

Change pastoral-unit communities

Update the name, description and members of a Bulk Operations unit while keeping at least two manageable communities.

8 min · Requires at least Essentials and an active Pastoral Unit add-on · 2026-09-21

Before you begin

- ✓ Open Settings with "Manage account communities".
- ✓ This procedure uses the Bulk Operations dialog; a Merged unit is managed from its Identity settings.
- ✓ You must be able to "Manage places and celebrations" in at least two communities that will remain in the unit.

1 STEP 1 OF 5 · 1 MIN

Open the Bulk Operations row

Open Settings → Your parishes & PU and find the row with the Bulk Operations badge. Check its name, community count and operating status, then select the pencil control.

Do not use this procedure on a Merged row: its Edit control opens settings for the shared identity, rather than the member selector described here.

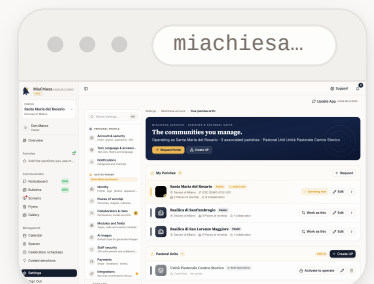


Fig. 1 The pencil on a Bulk Operations row opens the dialog for name, description and member communities.

2 STEP 2 OF 5 · 1 MIN

Update name and description

Edit Pastoral Unit opens on the first step. Pastoral Unit Name is required; Description is optional. Correct these fields and select Next.

Next does not save. It opens the community step so that you can review the whole result before selecting Save changes.

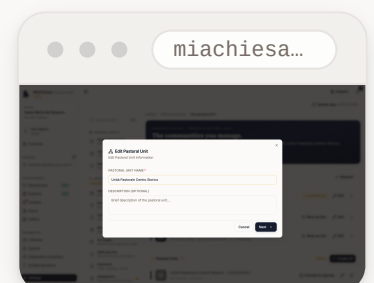


Fig. 2 The dialog is open with current values; Save changes is not selected in the capture and nothing is changed.

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STEP 3 OF 5 · 2 MIN

Choose at least two manageable communities

The second step lists only communities where you hold “Manage places and celebrations”. The counter reports selected and available entries; Save changes remains disabled while fewer than two are selected.

Use All or None for a quick selection, or change individual cards. Search by name or municipality appears when more than six communities are manageable. Before removing a member, review the content and assignments that depend on that scope.

Permission determines the list

A community linked to your account may be absent when you cannot manage its places and celebrations. Do not interpret absence as a removal that has already occurred.



Fig. 3 Next has opened the community step with the current selection; Save changes has not been selected and no membership has changed.

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STEP 4 OF 5 · 2 MIN

Request a community you do not manage yet

Expand Request a new parish when the community is not among those you can manage. Filter by diocese and search by name or municipality; without a diocese, at least three characters are required before results are shown.

Adding a result prepares a pending request. It does not immediately join the unit: MiaChiesa administration must approve it and you must configure it; only then can it be added as a member.

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STEP 5 OF 5 · 2 MIN

Save and verify every change

Select Save changes. MiaChiesa first updates the name and description, then adds and removes memberships one by one, and finally sends any prepared requests. The dialog closes when the flow finishes.

Return to the unit row and verify the name and community count. Because the operations are applied in separate steps, if an error appears check the refreshed list before retrying: an earlier part of the flow may already have succeeded.

What you have achieved

- ✓ The Bulk Operations unit retains at least two manageable communities.
- ✓ Name, description, members and pending requests have been reviewed after saving.

Troubleshooting

Save changes is disabled



Select at least two communities. If two are not available, you need “Manage places and celebrations” in another scope before continuing.