MinistryMatch
Clarity in Calling.
Confidence in Leadership.

System Release Notice

MinistryMatch System Release Notice
Release Version: 26.01
Deployment Date: January 10, 2026

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1. Overview

This release delivers platform-wide improvements to product purchasing, account creation, onboarding, and the organizational interface. Administrators will see a clearer and more reliable workflow for purchasing licenses, managing teams, guiding candidates, and supporting users as they engage with the MinistryMatch system.

The goals of this release are to reduce friction, improve purchase and signup reliability, clarify the differences between license redemption and product purchase, strengthen first-time onboarding, simplify administrative navigation, and enhance team-based discernment during the matching process.

- **Planned rollout:** Single deployment
- **Deployment window:** Friday, January 9, 2026 at 10:00 PM EST
- **Expected downtime:** 2 hours
- **Support:** Email support or use the online contact form

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2. Audience

This release notice applies to:

- Church and organization administrators who oversee account creation, onboarding, licensing, teams, and candidate management
- Denominational administrators supporting multiple churches
- All MinistryConnect users

Note: This release does not impact individuals who previously created personal accounts solely to take the MinistryMatch Assessment.

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3. Summary of Enhancements

A. Product Purchase Flow (Organizations and Individuals)

The purchase experience has been redesigned for clarity, ease of use, and reliability.

Key Enhancements

- Guided product selection flow with clearer package presentation and line-item detail
- A strengthened payment reliability layer that prevents duplicate submissions and ensures transactions either complete successfully or roll back cleanly if they do not
- User-friendly error messages replacing technical or confusing responses
- New receipt email templates for purchases
- Improved spacing and layout for pricing and totals, including mobile optimization

Impact for Administrators

- Faster, more intuitive purchasing for assessments and bundles
- Clearer visibility into what was purchased and for whom
- Fewer user missteps related to license redemption versus product purchase

Recommended Actions

- Review the updated purchase page and receipt email to ensure clarity for your ministry or organizational processes
- Most users will find the new flow intuitive. If you anticipate questions in your context, be prepared to assist with brief guidance

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B. Account Creation Flow (Individuals and Organizations)

Signup has been simplified to reduce errors and guide users more clearly.

Key Enhancements

- Cleaner form layout with improved grouping and reduced scrolling
- Updated validation messages aligned with English and Spanish language support
- Embedded logic that directs users appropriately based on whether they already have a license code or need to purchase a product

Impact for Administrators

- Fewer incomplete or failed signups due to misunderstood fields
- Clearer steps for users who already possess a license code compared to those who need to buy a product

Recommended Actions

- Refresh any onboarding or training materials that rely on screenshots from the older signup process

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C. First-Time Onboarding and User Interface (UI) Polish

A consistent visual refresh improves the experience for both individuals and administrators guiding them.

Key Enhancements

- Cleaner, lighter interface across onboarding and purchase screens
- Simplified pathways for creating personal and organization accounts
- Clear callouts directing users to begin with license redemption or purchase

Impact for Administrators

- Fewer “Where do I start?” questions
- More confident first-time user experience across all entry points

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D. Organizational Interface & Menu System Updates

This release introduces several updates to the organizational menu and administrative interface to make navigation more intuitive and aligned with MinistryMatch’s product modules and workflow.

Key Enhancements

1) Menu Reordering for Ease of Use
The organizational menu order has been updated to place the most frequently used items first, better reflecting how churches and ministries work day to day.

2) Introduction of the MinistryConnect Menu Option
A new top-level menu item, **MinistryConnect**, now appears in the organizational interface for organizations with a MinistryConnect license.

- The previous menu options **Positions** and **Candidates** have been moved beneath MinistryConnect as submenu items
- This reinforces that MinistryConnect is the module responsible for the matching process, with Positions and Candidates functioning as its core components

3) Introduction of Teams
The new **Teams** menu option replaces **Personnel** and provides a clearer distinction between candidates and individuals connected to the organization. A Team includes those individuals with a MinistryMatch license purchased by the organization and excludes individuals who are listed as Candidates.

Teams allows MinistryConnect users to:

- View MinistryMatch Assessment reports
- Generate Team Reports for selected individuals, including matched candidates

Where to find Teams

- If the organization has a MinistryConnect license, Teams appears under the **MinistryConnect** submenu
- If the organization does not have a MinistryConnect license, Teams appears as a **top-level menu option**

4) Team Profile Summary Reporting Enhancements
This release expands how the **Team Profile Summary** report can be generated, making it easier to understand how individuals and candidates fit within the context of an existing team.

- From the **Teams** page, users may select one or more individuals and run a **Team Profile Summary** report by choosing **"Reports on Selected"** and then **"Team Profile Summary."** The report will be generated based on the individuals selected in the Teams list.

- To understand how a candidate fits alongside an existing team, users may initiate a **Team Profile Summary** directly from the **Candidates** list. From the **Action** column, selecting **"Team Profile Summary"** will generate a report that includes the candidate along with the individuals currently selected on the Teams page.

These enhancements support clearer conversations and more informed discernment by allowing churches and search teams to evaluate team dynamics and potential fit more easily.

5) Removal of the Personnel Menu Option

As part of this update, the **Personnel** top-level menu option (for organizations without a MinistryConnect license) has been removed. Its functionality is now fully included within **Teams**. Administrators who previously used Personnel will now find all related functionality under Teams, with clearer structure and improved access to assessment and team tools.

6) Updated Candidate List Behavior

The **Candidates** view, available under MinistryConnect, now displays only individuals who:

- Have a **Candidate Application license**, and
- Are applying for positions within the organization

This eliminates the need to manually filter out non-candidates, which previously caused confusion.

7) Introduction of a Consolidated Admin Menu for Organizational Accounts

A new top-level **Admin** menu brings all organizational administrator tools into a single, predictable location. Administrators can now access:

- **Acct Profile:** View and update account details
- **Your MC Users:** Manage individuals who access MinistryConnect on behalf of the organization
- **Licenses:** View, assign, activate, or purchase product licenses
- **Orders:** View the organization's history of orders and purchases

Previously, these functions were spread across multiple areas of the system. Consolidating them under Admin simplifies navigation and reduces confusion.

Impact for Administrators

- A more intuitive, workflow-aligned menu experience
- Clearer separation between Teams and Candidates

- Improved access to reporting and administrative tools
- Reduced support needs related to navigation and “missing” menu items

Recommended Actions

- Familiarize yourself with the updated menu structure
- Update any internal instructions or training materials that reference the previous menu layout

8) License Activation on Behalf of an Organization

This release simplifies how denominational administrators activate licenses for churches they support.

Previously, activating a license on behalf of a church required the administrator to log out of their own account and log in as the church. With this release, denominational administrators can now activate licenses directly from their own account.

What’s new:

- From the **Admin → Licenses** menu, denominational administrators can select **Activate License**
- When activating a license, the administrator will be prompted to select the organization for which the license should be applied
- The organization is selected from a dropdown list of churches associated with the administrator
- Once the license code is entered and activated, the license is assigned to the selected organization and is immediately available for use the next time that organization logs in

This enhancement reduces administrative friction, eliminates the need to switch accounts, and provides a clearer, more secure workflow for denominational leaders supporting multiple churches.

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4. Partner Notes

- No partner-specific configuration changes are required
- Partner theming continues to apply as normal

- Payment endpoints and templates remain consistent across partner subdomains
- Spanish-language strings have been updated for purchase flow and product descriptions

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5. Deployment and Monitoring

- Deployment begins **Tuesday, December 23 at 10:00 PM MST**
- Expected limited availability for up to **30 minutes**

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6. Support and Resources

- **Email:** support@theministrymatch.com
- **Contact Form:** https://cce.theministrymatch.com/default/?page=contactRequest
- **What's New:** https://theministrymatch.com/release-notices/

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7. Frequently Asked Questions

Will existing licenses still work?
Yes. License redemption functionality remains unchanged. The purchase path is simply clearer for users who do not yet have a license code.

Has pricing changed?
No. Pricing remains the same. Product descriptions have been clarified in English and Spanish.

Do administrators or partners need to update configuration settings?
No configuration changes are required.

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8. Administrator Readiness Checklist

- ☐ Review, update, and share your internal purchasing instructions as needed based on the new purchase flow
- ☐ Refresh onboarding materials that reference older signup screenshots

- ☐ Update any internal instructions that reference the previous menu structure, including Positions, Candidates, Personnel, or where to find assessment reports
- ☐ Familiarize yourself with the updated Team Profile Summary reporting options available from both Teams and Candidates
- ☐ Review the updated license activation process for activating licenses on behalf of supported organizations.
- ☐ Anticipate occasional questions during the first week as users navigate the improved flows

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