

# MinistryMatch

Clarity in Calling.

Confidence in Leadership.

## System Release Notice

### MinistryMatch System Release Notice

**Release Version:** 26.02

**Deployment Date:** February 7, 2026

---

#### 1. Overview

Release 26.02 delivers targeted improvements to license administration, denominational and consultant-supported workflows, and organizational setup within MinistryConnect. This release focuses on reducing administrative friction, improving clarity around license activation and assignment, and simplifying common tasks for those who oversee and support churches through the MinistryMatch process.

- **Planned rollout:** Single deployment
- **Deployment window:** Saturday, February 7, 2026 at 10:00 PM ET
- **Expected downtime:** Approximately 2 hours
- **Support:** Email support or use the online contact form

---

#### 2. Audience

This release notice applies to:

- Church and organization administrators managing licenses, positions, and users
- Denominational administrators and consultants who oversee and support multiple churches
- MinistryConnect users with administrative responsibilities

**Note:** This release does not impact individuals who access MinistryMatch solely to complete an assessment or application using a previously issued license code.

---

### 3. Summary of Enhancements

#### A. License Administration Enhancements

This release introduces meaningful improvements to how licenses are distributed, activated, and extended, significantly reducing manual steps and administrative friction for those who oversee and support churches.

#### Key Enhancements

##### 1. Emailing Assessment License Codes Directly from the System

Organization administrators can now email a MinistryMatch Assessment license code directly to an individual (such as candidates, search team members, staff, board members, or other participants) from the **Admin → Licenses** tab. Select the paper airplane icon for the license you wish to distribute. Enter the name and email address of the recipient. The system then sends an email to the recipient with a link to create their account and activate their license. This enhancement eliminates the need to copy license codes and send instructions manually outside of MinistryMatch.

##### 2. Activating Licenses on Behalf of a Church

Administrators who oversee multiple churches, including denominational leaders and consultants, can now activate a MinistryConnect or Church Survey license on behalf of a church directly from the **Admin → Licenses** tab.

When an available license appears in the Licenses list, the administrator may initiate activation by clicking on the “+” icon and then selecting the church from a list of associated organizations they support. Once selected, the license is activated immediately and is available for use the next time that church logs in.

This workflow eliminates the need for administrators to log out of their own account and log in as the church to complete license activation.

##### 3. Activating or Extending Licenses for Your Own Organization

Administrators may also activate or extend the length of a MinistryConnect or Church Survey license for their own organization directly from the **Admin → Licenses** tab.

This uses the same activation process described above. When prompted to select an organization, the administrator simply searches for and selects their own

organization. Once selected, the license is activated or extended immediately and is available for use without any additional steps.

### **Impact for Administrators**

- Eliminates manual license distribution outside of the system
- Removes the need to switch accounts to activate or extend licenses
- Reduces activation errors and onboarding delays
- Saves time for administrators supporting churches and their own organization

### **Recommended Actions**

- Review the updated Licenses tab and activation options
  - Update any internal instructions that reference manual license emailing, license extension, or account switching
- 

## **B. Creating a New Church and Position from an Administrator Account**

This release introduces a new workflow that allows administrators overseeing multiple churches to create a new church account and its initial search position directly from within MinistryConnect, without signing out of their administrative account.

### **Key Enhancements**

Administrators may now initiate church and position setup directly from the **Positions** area of MinistryConnect.

From **MinistryConnect** → **Positions**:

1. Select **Create Church & Position**
2. Enter the required information to create the new church account
3. Define the initial position associated with that church
4. Save and activate the position as appropriate

Once completed, the church account and position profile are created and available in the system.

## **Next Step: Activating the Church Search Package**

After creating the church and position, administrators should complete the setup by activating the church's search license:

- Navigate to **Admin → Licenses → Purchase**
- Purchase a **Church Search Package**
- Activate the license on behalf of the newly created church using the standard license activation workflow

Once the Church Search Package is activated, the church is fully enabled and ready to begin its search process.

### **Impact for Administrators**

- Eliminates the need to sign out and sign back in as a church administrator
- Provides a clear, end-to-end setup path for onboarding a new church
- Reduces setup time and administrative errors
- Ensures churches are fully search-ready immediately after setup

### **Important Note: Existing Church Account**

This workflow applies only when creating a new church account.

If a church account already exists, administrators must sign in under that church's account to create additional positions, consistent with existing permissions and workflows.

---

## **C. Navigation and Menu System Improvements**

The organizational navigation system has been refined to improve clarity and alignment with how administrators use MinistryConnect day to day.

### **Key Enhancements**

- Cleaner, role-aware menu structure tailored to account type
- Improved grouping of administrative and operational functions
- Reduced confusion caused by overlapping or unclear menu options

### **Impact for Administrators**

- Faster access to frequently used tools

- Reduced support requests related to navigation
- Smoother experience for new and returning administrators

### **Recommended Actions**

- Review the updated menu structure
  - Update any documentation or training materials that reference the previous navigation layout
- 

## **D. UI, Messaging, and First-Time Experience Refinements**

Several experience-level improvements support clarity and consistency across the platform.

### **Key Enhancements**

- Standardized system notifications and confirmation messages
  - Improved typography and spacing across forms and tables
  - Refreshed automated email templates in English and Spanish
  - Mobile-friendly layout improvements for key workflows
- 

## **4. Notes for Denominations and Consultants**

- No configuration changes are required
  - Existing oversight relationships and permissions remain unchanged
  - Branding and theming continue to apply as normal across supported environments
- 

## **5. Deployment and Monitoring**

- Deployment begins Saturday, February 7, 2026 at 10:00 PM ET
  - Expected limited availability for up to 2 hours
  - System monitoring will be active throughout deployment
-

## 6. Support and Resources

- **Email:** [support@theministrymatch.com](mailto:support@theministrymatch.com)
  - **Contact Form:** <https://cce.theministrymatch.com/default/?page=contactRequest>
  - **What's New:** <https://theministrymatch.com/release-notice/>
- 

## 7. Frequently Asked Questions

### **Will existing licenses continue to work?**

Yes. All existing licenses remain valid. This release improves administrative workflows only.

### **Has pricing changed?**

No. Pricing remains unchanged.

### **Are configuration updates required?**

No configuration changes are required.

---

## 8. Administrator Readiness Checklist

- ☐ Review updated license email, activation, and extension workflows
- ☐ Review the new Create Church & Position workflow
- ☐ Update internal onboarding or training materials as needed
- ☐ Familiarize yourself with navigation updates
- ☐ Anticipate minor questions during the first week following release