support material for the agenda items [five weeks before the meeting of Classis].
- Ensure the host church is fully aware of the arrangements/requirements for the classis meeting, and also organize presenters and speakers for the meeting.
- Preserve the minutes of all sessions of classis in a permanent file.
- Edit the minutes of classis for publication, distribute copies to each council, and prepare/send out a summary report for publication in church papers/bulletins.
- Announce the time and place of the next meeting, stating the deadline for submitting matters for the agenda, compile and distribute the agenda together with copies of the credentials form and all reports to classis.
- Carry on all correspondence on behalf of classis, including responding to emails and electronic notices from member churches and members, classis committees, denominational offices and agencies; inform all committees or persons appointed by classis of their assignment and mandates; sign all legal and official documents for classis; serve as custodian of the seal, records, files and archives of classis.
- Arrange for synodical deputies to attend Classis meetings when matters and issues are part of the Agenda that require their approval
- Be a resource person for Classis members [both Churches and individuals], AdCom, CMC, and Classis Committees, in responding to their questions and mandates, by remaining aware of Synod information and decisions, Church Order requirements, statistical reports, and denominational information made available to the Churches.
- Provide CRCNA with Classis information, as required/directed.
- Respond to and process requests from ministers outside Ontario who require licensing to officiate at a wedding in Ontario, from those wishing licensure to exhort in Classis Huron, and from those wishing to become Ministry Associates.

- Maintain files and reports received from Church Visitors, other Classes, CRCNA and other Classis churches and Committees, and forward information received as needed/directed.
- Ensure the Classis website is kept updated.
- Maintain an accurate email data base [re churches, committees, committee members, and individuals] and also keep current the Servants of Classis list and other relevant information.
- Maintain an organized and properly structured list of those who are licensed to exhort within Classis, and ensure these are renewed at the appropriate time and in the appropriate manner.
- Ensure ministerial credentials are properly transferred between Classes when a minister moves to another church/function, and that CRCNA has copies of this information.
- Maintain records of ministers on loan to other denominations, or those who serve outside of Classis in some other function, so that their credentials remain valid.
- Receive an annual honorarium decided by classis through the annual budget and be reimbursed for all expenses incurred in the performance of his/her duties.