

## **TOP 10 ERRORS IN SESSION MINUTES**

The Constitutional Procedures Work Group has found these items to be the most common omissions/errors in session minutes:

1. Summary page of the statistical report to General Assembly not included.
2. No prior authorization for communion.
3. No prior authorization for baptism and/or no record in minutes that baptism was/was not performed on authorized date.
4. No record of full information on baptisms: full (first, middle and last) name, date and place of birth of person baptized AND full name of each parent, including maiden name of mother, if known. This information must be recorded for each person baptized – infant, child OR adult.
5. No reports from presbytery commissioners to the session.
6. No record of annual election of treasurer by the session.
7. No record of the date that elders and deacons were ordained and/or installed in worship.
8. No record of annual financial review (audit) of books.
9. No statement of completion of a period of study and preparation for new elders and deacons.
10. No statement of the composition of the session compared to that of the congregation.

## **TOP 10 ERRORS IN MINUTES OF CONGREGATIONAL MEETINGS**

The Constitutional Procedures Work Group has found these items to be the most likely departures from Book of Order requirements in the minutes of congregational meetings:

1. Changes in congregation's organizational structure, i.e., the size of the session, without congregational action to amend the bylaws.
2. Consideration of items at a special congregational meeting that were not included in the call of the meeting.
3. Voting on business not appropriate for congregational consideration (G-1.0503).
4. Election of too few at-large members to be a majority of the Nominating Committee OR election of current officers to be at-large members. (G-2.0401).
5. No opportunity for nominations from the floor before the election of officers.
6. Election of the treasurer by the congregation. It is the session that annually elects a treasurer.
7. No record of a quorum present. (The quorum should be set in the congregation's bylaws.)
8. Budget approved by the congregation. It is the session that approves the budget and then presents it to the congregation.
9. Minutes not included in the session minute book.
10. Minutes not signed by the secretary (normally the clerk of the session). (Under the new Form of Government, minutes of congregational meetings no longer require the moderator's signature.)