



Proclaimer Protocols

Our Lady of Perpetual Help Parish

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Prayer for Proclaimers

Praise to you, Lord God, king of the universe, and all glory to your name. I praise you and thank you for calling me to proclaim your word to your beloved people. Open the hearts of all who worship with me, so that they may hear your voice when I read. Let nothing in my life or manner disturb your people or close their hearts to the action of your Spirit. Cleanse my heart and mind and open my lips so that I may proclaim your glory. All praise to you, heavenly Father, through the Lord Jesus in the Holy Spirit, now and forever. Amen!

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“He said to them, “Go into all the world and preach the good news to all creation.” Mark 16:15

Mission Statement

Proclaimers are members of the assembly who are called and trained to support the Liturgy that builds up faith among the people of God. They make the Word of God present and alive to the attentive ear, and rouse faith in those who hear the proclamation.

Personal Qualities and Expectations

- Fully initiated into the Catholic faith (with sacraments up to Confirmation), a regular participant in OLPH parish life, and 16 years or older (those under age 16 will be considered based on reading ability).
- Strong spirit of hospitality.
- Sense of baptismal call and a desire to serve the worshipping community as a proclaimer.
- Basic knowledge of the Scriptures and familiarity with its context.
- Love and reverence for Scripture as God’s Living Word, and a sense of awe and wonder in its power, its transcendence, and its capacity to transform lives.
- Serious and prayerful preparation.
- Ability to proclaim the Good News with grace, dignity, faith, and clarity.
- Willing to attend training and formation sessions to help in preparing and delivering the Word of God.
- Dress in a manner befitting this sacred ministry.

Organization and Duties

Co-Coordinators: **Marlane Pentelechuk** (mpentelechuk@gmail.com or 780.983.2976)

Terry Volk (Theresa.Volk@ecsd.net or 780.993.1063)

Co-Coordinator Duties

- Provide leadership for the Proclaimers Ministry and be responsible to Liturgy Council.
- Attend Liturgy Council meetings and communicate messages and directives from the Council to all proclaimers for weekday and Sunday celebrations.
- Address comments and questions from all proclaimers and bring concerns to Liturgy Council as needed.

- Monitor the scheduling of proclaimers on Sign-Up Genius throughout the year, but especially for the special Advent and Lenten seasons, including Christmas and New Year's Masses as well as Ash Wednesday and Holy Week liturgies.
- Train new proclaimers and ensure they are registered OLPH volunteers, complete all modules offered by Praesidium Academy as required by the Catholic Archdiocese of Edmonton.
- Coordinate annual sale of *Workbook for Lectors, Gospel Readers, and Proclaimers of the Word* for proclaimers who would like to purchase a personal copy of this resource. Orders are placed in October so proclaimers will have them for the start of the new Liturgical Year on the first Sunday of Advent.
- Coordinators hold their positions for a three-year term which may, for practical reasons, be extended. A new coordinator is recruited by the current coordinator, who assumes the position after approval from the pastor. A period of time for mentoring the incoming coordinator is desirable.

Proclaimer Duties

- Complete all required volunteer registration forms for OLPH Parish.
- As per Catholic Archdiocese of Edmonton requirements for volunteers, complete the following modules offered by Praesidium Academy:
 - Keeping Your Church Safe
 - Preventing Abuse & Exploitation in Pastoral Ministry
 - Duty to Report
- Complete an Abuse Prevention Refresher course every two years (available by logging into Praesidium Academy)
- Fulfill the role, follow all protocols noted, and effectively communicate with other proclaimers.
- At Sunday Mass, proclaimers are responsible for:
 - 1st and 2nd Readings
 - Prayers of the Faithful (unless a deacon is present)
 - Stewardship Prayer

NOTE: Many of our proclaimers also serve in other Ministries, such as Extraordinary Minister of Communion. It is always preferable to sign up for **one** ministry at the same mass, so that your attention is not divided and more volunteers are able to serve. At some masses, however, we are short of volunteers either as proclaimers or as eucharistic ministers. Please sign up for one

ministry well in advance, then on the day of the mass, check Sign Up Genius to see if additional volunteers are needed. You would be able to sign up for an additional ministry at that time.

Proclaimer Protocols

Before Scheduled Mass

1. Plan in Advance
 - a. Please plan to proclaim at least once every six weeks or so.
 - b. Please sign up well in advance and enter your dates in your calendar.
 - c. Please keep your commitment and attend any Mass you sign up for.
 - d. If you are unable to proclaim at a Mass you have signed up for, go into Sign Up Genius to delete your sign-up. This will release your slot for someone else. Keep your confirmation email until after the date you signed up for so you have a quick link to your sign-up if you need to change or delete a sign-up.
2. Sign Up for Mass
 - a. Go to the OLPH Parish website(<https://www.olph.ca/>) and click on “Volunteer at Mass” in the bar at the top of the page.
 - b. Scroll or use the Calendar icon to get to your desired mass date and time.
 - c. Follow the prompts to sign up.
 - d. You will get a confirmation email with an attached iCalendar which you can use to enter the date in your calendar.
3. Please see the *Sign Up Genius How To* document in the Appendix for a step-by-step guide to using Sign Up Genius.

Note: If you are unable to access Sign Up Genius, you may call the OLPH Parish office at 780.467.5470 during office hours (7:30 AM – 7:30 PM seven days per week) to sign up for a specific Mass(es).
4. Prepare Your Reading
 - a. Access your reading in one of the following ways:
 - i. *Workbook for Lectors, Gospel Readers, and Proclaimers of the Word* (make sure you use the correct version – Year A, B, or C)
 - ii. Sunday/Roman missal (available for sale in the Parish office)
 - iii. Catholic Archdiocese of Edmonton website (<https://caedm.ca/> > Faith> Daily Readings)

b. Practice Your Reading

- i. Keep our Mission in mind – proclaimers make the Word of God present and alive to the attentive ear, and rouse faith in those who hear the proclamation.
- ii. Start practicing your reading well in advance.
- iii. Familiarize yourself with all four readings (first reading, psalm, second reading, gospel), so you understand their context and the message you are conveying in your reading.
- iv. Practice difficult words. Pronunciation guides are available in the *Workbook for Lectors, Gospel Readers, and Proclaimers of the Word* or online at websites such as: <https://biblespeak.org>.
- v. Read slowly and be mindful of punctuation (punctuation allows us to pause slightly so we can breathe when we are reading).
- vi. Practice reading aloud. A good rule of thumb is not to read in public what you have not practiced in private.

Before Mass

1. Arrive at the church at least 15 minutes before Mass starts.
2. Sign in at the small table in the foyer. Find a seat with easy access to the Ambo on the west side of the Sanctuary.
3. Check the lectionary at the Ambo to ensure that it is open to the first reading for the correct date.

NOTE: *Proclaimers are not responsible for carrying The Book of the Gospels (gold colour) during the procession. Only the Deacon, if present for Mass, will carry in this book. Otherwise, the gold book remains on the lectern in front of the Ambo. Proclaimers typically use the red book positioned on the Ambo.*

4. Also at the Ambo, check to ensure the ‘Proclaimers’ Notes’ binder is stored on the lower shelf, which contains the current week’s **Prayers of the Faithful** as well as the **Stewardship Prayer**.
5. Meet back in the foyer of the church to join in greeting people as they come in.
6. At the discretion of the presider, join in any pre-Mass prayer in the foyer just prior to Mass beginning.
7. Enter the Nave as part of the procession and refrain from talking with other procession members. Please be focused and reverent.

Procession

Procession Order – Sunday Masses Only

The procession follows this order:

1. Thurifer – *Leads the procession only when incense is used.*
2. Cross Bearer – *An adult server carries the processional cross, flanked by:*
 - Two Candle Bearers – *Altar servers carry lighted candles on either side of the cross.*

Note: If no altar servers are present, the second adult server or proclaimer(s) should retrieve the candles and step in.

3. Additional Adult Server & Altar Servers – *If present.*
4. Proclaimer(s)
5. Deacon – *If present, carries the Book of the Gospels (gold cover) to place on the Altar.*
6. Presider – *Preceded by any other priests.*

Procession Guidelines

- Each person or group waits until the group ahead has passed four pews before proceeding.
- Be prepared to sing during the procession; lyrics will be projected on the screens above the Altar.

Upon Reaching the Sanctuary

1. Placing Items:
 - The cross bearer places the processional cross in the stand to the immediate right of the Altar (as viewed during the procession).
 - The candle bearers place the candles on either side of the Altar, next to the large candles.
2. If the Deacon Is Present and Carrying the Book of the Gospels:
 - The candle bearers (or proclaimers, if needed) wait at the bottom of the stairs until the deacon arrives.
 - Then, they proceed up to the Altar and place the candles on either side of the Book of the Gospels, which should be laid with the cross facing up.
 - Do not bow.
 - After placing the candles, return to the bottom of the steps to rejoin the others.

3. Final Bow and Seating:

- Once the cross bearer has also returned to the bottom of the steps, give a profound bow when the presider bows.
- Then, take your seat.

Liturgy of the Word (Sunday Masses Only)

1st Reading

1. Approaching the Altar

- After the “Gloria” and Opening Prayer, the first proclaimer proceeds to the bottom of the stairs, standing directly in front of the Altar, in line with the tile cross, facing it.
- Make a profound bow straight ahead to the Altar and Blessed Sacrament. (*Do not bow to the priest.*)
- Ascend the stairs in front of you. Use the handrail if needed.
- Walk past the Altar directly to the Ambo to begin your proclamation.

2. Beginning the Reading

- Smile and establish eye contact with the congregation.
- Wait until everyone has settled.
- Proclaim clearly and from memory: “A reading from...” (*Do not say “A first reading” or “A second reading.”*)
- Pause briefly, then begin proclaiming God’s Word.
- Use your proclamation techniques and speak clearly and loudly.

(The AV volunteers will adjust the microphone volume as needed.)

3. Concluding the Reading

- After finishing, pause, re-establish eye contact, and from memory declare:

“The Word of the Lord”

— clearly, slowly, and with conviction.

- Lower your head and pause for 5 seconds, either by silently counting or saying a short prayer.

4. Returning to Your Pew

- Together with the psalmist (if they join you), walk straight ahead past the Altar, descend the stairs, and stand directly in front of the Altar, in line with the tile cross, facing it.
- Use the handrail if needed.
- In unison with the psalmist, make a profound bow to the Altar and Blessed Sacrament. (*Do not bow to the priest.*)
- Return to your pew as the psalmist moves to the Ambo.

Note: Be prepared to proceed on your own if the psalmist does not join you.

2nd Reading

If you are the **second proclaimer**, follow these steps:

1. Approaching the Altar:

- As the **psalmist concludes**, begin moving toward the **bottom of the steps**.
- Stand **directly in front of the Altar**, in line with the tile cross, facing it. If the psalmist joins you, stand together.
- Make a **profound bow** straight ahead to the **Altar and Blessed Sacrament**. (*Do not bow to the priest.*)

2. Proclaiming the Reading:

- Ascend the stairs in front of you. Use the **handrail** if needed.
- Walk **past the Altar** directly to the **Ambo** and proclaim the reading.

3. After the Reading:

- Lower your head and **pause for five seconds**—either by silently counting or saying a short prayer.
- **Lectionary handling:**

- If the **priest** is using the same lectionary for the Gospel, **leave it open** to the correct page.
- If a **deacon** is present and has placed the **Book of the Gospels** on the Altar, **close the lectionary** and place it on the **shelf below**.

4. Returning to Your Pew:

- Walk **straight ahead past the Altar**, descend the stairs, and stand directly in front of the Altar, in line with the tile cross, facing it.
- Make a **profound bow** to the **Altar and Blessed Sacrament**. (*Do not bow to the priest.*)
- Return to your pew.

Special Note:

If there is **only one proclaimer** for the Mass:

- An **adult server** will proclaim the second reading **unless** they are very uncomfortable doing so.
- If they have asked you **before Mass** to read both readings, please be prepared to do so.

Prayers of the Faithful

The **first proclaimer** reads the Prayers of the Faithful, **unless a deacon is present**.

- As the **Creed** is being recited and the congregation reaches the words: **“I believe in one holy Catholic and apostolic Church...”**, begin moving toward the **base of the Sanctuary stairs**.
- Make a **profound bow** to the **Altar and Blessed Sacrament**. (*Do not bow to the priest.*)
- Ascend the stairs and be at the ambo by the time the Creed is complete.

Reading the Prayers:

- At the Ambo, **open the binder** labeled **“Proclaimers’ Notes”**.
- Locate the **Prayers of the Faithful** for that week.
- After the **Creed concludes**, begin reading:
 - First, the **scripture reflection**.
 - Then, the **intentions** that make up the Prayers of the Faithful.

After Reading:

- Leave the binder **open at the Ambo**, turned to the **Stewardship Prayer**.
- **Remain at the Ambo** until the **presider offers the final intention** and the congregation responds: **“Amen.”**
- Descend the front steps.
- Pause at the bottom and make another **profound bow** to the **Altar and Blessed Sacrament**.
- Return to your pew.

Concluding Rites (Sunday Masses)

Stewardship Prayer

The **second proclaimer** reads the **Stewardship Prayer**, unless there is only one proclaimer. If there is only one proclaimer, that proclaimer reads the Stewardship Prayer.

- After Communion has ended and the last Eucharistic Minister has handed the ciboria back to the adult server, move to the center aisle between the front-most pews.
- Meet the usher(s) there and stand side by side with them.
- Once the presider has placed the Blessed Sacrament in the Tabernacle and closed the door, you and the usher(s) proceed to the base of the Sanctuary stairs.
- Make a profound bow together to the Altar and Blessed Sacrament.
- You then proceed to the Ambo, while the usher(s) retrieve the collection.

Praying the Prayer:

- At the Ambo, invite the congregation to join you in **praying** the Stewardship Prayer. (Do not say “saying” the Stewardship Prayer).
- Begin praying the prayer immediately after inviting parishioners to join you in praying the prayer. You are leading this prayer. **Do not** wait for the words to come up on the screen. The AV team will project the prayer on the screens once you begin.

After the Prayer:

- Close the binder and place it on the lower shelf of the Ambo.

- Descend the front steps and make another profound bow to the Altar and Blessed Sacrament.
- Return to your pew.

Closing Procession (Sunday Masses)

- At the end of Mass, rejoin the presider, adult servers, altar servers, and the other proclaimer at the bottom of the Sanctuary steps, facing the Sanctuary.
- Be in position before the priest arrives.
- Be prepared to sing; lyrics will be projected on the screens above the Altar and above the AV booth.

Procession Order:

- Bow when the presider bows.
- Follow the lead of the cross bearer and candle bearers:
 1. Cross bearer flanked by two altar servers with lighted candles.
 2. Adult server
 3. Both proclaimers walking side by side, then transitioning to single file when passing the West Transept and ascending the ramp to the Blessed Sacrament Chapel.
 4. Presider, who proceeds directly to the Vestibule.

After the Procession:

- Remain in the Blessed Sacrament Chapel until the music ends.
- Bow or genuflect to the Tabernacle in unison with the other ministers.
- Return to your pew.

After Mass

- If you have suggestions for a fellow proclaimer regarding their proclamation:
 - Contact [Marlane Pentelechuk](#) or [Terry Volk](#).
 - You may also speak with the presiding priest.



APPENDIX

OLPH Proclaimers' Ministry - Frequently Asked Questions

Can I sign up as both a proclaimer and an extraordinary minister of communion at the same mass?

It is always preferable to sign up for just one ministry at the same mass so your focus is not divided and so that more volunteers can serve in ministry. At some masses, we are short of volunteers such as proclaimers or Eucharistic Ministers. Please sign up in your preferred ministry well in advance. Please check Sign Up Genius at least two hours before on the Sunday you've signed up for to see if volunteers are still needed. At that time, you would be able to sign up for an additional ministry.

What do I do if I want to volunteer at mass but cannot access Sign Up Genius easily?

First, see the detailed step by step Sign Up Genius How To Document. If you are still not able to sign up, simply call the Parish office at (780) 467-5470 during office hours (7:30 AM – 7:30 PM seven days per week) and they will be able to help you.

What happens if there are two readings that could be used on a given Sunday?

Prepare both readings, then check with the presider to see which reading he would prefer you to use.

What happens if there is a shortened version of a reading? Do we use that?

We always use the long version of the reading.

How can I avoid microphone pops and volume issues?

Microphone pops happen most on “p” or “t” sounds when we are standing too close to the head of the microphone. To avoid this, simply make sure the microphone head is a little below your mouth (chin level) so air from speaking is not going directly into the microphone. Please turn the microphone off before adjusting it, then turn it on again when you are done.

Do not worry about volume – our AV techs will adjust volume so you can be easily heard by the congregation.

What does “dress in a manner befitting this sacred ministry” actually mean?

The congregation must always be able to focus on the Word of God, so dress should not be distracting in any way. Proclaimers are asked to wear their “Sunday best.” Clothing should be modest, neat and clean, reflecting the dignity of the ministry. (Examples of inappropriate clothing would be items such as jeans, shorts, t-shirts, tank tops, low-cut attire, flip-flops, spaghetti straps)

What do I do differently when a Deacon is present?

When a deacon is present, he will carry the Book of the Gospels and place it on the Altar. To assist, after the **second proclaimer** finishes reading, he or she will close the lectionary and place it on the shelf in the Ambo (since the Deacon will read the gospel from the Book of the Gospels).

The Deacon will read the **Prayers of the Faithful**, so the first proclaimer does not have to do this

Which courses from Praesidium Academy are proclaimers required to take?

Since Proclaimers are considered low risk, we have to take three modules (other ministries take up to ten). The modules we take are:

- Keeping Your Church Safe
- Preventing Abuse & Exploitation in Pastoral Ministry
- Duty to Report

Every 2 years, Proclaimers are required to login to Praesidium Academy to take an Abuse Prevention Refresher course.

How do I log into Praesidium Academy?

Each current registered OLPH parish volunteer has already been set up with a profile on Praesidium Academy.

Go to <https://www.praesidiumacademy.com>.

Click on **Sign In** in the top right corner.

Enter your email address and password. If you don't remember your password, simply click on "Forgot Password."

If you have forgotten the email address you originally logged in with, contact the Parish Office for assistance at (780) 467-5470. Please **DO NOT** create a new profile.

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OLPH PROCLAIMER QUICK REFERENCE GUIDE

Before Mass

8. Arrive at the church at least 15 minutes before Mass starts.
9. Sign in at the small table in the foyer.
10. Check the lectionary at the Ambo to make sure the page is on the correct readings.
11. Check to ensure the **'Proclaimers' Notes'** binder is in the Ambo.
12. Meet back in the foyer of the church to join in greeting people as they come in.
13. At the discretion of the presider, join in any pre-Mass prayer in the foyer.
14. Enter the Nave to join the procession.

Procession

1. Line up in the procession behind the altar servers and before the deacon (if present) or priest.
2. When the procession has started, wait until the altar servers are four pews away before starting to process in.
3. Stop at the bottom of the stairs on the left side of the priest.
4. Bow when the priest bows and move to your seat.

During Mass

Proclaimer 1 – First Reading

1. After the "Gloria" and the Opening Prayer, proceed to the bottom of the stairs, directly in front of the Altar.
2. Give a profound bow, mount the stairs, walk past the Altar directly to the Ambo.
3. Proclaim the first reading, then say with emphasis, "The Word of the Lord."
4. Bow your head and wait 10 seconds.
5. Together with the psalmist (if they join you), walk straight ahead past the Altar, down the stairs, stand facing the Altar and bow.
6. Return to your seat.

Proclaimer 2 (Sunday Masses only) – Second Reading

1. After the Psalm concludes, together with the psalmist if they processed with Proclaimer 1, proceed to the bottom of the stairs, directly in front of the Altar.
2. Give a profound bow, mount the stairs, walk past the Altar directly to the Ambo.
3. Proclaim the second reading, then say with emphasis, "The Word of the Lord."
4. Bow your head and wait 10 seconds.
5. Walk straight ahead past the Altar, down the stairs, stand facing the Altar and bow.
6. Return to your seat.

Proclaimer 1 (Unless a deacon is present) – Prayers of the Faithful

1. When the Creed is being recited, at the words "I believe in one holy Catholic and apostolic church...", proceed to the bottom of the stairs, directly in front of the Altar.
2. Give a profound bow, mount the stairs, walk past the Altar directly to the Ambo.
3. Open the binder marked "Proclaimers' Notes" and turn to the *Prayers of the Faithful* page.
4. Following the priest's introduction, begin to read each scripture reflection followed by the intentions that make up the Prayers of the Faithful.
5. Once you have finished reading all the intentions, turn the page to the Stewardship Prayer and leave the binder on the Ambo.
6. Remain at the Ambo until the priest offers the final intention and the congregation says, "Amen."
7. Walk straight ahead past the Altar, down the stairs, stand facing the Altar and bow.
8. Return to your seat.

Proclaimer 2 – Stewardship Prayer

1. Following Communion, once the last Eucharistic Minister has handed the ciboria to the adult server, proceed to the center aisle between the front-most pews, where you will meet and stand with the usher(s).
2. Once the presider has delivered the Blessed Sacrament to the Tabernacle and closed the door, proceed to the bottom of the steps with the usher(s).
3. With the usher(s), give a profound bow, then mount the stairs, walk past the Altar directly to the Ambo. (The usher(s) will retrieve the collection.)
4. Invite the congregation to join you in **praying** the Stewardship Prayer (the AV person will then project the words on the screen; please do not wait for AV, rather they are waiting for you).
5. Read the Stewardship Prayer.
6. Close the binder and place it on the shelf in the Ambo.
7. Walk straight ahead past the Altar, down the stairs, stand facing the Altar and bow.
8. Return to your seat.

Procession

1. At the conclusion of Mass, rejoin the priest, adult servers and altar servers at the bottom of the stairs. Be in position before the priest arrives.
2. Bow when the priest bows.
3. Follow the cross bearer, flanked by the candle bearers, and additional adult server, in procession to the Blessed Sacrament Chapel.
4. Proclaimers walk side by side until they reach the West Transept ramp, when they walk single file.
5. Wait for the music to end then, in unison with others, bow to the Tabernacle.
6. Return to your seat.

NOTES:

No Musician

- If there is no musician, the first proclaimer will also read the Responsorial Psalm.
- Check with AV to make sure that the Responsorial Psalm they will project matches the one in the lectionary.

Only One Proclaimer

- If there is only one proclaimer, the adult server will proclaim the second reading. However, the proclaimer will read both the Prayers of the Faithful and the Stewardship Prayer. If there is no adult server, the first proclaimer takes on duties for both proclaimers (First and Second Readings, Prayers of the Faithful, Stewardship Prayer).

When a Deacon is Present

- The Deacon will carry the Book of the Gospels and place it on the Altar.
- After reading, the second proclaimer closes and puts the lectionary in the Ambo (since the gospel will be read from the Book of the Gospels)
- The Deacon will read the Prayers of the Faithful.

Proclaimers as Candle Bearers

Occasionally, proclaimers are asked to serve as Candle Bearers:

1. In the opening procession, the candle bearers flank the cross.
2. Proceed directly up the stairs to the altar and place the candle on the altar.
3. In the closing procession, join the altar server, take the candle from the ambo.
4. Walk behind the altar to flank the cross
5. Walk in procession with the cross bearer.

Please see the *OLPH Protocol for Proclaimers* for detailed information about proclaiming. The OLPH Protocol is our definitive guide.

Tips for Proclaimers

Spiritual Preparation

- Pray before you prepare. Ask the Holy Spirit to guide your reading and to open your heart to God's Word.
 - See Proclaiming as a calling. Proclaiming the Word is not just a "task" but a ministry of service to the whole assembly.
 - Remember our purpose. Our goal as proclaimers is to bring God's word to God's people.
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Vocal Delivery

Rate (Speed of Speech)

- Aim for a moderate pace. Read not so fast that the message is lost, and not so slowly that it feels unnatural.
- Pause intentionally:
 - After commas and periods.
 - Before and after key phrases or names.
 - At transitions between ideas or sections.

Inflection (Tone and Pitch)

- Use natural inflection. Let your voice rise and fall as it would in a meaningful conversation.
- Emphasize key words. Highlight important theological or emotional words (*The Workbook for Lectors, Gospel Readers and Proclaimers of the Word* has suggestions for which words to emphasize).
- Avoid a monotone delivery. A flat delivery can disengage listeners. Vary your pitch to reflect the mood and message of the reading.

Volume and Clarity

- Speak loudly enough, but do not shout. The AV techs will adjust volume for you.

- Use the microphone wisely. Stand at the right distance (usually 6–12 inches), ensure that the head of the microphone is at chin level, and avoid turning your head away while speaking.
- Articulate clearly and enunciate each word, especially names and places that may be unfamiliar.

Expression and Emotion

- Let the text guide your tone:
 - Joyful readings (e.g., Easter) should sound uplifting.
 - Solemn readings (e.g., Good Friday) should be reverent and subdued.
- Avoid dramatization: You're not performing a play—your goal is reverent proclamation, not theatrical delivery.
- Make eye contact. Glance up briefly to engage the assembly without losing your place.

Practice Techniques

- Practice aloud. Read the passage multiple times out loud to get comfortable with pronunciation, pacing, and tone.
- Know the structure and context of your reading. Understand where to pause, emphasize, and modulate your voice to convey the message clearly.
- Use a strong, clear voice. Speak slowly and confidently so everyone in the congregation can hear and understand.
- Do not rush. Read in a measured way that gives listeners time to absorb the message.

Physical Demeanor

- Move with reverence. Walk slowly, aware you are entering a sacred role.
- Plant your feet. Stand confidently and avoid shifting or swaying.
- Dress modestly and neatly.

Thank you for sharing your gifts with the Congregation and for bringing God's Word to God's people

HOW TO USE SIGN UP GENIUS TO VOLUNTEER AT MASS

1. Go to the OLPH website: <https://www.olph.ca/>.
2. Click on "Volunteer at Mass. This will take you to the Sign Up Genius page.

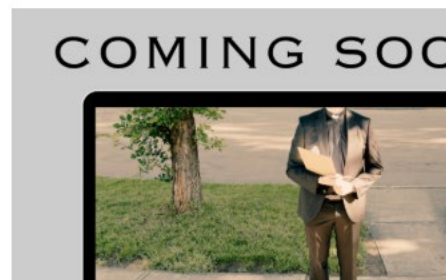


is Times

This week at OLPH...

Coming Soon...

ATTENTION PARENTS:
Preparation Classes for your Children's Sacraments will start up again in September. You can contact Natalie at the Parish Office to register now.
Email: sacraments@olph.ca
Grade 2 and up ~ First Reconciliation & First Holy Communion
Grade 6 and up ~ Confirmation



3. Scroll down until you get to the Sign-Up slots. At the top of the Sign-Up slots, you can choose the LIST view (default) or click on the CALENDAR icon. (The calendar icon is useful if you are signing up earlier in the week or month for a Sunday mass, since it eliminates scrolling).

Dates shown as mm/dd/yyyy MDT

Date	Location	Time	Role
09/19/2025 Friday	OLPH Church	6:15pm-7:00pm	Audio Visual All slots filled Run Audio/Visual equipment and live stream

4. Click “Sign Up” for the date you are volunteering for.

21 8:30am-9:30am Audio Visual Musician Usher +33 More Sign Up	22 8:30am-9:15am Audio Visual Musician Usher +9 More Sign Up	23 8:30am-9:15am Audio Visual Musician Usher +9 More Sign Up	24 8:30am-9:15am Audio Visual Musician Usher +10 More Sign Up
28 8:30am-9:30am Audio Visual Musician Usher +29 More Sign Up	29 8:30am-9:15am Audio Visual Musician Usher +9 More Sign Up	30 8:30am-9:15am Audio Visual Musician Usher +9 More Sign Up	

5. Click “Sign-Up” next to the role you are volunteering for, then click on “Save & Continue.”

09/21/2025 (Sunday)
OLPH Church
7:00pm-8:00pm

Dates shown as mm/dd/yyyy MDT

Marie Stecyk

Extraordinary Minister of the Eucharist **Sign Up**
1 of 6 slots filled
Commissioned to assist with the distribution of Holy Eucharist

Natalie Engler

Proclaimer - 1st Reading **Sign Up**
0 of 1 slots filled
Proclaim 1st reading (Continues to also read the Psalm if there is no musician. Please check.)

Proclaimer - 2nd Reading **✓ Selected**
0 of 1 slots filled
Proclaim 2nd Reading

SSVP Poor Box collection **Full**
All 4 slots filled
Stand at the exits after Mass with the box for collection

Duane Sholler 4

Select Other Days **Save & Continue**

6. Check to make sure the information listed is correct:
 - a. Role you are volunteering for
 - b. Mass date and time
 - c. Name and email address (pre-populated if you have signed up before).
 - d. Phone number
7. If everything is correct, click on Sign Up Now.

Sign me up for:

Role	Date (mm/dd/yyyy - MDT)	Name(s) of others included (please list)
Proclaimer - 2nd Reading	Sun., 09/21/2025 7:00pm - 8:00pm	

Sign up as: **Terry Volk** (theresa.volk@ecsd.net) [This isn't me](#)

☐ Display an alternate name on the sign up (like a child or spouse)

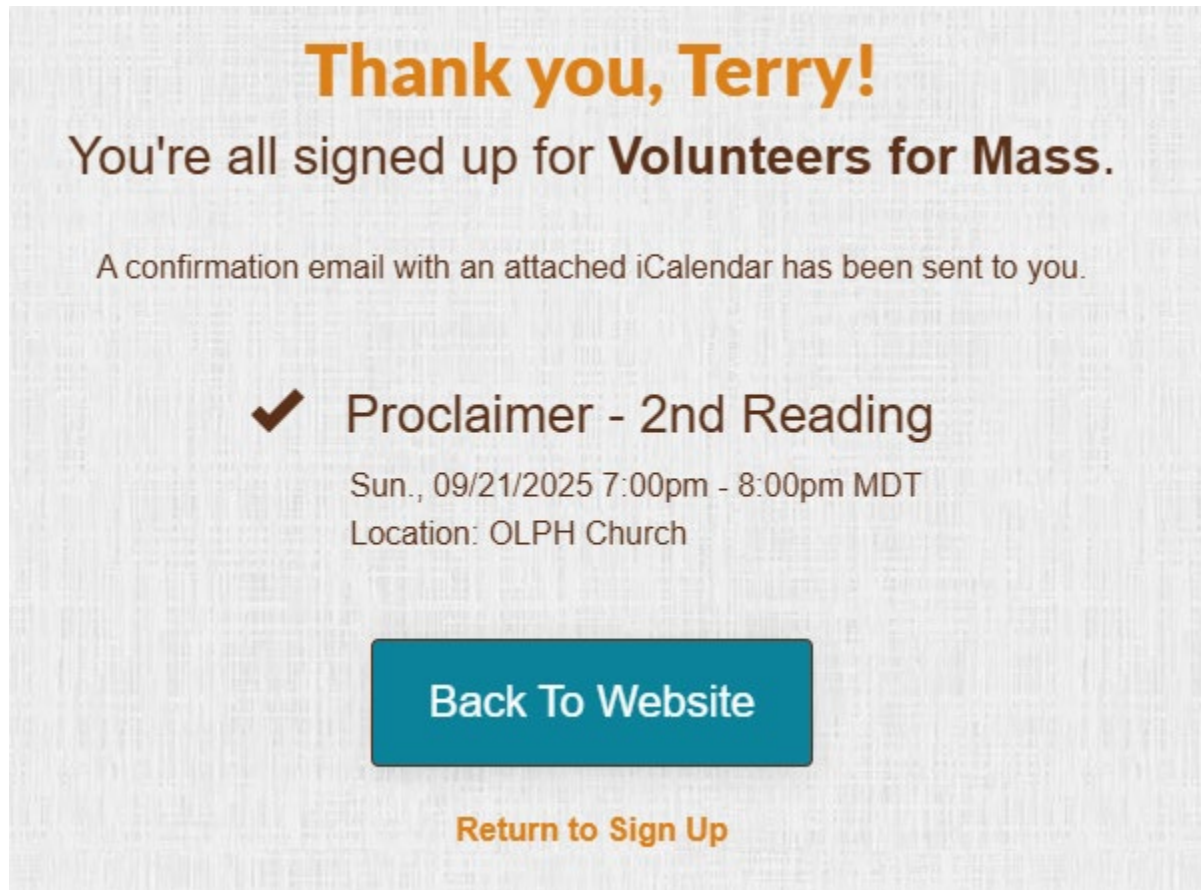
Phone (Optional)

☐ Opt in to receive text messages from this organizer (US and Canada only)
By checking this box, you agree to receive text messages from this organizer via SignUpGenius. By opting in, you agree to our [Terms of Service](#). Message and data rates may apply. Text HELP for help and STOP to cancel texts from this organizer.

☐ Save my contact info for use on future sign ups

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

8. Once you have signed up, you will see the confirmation message below and you will get a confirmation email with an attached iCalendar which you can use to enter the date in your calendar.



PLEASE VOLUNTEER IN ADVANCE

Volunteering well in advance ensures that all of our proclaimers get a chance to read. If something comes up and you are not able to proclaim on your chosen date, you can delete your sign up.

1. You are able to volunteer up to two months in advance.
2. Please plan to proclaim at least once every six weeks or so and sign up well in advance.
3. When you sign up in advance, please enter your dates in your calendar so you don't forget.

4. Keep your confirmation email until after your chosen date, just in case you have to change or delete your sign up.

COORDINATORS MONITOR AND SEND MESSAGES IF SLOTS ARE NOT FILLED

We need 10 proclaimers in total for our Sunday masses. If we are in need of proclaimers for masses, the coordinators will do their best to send a message asking for volunteers. Thank you for answering this call.

TO DELETE YOUR SIGN UP

1. Go to the confirmation email you received when you signed up for a given mass.
2. Click on View Sign Up
3. Scroll to the mass you have signed up for.

Volunteers for Mass

Thank you, Terry!

You're all signed up for "Volunteers for Mass."

**Proclaimer - 2nd Reading** - Proclaim 2nd Reading

09/21/2025 (Sun.) 7:00pm - 8:00pm MDT

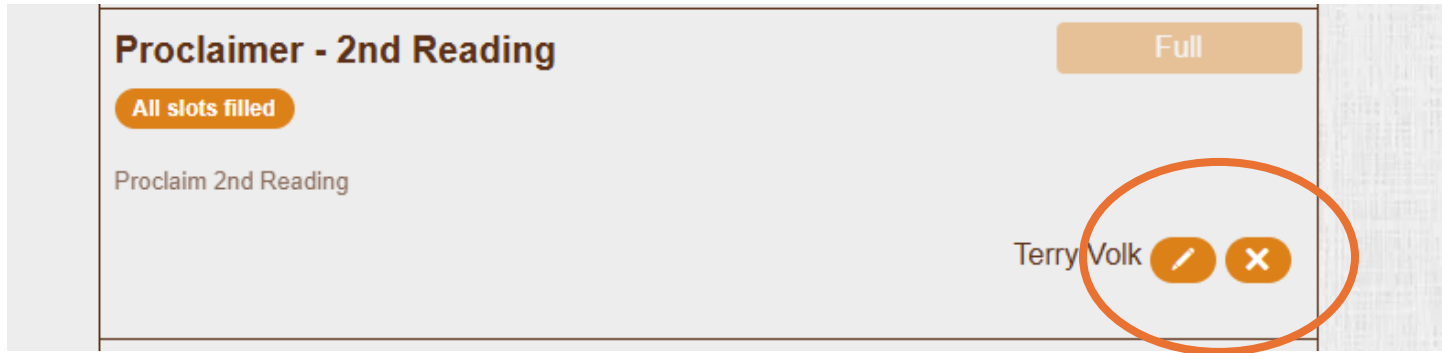
Location: OLPH Church

 [Edit My Sign Up](#)

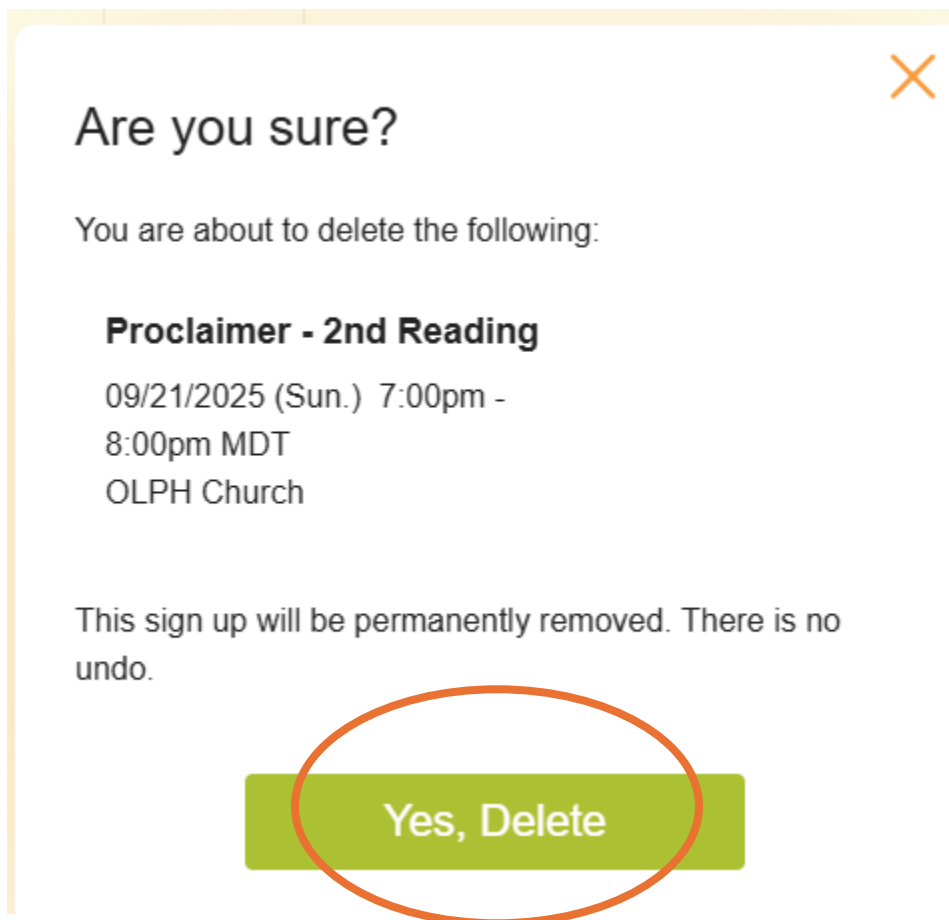
 [Contact Our Lady of Perpetual Help Parish](#)

[View Sign Up](#)

4. You can also reach the Sign-Up page by following steps 1-4 as if you were signing up for mass, then selecting the date you have already signed up for.
5. Click on the X beside your name.



The following screen will appear:



6. Click on “Yes, Delete.” This cancels your sign up and frees the slot for someone else to sign up.

SIGNING UP FOR MORE THAN ONE MINISTRY

We are grateful for all of our Proclaimers, and we appreciate your willingness to volunteer your time. Many of our Proclaimers also serve in other ministries, such as Adult Servers or Extraordinary Ministers of Communion. While it is possible for a Proclaimer to also serve as an EMC at the same mass, **it is always preferable to sign up for just one ministry at a time** so that we can perform our duties and be attentive in mass without thinking about the next thing we have to do. It also ensures that more parishioners are able to be involved in masses. At some masses, though, volunteers in other ministries are needed. With this in mind, please do the following:

1. Sign up as a volunteer for one ministry (Proclaimer or EMC) in advance.
2. Check the Sign Up Genius page on the day of the mass you have volunteered for, at least 2 hours before mass, to see if additional volunteers are needed.
3. Sign up for the second ministry at that time.

Thank you for volunteering your time to serve our parish. You are appreciated!