

**Which minister does what?**  
Revs. Melora and Shana Lynngood

**Co-Minister Portfolio Split, 2024-2025**

<b>Rev. Melora and Rev. Shana both do:</b>	
Preaching and Worship	
Pastoral Care and Counselling	
Adult Program Leadership	
Rites of Passage	
<b><i>We both meet with:</i></b> Committee on Ministry, Staff, Board	
<b>Rev. Melora is primarily responsible for ministry in these areas:</b>	<b>Rev. Shana is primarily responsible for ministry in these areas:</b>
	Worship & Worship Associates Program Music and Choirs Spirited Jazz
Congregational Life: care and concern, depression & anxiety support group, neighbourhood groups	Congregational Life: membership, recognition & awards, fun and fellowship, walking group, pub night, zoom sing, etc.
Reconsidering Our Name Workshops and Process, 2024-25	Spiritual Exploration and Learning for Adults (SELA) oversight: including soul matters program, spirituality group, courses, etc.
Occasional all ages services	Spiritual Exploration and Learning for Children & Youth (SEL-CY) oversight
Property Management Council	Finance (includes Strategic Financial Planning team, Annual Budget Campaign (ABC), auction, lease team, etc.)
Administration: HR Team Lead (staff meetings, HR system, staff compensation, etc.) church office, communications	
Outreach: SRC (social responsibility coalition), GVAT, EAT, Truth, Healing, & Reconciliation Team	Outreach: lay chaplaincy, writing articles for Times Colonist Denominational affairs
Denominational: attend UUMA, UUA GA, UUMOC, CUC meetings and conferences	Denominational: mentor one UU minister, serves on UUA Board of Review, attend UUMA, UUA GA, UUMOC, CUC meetings and conferences

<b>Supervises:</b>	<b>Supervises:</b>
<ul style="list-style-type: none"> <li>• Church Administrator (who, in turn, supervises custodians and maintenance technician)</li> <li>• Communications Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Spiritual Exploration and Learning for Children and Youth (who, in turn, supervises SELCY assistant(s) and Sunday child-minders)</li> <li>• Director of Music (who in turn, supervises Accompanist)</li> </ul>

**Contacting Your Co-Ministers**

We, Rev. Melora and Rev. Shana, share one, full-time position. We split the areas of church work between us (see portfolio split above). We also split the minister’s work week.

**When are Rev. Melora and Rev. Shana available to see me?**

**The simpler answer:**

We are available for meetings Tuesdays, Wednesdays, Thursdays, and Sundays. Friday is our sermon writing day, which we try to reserve for service preparation. Monday is our day off (a Sabbath from church business, but we are still on call for emergencies. Call our cell phones).

**The more detailed answer:**

Usually, our work week looks something like this:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am–2:30pm	Day Off; available for emergencies	Rev. Melora & Rev. Shana	Rev. Melora & Rev. Shana	Rev. Melora & Rev. Shana	Worship Prep	Periodically works special events – workshops, rites of passage, etc.	Rev. Melora & Rev. Shana
2:30pm-9:00pm		Rev. Melora	Preacher works	Rev. Shana	Preacher continues worship prep.		Off except for Spirited Jazz

**The bottom line:**

We care about you. We want to be available and accessible to you! Please feel free to call our cell phones, text, or email to set up a time to meet (on zoom/ in person pending Covid context).

Rev. Melora      (250) 891-6330    [rev.melora@victoriaunitarian.ca](mailto:rev.melora@victoriaunitarian.ca) (text or call preferred, as inbox can overflow)

Rev. Shana      (250) 891-6331    [rev.shana@victoriaunitarian.ca](mailto:rev.shana@victoriaunitarian.ca)