

Breeze Procedures – Volunteer Acceptance

When a leader at the church, your Ministry Leader or an event coordinator, asks you to volunteer, you will get an email from that person, generated by our Church Management System (Breeze) that looks like the following:

Volunteer Schedule for Stringers Practice Paul Bourgeois

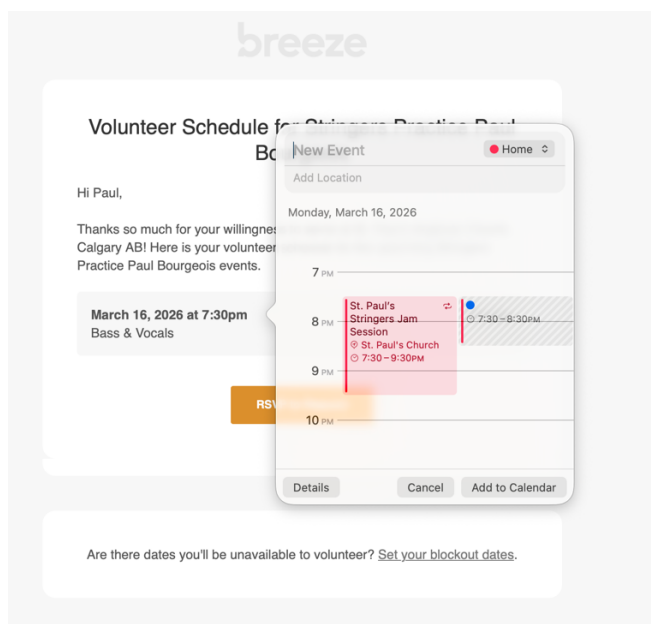
The screenshot shows a web interface for volunteer acceptance. At the top, a header bar contains the date and time 'March 16, 2026 7:30pm' and the day 'Monday'. Below this, the role 'Bass & Vocals' is listed. To the right of the role are two buttons: 'Decline' (outlined in red) and 'Accept' (solid green). Below the role is a text input field labeled 'Comments (optional)'. At the bottom of the interface, a blue bar contains the text 'Once you've responded, click the button to the right to submit' and a 'Submit RSVP' button.

Please click on Accept or Decline, enter any comments on the optional comment box and click on “Submit RSVP” in bottom right-hand corner.

You will then receive the following email:

The screenshot shows an email from Breeze. The header features the Breeze logo. The main heading is 'Volunteer Schedule for Stringers Practice Paul Bourgeois'. The email is addressed to 'Hi Paul,'. The body text reads: 'Thanks so much for your willingness to serve at St. Paul's Anglican Church, Calgary AB! Here is your volunteer schedule for the upcoming Stringers Practice Paul Bourgeois events.' Below this is a summary box showing 'March 16, 2026 at 7:30pm' and 'Monday' for the role 'Bass & Vocals'. An orange button labeled 'RSVP to Request' is positioned below the summary box. At the bottom, a text box asks: 'Are there dates you'll be unavailable to volunteer? [Set your blackout dates.](#)'

You can save your volunteer commitment to your personal calendar by clicking on the date and time:



A few days before the event, you will receive an email reminder as follows:

