

Create and set up a pastoral unit

Group the communities you lead into a pastoral unit: choose the mode, include at least two communities and activate the add-on to start working.

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Before you begin

- ✓ You need the «Manage Pastoral Unit settings» permission; opening the section also needs «Manage account communities».
- ✓ A community can belong to only one pastoral unit.
- ✓ You must be responsible for at least two communities that are already approved and configured, with «Manage places and celebrations» in each.
- ✓ Working as a pastoral unit needs the Pastoral Unit add-on, on the Essentials plan or higher.

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Open Your parishes & PU

Open **Settings** and, under **MiaChiesa account**, select **Your parishes & PU**. The page "The communities you manage." lists the communities you are responsible for and, further down, the pastoral units.

Select **Create UP**. The button stays disabled until you manage at least two communities: if one is missing, request it with **Request Parish**, wait for MiaChiesa's approval and configure it, even minimally.

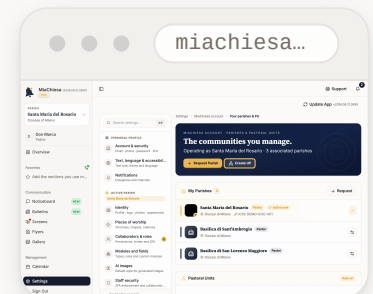


Fig. 1 Create UP turns on once you manage at least two communities.

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Choose the mode

The first step asks "How do you want to manage the parishes?".

Bulk Operations (preselected) keeps the communities separate: each keeps its public page and its followers, and you publish once into the communities you choose.

Merged creates a new public entity that takes the place of the individual communities: parishioners follow the pastoral unit, while the communities remain for donations and tax purposes. Select the mode, then **Continue**.

You choose the mode once

You can change the included communities at any time, but the app has no command to change the mode after creation. If in doubt, first read the guide that compares the two modes feature by feature.

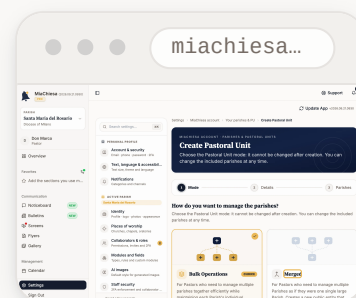


Fig. 2 The mode decides who owns the content and which page parishioners see.

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Name it and choose the communities

With **Bulk Operations** the **Details** step asks for the **Pastoral Unit Name** (required) and a **Description (optional)**. Select **Continue**.

In the "Which parishes to include?" step select at least two communities, or use **All** and **None**; the counter shows how many you picked. Only communities where you have «Manage places and celebrations» appear. Those marked **In another PU** already belong to another unit and cannot be picked; those under **Pending configuration** must be configured first.

With **Merged** the order changes: after the communities comes **Profile**, "Build the PU's public profile". Choose **Configure profile manually** or, under "or copy the profile from", one of the communities: its name, images, contacts and web address are copied into the unit. You change the name later from Identity.

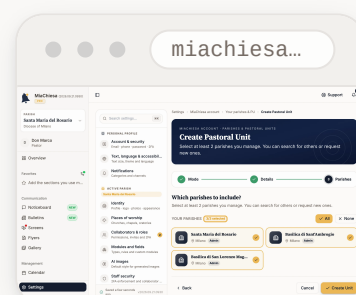


Fig. 3 At least two communities must be selected.

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Create the unit and start working

Select **Create Unit**: "Pastoral Unit created successfully" appears. With Bulk Operations you return to the list, where the unit shows its mode, its number of communities and "not public"; with Merged the unit's edit page opens.

To work as the pastoral unit select **Operate as**. If the add-on is not active yet the button reads **Activate to operate** and opens "Activate the Pastoral Unit add-on": choose **Activate add-on**, or **Switch to Essentials + UP** if you are on the free plan. Once you are inside the unit the button reads **Currently operating**.

With Merged, existing content

Content already published in the individual communities does not move to the unit by itself. Bringing it in is a separate step, from Identity → UP management → Import content, and it cannot be undone.

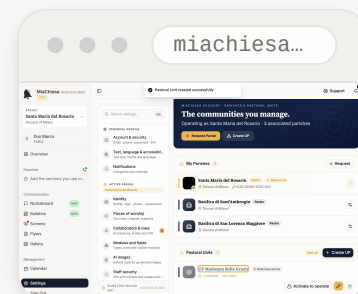


Fig. 4 The new unit appears with its mode and number of communities.

What you have achieved

- ✓ The pastoral unit exists, with the mode and communities you chose.
- ✓ You know how to activate the add-on and enter the unit to work.

Troubleshooting

Create UP is disabled



The tooltip says "You must manage and configure at least 2 parishes to create a Pastoral Unit.". Request the missing communities with Request Parish and configure them after approval.

“To create a Pastoral Unit you need the «Manage places and celebrations» permission in at least 2 communities not already associated with other PUs.” appears



Fewer than two of the communities you manage are free: each needs «Manage places and celebrations» and must not already belong to another unit.

A community shows “In another PU”



It already belongs to another pastoral unit. Remove it from that unit before including it here.

I chose the wrong mode



The app has no command to change the mode after creation. Write to Support before you start publishing in the unit.