

Switch community in a pastoral unit

Use the Calendar selector in Bulk Operations to review the correct community, and check the destinations for new appointments separately.

6 min · Requires an active pastoral unit in Bulk Operations and "Manage calendar appointments" · 2026-09-21

Before you begin

- ✓ Enter a pastoral unit configured for Bulk Operations.
- ✓ Sign in to the staff area with "Manage calendar appointments" in at least one member community.

1 STEP 1 OF 5 · 1 MIN

Separate the two context controls

The header control bearing the pastoral-unit name changes the whole workspace. The Data of selector inside Calendar instead changes the community whose appointments, places and rooms you are reviewing.

This guide covers the second control in Bulk Operations. To leave the unit or move to another entity, use the header community switch described in Manage pastoral-unit workspace context.

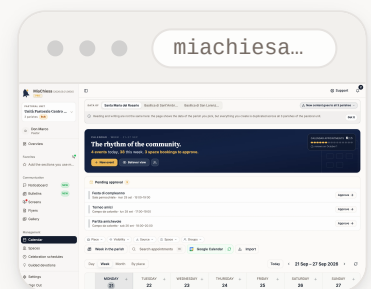


Fig. 1 Data of identifies the community read by Calendar; the pill on the right states where new content will go.

2 STEP 2 OF 5 · 1 MIN

Read the community and write scope

With a few communities, Data of shows adjacent tabs; when space is tight it uses a menu, and from seven communities it adds search. The choices are unit members where you hold an assignment.

The highlighted name concerns the data on screen. The New content goes to... pill instead concerns the appointments and other content you create, so read and write scopes may differ.

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STEP 3 OF 5 · 1 MIN

Choose the community to review

Select a community name in the tabs, or open the menu and choose the correct row. Calendar uses that member to load appointments, places of worship, rooms and summaries; current filters are cleared so values from the previous member do not linger.

The choice remains in the unit context while you navigate. If the saved member no longer belongs to the unit, MiaChiesa automatically returns to the first valid member.

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STEP 4 OF 5 · 2 MIN

Choose where to create new appointments

In Bulk Operations, changing the viewed community does not by itself change write destinations. Open the pill on the right to include every authorized community or a subset. The choice is remembered separately for each unit and feature.

When you open New event, the form reuses the same scope. You can create only in communities where you hold "Manage calendar appointments"; a destination without that permission is excluded.

Reading and writing are separate choices

Always read the scope pill before creating. The highlighted name says which data you are viewing; it does not by itself guarantee where the new appointment will be written.

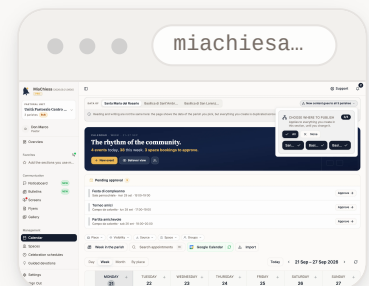


Fig. 2 The image shows the currently highlighted community and only opens the write destinations; it saves no community switch and creates no appointment.

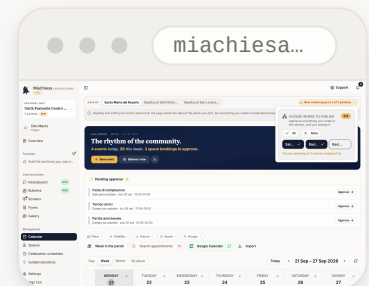


Fig. 3 One community has been removed from the destinations and the 2-of-3 preference has been updated; the community read by Calendar is unchanged and no appointment has been created.

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STEP 5 OF 5 · 1 MIN

Verify the switch

Confirm that the chosen name is highlighted and that appointments, places and rooms belong to that community. Then read the destination pill before selecting New event.

If a community is missing, verify your assignment and its membership in the unit. The selector grants no new permission; if the page or create controls remain hidden, review "View calendar" and "Manage calendar appointments" for that scope.

What you have achieved

- ✓ Calendar shows data for the selected member community.
- ✓ The community being reviewed has been separated from the destinations for new appointments.

Troubleshooting

The Data of selector is missing



You must be in a pastoral unit configured for Bulk Operations. In Merged mode Calendar uses the unit scope and the member selector remains hidden.

A member community is not listed



Bulk Operations lists only members where you hold an assignment. Also verify that the community still belongs to the unit and that calendar permission applies to that scope.

I switched community but a new appointment appears elsewhere too



Data of changes what you read. Open the pill on the right and narrow the destinations before creating the appointment.