

**INDIANA-KENTUCKY SYNOD
PULPIT SUPPLY LIST
(UPDATED 12/4/08)**

Greetings! We're pleased to provide this resource to support your congregation during times when you need a Supply Pastor. Attached is a copy of the current Pulpit Supply List, which includes Rostered Leaders, other clergy, Lay Worship Leaders, and seminarians who are available to serve your congregation.

What's a "Conference"? A conference is a regional community of congregations, ministries, and leaders within the Indiana-Kentucky Synod, and represents between 20 and 40 of your closest ELCA neighboring congregations. For your convenience, this list is arranged by the ten conferences of the Indiana-Kentucky Synod; these smaller geographical regions are shown on the attached map.

What's a "Rostered Leader"? Rostered leaders are clergy, associates in ministry, deaconesses, and diaconal ministers who are currently on the "Roster" of the Indiana-Kentucky Synod. Each Synod has its own roster, and typically, all clergy and associates in ministry in good standing are on the roster of one of the 65 synods of the ELCA. Being "On the Roster" means that you have been recognized and authorized as available for call – to the public ministries of the ELCA.

What's a Lay Worship Leader? Lay worship leaders are members of ELCA congregations in the Indiana-Kentucky Synod who have undergone special training to equip them to preach and lead worship.

Who Else is on the Pulpit Supply List? In addition to Rostered Leaders and Lay Worship Leaders, you will also find a few additional clergy who are not on the Roster of the Indiana-Kentucky Synod, seminarians (those currently enrolled), and candidates for ordination.

What if we can't find anyone? For starters, broaden your horizons. *This list is arranged by conferences, but some individuals will be willing to travel farther than others. Let them decide.*

If you are still coming up empty, there are a couple of other things you can do. First, there might be some other ELCA rostered folks available who are not on the list. You might check and see if any of the ELCA congregations in your area have more than one rostered person on staff. Perhaps whichever pastor isn't preaching in their home congregation might be available on the Sunday you need supply. There are also some rostered folks who are not available on a regular basis for pulpit supply, but might be on occasion. These would include some retired folks, chaplains, and professors.

Yet another option would be to find someone from one of our ecumenical partners. We stand in full altar and pulpit fellowship with the Episcopal Church, the Presbyterian Church USA, the United Church of Christ, the Reformed Church in America, and the Moravian Church in America. Ordained clergy in any of these church bodies can preach and preside. Check your local phone book – If one of these church bodies has a congregation in your community, you might call their parish office and see if they have suggestions for who might be available.

What if we want to celebrate the Eucharist?

If you regularly celebrate Holy Communion, and wish to do so for this worship service, then you will need to find someone who can both preach and preside at the Eucharist.

- Those on the pulpit supply list who are marked "Yes" for communion are available to preside.
- Another option would be for you to find another ELCA clergy person who is not on the pulpit supply list but resides close by. These folks might include pastors (such as associate pastors, assistant pastors, and any pastors in staff situations), chaplains, professors, and retired pastors. Frequently, you will discover that some of these have chosen not to make themselves available for regular pulpit supply, but are willing to do so on occasion.

--Continued on other side--

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

Allen, Carl	Lay Worship Leader	ECIC	Home: 765-489-5342 Office:
198 N Washington St. Hagerstown, IN 47346			Communion?
E-mail:			
Additional Information:			
Gettinger, David	Lay Worship Leader	ECIC	Home: 765-827-1254 Office:
309 N. County Road 325 E. Connersville, IN 47331			Communion?
E-mail:			
Additional Information:			
Gust, Roger	Lay Worship Leader	ECIC	Home: 765-778-9509 Office:
3 Village Parkway Pendleton, IN 46064			Communion?
E-mail: dgandrg3@verizon.net			
Additional Information:			
Hobby, Rev. Clark E.	Clergy	ECIC	Home: 765-529-5470 Office:
403 Elliott Pointe New Castle, IN 47362			Communion? Yes
E-mail: chobby28@att.net			
Additional Information: retired		Pastor Emeritus	
Hunt, Rev. J. Richard	Clergy	ECIC	Home: 765-289-5155 Office:
2612 W Brayston Way Muncie, IN 47304-5783			Communion? Yes
E-mail: jrhunt1936@comcast.net			
Additional Information: retired			
Krebs, Rev. Paul	Clergy	ECIC	Home: 765-643-4122 Office:
1321 Greenway Drive Anderson, IN 46011-1125			Communion? Yes
E-mail: krebsps@aol.com			
Additional Information: retired			
Meckley, Rev. Robert	Clergy	ECIC	Home: 765-935-1753 Office: 513-785-3289
2612 Test Road Richmond, IN 47374			Communion? Yes
E-mail: Mecklerc@muohio.edu			
Additional Information: University Faculty			
Seifert, Gerald	Lay Worship Leader	ECIC	Home: 765-478-9244 Office:
1775 N Jacksonburg Rd. Cambridge City, IN 47327			Communion?
E-mail:			
Additional Information:			
Neese, Rev. Barry	Clergy	EKY	Home: 859-373-9446 Office: 859-254-3726
683 Springridge Dr Lexington, KY 40503			Communion? Yes
E-mail: LutheranEpiscopalCM_UK_LCC@qx.net			
Additional Information: Campus Pastor, Univ. of Kentucky			
Pairan, Tom	Clergy	EKY	Home: 859-442-5122 Office:
20 Pine Hill Dr Highland Heights, KY 41076			Communion? Yes
E-mail: tpairan@trinitylutheranseminary.edu			
Additional Information: Seminary Student			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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750 Crestrose Ct Howard, OH 43028 E-mail: mlporterse@earthlink.net Additional Information:			
Dockweiler, David	Seminarian Awaiting Call	ELSW	Home: 510-292-6503 Office: Communion? Yes
17929 Beth Court Homeland, IL 60430 E-mail: dave.dockweiler@gmail.com Additional Information:			
Oberdorf, Larry	Associate in Ministry	ELSW	Home: 419-628-2469 Office: Communion?
15135 Timberwood Lane Minster, OH 45865 E-mail: larry.oberdorf@realliving.com Additional Information: On Leave From Call			
Smoot, Phyllis	Seminarian Awaiting Call	ELSW	Home: 708-217-5890 Office: Communion? Yes
1100 E 55th Street Chicago, IL 60615 E-mail: p.smoot@hotmail.com Additional Information:			
Thorsen, Rev. John	Clergy	ELSW	Home: 616-887-7787 Office: Communion? Yes
81 South State Street Sparta, MI 49345 E-mail: Additional Information: retired			
Rogers, John	ELCA Associate in Ministry	EVANS	Home: 270-534-1195 Office: Communion?
308 Rushing Road Paducah, KY 42001 E-mail: johnr325@bellsouth.net Additional Information:			
Andrews, Rev. William	Clergy	EVANS	Home: 812-544-2689 Office: Communion? Yes
Box 687 Santa Claus, IN 47579 E-mail: andrewsw@psci.net Additional Information: retired			
Bauer, August	Lay Worship Leader	EVANS	Home: 812-247-3462 Office: Communion?
RR1 Box 106B Shoals, IN 47581 E-mail: augieanita@hotmail.com Additional Information:			
Byrne, Jeff	Lay Worship Leader	EVANS	Home: 812-842-2102 Office: Communion?
5411 Ironwood Dr Newburgh, IN 47630 E-mail: jbyrne1@adelphia.net Additional Information:			
Cavins, Raymond	Lay Worship Leader	EVANS	Home: 270-249-3769 Office: Communion?
2075 Yarborough Rd. Nebo, KY 42441 E-mail: cavinsr@bellsouth.net Additional Information:			

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(This list is sorted by conferences)

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Additional Information:			
DeShaney, Donald	Lay Worship Leader	EVANS	Home: 812-867-8557 Office: Communion?
1723 Village Ln. Evansville, IN 47725			
E-mail: dJdy@evansville.net			
Additional Information:			
Dunlap, Karen	Lay Worship Leader	EVANS	Home: 812-476-6800 Office: Communion?
6708 Lincoln Ave Evansville, IN 47715			
E-mail: kjaskie121@msm.com			
Additional Information:			
Evenson, Rev. Reuben	Clergy	EVANS	Home: 812-490-0553 Office: Communion? Yes
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E-mail: revenson@sigecom.net			
Additional Information: retired			
Ferley, Mary	Lay Worship Leader	EVANS	Home: 812-402-3003 Office: 812-461-5589 Communion?
2801 Ravenswood Dr. Evansville, IN 47714			
E-mail:			
Additional Information:			
Mahrenholz, Sue	Lay Worship Leader	EVANS	Home: 812-895-0834 Office: 812-895-0834 Communion?
301 Donna Drive Vincennes, IN 47591			
E-mail: suemah@sbcglobal.net			
Additional Information:			
Meyer, Roberta	Lay Worship Leader	EVANS	Home: 812-536-3024 Office: Communion?
7787 W 1075 S Holland, IN 47541			
E-mail: meyerdg@psci.net			
Additional Information:			
Meyer, DeAnn	Lay Worship Leader	EVANS	Home: 812-678-5300 Office: Communion?
3750 E State Rd 56 Dubois, IN 47527			
E-mail:			
Additional Information:			
Piper, Brenda	Lay Worship Leader	EVANS	Home: 812-424-7119 Office: Communion?
124 Logwood Dr. Evansville, IN 47710			
E-mail: tpiper@evansville.net			
Additional Information:			
Schnable, Mark	Lay Worship Leader	EVANS	Home: 812-847-0792 Office: Communion?
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Additional Information:			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

Schnarr, Jerry P.O. Box 269 Loogootee, IN 47553 E-mail:	Lay Worship Leader	EVANS	Home: 812-295-2719 Office: 812-854-5853 Communion?
Additional Information:			
Schoo, Rev. Ronald 628 Hemlock Street Calvert City, KY 42029 E-mail:	Clergy	EVANS	Home: 270-395-8467 Office: Communion? Yes
Additional Information: retired			
Schooler, Patti 1414 Jackson Street Jasper, IN 47546 E-mail:	Lay Worship Leader	EVANS	Home: 812-482-6370 Office: Communion?
Additional Information:			
Seitz, Terry 402 W 7th Street Jasper, IN 47546 E-mail: trseitz@insightbb.com	Lay Worship Leader	EVANS	Home: 812-482-4591 Office: Communion?
Additional Information:			
Stern, Rev. Richard C. 655 S Vixen Lane Santa Claus, IN 47579 E-mail: rstern@saintmeinrad.edu	Clergy	EVANS	Home: 812-544-2159 Office: 812-357-6627 Communion? Yes
Additional Information: Professor, St. Meinrad's School of Theology			
Underwood, Frank 7655 Georgia Ln. Newburgh, IN 47630 E-mail: fu2@evansville.edu	Lay Worship Leader	EVANS	Home: 812-490-0082 Office: 812-488-1053 Communion?
Additional Information:			
Wening, Carl 6386 N Portersville Rd Jasper, IN 47546 E-mail:	Lay Worship Leader	EVANS	Home: 812-695-2371 Office: Communion?
Additional Information:			
Williams, Lora 2046 Ottawa Dr. Owensboro, KY 42301 E-mail: laevoclaw@aol.com	Lay Worship Leader	EVANS	Home: 270-684-3734 Office: Communion?
Additional Information:			
Wolf, Mary 2415 John Ct. Evansville, IN 47714 E-mail:	Lay Worship Leader	EVANS	Home: 812-479-5391 Office: Communion?
Additional Information:			
Zehr, Carol 5781 North 600 West Otwell, IN 47564 E-mail:	Lay Worship Leader	EVANS	Home: 812-482-7647 Office: Communion?
Additional Information:			

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(This list is sorted by conferences)

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Boden, Don	Lay Worship Leader	INDPLS	Home: 317-462-5763 Office:
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Additional Information:			
Boone, Rev. Edward	Clergy	INDPLS	Home: 812-372-7497 Office:
3214 Sherwood PL Columbus, IN 47203			
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Brentlinger, Rev. Denise		INDPLS	Home: 317-841-1182 Office:
7356 Glennmore Dr Indianapolis, IN 46256			
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Additional Information:			
Deeter, Dennis	Lay Worship Leader	INDPLS	Home: 317-359-9718 Office:
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Furness, Rev. David A.	Clergy	INDPLS	Home: 317-257-5919 Office:
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E-mail: lfurness@juno.com			
Additional Information: retired			
Hubert, Rev. Frederick D.	Clergy	INDPLS	Home: 317-462-1329 Office:
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Additional Information: retired			
Kirkpatrick, Rev. Ralph	Clergy	INDPLS	Home: 260-901-9524 Office:
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Additional Information: On Leave From Call			
Knopf, Matt	Seminarian Awaiting Call	INDPLS	Home: 480-332-3240 Office:
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Additional Information:			
Kuchera, Rev. Jim	Clergy	INDPLS	Home: 812-342-9114 Office:
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Additional Information: retired			

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(This list is sorted by conferences)

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Lim, Rev. Robert	Clergy	INDPLS	Home: 317-295-0807 Office: 317-334-7777
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Additional Information:			
McMahon, Susan	Lay Worship Leader	INDPLS	Home: 317-201-8149 Office:
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E-mail: smcmahon@cts.edu			
Additional Information:			
Moe, Rev. John	Clergy	INDPLS	Home: 317-888-2647 Office:
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E-mail: mjmoe@sbcglobal.net			
Additional Information: retired			
Novak, Rev. Bill	Clergy	INDPLS	Home: 317-251-1770 Office:
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Additional Information: retired			
Simpson, Rev. Jim	Clergy	INDPLS	Home: 574-596-6411 Office:
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E-mail: boilerpj@aol.com			
Additional Information: retired			
Sparks, Rev. Bonnie	Non-Rosterd Clergy	INDPLS	Home: 317-258-3995 Office:
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Stoneberg, Rev. Theodore	Clergy	INDPLS	Home: 317-336-7897 Office:
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Additional Information: Professor, Anderson University			
Wetzel, Rev. Jim	Clergy	INDPLS	Home: 317-858-3927 Office: 317-783-8356
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E-mail: jsawetzel@sbcglobal.net			
Additional Information: Chaplain, St Francis Health Services			
Windhorn, Rev. E. Dean	Clergy	INDPLS	Home: 317-815-6637 Office: 317-773-4315
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E-mail: eldorw@sbcglobal.net			
Additional Information: retired			

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(This list is sorted by conferences)

Ancil, Tom	Lay Worship Leader	LAF	Home: 574-870-3588 Office: 574-870-3588 Communion?
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E-mail:			
Additional Information:			
Anderson, Rev. Lowell	Clergy	LAF	Home: 765-866-1878 Office: Communion? Yes
3590 W Ottawa St Crawfordsville, IN 47933			
E-mail: prlowell@joink.com			
Additional Information: retired			
Chellberg, Rev. Walter	Clergy	LAF	Home: 765-474-7092 Office: Communion? Yes
3504 Summertime Trail Lafayette, IN 47909			
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Additional Information: retired			
Corum, Robert	Lay Worship Leader	LAF	Home: 765-296-9692 Office: Communion?
PO Box 103 Mulberry, IN 46058			
E-mail: rcorum@mintel.net			
Additional Information:			
Cupp, Eric	Lay Worship Leader	LAF	Home: 765-242-1906 Office: Communion?
1618 E Washington St Frankfort, IN 46042			
E-mail:			
Additional Information:			
Dierdorf, Richard	Lay Worship Leader	LAF	Home: 812-864-2404 Office: Communion?
2599 W County Rd 300 N Brazil, IN 47834			
E-mail: rdierdorf@iqest.net			
Additional Information:			
Fraumann, Ken	Lay Worship Leader	LAF	Home: 765-762-3959 Office: Communion?
24 White Tail Cr Willamsport, IN 47993			
E-mail: k.fraumann@insightbb.com			
Additional Information:			
Hoffman, Rev. Jacob H.	Clergy	LAF	Home: 765-447-1972 Office: Communion? Yes
3910 S Orchard Court Lafayette, IN 47905			
E-mail: jhh6560@yahoo.com			
Additional Information: retired			
Johnson, Rev Gayle	Non-Rostered Clergy	LAF	Home: 765-659-0564 Office: Communion?
1308 E Kirklin Brick Rd Frankfort, IN 46041			
E-mail: mary1308@sbcglobal.net			
Additional Information: non-partner denomination			
Martin, Steve	Lay Worship Leader	LAF	Home: 574-626-2939 Office: Communion?
P.O. Box 549 Walton, IN 46994			
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Additional Information:			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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Additional Information:			
Stacy, Rev. John	Clergy	LAF	Home: 765-362-1557 Office:
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E-mail: pastor.john@messiahelca.com			
Additional Information: retired			
Swanson, Bob	Lay Worship Leader	LAF	Home: 812-208-0301 Office:
750 Valley Rd Terre Haute, IN 47803			
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Additional Information:			
Vana, Rev. Scott	Clergy	LAF	Home: 219-984-9964 Office:
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Additional Information: On Leave From Call			
Westfall, John	Lay Worship Leader	LAF	Home: 574-583-4823 Office:
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Zimmerman, John	Lay Worship Leader	LAF	Home: 765-362-6839 Office:
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Additional Information:			
Hickey, Andrea	Seminarian Awaiting Call	NCC	Home: 574-830-5335 Office:
23120 Orchard Ridge Dr. Elkhart, IN 46513			
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Additional Information:			
Holten, Rev. John E.	Clergy	NCC	Home: 574-247-0605 Office:
2217 Hidden Oaks Ct South Bend, IN 46628			
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Kashmer, Vanette	Associate in Ministry	NCC	Home: 574-533-2630 Office: 574-537-4006
309 Gra-Roy Drive Goshen, IN 46526			
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Satre, Rev. Carl	Clergy	NCC	Home: 574-457-5960 Office:
POB 42 Syracuse, IN 46567-0042			
E-mail: chsatre@aol.com			
Additional Information: retired			

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(This list is sorted by conferences)

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Additional Information: retired			
Snyder, Rev. Russell	Clergy	NCC	Home: 574-271-1229 Office:
224 Murray St South Bend, IN 46637-3418			
E-mail:			
Additional Information: retired			
VanOort, Rev. Loren	Clergy	NCC	Home: 574-272-0216 Office:
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Additional Information: retired			
Callendar, Stephen	Lay Worship Leader	NEC	Home: 260-436-2829 Office:
6717 Sky Blue Dr. Fort Wayne, IN 46804			
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Additional Information:			
Christensen, Allen	Lay Worship Leader	NEC	Home: 260-749-2743 Office: 260-451-6022
6412 Durango Dr. Fort Wayne, IN 46815			
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Additional Information:			
Cook, Gary	Lay Worship Leader	NEC	Home: 260-747-7971 Office: 260-479-6429
9027 Ridgetree Dr. Fort Wayne, IN 46819			
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Additional Information:			
Dorsch, Rev. Otto	Clergy	NEC	Home: 260-638-4115 Office:
P O Box 39 Zanesville, IN 46799			
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Additional Information: retired			
Frischman, Ronald	Lay Worship Leader	NEC	Home: 260-356-7493 Office: 260-563-8476
3949 W 500 N Huntington, IN 46750			
E-mail: ronf@epowerc.net			
Additional Information:			
Goeglein, Rev. Mack	Clergy	NEC	Home: 260-486-4918 Office:
7826 Tanbark Ln Ft Wayne, IN 46835			
E-mail: goeg488@aol.com			
Additional Information: retired			
Graham, Rev. Vernon	Clergy	NEC	Home: 260-485-4805 Office: 260-422-3528
10027 Downeys LNDG Ft Wayne, IN 46825-2366			
E-mail: vernchurch@aol.com			
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INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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E-mail: dnhamlin@myvine.com			
Additional Information: retired			
Hawkins, Rev. Jeffrey	Clergy	NEC	Home: 260-982-4961 Office: 260-982-4961
10373 N 300 E N. Manchester, IN 46962			
E-mail: jeff@hopecsa.org			
Additional Information:			
Heggen, Rev. Darrol	Clergy	NEC	Home: 260-432-4103 Office: 260-868-2082
9409 Wawasee Cove Fort Wayne, IN 46804			
E-mail: dpheggen@verizon.net			
Additional Information: retired			
Hess, Thomas	Lay Worship Leader	NEC	Home: 260-665-0374 Office:
180 Lane 587 Lake James Fremont, IN 46737-9075			
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Additional Information:			
Hofer Jr., Rev. John E.	Clergy	NEC	Home: 260-723-4878 Office:
411 N Calhoun Street South Whitley, IN 46787-1345			
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Additional Information: retired			
Hoffman Kierspe, Carole	Lay Worship Leader	NEC	Home: 260-432-8169 Office:
1616 Ardmore Ave. Fort Wayne, IN 46802			
E-mail:			
Additional Information:			
Kolch, Rev. Victor	Clergy	NEC	Home: 260-637-2781 Office: 260-435-7721
1306 Shiraz Court Fort Wayne, IN 46845			
E-mail: vkolch@lutheran-hosp.com			
Additional Information: Chaplain, Lutheran Hospital			
May, Rev. Larry	ELCA Clergy	NEC	Home: 260-610-8899 Office:
3160 E Bash Street Columbia City, IN 46725			
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Additional Information:			
Mikulski, Mary Jo	Associate in Ministry	NEC	Home: 260-483-7329 Office:
3223 Chancellor Drive Fort Wayne, IN 46815			
E-mail: graceftw@verizon.net			
Additional Information: retired			
Pannkuk, Rev. John	Clergy	NEC	Home: 260-749-8326 Office:
7904 Woodcreek Lane Ft Wayne, IN 46815			
E-mail: jkpannkuk@infionline.net			
Additional Information: retired			
available April - November			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

Peterson, Rev. John	Clergy	NEC	Home: 260-486-0298 Office: 260-435-7720 Communion? Yes
3320 Solitude Place Fort Wayne, IN 46815			
E-mail: jpetersonlhi@verizon.net			
Additional Information: Chaplain, Lutheran Hospital			
Redmon, Marceile	AIM Awaiting call	NEC	Home: 260-486-1664 Office: Communion?
5226 Brookview Dr Ft Wayne, IN 46835			
E-mail: marceile@redmons.com			
Additional Information:			
Redmon, Edward	Lay Worship Leader	NEC	Home: 260-486-1664 Office: Communion?
5226 Brookview Dr Ft Wayne, IN 46835			
E-mail: edward@redmons.com			
Additional Information:			
Richter, Rev. Donald	Clergy	NEC	Home: 260-636-3273 Office: Communion? Yes
306 Woods Drive Albion, IN 46701			
E-mail:			
Additional Information: retired			
Row, Rev. Paul W.	Clergy	NEC	Home: 260-623-2120 Office: Communion? Yes
11409 Rowe Road Monroeville, IN 46773			
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INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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What if we want to celebrate the Eucharist? Continued. . .

- A third option to consider would be with one of our ecumenical partners. We are in full altar and pulpit fellowship with the Episcopal Church, the Presbyterian Church USA, the United Church of Christ, the Reformed Church in America, and the Moravian Church in America. Ordained clergy in any of these church bodies could preach and preside.
- There are some candidates for ordination who have a one-year license from the Bishop to preach and preside.
- Finally, if you normally celebrate Holy Communion every Sunday and you have exhausted all of these resources, your Congregation Council may send a letter to the Bishop requesting that a specifically named layperson be authorized to celebrate the Eucharist on that particular Sunday in your particular congregation.

WHEN YOUR CHURCH HAS A GUEST PREACHER AND/OR WORSHIP LEADER:

1. Send a letter of welcome to the supply person. Include details related to the person's duties, a map to the church, and a sample bulletin MARKED to indicate the pulpit supply person's involvement. Be sure to request information in advance so the bulletin can include the supply person's name (spelled correctly) and so you can add information that will clearly identify your guest.
2. List any extra activities which the supply person might be expected to participate in, such as a children's sermon, Sunday Church School, a special meal, etc. If possible, mail the bulletin for the service. At the very least, make certain there is one available upon his/her arrival at the church.
3. Call the supply person a few days before the service. Make certain the supply person has a name and phone number of the contact person, as well as a "live" phone number for the day of the service. Check directions to the church, and make certain the supply person has the map that was sent with the sample bulletin.
4. A member familiar with the worship practices should be on hand to meet the supply person on the day of the service at the time of his/her arrival. Acquaint the supply person with the church building – coat closet, rest room, room in which to robe, etc. Point out all the physical aspects of the sanctuary – clergy seating, acoustics, fans, etc. Be certain the supply person knows where and when to enter and leave the service, (do you process and recess?) microphone arrangements, cassette system, choir, and where to stand for greeting members following the service.
5. Have the contact person or church officers available during the greeting period to assist the supply person if needed and to identify, welcome and follow-up on visitors and guests attending the service.
6. As you and your congregation are hosting the supply person, try to do everything possible to make your guest feel comfortable and welcome at your church.

The Indiana-Kentucky Synod Compensation Guidelines honorarium recommended for one worship service is \$150.00, and \$50.00 for each additional service. Mileage should be paid at the IRS standard mileage rate for employee reimbursements (see www.irs.gov for current rate). The rate as of 7/1/08 is 58.5 cents per mile. .

Thank you for your partnership in mission!

Indiana-Kentucky Synod, ELCA
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