

The Stated Clerk:

A. Term and Functioning of the Stated Clerk

- a. Classis appoints a stated-clerk for a term of three years. The stated-clerk is eligible for re-appointment.
- b. An alternate is appointed for a similar term and officiates when the stated clerk is not available.
- c. The stated-clerk will be an ex-officio member of the Classical Ministries Committee.

B. Duties of the Stated Clerk.

The Stated Clerk shall:

- a. Keep the files of Classis complete and in order, and keep the classical website updated.
 - b. Announce the meetings of Classis to the churches and to all Classical Stated Clerks at least eight weeks prior to the meeting date.
 - c. Compile and arrange the Agenda and send it to the churches and the clerks of the neighbouring classes four weeks before the Classis meets.
 - d. Notify the Synodical Deputies when their presence at Classis is required.
 - e. Notify all concerned as soon as possible in case of a special meeting.
 - f. Keep an exact record of the classical proceedings and decisions.
 - g. Send one Email and one hard copy of the Agenda and Minutes of Classis meetings to each Church Council for duplication. The minutes must be recorded in a way to make them meaningful to all Council members. Minutes of executive sessions shall not be included in the regular minutes.
 - h. Keep an up-to-date record of committees and the tenure of office of classical functionaries.
 - i. Keep a record of dates on which each church has been visited by the church-visitors. This record shall be made available to the church visitors.
 - j. Arrange for pulpit-supplies for those churches in the classis, which do not have a regular minister serving them. If the stated clerk is a full-time pastor of a church, this church shall receive pulpit supply on the Sunday following each Classis meeting.
 - k. Conduct all correspondence of Classis.
- C. The Classical Ministries Committee shall review the transcribed minutes of the regular session as well as the executive sessions for correctness and report at each classical meeting.
- D. The Stated Clerk shall be remunerated for his services at an amount recommended by the Finance Committee and approved by Classis. The Finance Committee shall review the remuneration annually.