

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.

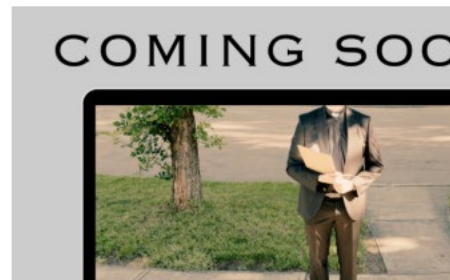


is Times

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
1 of 6 slots filled
Commissioned to assist with the distribution of Holy Eucharist
Natalie Engler

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

Proclaimer - 2nd Reading
0 of 1 slots filled
Proclaim 2nd Reading

SSVP Poor Box collection
All 4 slots filled
Stand at the exits after Mass with the box for collection
Duane Sholter 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)

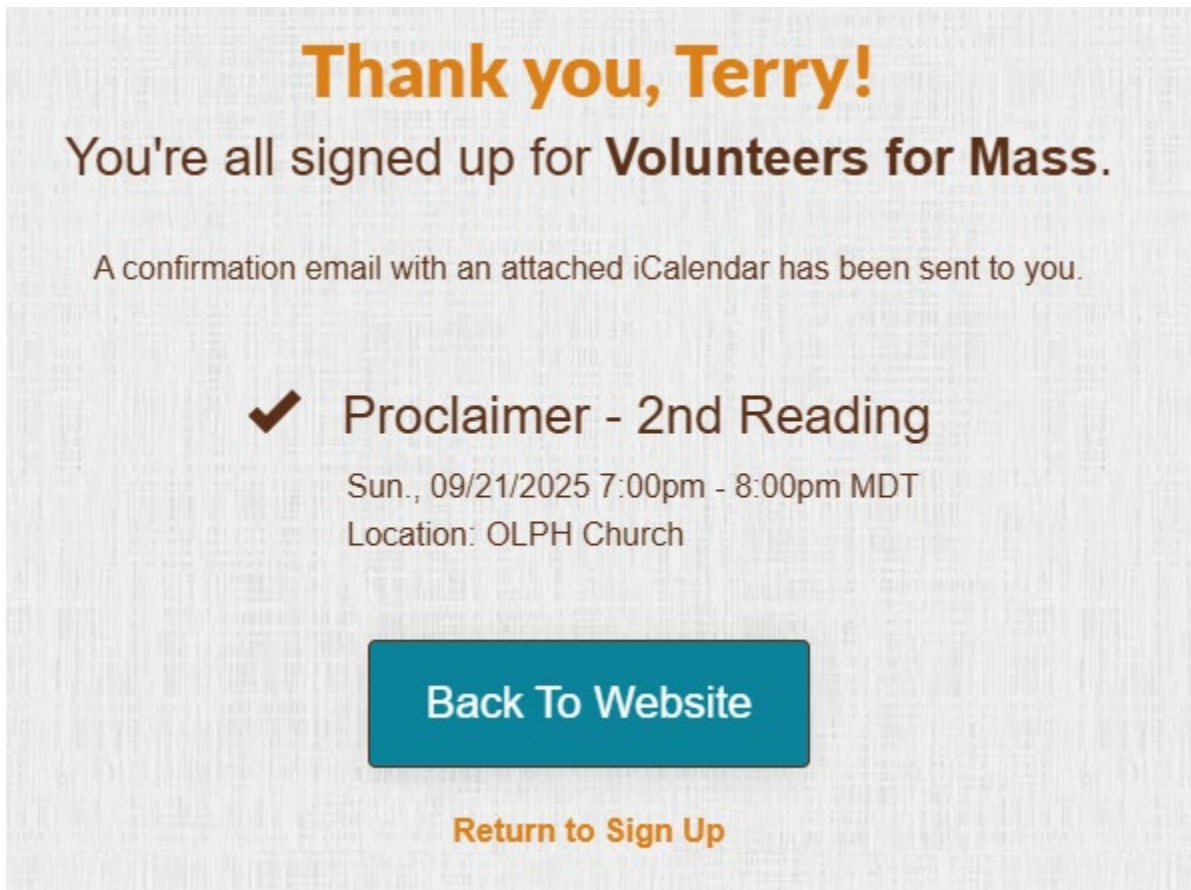
Phone (Optional)

☐ 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

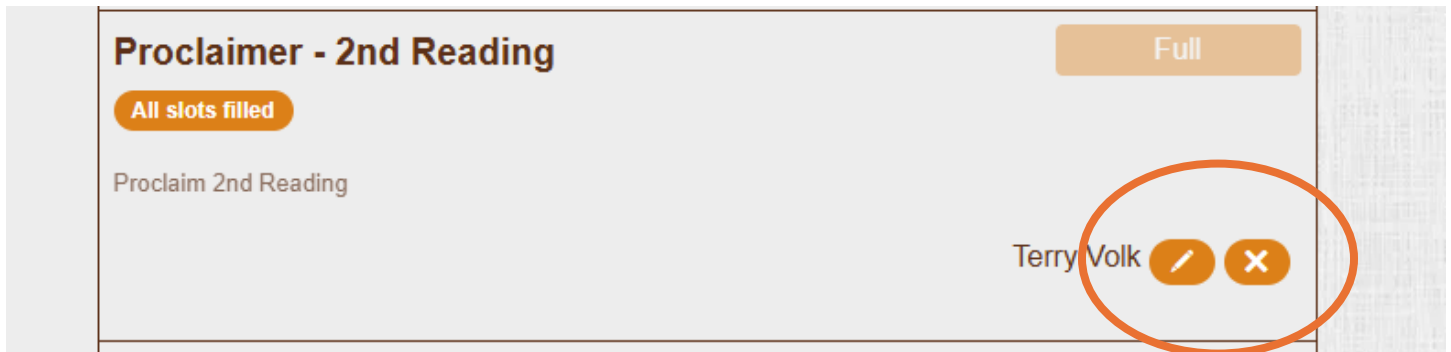
Location: OLPH Church

View Sign Up

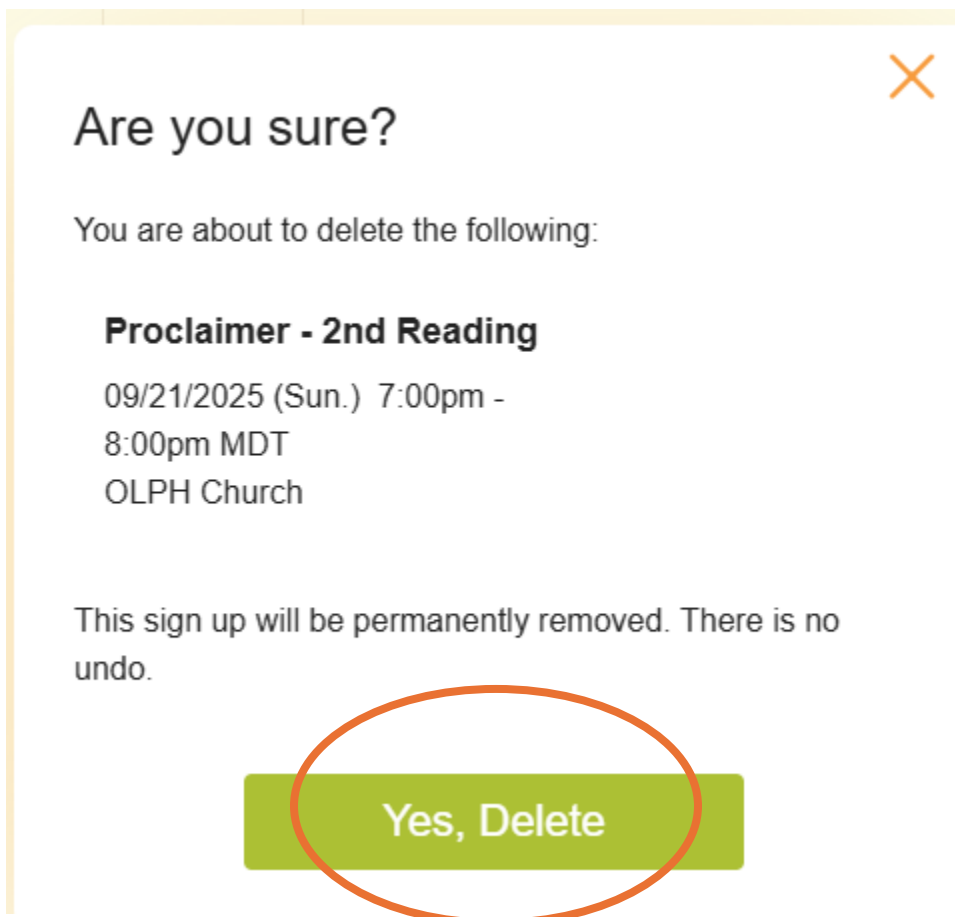
 **Edit My Sign Up**  **Contact Our Lady of Perpetual Help Parish**

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!