



# Pulpit Supply Guidelines and List

The Pulpit Supply List assists congregations in finding an individual to temporarily fill the pulpit for worship services. Pulpit Supply is intended as a Sunday-by-Sunday temporary relationship. If the church is intending to invite the same supply preacher for more than 3 consecutive weeks or enter into an ongoing relationship, Presbytery approval is required<sup>1</sup> through the Commission on Transitional Ministries (CTM).

## What is the purpose of this list?

The worship leaders below have been approved by CTM. Utilizing ministers from our pulpit supply list or the lists of our denominational partners linked below does not require CTM permission. While it is strongly encouraged that congregations utilize the approved Pulpit Supply List, sessions may invite ministers of other denominations to lead in worship occasionally with CTM approval.

Whether from this list or outside of this list, CTM approval is needed when the worship leader preaches 3 or more times in a month, or on a repeating basis.

## What Can Be Expected

When contacting the pulpit supply, indicate their responsibilities, i.e.

- Sermon title & text
- Additional scriptures
- Prayers
- Children's sermon
- Hymns
- Additional bulletin information
- Communion, baptism, new member, etc.
- Bulletin deadline & contact persons.

Be sure to specify the time of worship, directions to site, key contact information and any other helpful information such as coffee hour, meals, etc. Arrange for a person who will greet them and answer any questions.

## Who May Serve Communion

Only PC(USA) Ministers of Word & Sacrament, ruling elders authorized by the Presbytery to serve communion, and ministers from our "full communion partners" may serve communion (denoted below in bold and with an asterisk (\*)). Other ecumenical partner ministers may administer the sacraments only with approval of CTM, or with the concurrence of CTM moderator(s) and one of the following staff: Stated Clerk, Presbytery Executive, or Presbytery Associate for Ministry Vitality.

## Compensation

Supplying the pulpit involves significant preparation time by the supply preacher. Estimates of the time spent for one supply preaching date range from  $\frac{3}{4}$  of a day to 1.5 days. Compensation for a supply preacher is \$150 for one service and an additional \$50 for two services, plus mileage reimbursement at the current IRS rate. Congregations should discuss ahead of time with the pulpit supply additional compensation for non-traditional technological services, such as recording or editing or online worship. (See KEY at the bottom for description of electronic worship icons.) Ordinarily, compensation is given on the day which services are rendered. If this is not possible, payment should be made within the following week. Within the week following the service, a letter of appreciation is sent to the pulpit supply from the session of the church.

## Milwaukee Presbytery Pulpit Supply List



Julie Craig  
545 Greenwood Court,  
Pewaukee WI 53072  
262-695-0223  
[Julie@craig.net](mailto:Julie@craig.net)

Julie is a writer, speaker, preacher and graduate of San Francisco Theological Seminary. She and her spouse live in Pewaukee. She has served the denomination as a parish pastor, committee moderator, council member, Synod Permanent Judiciary Commissioner, and a Presbytery Staff member in Northern California.

Julie's current ministry is as a Hospice Registered Nurse Case Manager in Brookfield and recently worked as a Psychiatric Registered Nurse. She enjoys travel, being a Nana, and reinventing herself.



Sara Miles  
318 57th St  
Unit #303  
Kenosha, WI  
53140-4249  
262-997-0752  
[sjmiles1938@gmail.com](mailto:sjmiles1938@gmail.com)

An elder of First Presbyterian Church (Kenosha) and their pastor for visitation, Sara is commissioned by the Presbytery's Commission on Pastoral Ministries to officiate communion. A past Presbytery Moderator, Sara has served on numerous Presbytery commissions and committees. Sara and her husband John served as missionaries in the Democratic Republic of the Congo, and in the US were highly involved in Christian Higher Education. She actively participates in the Presbyterian Assoc. on Science, Technology, and the Christian Faith and has written numerous articles for their journal and has spoken on the subject at numerous churches in Milwaukee and Giddings-Lovejoy Presbyteries.



Catherine Neal  
104 White Sand Lane  
Racine WI  
53402  
262-681-5386  
Servantcatherine  
@hotmail.com

Rev. Catherine A. Neal, BCC, Honorably Retired Presbyterian Minister with PCUSA, continues to be involved with the Milwaukee Presbytery serving in pulpit supply and serving on the Partnership Commission and the Disaster Preparedness and Response Task Force. Before retirement she served as a Board Certified Hospital Chaplain and continues to support others through her volunteer work with the Association of Professional Chaplains and as a member of the Southeast Wisconsin Red Cross on their Disaster Assistance Team.

Catherine lives part-time in SC, and is available for online worship remotely or in person when she is in WI.



Fiona Nicolaisen  
2254 W Halsey Ave.  
Milwaukee WI  
53221  
414-881-5848  
Crimond23  
@sbcglobal.net

Fiona Nicolaisen was born in Scotland, attended college and seminary in upstate New York, and then moved to Wisconsin to accept her first call to ministry. Currently she is working as the Parent Coordinator at Reagan IB High School in Milwaukee. There is much which fills her life with joy, most especially her family, with whom she loves to spend time at home, at church, at college events, at the theatre, and on trips together to explore the world.



Bill Petterson  
W23N2517  
Dahlia Blvd. 13B  
Waukesha 53188  
262-617-9338  
bill.petterson@gmail.  
com

Bill is a second-time Wisconsinite, having first lived here in 1969 as a student at Lawrence University in Appleton (where he met his wife, Fe). Since then he has lived in Illinois, northern Idaho (as a "student pastor"), Colorado (for his first career as a furniture- and cabinet-maker), Illinois again (as Associate Pastor of First Federated Church in Peoria for 11 years), and back to Wisconsin in 2000 – where he served as pastor at Brookfield Presbyterian Church until 2007. Bill has done a couple of short-term interims, session moderating, pulpit supply – and thoroughly enjoys the travel benefits of retirement.



Carol Wickersham  
612 High St.  
Clinton, WI 53525  
608-676-4583  
Clwickersham  
@charter.net

Carol has an M.Div. from Pacific School of Religion. Prior to joining the faculty at Beloit College, Carol served local congregations, at the World Council of Churches and as an adjunct faculty member in field education at San Francisco Theological Seminary. She is currently involved in attempts to secure humane treatment for US detainees as founder of No2Torture and as a board member of the National Religious Coalition Against Torture.



John Dillon  
2226 N51st St.  
Milwaukee WI  
53208  
815-354-1848  
Dillonjohn0800  
@gmail.com

John is a native Scot, originally ordained by Church of Scotland before transferring to PC(USA) in 1992. Now happily declared Honorably Retired and living in Milwaukee after serving congregations in California, Arkansas, Florida, Maryland and finally in Illinois. He is an active member of the Iona Community ([Iona.org.uk](http://Iona.org.uk)), involved in two local nonprofit organizations, and returning to a previous passion for Art History, is training to be a Docent at Milwaukee Art Museum.

In addition to these, below is the list of our regional full communion partners and links to their pulpit supply lists:

UCC- Southeast Association Pulpit supply

<https://www.wcucc.org/wp-content/uploads/2022/01/SWA-Pulpit-Supply-Listing-January-2022.pdf>

South Central Synod ELCA Pulpit Supply

<https://scsw-elca.org/wp-content/uploads/2022/01/Pulpit-Supply-COVID-protocol-etc.pdf>

Greater Milwaukee Synod ELCA Pulpit Supply

<https://milwaukee-synod.org/pulpit-supply/>

(Please note that the compensation requirements for the Greater Milwaukee Synod are \$175 service/ additional serv \$50)

### Ecumenical Partners

This list is always being updated. Always ask the Stated Clerk to make sure the PC(USA) is still in correspondence with these denominations BEFORE approving a pulpit supply relationship.

<p>African Methodist Episcopal Church The African Methodist Episcopal Zion Church Christian Church (Disciples of Christ) in the United States and Canada Christian Methodist Episcopal Church Cumberland Presbyterian Church Cumberland Presbyterian Church in America The Episcopal Church (USA) <b>Evangelical Lutheran Church in America*</b> <b>Hungarian Reformed Church in America*</b> International Council of Community Churches</p>	<p><b>Korean Presbyterian Church Abroad (KPCA)*</b> <b>Korean Presbyterian Church in America*</b> <b>Moravian Church in America, Northern and Southern Provinces*</b> National Baptist Convention of America, Inc. National Baptist Convention, USA, Inc. Progressive National Baptist Convention, Inc. <b>Reformed Church in America*</b> <b>United Church of Christ*</b> The United Methodist Church</p>
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