

Remove a person from the community

Remove someone who follows the community in the app. They can follow again; groups, registrations and registry records stay unchanged.

2 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage community followers permission in the active workspace. It is normally included in leadership and secretary roles.
- ✓ The person must follow the community in the app and have no active staff role.

1 STEP 1 OF 4 · 30 S

Open the person's profile

Open **People** and stay on the **Parishioners** tab. Select the person's row: their profile opens on the right side of the screen.

Use search or filters if the list is long. The section for managing the follow appears only for people who follow the community in the app.

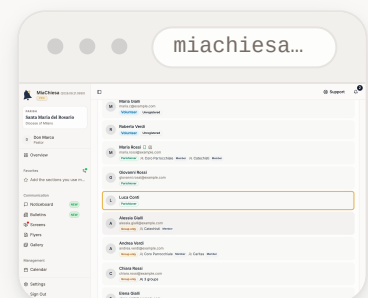


Fig. 1 Select the person's row to open their profile.

2 STEP 2 OF 4 · 30 S

Choose Remove from community

Scroll the profile to **Manage following** and select **Remove from community**.

The **Assign role** button just below adds the person to the staff: do not use it to remove them.

Disabled buttons

If a message appears under the heading and the buttons are greyed out, the person has an active staff role or is you. For a staff member, remove their role through staff management first.

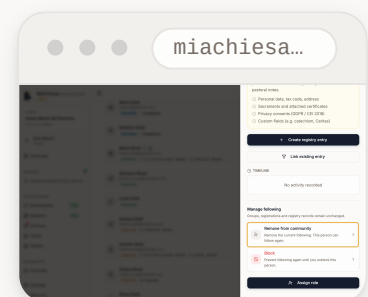


Fig. 2 Remove from community is the first action in the Manage following section.

3

STEP 3 OF 4 · 30 S

Confirm the removal

The confirmation shows the person's name and the scope: **this community** or, in a merged pastoral unit, the unit and all its member communities.

Select **Confirm** to remove the follow. **Cancel** closes the dialog without changes.

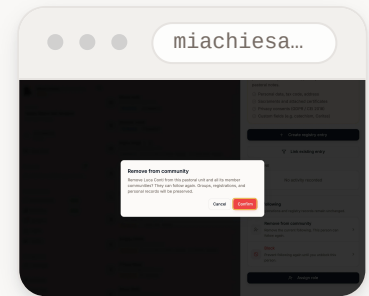


Fig. 3 Check the name and scope before selecting Confirm.

4

STEP 4 OF 4 · 30 S

Check the result

The message **Follow removed** appears, the profile closes and the person no longer follows the community. If they belong to a group, they can stay in the list as a group member.

The person is not notified

Removal sends no notification. The person can follow the community again at any time: to prevent that, use Block.

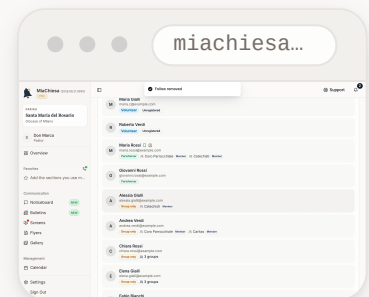


Fig. 4 The message confirms the removal and the row disappears from the list.

What you have achieved

- ✓ The person no longer follows the community in the app.
- ✓ Groups, registrations and registry records are unchanged, and the person can follow again.

Troubleshooting

Why are Remove from community and Block disabled?



The person has an active staff role or is you. Read the message under Manage following: for a staff member, remove their role through staff management first, then reopen the profile.

Why can't I see the Manage following section?



It appears only for people who follow the community in the app, and only if you have the Manage community followers permission. Someone who is only in the registry or in a group has no follow to remove.

I see "This person no longer follows the community": what should I do?



The follow has already been removed, by another staff member or by the person. Close the profile and refresh the list.

Why did the person start following again?



Removal does not stop them from following again. To prevent that, open the profile and use Block.