

**INDIANA-KENTUCKY SYNOD
PULPIT SUPPLY LIST
(UPDATED 6/30/09)**

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:			
Hilleson, Rev. James	Clergy	ECIC	Home: 765-289-9755 Office: 765-747-4408
1403 N Duane Rd Muncie, IN 47304			Communion? Yes
E-mail: jhilleson503@gmail.com			
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			Pastor Emeritus
Additional Information: retired			
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			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

Pairan, Tom	Clergy	EKY	Home: 859-442-5122 Office:
20 Pine Hill Dr Highland Heights, KY 41076			
E-mail: tpairan@trinitylutheranseminary.edu			
Additional Information: Seminary Student			
Porter, Mike	Lay Worship Leader	EKY	Home: 740-507-5181 Office:
750 Crestrose Ct Howard, OH 43028			
E-mail: mlporterse@earthlink.net			
Additional Information:			
Weitzel, Rev. Thomas	Clergy	EKY	Home: 859-814-6333 Office:
10481 Madonna Dr Alexandria, KY 41001			
E-mail: tweitzel@iksynod.org			
Additional Information:			
Oberdorf, Larry	Associate in Ministry	ELSW	Home: 419-628-2469 Office:
15135 Timberwood Lane Minster, OH 45865			
E-mail: larry.oberdorf@realliving.com			
Additional Information: On Leave From Call			
Thorsen, Rev. John	Clergy	ELSW	Home: 616-887-7787 Office:
81 South State Street Sparta, MI 49345			
E-mail:			
Additional Information: retired			
Andrews, Rev. William	Clergy	EVANS	Home: 812-544-2689 Office:
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:
RR1 Box 106B Shoals, IN 47581			
E-mail: augieanita@hotmail.com			
Additional Information:			
Byrne, Jeff	Lay Worship Leader	EVANS	Home: 812-842-2102 Office:
5411 Ironwood Dr Newburgh, IN 47630			
E-mail: jbyrne1@adelphia.net			
Additional Information:			
Cavins, Raymond	Lay Worship Leader	EVANS	Home: 270-249-3769 Office:
2075 Yarborough Rd. Nebo, KY 42441			
E-mail: cavinsr@bellsouth.net			
Additional Information:			
Courter, Terry	Lay Worship Leader	EVANS	Home: 812-842-0905 Office: 812-842-0905
3433 Forestdale Dr Newburgh, IN 47630			
E-mail: Terry_M_Courter@whirlpool.com			
Additional Information:			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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
6144 Yosemite Drive Newburgh, IN 47630			
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, DeAnn	Lay Worship Leader	EVANS	Home: 812-678-5300 Office: Communion?
3750 E State Rd 56 Dubois, IN 47527			
E-mail:			
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:			
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:			
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:			
Schnable, Mark	Lay Worship Leader	EVANS	Home: 812-847-0792 Office: Communion?
PO Box 170 Linton, IN 47741			
E-mail: simas7@att.net			
Additional Information:			
Schnarr, Jerry	Lay Worship Leader	EVANS	Home: 812-295-2719 Office: 812-854-5853 Communion?
P.O. Box 269 Loogootee, IN 47553			
E-mail:			
Additional Information:			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

Schoo, Rev. Ronald	Clergy	EVANS	Home: 270-395-8467
628 Hemlock Street	Calvert City, KY 42029		Office:
E-mail:			Communion? Yes
Additional Information:	retired		
Schooler, Patti	Lay Worship Leader	EVANS	Home: 812-482-6370
1414 Jackson Street	Jasper, IN 47546		Office:
E-mail:			Communion?
Additional Information:			
Seitz, Terry	Lay Worship Leader	EVANS	Home: 812-482-4591
402 W 7th Street	Jasper, IN 47546		Office:
E-mail: trseitz@insightbb.com			Communion?
Additional Information:			
Stacy, Rev. John	Clergy	EVANS	Home: 765-362-1557
1041 S 200 West	Crawfordsville, IN 47933		Office: 812-482-7623
E-mail: theoaria@gmail.com			Communion? Yes
Additional Information:	retired		
Stern, Rev. Richard C.	Clergy	EVANS	Home: 812-544-2159
655 S Vixen Lane	Santa Claus, IN 47579		Office: 812-357-6627
E-mail: rstern@saintmeinrad.edu			Communion? Yes
Additional Information:	Professor, St. Meinrad's School of Theology		
Underwood, Frank	Lay Worship Leader	EVANS	Home: 812-490-0082
7655 Georgia Ln.	Newburgh, IN 47630		Office: 812-488-1053
E-mail: fu2@evansville.edu			Communion?
Additional Information:			
Wening, Carl	Lay Worship Leader	EVANS	Home: 812-695-2371
6386 N Portersville Rd	Jasper, IN 47546		Office:
E-mail:			Communion?
Additional Information:			
Williams, Lora	Lay Worship Leader	EVANS	Home: 270-684-3734
2046 Ottawa Dr.	Owensboro, KY 42301		Office:
E-mail: laevoclaw@aol.com			Communion?
Additional Information:			
Zehr, Carol	Lay Worship Leader	EVANS	Home: 812-482-7647
5781 North 600 West	Otwell, IN 47564		Office:
E-mail:			Communion?
Additional Information:			
Boden, Don	Lay Worship Leader	INDPLS	Home: 317-462-5763
2986 Sugarcreek Dr	Springlake, IN 46140		Office:
E-mail: don@LDMinc.org			Communion?
Additional Information:			

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(This list is sorted by conferences)

Boone, Rev. Edward	Clergy	INDPLS	Home: 812-372-7497 Office:
3214 Sherwood PL Columbus, IN 47203			
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Additional Information: retired			
Brentlinger, Rev. Denise		INDPLS	Home: 317-841-1182 Office:
7356 Glennmore Dr Indianapolis, IN 46256			
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Deeter, Dennis	Lay Worship Leader	INDPLS	Home: 317-359-9718 Office:
5263 E Pleasant Run Pkwy S Dr. Indianapolis, IN 46219			
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Additional Information:			
Hege, Brent	Lay Worship Leader	INDPLS	Home: 317-295-8369 Office:
4545 Melbourne Rd Indianapolis, IN 46228			
E-mail: bhege@butler.edu			
Additional Information:			
Hubert, Rev. Frederick D.	Clergy	INDPLS	Home: 317-462-1329 Office:
1793 Grindstone Ct Greenfield, IN 46140			
E-mail: f.hubert@comcast.net			
Additional Information: retired			
Kirkpatrick, Rev. Ralph	Clergy	INDPLS	Home: 317-608-9759 Office:
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E-mail: rkirkpat@clarian.org			
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: Chaplain			
Lim, Rev. Robert	Clergy	INDPLS	Home: 317-295-0807 Office: 317-334-7777
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(This list is sorted by conferences)

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Additional Information:			
Moe, Rev. John	Clergy	INDPLS	Home: 317-888-2647 Office:
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Additional Information: retired			
Novak, Rev. Bill	Clergy	INDPLS	Home: 317-251-1770 Office:
5755 N Pennsylvania St Indianapolis, IN 46220			
E-mail: Novakjw13@gmail.com			
Additional Information: retired			
Simpson, Rev. Jim	Clergy	INDPLS	Home: 574-596-6411 Office:
9420 Bridgewater Circle Indianapolis, IN 46250			
E-mail: boilerpj@aol.com			
Additional Information: retired			
Sparks, Rev. Bonnie	Non-Rosterd Clergy	INDPLS	Home: 317-258-3995 Office:
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Additional Information: (UCC Partner)			
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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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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Additional Information: retired			
Yoder, Rev. David D.	Clergy	INDPLS	Home: 317-895-3195 Office:
9706 Woodsong Lane Indianapolis, IN 46229			
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Additional Information: retired			
Ancil, Tom	Lay Worship Leader	LAF	Home: 574-870-3588 Office: 574-870-3588
7756 Upper Hambridge Dr Monticello, IN 47960			
E-mail:			
Additional Information:			

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(This list is sorted by conferences)

Anderson, Rev. Lowell	Clergy	LAF	Home: 765-866-1878 Office:
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Additional Information: retired			
Chellberg, Rev. Walter	Clergy	LAF	Home: 765-474-7092 Office:
3504 Summertime Trail Lafayette, IN 47909			
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Additional Information: retired			
Corum, Robert	Lay Worship Leader	LAF	Home: 765-296-9692 Office:
PO Box 103 Mulberry, IN 46058			
E-mail: rcorum@mintel.net			
Additional Information:			
Cupp, Eric	Lay Worship Leader	LAF	Home: 765-242-1906 Office:
1618 E Washington St Frankfort, IN 46042			
E-mail:			
Additional Information:			
Daehler, Rev. Dwayne	Clergy	LAF	Home: 765-743-1894 Office:
220 Connolly Street W. Lafayette, IN 47906			
E-mail: dpdmkd67@netzero.com			
Additional Information: retired			
Dierdorf, Richard	Lay Worship Leader	LAF	Home: 812-864-2404 Office:
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:
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:
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:
1308 E Kirklin Brick Rd Frankfort, IN 46041			
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Additional Information: non-partner denomination			
Martin, Steve	Lay Worship Leader	LAF	Home: 574-626-2939 Office:
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Additional Information:			

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(This list is sorted by conferences)

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Additional Information:			
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: 765-564-3200
1162 W US Hwy 24 Reynolds, IN 47980-8115			
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Additional Information: Communion? Yes			
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:
809 Sugar Tree Rd Crawfordsville, IN 47933			
E-mail: zimmermj@wabash.edu			
Additional Information: Communion?			
Hickey, Andrea	Seminarian Awaiting Call	NCC	Home: 574-830-5335 Office:
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Additional Information:			
Holten, Rev. John E.	Clergy	NCC	Home: 574-247-0605 Office:
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E-mail: holten@peoplepc.com			
Additional Information: retired Communion? Yes			
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309 Gra-Roy Drive Goshen, IN 46526			
E-mail: kashmer@maplenet.net			
Additional Information: Counselor, Hospice of Elkhart County			
Magee, Michelle	Seminarian Awaiting Call	NCC	Home: 574-935-5589 Office:
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Additional Information: Communion? Yes			
Satre, Rev. Carl	Clergy	NCC	Home: 574-457-5960 Office:
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Additional Information: retired Communion? Yes			

INDIANA--KENTUCKY SYNOD PULPIT SUPPLY LIST

(This list is sorted by conferences)

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E-mail:			
Additional Information: retired			
VanOort, Rev. Loren	Clergy	NCC	Home: 574-272-0216 Office:
52745 Westgate Dr South Bend, IN 46635			
E-mail: lvoort@sbcglobal.net			
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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Cook, Gary	Lay Worship Leader	NEC	Home: 260-747-7971 Office: 260-479-6429
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E-mail: gcookathome@aol.com			
Additional Information:			
Dorsch, Rev. Otto	Clergy	NEC	Home: 260-638-4115 Office:
P O Box 39 Zanesville, IN 46799			
E-mail:			
Additional Information: retired			
Frischman, Ronald	Lay Worship Leader	NEC	Home: 260-356-7493 Office: 260-563-8476
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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:
10027 Downeys LNDG Ft Wayne, IN 46825-2366			
E-mail: vernchurch@aol.com			
Additional Information:			
Hamlin, Rev. Daniel	Clergy	NEC	Home: 260-432-8932 Office:
6724 Convington Creek Tr Fort Wayne, IN 46804			
E-mail: dnhamlin@myvine.com			
Additional Information: retired			

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(This list is sorted by conferences)

Hawkins, Rev. Jeffrey	Clergy	NEC	Home: 260-982-4961 Office: 260-982-4961 Communion? Yes
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: Communion? Yes
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: Communion?
180 Lane 587 Lake James Fremont, IN 46737-9075 E-mail: hess@benteler.com Additional Information:			
Hofer Jr., Rev. John E.	Clergy	NEC	Home: 260-723-4878 Office: Communion? Yes
411 N Calhoun Street South Whitley, IN 46787-1345 E-mail: johnbarbhofer@mchsi.com Additional Information: retired			
Hoffman Kierspe, Carole	Lay Worship Leader	NEC	Home: 260-432-8169 Office: Communion?
1616 Ardmore Ave. Fort Wayne, IN 46802 E-mail: Additional Information:			
Kamerzell, Rev. Kathleen	Clergy	NEC	Home: 260-248-8958 Office: Communion? Yes
209 E Market Street Columbia City, IN 46725 E-mail: kazz484@yahoo.com Additional Information:			
Kolch, Rev. Victor	Clergy	NEC	Home: 260-637-2781 Office: 260-435-7721 Communion? Yes
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: Communion? Yes
3160 E Bash Street Columbia City, IN 46725 E-mail: nanlarmdy@wildblue.net Additional Information:			
Mikulski, Mary Jo	Associate in Ministry	NEC	Home: 260-483-7329 Office: Communion? Yes
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: Communion? Yes
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, 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:			
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:			
Row, Rev. Paul W.	Clergy	NEC	Home: 260-623-2120 Office: Communion? Yes
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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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