

Contents

1. CERTIFICATE OF DISMISSION OF CHURCH MEMBERSHIP	2
2. CERTIFICATE OF RECEPTION OF DISMISSED CHURCH MEMBERS	3
3. RECOMMENDATION OF A STUDENT TO CLASSIS	4
4. RECOMMENDATION OF A STUDENT BY A CLASSIS TO A THEOLOGICAL SEMINARY	5
5. TRANSFER OF A STUDENT FROM ONE CLASSIS TO ANOTHER	6
6. CERTIFICATE OF LICENSURE	7
7. TESTIMONIAL OF ORDINATION	8
8. DISMISSION OF A MINISTER	9
9. RECEPTION OF A DISMISSED MINISTER	10
10. CALL OF A TEACHER OF THEOLOGY	11
11. CALL OF A MINISTER	12
12. ROLL OF MINISTERS OF CLASSIS	13
13. CREDENTIALS OF DELEGATES FROM CLASSIS TO SYNOD	14
14. FORM OF OATH	15
15. CERTIFICATE OF A TRANSCRIPT FROM THE RECORD	16
16. FORM OF CITATION OF A WITNESS	17
17. FORM OF TAKING DEPOSITIONS	18
18. DEPOSITION OF WITNESS	19
19. FORM OF NOTICE FOR TAKING TESTIMONY	20
20. FORM OF CITATION	21
21. FORMS OF COMPLAINT	22
22. FORMS OF ACCUSATION AGAINST AN OFFENDER	24

1. CERTIFICATE OF DISMISSION OF CHURCH MEMBERSHIP

This is to certify that _____ (together with _____
baptized children _____) is a member, in good and regular standing,
of _____ (Reformed) church at _____ within the bounds of
_____ Classis, and _____ Synod. At _____ own request is now dismissed for the
purpose of connecting _____ self with _____ Reformed Church at _____ to
whose Christian fellowship and confidence _____ is hereby affectionately recommended; and
when _____ shall be received by it _____ peculiar relation to this congregation shall cease.
Official notice of this reception shall be given to this Spiritual Counsel.

By order of the Spiritual Counsel,

Date _____, A.D. 20____ Signed: _____

2. CERTIFICATE OF RECEPTION OF DISMISSED CHURCH MEMBERS

This is to certify that _____ has been received as a member of the _____ on Certificate of Dismission from the _____ congregation _____, dated _____, A.D. 20__.

Date _____, A.D. 20__ _____

(Signed by the pastor or the Secretary of the
Spiritual Counsel)

3. RECOMMENDATION OF A STUDENT TO CLASSIS

We, the undersigned, hereby certify that _____ is a communicant member of the Reformed Church at _____ in good and regular standing, and sustains an approved moral character that in our opinion he possesses such qualifications, with respect to piety, honesty and capacity, as to render him worthy to prepare for the Christian Ministry, to the glory of God and the edification of the Church, and that we therefore recommend him to the favor and confidence of the Classis of _____

Date _____, A.D. 20____

Pastor

Elder

Elder

Deacon

Deacon

Consistory

4. RECOMMENDATION OF A STUDENT BY A CLASSIS TO A THEOLOGICAL SEMINARY

This is to certify that at a meeting of _____ Classis _____ Synod held at _____ on the ___ day of _____ A.D. 20___, _____, a communicant member of the form congregation at _____, in good and regular standing, and desiring to prepare for the gospel ministry in the Reformed Church in the United States, was duly examined as to his motives, piety, and talents. The examination proved satisfactory, and classes took him under his care and direction. He is hereby recommended to the Christian regarding confidence of the Faculty of the (Theological Seminary) of the (Reformed Church) at _____, given this ___ day of _____, A.D. 20___

By order of Classis,

_____ Stated Clerk

5. TRANSFER OF A STUDENT FROM ONE CLASSIS TO ANOTHER

It is hereby certified that the bearer, _____, is a student of _____ at _____ preparing himself for the gospel ministry of the Reformed Church in the United States. He is under the care of _____ Classis _____ Synod, and is in good and regular standing. As such he is now at his own request transferred to the Classis of _____ Synod, to continue his studies under its care; and to whose Christian fellowship and confidence, he is hereby affectionately recommended; and when he shall be received by it, this relation to this Classis shall cease, of which reception official notice shall be given to this Classis.

Date _____, A.D. 20 _____ By order of Classis,

President

Stated Clerk

6. CERTIFICATE OF LICENSURE

In the name of the Lord Jesus Christ, the Great Head of the Church, greeting:

Be it known, that _____, after having furnished acceptable testimonials of his Christian character and having sustained a satisfactory examination in the different literary and theological studies, prescribed for Students for the Ministry by the Constitution of the Reformed Church in the United States, and having complied with the requirements of the said Church, was regularly licensed to preach the gospel under the provisions of the aforesaid Constitution, by order of the _____ at a meeting held at _____ on the _____ day of _____, A.D. 20____. He is hereby recommended to the favor and attention of those to whom these presents may come.

In testimony whereof, we have hereunto subscribed our names and affixed the seal of _____, this _____ day of _____, in the year of our Lord, two thousand and _____.

(Seal)

President

Stated Clerk

7. TESTIMONIAL OF ORDINATION

In the name of the Lord Jesus Christ, the Great Head of the Church, greeting:

Be it known, that _____ after having sustained a satisfactory examination in the different literary and theological studies prescribed for Students for the Ministry by the Constitution of the Reformed Church of the United States, and having complied with the requirements of the said Church, was, by order of _____ ordained and solemnly set apart to the work of the Christian Ministry, according to the Word of God and the rites and customs of the Reformed Church in the United States, and received into full ministerial communion at _____ on the _____ day of _____, A.D. 20____. He is hereby recommended to the Christian fellowship and attention of all those to whom these presents may come, as qualified to preach the gospel and the administer the sacraments of the Church.

In testimony whereof, we have hereunto subscribed our names and affixed the seal of _____, this _____ day of _____, in the year of our Lord, two thousand and _____.

(Seal)

President

Stated Clerk

8. DISMISSION OF A MINISTER

This is to certify that the Reverend _____ is a minister of the Reformed Church in the United States, in connection with the Classis of _____ of the _____ Synod, in good and regular standing. As such he is not, at his own request, dismissed to unite with the (Classis) of _____ and _____ (Synod), to whose Christian fellowship and confidence he is hereby cordially recommended; and when received by it his peculiar relation to this Classis shall cease, of which reception official notice must be given to this Classis.

Date: _____, A.D. 20____ By order of the Classis,

Stated Clerk

9. RECEPTION OF A DISMISSED MINISTER

This is to certify that the Reverend _____ has been received into full connection with the Classis of _____ of the _____ Synod, on a Certificate of Dismission from the (Classis of) _____ of the _____ Synod.

Dated _____

Stated Clerk _____

10. CALL OF A TEACHER OF THEOLOGY

To the Reverend _____

At a meeting of the _____ Synod of the Reformed Church of the United States held at _____ on the _____ day of _____, AD _____, you were duly elected to the Professorship of _____ in the theological seminary at _____. In accordance with the instructions of said Synod, we hereby present you with a call to the Professorship as aforesaid, and affectionately urge upon you the acceptance thereof. You will be expected to give instruction to the students committed to your charge in such branches as pertain to your department, under the supervision of the Faculty and Board of the said seminary, with such modifications as the Synod may hereafter direct. (And in consideration of your services to be rendered and to free you from temporal anxieties and cares, we promise for your support, in the name of the Synod as long as you continue teacher in the Seminary as aforesaid, the sum of _____ dollars annually in _____ payments (together with the use of a free dwelling).)

By order of the Synod

In witness whereof we have affixed the seal of Synod, this _____ day of _____ in the year of our Lord, _____.

President _____

Stated Clerk _____

11. CALL OF A MINISTER

To the Reverend _____.

At an election for pastor held in the _____ congregation of the _____ day of _____ AD _____, you were duly elected to that office; and in accordance with the instructions given us, we, the elders and deacons of the aforesaid congregation, do hereby unite in solemnly calling you to the pastoral office as above mentioned, and affectionately urge upon you the acceptance of our call. The duties which will be required of you are those which usually pertain to the pastoral office and are specifically set forth in the word of God and the Constitution of the Reformed Church in the United States.

To encourage you in the discharge of the duties of your important and responsible office, we promise you, in the name of the congregation, all proper attention, love and obedience to the Lord; and in consideration of your service, and that you may be relieved of temporal cares as far as possible, we obligate ourselves in their behalf to pay you for your support an annual sum of _____ dollars in _____ payments, so long as you shall continue our pastor, together with the use of the (parsonage belonging to the congregation) a house which shall be provided for your accommodation.

In witness whereof, we have hereunto subscribed our names, this _____ day of _____, in the year of our Lord _____

Elders

Deacons

12. ROLL OF MINISTERS OF CLASSIS

It is further certified that on this _____ day of _____, AD _____, the following ordained ministers constitute the clerical roll of _____ Classis:

(Here write the names of the ministers)

(seal)

Given under my hand and the seal of
_____ Classis, this
_____ day of
_____, AD
_____.

_____ Stated Clerk
of _____ Classis

(Write names of persons and places plainly and give the first or Christian name of delegates in full. When properly filled out, return the roll at once to the stated clerk of the Synod.)

13. CREDENTIALS OF DELEGATES FROM CLASSIS TO SYNOD

This is to certify that _____ Classis of the Synod of _____, at its annual (or special) meeting held at _____ on the _____ day of _____, 20____, duly elected the following members of the Clkassis as delegates to the _____ Synod of the Reformed Church in the United States, to convene in _____ church at _____ County and State of _____ on the _____ day of _____, AD 20____, at _____ o'clock, (AM / PM), namely:

Ministers

Elders

Primarii

Secundi

(Seal)

Given under my hand and the seal of _____
Classis, this _____ day of _____ AD 20____

Stated Clerk
Of _____ Classis

14. FORM OF OATH

The witness holding up the right hand, the person administering the oath shall say to the witness:

“You do solemnly swear (or affirm) that the testimony you shall give in the matter now in hearing before us shall be the truth, the whole truth, and nothing but the truth, and that as you shall answer to God at that great day.”

(The witnesses are to be sworn or affirmed by the president or by any member of the body whom he shall appoint.)

15. CERTIFICATE OF A TRANSCRIPT FROM THE RECORD

This is to certify that the foregoing is a true and correct transcript from the records of (insert the title of the judicatory from whose records the transcript is made) in the above stated case, of all the proceedings had by said judicatory in said case (or if it is only part of the record state what part).

Witness my hand (and seal if there is one) this _____ day of _____, A.D. 20____, at _____.

(Name and title of office that made the transcript.)

16. FORM OF CITATION OF A WITNESS

A citation of a witness is served in the same manner as a citation of an accused person. (See Article 132 of Constitution.)

To (insert the names of the witnesses you want)

You are hereby cited to be and appear before (insert the judicatory trying the case) assembled in special (or regular annual) session (insert time and place of hearing). Then and there to testify all and singular those things of which you shall know in the matter of charges (or complaint) preferred by (name of accuser or complaint) against (name of accused) for (state name of charge or complaint) on part of (accuser or accused).

By order of (insert title of judicatory trying the case).

Date: _____, A.D. 20____.

(Signed by the officer issuing the citation, giving his name and official title.)

17. FORM OF TAKING DEPOSITIONS

_____	ACCUSATION (or complaint)
(Name of accuser)	brought before _____
_____	_____
(Or title)	(The same as in notice)
AGAINST	

(Name of accused)	

18. DEPOSITION OF WITNESS

Sworn (or affirmed) and examined before me the undersigned named in notice hereto attached, at my office at _____ on the _____ day of _____, A.D. 20____, (name of witness) being produced on part of accuser (or accused) after being duly sworn (or affirmed) upon his solemn oath (or affirmation) deposes and says, I reside at _____. I am (here give occupation). I am _____ years of age. I have known _____ (Record the testimony as it falls from the lips of witness.) (If there is cross-examination mark it "Cross-examination.") (In this manner, proceed with each witness.) (If you adjourn to another day, state the day and hour of adjournment publicly and make a record of it in the order as it comes. Let each witness sign his testimony. When the testimony is taken, the officer certifies as follows.)

I do hereby certify that the witnesses herein above named were duly qualified and examined by me at the time and place herein above stated, that their testimony was reduced to writing under my supervision, as stated by the witnesses, and each witness signed his depositions in my presence.

(Seal)

(Signature of Notary or Justice or
Commissioner, and seal if he has one.)

(Attach all the papers – notice, depositions and exhibits or documentary evidence produced, and deliver them to the person that issued the notice.)

19. FORM OF NOTICE FOR TAKING TESTIMONY

_____	ACCUSATION (or complaint)
(Name of accuser)	brought before _____
_____	the _____ day of _____, A.D.20__
(Title of name)	
AGAINST	(state judicatory's title)

(Name of accused)	

To (insert name or title of opposite party, its attorney or committee)

This is to notify you that testimony will be taken to be read in the hearing of the above named case, on the part of accuser (or accused) on _____ the _____ day of _____, A.D. 20__, between the hours of ____ o'clock A.M. and ____ o'clock P.M., of said day before (a Notary Public or a Justice of the Peace or Commissioner), at his office, No. _____ Street, of _____ in the County of _____ State of _____ by which testimony said party expects to prove (insert briefly point in complaint you wish to prove) at which time and place you may cause the witness examined to be cross-examined.

(Signature of party, attorney or committee issuing the notice.)

Serve a copy of this notice upon the opposite party at least ten days before the testimony is taken. Then prove service as in the case of a citation on back of original notice, and send it to the officer who is to take the testimony, who shall attach it to the testimony and send it or hand it to the party that issued the notice.

20. FORM OF CITATION

Whereas, Charges (or complaint) were (or was) lodged with the President (or Stated Clerk or Secretary) of (insert the title of the judicatory to which the accusation or complaint is directed) against you _____ a member of (or the minister of) _____ Reformed Church at _____ (or in the case of a complaint against a judicatory insert its title) a correct copy whereof is hereto attached.

Now, in pursuance of the requirement of the Constitution of the Reformed Church in the United States, that is sent to cite you to be and to appear before (insert the title of the judicatory issuing the summons) assembled in special (or regular annual) session in the (insert the place and date of the meeting of the judicatory for trial describing place so it can easily be found, and give the hour of the opening of session) to answer the charges (or complaint) aforesaid; and then and there present all matters of plea and defense proper and in order.

By order and authority of the (insert the title of judicatory issuing this) at _____ this _____ day of _____, A.D. 20____

(Secretary, President or Stated Clerk)

NOTE: The second citation of the person accused shall be the same in form as the first citation excepting the necessary change of date. The following paragraph shall also be added: "This being your second citation you are hereby informed that if you refuse to appear you shall not only be liable to censure for contumacy, but the judicatory may proceed with the investigation and decision of the case as though you were present; in which case the judicatory shall appoint some person or persons to represent you as counsel" (Article 144 of the Constitution).

21. FORMS OF COMPLAINT

Complaint may be brought in by any member or minister of the Church, before any of the Church judicatories, in matters concerning the Church.

If the complaint is made to a local Spiritual Council, it shall begin as follows:

To the Elders of the Spiritual Council of _____ Reformed Church
at _____, County of _____, State of _____.

Complaint of _____
complainant

And now _____, AD 20____
The petition of _____
respectfully sets forth.

AGAINST (names below):

(defendant)

If the complaint is made to the Classis or Synod, it shall begin as follows:

To the Reverend Fathers and Brethren of _____ Classis (or Synod)
of the Reformed Churches in the United States.

Complaint of _____
complainant

And now _____, AD 20____
The plaintiff by this petition
respectfully sets forth.

AGAINST

(give the names)

The Consistory of Reformed

Congregation _____

_____ defendant

The body of the complaint shall contain the following information:

- 1) (Evidence as to the right of the complainant to bring the complaint before the judicatory, such as, a member in good and regular standing, a lawfully elected officer, and so forth.)

- 2) (Give the basis of the complaint, such as, duties defined or contradicted.)
- 3) (Give the nature of the complaint, such as, neglect of duty.)

The petition shall close with:

Your petitioner therefore prays reverend body to cite (give the name of the individual or judicatory complained against) to appear before you on a day certain to answer this complaint, giving him due notice together with a copy of this complaint, and your petitioner awaits your proper action and notice in the matter.

Most respectfully,

(Signature of petitioner)

22. FORMS OF ACCUSATION AGAINST AN OFFENDER

An accusation may contain either one or more charges together with the specification of the charges. Each charge against the accused must be stated in plain, unequivocal terms and is to be listed separately and in alphabetical order, and date, when and where the wrong was done, and must give proof that the charge is grounded in the Bible, the Catechism, and the Constitution. Charges and specification against an accused may not be brought on the basis of a perceived intent or attitude on the part of the accuser. The following are the various ways to open a complaint, which ways depend upon whether the accuser is an individual or a judicatory of the RCUS.

If the ACCUSER is a JUDACATORY it shall open as follows:

The Reformed Church in the _____ ACCUSATION brought before
United States _____ Classis
(or Spiritual Council) of
(Accused's Name) _____ as
the case may require.)

The _____ day of _____, A.D. 20____.

The Reformed Church in the United States, accuser, complains of
_____ accused, in this cause, and charges him the said
_____ as follows:

If the ACCUSER is and IINDIVIDUAL it shall open as follows:

(Here state the name in full _____ ACCUSATION brought before Spiritual Council
of the Accuser) _____ of (or as the case may be) _____
Classis of the Reformed Church.

The _____ day of _____, A.D. 20____.

I, _____, the accuser in this accusation brought by me against
_____ the accused before (here state the judicatory) do hereby state,
that I am a member in good standing in _____ Reformed Church at _____

_____ having last communed at the communion celebrated in said Church on _____ last passed and being a regular contributor to said church; that before bringing this accusation, the law of the Church is laid down in Matthew 18 of the Word of God, was duly observed by the accuser but the offer was not accepted by the accused, and that I have good and sufficient reason to believe the facts set forth in the following charges to be true and correct, and that I am not actuated by malice or ill-will in making the charges herein contained.

And now, I, the said _____ accuser say,

The body of the accusation shall take the form:

CHARGE A. That he, the accused _____ is guilty of _____.

Specification 1. In this, that he did on _____ day of _____, 20__, do _____ at _____.

Specification 2. In this, that he did do such offense in direct violation of (give references from the Bible, Catechism, or Constitution.)

If the accusation is brought by order of a JUDACATORY in the name of the Reformed Church it is signed:

_____ Committee appointed for the prosecution
_____ of this case by (state the judicatory
_____ ordering the prosecution).

If the accusation is brought by an INDIVIDUAL, he shall sign his full name

Accusations based upon an investigation had upon evil rumors:

The Reformed Church in the _____ ACCUSATION upon investigation of Evil
United States Rumors brought before _____
AGAINST
(name of the accused) The _____ day of _____, A.D. 20__

WHEREAS, the Spiritual Council of _____ at _____
(or _____ Classis _____ of the Reformed Church) were
credibly informed, that evil rumors were in circulation against _____ of
_____ at _____ that he, the said
_____ is guilty of _____.

Whereupon the said Spiritual Council (or Classis) having proper jurisdiction in the matter did

convene in special session in _____ at _____ on the _____ day of _____, A.D. 20____, said meeting being legally called for the purpose, did then and there appoint _____ a committee to investigate (insert names of the committee) said rumors and make a report of their investigation to said (Classis or Spiritual Council) and did then and there adjourn to meet on _____ day of _____, A.D. 20____, in _____ at _____ to hear and report and did meet in accordance with said adjournment at which meeting the aforesaid committee did report that they have investigated the evil rumors aforesaid in circulation against the said _____ and find them to be extensively circulated in the neighborhood where he lives, well founded, permanent and not transient and accompanied with strong presumption of truth that said _____ is guilty of (state the names of offenses), whereupon the said Classis (or Spiritual Council) did appoint _____ members of the Reformed Church a committee to bring accusation against the said _____. And now the said committee in the name of the Reformed Church in the United States do say,

CHARGE A. That he, the said _____ is guilty of _____.

Specification 1. In this that he _____.