

**First Parish Church of Stow and Acton**  
**Allergen Aware Policy #018 Revision #5**

*This policy replaces "Policy on Nut-Aware Environment Policy"  
#018 Revision #4*

**1. Policy Statement**

The Board of Trustees of First Parish Church of Stow and Acton designates all on-campus events where food is being served or shared as "Allergen Aware." The purpose of this is to maintain a safe, welcoming environment for all, especially those people with food sensitivities or food allergies. It is not a guarantee that all members, friends, guests, volunteers, contractors, staff or anyone else who enters the buildings on campus will comply.

**2. Scope**

The intent of this policy is to create an Allergen Aware environment through the education of members, guests, volunteers, and staff. The policy does require someone who has an allergy or food sensitivity to be diligent when attending events at our church where food is served or shared.

The Religious Education program may have more stringent policies. Please consult the leadership of that program before bringing food items to Religious Education events.

**3. Definition of Allergen Aware**

We at First Parish Church, recognize that many people have food sensitivities or allergies. Our policy is to use the FDA Common Food Allergen list to identify allergens which are present in food served at church events as often as possible so that people can be aware and comfortable with what they are eating. An FDA Common Food Allergen Checklist shall accompany all food donations when possible. An example of the checklist is located at the end of this policy.

For prepackaged foods, please ensure the labels are readable.

For foods prepared by caterers, restaurants, or grocery stores, it is not always possible to identify all the ingredients. In such cases, individuals must make their own choices.

For renters using our facilities, our policy will be included in the rental agreement. The church does not plan to monitor those events but expects our renters to use due diligence to protect their participants.

The church does not expect off-campus events such as the annual service auction dinners to adhere to this policy.

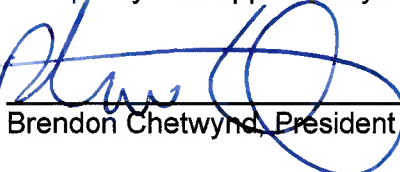
**4. Responsibility**

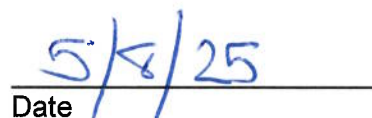
The Board of Trustees or its designates is responsible for communicating this policy by posting:

- An electronic copy to the FPC "Members and Friends: Documents" section of the church website, and
- Placing a hard copy of the policy in the FPC kitchen and in all areas of on-campus buildings where food is served.

**5. Approval signature**

This policy was approved by the Board of Trustees on February 18, 2025.

  
Brendon Chetwynd, President

  
Date

### FPC Food Donations - Allergen Checklist

Not all allergens are tracked. Please proceed accordingly.

Food item(s): \_\_\_\_\_

Provider's Name: \_\_\_\_\_

Please indicate below any known allergens in the food item(s) you brought:

#### FDA List of Common Food Allergies

- ☐ Milk/dairy
- ☐ Eggs
- ☐ Fish
- ☐ Crustacean shellfish
- ☐ Peanuts
- ☐ Tree nuts
- ☐ Gluten/wheat
- ☐ Soybeans
- ☐ Sesame
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

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