

## **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:

- 10.** Summary page of the statistical report to General Assembly not included.
- 9.** No prior authorization for communion and/or no record in minutes that communion was served on authorized dates.
- 8.** No prior authorization for baptism and/or no record in minutes that baptism was/was not performed on authorized date.
- 7.** 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 applicable. This information must be recorded for each person baptized – infant, child OR adult.
- 6.** No required joint meeting of the session and the board of deacons.
- 5.** No record of annual election of treasurer by the session.
- 4.** No record of the date that elders and deacons were ordained and/or installed in worship.
- 3.** No record of annual financial review (audit) of books and/or no statement of annual review of *adequacy* of compensation for ALL staff – ordained and non-ordained.
- 2.** No statement of completion of a period of study and preparation for new elders and deacons.
- 1.** No statement of the composition of the session compared to that of the congregation.