

A best practice document communicates how to achieve desired outcome goals for deacon activities. It describes interactions with leadership, staff and members including the timing of those interactions. We recognize that each deacon may achieve the goals through different methods using their own ability, aptitude, experiences and opportunity in serving.

Yellow highlights and/or ALL SMALL CAPS INDICATE INTERACTIONS WITH LEADERSHIP AND/OR STAFF.

Green highlights and/or ALL SMALL CAPS INDICATE DEACON COMMUNICATIONS.

## ➤ Document – Lord's Supper Administration Tasks

### 1. Communion elements stock rotation

- a) Shelf life. The stated shelf life for unrefrigerated elements is 6 months. Likely the elements were never refrigerated prior to our purchase and receipt. We refrigerate to retard spoilage and prolong the best appearance and taste.
- b) Room 202 (under the stairs behind the welcome desk) is the communion prep room. The communion elements refrigerator is in it.
- c) The gluten free elements should always be refrigerated. We use far fewer than the regular elements and they remain in storage longer.
- d) The regular elements should be refrigerated as space allows.
  - 1) The oldest stock should be removed from the refrigerator first. Then it should be stored on the prep room counter so that it would be apparent to a preparer and used before newer stock.
- e) Rotate stock:
  - 1) Place the gluten free stock such that it will not be covered by newer stock (if possible – at the top of refrigerator next to the freezer compartment).
  - 2) Remove all of the regular stock.
  - 3) Mark the new stock (100 count poly bags) with the current month/year.
    - i) There should be a marker in the top right cabinet drawer.
  - 4) Place the new stock in the refrigerator. Shaking/flattening the bags lightly will allow them to be stacked more easily. Fill the refrigerator from the bottom to the top so that the oldest stock is always on the top.
  - 5) Place as much of the old stock on top of the new as possible. Leave any remaining old stock on the counter.