



Title: Handling of Wine
Policy #: 25
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	11/18/13		GUIDELINES FOR HANDLING ALTAR WINE
2.0	10/17/17	ELDER TEAM	TO SIMPLIFY THE POLICY

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to Congregation Members, specifically Altar Guild.

3 Policy

Left over wine in the chalice that has been used at the altar must be disposed of by pouring it onto the ground, using the wine drain.

The drain needs monthly maintenance which will be handled by the Altar Guild.

4 Procedure

To dispose of wine from the altar:

1. Remove the disposer cover from the wine drain.
2. Empty containers of wine from the altar that need to be disposed of down the wine drain.
3. When all of the wine has been disposed of, pour one cup of water down the wine drain.
4. Wipe the counter around the drain.
5. Return the disposer cover to the drain.

Monthly Maintenance occurs after the 10:45 am service on the 4th Sunday of the month

using the following procedure:

1. A bottle of bleach will be available in the Altar Guild room with a container marked for the amount of bleach and the amount of water to be used.
2. The Altar Guild servers will pour the bleach solution down the wine drain to keep the drain clean and to prevent smells.

5 Forms

None