Outline of

ON THE PREPARATION AND DELIVERY OF SERMONS

by John A. Broadus

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INTRODUCTION

Forward

The Unique position of Christian preaching

Chapter 1, Christian Preaching

1. Nature of Christian preaching

   Linking personality and message with needs of people

2. Central place of preaching

   Jesus (Luke 4:16-21; John 7:28, 37)

   Apostles (Matt 28:18-20; Mark 3:14ff)

   Early church (cf. ch. 2)

   NT terms used:

   *Kerussein, kerugma*
   
   *Euangeliszethai, euangelion*
   
   *Didaskein, didache*

3. Competition to preaching

   1) Other methods of communication

      Types of media: books, magazines, newspapers, movies, television, the Internet

      Effectiveness of the media

      Actually: increase interest in people communicating

   2) Other duties of pastor

      Teaching, pastoring, administrating, counseling, community work

      Need for priorities (Acts 6:2, 4, 7)
Ceremonies (in 3rd ed. of Broadus)

3) Loss of confidence in preaching
   
   (Cf. Heb. 4:12)

4. Necessity for effective preaching

   Relation of preaching to welfare of church historically
   
   Christianity demands preaching: God’s interpretation of God’s own acting in human history
   
   Preaching the Word as a means of grace (Rom. 10:17)
   
   Need to counteract false preaching

Chapter 2, Homiletics

1. Development of homiletics

   Greek science of education and speaking:
   
   Grammatic, study of literature
   
   Dialectic, study of logic and reasoning
   
   Rhetoric, study of public speaking and persuasion
   
   *Rhetoreuo*, speak in public
   
   *Rhetorike*, art of speaking in public

   Jewish reaction

   Homily, familiar discourse
   
   *Homileo, homilia*, meet, converse, instruct

   Triumph of Greek form

   Conversion of Gentiles and rhetoricians

   Early great Christian preachers: Basil, Gregory, Chrysostom, Ambrose, Augustine
“The science of preparing and delivering a discourse based on Scripture”

2. Study of homiletics
   Need for continued effort and study
   Sources for study: books, sermons, criticism, later classes
   Immediate benefits for seminary students:
      Sermon material
      Sermon methods
      Sermon organization
      Sermon delivery
   Dangers of study of homiletics (in 3rd ed.):
      Overemphasis on rules and forms
      Imitation
      Artificiality

**Chapter 3, The Preacher**

Preacher not as source, but as channel

1. Sense of divine call
   Personal call, no stereotypes

2. Vital Christian experience
   Conversion (Chalmers, John Wesley)
   Christian discipleship (personal life, tithing, etc.)

3. Continuation of learning
   Disciplined, planned study

4. Development of natural gifts
Especially clear thinking, forceful speaking, deep feeling

5. Maintenance of physical health

   Rest and/or study day

6. Complete dependence upon the Holy Spirit

   Oversees all aspects of sermon: selection, preparation, delivery, reception

   John Calvin’s prayer before preaching: “Come, Holy Spirit, come.”

**Chapter 4, God’s Message**

Centrality of the message to preaching

Bible the source of the message

   No need to invent message

Reasons for using the Bible

1. Makes a sermon truly homiletical (i.e., biblical)

2. Makes sermon spiritually relevant

3. Saves time in sermon preparation

4. Causes the preacher to grow in grace and in knowledge

5. Adds variety to preaching

6. Enables preacher to treat delicate topics

7. Helps people remember sermon

8. Gives note of authority

9. Pleases God

Necessity of accurate exegesis of the Bible passage

- Study text minutely
• Meaning of words and phrases
• Figures of speech
• Study immediate context
• Study larger context
  • Teaching of whole book or large section
  • Historical context
  • General teaching of Scripture
    ‣ Note on progressive revelation (questionable exegesis on p. 26)
• Cross references
PART 1

FOUNDATIONS OF THE SERMON

Chapter 5, The Text

1. Meaning of the term


Early method of preaching

Shortening of text, lengthening and formalizing of comments

2. Use of the text

Too long? No text? Moderation

3. Rules for the selection of a text

Finding & remembering texts for sermons

1) The text should be clear.

2) Rarely use texts with especially eloquent language.

3) Caution should be exercised in choosing texts that will seem odd.

4) Do not avoid a text because it is familiar.

5) Do not habitually neglect any portion of Scripture.

6) Let the needs of the congregation determine the choice of texts.

7) Let the text select the person.

Chapter 6, The Subject

1. The relationship of subject and text

Principle > application
General > particular
Indirect suggestion
Suggestive or starting-point texts

2. The significance of the subject

From text to subject, or from subject to text

3. A definition of the subject

“What is the sermon about?” — focal point

4. Statement of the subject

Difficult, but necessary in preparation

Unifying the ideas (e.g. on p. 39)

Clearly and simply stated

5. The qualities of a good subject

Clear
Specific
Brief
Christian

Chapter 7, The Title

1. The function of the title

Attention, interest, announcement, advertising

2. The definition of the title

Purpose: to advertise the sermon

3. The statement of the title

Varieties of expression

4. The qualities of a good title

Interesting, not sensational
Honest
Not vulgar, good taste
Chapter 8, The Proposition

“A statement of the subject as the preacher proposes to develop it.”

“Its form should be one complete declarative sentence, simple, clear, and cogent. It should contain no unnecessary or ambiguous words.”

Helpful to congregation at beginning of sermon

Important to preacher during preparation

Chapter 9, The Objective

results: how should sermon change lives?

Sermon must end in imperative.

General objectives:

- please God
- salvation of souls
- edify the church

Rules in preparation of objectives:

- objective should be well defined
- objective should be limited
PART 2
THE CLASSIFICATION OF SERMONS

Chapter 10, Classification of Homiletical Structure

1. The textual sermon

   Short text, provides its own divisions
   1) Find a specific subject.
   2) Seek for exact divisions.
   3) Follow best order (not necessarily natural order).
   4) Need not use all of text.

2. The topical sermon

   Divisions derived from the subject
   Advantages:

       Better insures unity
       Trains mind in logic
       More convincing and pleasing
       Fits occasions

   Dangers:

       Tend to emphasize subjects not emphasized in Bible
       Good oration unduly important
       Preacher’s personal interest

   Examples of methods — p. 56

3. The textual-topical sermon

   Divisions arise from both topic and text
   Some advantages of #1 and #2

4. The expository sermon

   Should be the most common, but is the most neglected
Increasing use since early in century

A sermon occupied mainly with exposition of Scripture; divisions arise from the passage

Usually longer portion, not necessarily

Primary requisite: unity and orderly structure

Chapter 11, Classification by Subject

1. The theological sermon

   Primary type

   Doctrine: general, and denominational

   Emphasis on great doctrines

   Unpopular doctrines: faithful, fearless, skillful, affectionate

       cf. Jonathan Edwards’s farewell sermon

   Should be:

       Comprehensive over time
       Positive rather than polemical
       Clear

2. The ethical sermon

   Importance of moral preaching in Jesus, apostles, etc.

   Not contradictory to doctrines of grace

   Suggestions: positive, with answers; constructive; win love and confidence first; one step at a time; preacher also striving

3. The church program sermon

   Best infrequently

   Rules: 1) Be sure of motive
          2) Church not an end in itself
          3) Strong biblical base
Chapter 12, Classification by Pattern

1. The diamond outline
   One main point viewed from various angles

2. The ladder outline
   Each point builds on previous point

3. The label outline
   Different items, people, etc. classified

4. The contrast outline
   Two-point sermon; positive and negative

5. The question and answer outline
   Raise question(s) and give answer(s)

6. The chase outline
   Raise question; give false answers, finally true answer

7. The diagnosis-remedy outline
   Two parts: problem, solution

8. The “Hegelian” outline
   Thesis, antithesis, synthesis
   Adds to understanding

9. The analogy outline
   Comparison of spiritual and natural truth

10. The proof outline
    Offers proof for preacher’s affirmation

11. The rebuttal outline
Opposite of proof outline; to disprove a false view or wrong practice

12. The refrain outline
   Theme or refrain running through all points

13. The “series of statements” outline
   Propositions about a single subject

14. The “dog fight” outline
   Similar to rebuttal outline, sharper attacks

15. The interpretation-application outline
   Two parts; interpret Scripture, apply to life

16. The “subversive” outline
   Appear to take opposite position, with “damaging admissions”

Importance of variety of outline patterns
PART 3

FORMAL ELEMENTS OF THE SERMON

Chapter 13, Importance of Arrangement

Preacher as architect, not same as invention or style

1. Values of a plan

   1) Aid to preacher’s development—mental powers, organization of ideas, extemporaneous speaking, memory, proper use of emotion in speaking

   2) Effect on audience—discourse intelligible, understood correctly, pleasing, interesting, persuasive, easily remembered

2. Qualities of good arrangement

   1) Unity

      A single propelling idea

   2) Order

      Points naturally follow one another
      Points don’t overlap (“Mutually Exclusive and Jointly Exhaustive”)
      Points move toward a climax

   3) Proportion

      Proper allocation of time to each point
      Points fairly symmetrical

   4) Progress

      Opposite of “revolving” sermons

3. Study of arrangement

   Always room for learning; not an exact science

   Similar to study of painting; skill necessary before successful invention
Chapter 14, The Discussion

Three parts of sermon: introduction, discussion, conclusion

1. The plan

   Seek the best plan of division possible

   Simple, fresh, striking

   But not sensational or odd or greatly formal

   Not stiff, uniform, predictable, monotonous

   Need of a good over-all proposition

2. The question of divisions

   Extremes: no division vs. minute analysis

   Usually best to have divisions: for preacher, for audience

   Frequently subdivisions also helpful

   Minimum of two, three or four better for variety, five or six hard to remember often

   Three points the most used and serviceable

3. Character of the divisions

   1) Taken together, coextensive with the subject

      Exhaust the subject proposed with general completeness

   2) Taken separately, distinct and symmetrical

      Points should be “Mutually Exclusive and “Jointly Exhaustive”

      Avoid needlessly repeating ideas under separate heads

      Each point with same kind of relation to the subject, parallel, but not unnatural

4. Problems of order and management

   1) Order of divisions
Designed to lead to feelings and will often good to apply at end of each point

2) Statement of divisions

Exact, concise, suggestive

Not too brief for comprehension, not overly long

Be natural; note on alliterations

3) Divisions announced beforehand?

  Good idea when sermon (1) difficult, (2) argumentation to be remembered, (3) needs awakened interest

  Otherwise, better not to pre-announce heads

**Chapter 15, The Introduction**

Introductions necessary for audience, for preacher.

1. Objectives of the introduction

   1) Gain interest of the hearers

   2) Prepare hearers for understanding

2. Sources of introduction

   1) The text

      Perhaps some background to the text

   2) The subject to be discussed

   3) The occasion

      Perhaps local conditions

      Avoid apologies for health, ill preparation, etc.

   4) The problem

   5) The objective
6) The life situation

Illustration from common life

7) The story

Not isolated from subject, “jokes”

8) Striking statement

Quotation, sign, placard, song, etc.

9) Imagination

Make up story, etc.

3. Qualities of a good introduction

1) Must be related to sermon subject

2) Should be a single thought

3) Avoid vague generalities

4) Not highly argumentative or emotional; personal and official modesty

5) Should be exclusively adapted to the sermon

6) Must not be long

7) Should be carefully prepared

Chapter 16, The Conclusion

Importance of a good conclusion, brings congregation to point of decision and action; temptation to overlook in preparation

1. Guiding principles

1) Careful preparation

2) Natural and appropriate termination

Not additional material
3) Unmistakably personal in aim
   Importance of “you” in conclusion
   Difference between sermon and lecture
4) Alive and energetic
5) Clear, definite, precise in expression

2. Methods of conclusion
   Recapitulation
   Application
   Direct appeal (invitations?)
      Not artificially emotional
   Pastoral exhortation, encouragement, warning
      Specific
   Final words of conclusion
      Comprehensive and impressive statement
   Conclude with text itself
   Poem, hymn, story
      Not all the time
   Transition right into benediction

3. Relevant questions
   1) How long?
      Moderate, usually too brief
      Sometimes drawn out
   2) Announce the conclusion?
Usually better

“In conclusion”—better ways to say it

Examples, p. 117

3) Conclusion always positive?

In most cases

Negative elements handled earlier in sermon

4) When prepared?

General character of conclusion near beginning of preparation

Composed in detail at end of preparation

Chapter 17, Transition

Important:

Saves preacher from obscurity

Keeps attention of congregation

Helps preacher remember points as he goes

Keeps sermon moving

Tests unity of sermon

Like joints in body, should not bring attention to themselves

Methods:

Relation method (points flow naturally)

Connecting word (first, second, etc.; other connectives)

Connecting phrase

Third idea, “bridge”

Summary of previous point(s)
Use of question

Rhetorical devices (pause, gesture, voice, etc.)
PART 4
FUNCTIONAL ELEMENTS OF THE SERMON

Chapter 18, Explanation

Functions classified as evangelistic, theological, ethical, devotional, inspirational, actional

Use made of explanation, argument, application, illustration

Different amounts of above four items, depending on type of sermon

1. Explanation in general

   Importance of explaining to congregation

   Ignorance often the problem, more than unwillingness

      Children growing up in church

   Make sure you can explain what you set out to explain!

   Don’t over-explain

2. Explanation of texts (as Paul in Thessalonica, Acts 17:3)

   1) Present results of own exegesis.

      Not repeating details of work

      Using other relevant verses

   2) Present narrations in manner to reach desired end.

      Not exhaustive (unless not much material)

      Not elaborated

      Introductory narration not too long

   3) Use description to set scene of narrative or sermon.

      “He is the best speaker who can turn an ear into an eye.”
Must see scene first (in mind at least)
Detailed information necessary
Use imagination to picture scene or object in mind
Description not an end in itself—be briefer than a novel would be
Elaborate descriptions distracting

3. Explanation of subjects
   1) Explaining by definition
      Difference between definition and description
      Definition may be by contrast or antonyms
      Careful of difficult-to-follow precision
   2) Explaining by division
      (As a topical sermon)
   3) Explaining by examples
      Excellent for fine distinctions
      Many sources for examples (esp. Bible stories)
   4) Explaining by comparison
      Examples of Jesus’ parables

**Chapter 19, Argument**

Often must justify a judgment relating idea presented to other ideas already accepted.

Aristotle’s complaint! (p. 142)

1. Importance of argument in preaching
   Encourages those who already “believe”
2. Principal varieties of argument

1) Argument from testimony.
   - One’s own experience and observations
   - Experiences and observations of others
     a) Concerning matters of fact, character and number of witnesses, and character of thing attested.
       - Witnesses: veracity, intelligence, opportunity for knowledge, personal inclinations
       - Number of witnesses important
       - Unintentional testimony of adversaries
         - Thing attested: degree of improbability (note on miracles), nature of Christian experience
       b) Concerning matters of opinion, note “authority” of witness (note on the Fathers)
         - Scriptures as absolute authority
         - Generally accepted opinions must be weighed.

2) Argument from Induction
   - Truth arrived at through experience
   - Most common form of argument, often faulty
   - Problems of imperfect observation and hasty induction
   - Distinguish causes from frequent circumstances

3) Argument from Analogy
Not resemblance, but “proportion”
Relation two objects bear to a third
Leads to probable proof, not absolute

4) Argument from Deduction.
From general truth to particular case
Formally: syllogistic reasoning
Primarily, deductions from teaching of Scripture
Compare deductions also with Scripture.
For preaching, concrete examples more powerful than abstract ideas

3. Certain forms of argument

1) *A priori*
   From cause to effect (deductive)

2) *A posteriori*
   From effect to cause (inductive)
   Cf. Luke 7:47; 1 Cor 10:5

3) *A fortiori*
   From stronger to weaker

4) Progressive approach (form of induction)

5) Dilemma, two assumptions, one being true, both leading to same conclusion

6) Reductio ad absurdum
   Conclusions drawn out to point of absurdity
Cf. Calvin’s reply to the Faculty of the University of Paris

7) *Ex concesso*

Conceded by opponent

8) *Ad hominem*

“To the man,” considers source of opposing argument; may use his reasoning

4. Order of arguments

should be kept separate & distinct

First cover proofs necessary to explain proposition.

Generally have deductive proofs before inductive verifications.

Usually best to put strongest arguments last.

If audience unfriendly, better to start with strongest.

5. General suggestions for the argument

1) Work on improving logical work of one’s own mind

2) Seek to prove only what you believe to be true

3) Start argument with something people agree with

4) Make arguments intelligible and persuasive to common mind

5) Depend primarily upon Scriptural arguments

6) Don’t use all the arguments, just the best ones

7) Avoid formality

8) Strive for clarity, precision, force. Eloquence may come if subject exalted enough.

**Chapter 20, Application**
Charles Haddon Spurgeon: “Where the application begins, there the sermon begins.”

Should appear in various parts of sermon, not just conclusion

1. Focusing the claims of truth
   - Specific areas of life to be affected
   - Practical “remarks” as you go along
   - Avoid “hitting at” individuals
   - Lessons: truths that “we” can learn

2. Suggesting ways and means
   - Use good judgment, experience, tact
   - Case of public, political issues; emphasize human responsibility

3. Persuasion to response
   - After showing duty, persuade to do it
     1) Not just urging, but supplying motives: happiness, goodness or holiness, personal worth, security, love, admiration
     2) Exciting appropriate emotions (from appropriate emotions in speaker—not for its own sake)
       - Strong use of imagination; terms of sensation, well-chosen details
       - Use of comparisons from human life

**Chapter 21, Illustration**

Auxiliary function, to support any part of the sermon.

“Throw light” on the subject; “windows of the sermon”

1. Various uses of illustration
   1) To explain
2) To prove
   Argument from analogy
3) To ornament
   Make truth attractive and pleasing
4) To gain attention
5) To excite emotion
6) To persuade or move to action
   Describe person performing desired action
7) To provide for various hearers
8) To help people remember
   Compare Jesus’ parables

2. The kinds of illustration
   1) One-word illustrations
      Figures of speech, metaphors
   2) Brief combinations of words
      Similies and other metaphors
   3) Quotations
   4) Detailed example

3. Sources of illustration
   1) Observation
      Nature, human life and relations, common pursuits, children, religious experiences
   2) Pure invention
3) Science

4) History

   Esp. biography; also current events; anecdotes

5) Literature and art

   Esp. Christian classics, and hymns

6) Scripture

   Importance of regular Bible reading for preacher

4. Building the illustration into the sermon

   1) Do not be in a hurry to use an illustration; wait for the appropriate sermon

   2) Be sure it really illustrates; it shouldn’t require its own explanation

   3) It should not draw attention to itself

   4) Do not over-illustrate

   5) Be sure of accuracy of each illustration

   6) Seek for variety of illustrations; don’t repeat

5. Parts of the illustration

   1) Climax (punch line)

   2) Beginning or introduction

      Avoid jerkiness in introducing illustration

      Introduce briefly

      Don’t say, “to illustrate . . .”

   3) Action or movement

      Story should move quickly
4) Conclusion

   After the climax; leads back into sermon

5) The illustration in delivery

   Be familiar with illustration; practice it

   Wait for climax before revealing emotion
PART 5
THE STYLE OF THE SERMON

Chapter 22, General Observations on Style

1. Nature and importance of style
   Style not over-all arrangement, but manner in which ideas expressed
   Style important—expresses personality; makes truths acceptable and forceful to hearers

2. Styles and style
   Individual style should follow general guidelines.
   1) Stay within bounds of propriety
      Grammar
      Suited to the times
      Appropriate for the place and occasion
   2) General requirements of style
      Clearness
      Energy
      Elegance

3. Faults of style
   Lack of effort
   Spacious style (grandeur)
   Polished style (tailored and kempt)
   Fine style (mellifluous words)
   Flowery style (highly ornamental)
Classroom style

Careless, conversational style

Combative or ingratiating style

**Chapter 23, Attaining the Qualities of Style**

Qualities to seek:

<table>
<thead>
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<td>Energy</td>
<td>Force</td>
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<td>Elegance</td>
<td>Beauty</td>
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Way to achieve good style: work and practice

Begin with own thinking—know you understand what you mean

Follow Strunk & White, *The Elements of Style*

Use short sentences (cf. chart on p. 213)

Use plain, active words (cf. chart on p. 214)

**Chapter 24, The Writing of Sermons**

Advantages to writing of some sermons:

1) Helps preparation by forcing concentration

2) Requires more careful preparation

3) Aids development of better style

4) Other advantages: publication, reuse

Disadvantages:

1) Slows thinking to writing speed

2) Becomes merely extemporaneous writing
3) Time consumed in mechanics of writing

Suggestion: Not write all sermons, but some on a regular basis, perhaps one a week

If not write whole sermon, then write introduction & conclusion

If not written, use recording to evaluate later

If written, revise later to improve style

**Chapter 25, Imagination in Preaching**

1. The nature of imagination

   Imagination = thinking by seeing, without reasoning

   (“Right-brain” activity)

   Best used when seeing reality more clearly (not unreality)

2. The role of imagination in preaching

   1) Vital in organizing and arranging material
   2) Makes ideas vivid; effective imagery
   3) Makes Bible stories and background real to audience, also unseen future realities
   4) Enables us to sympathize with others

3. Means of cultivating the imagination

   1) Keen observation and study of nature and art
   2) Study of imaginative literature (drama, poetry, fiction)
   3) Keeping close to people, especially congregation
   4) Strong devotional life: prayer, meditation, Bible
   5) Practice while preaching (using good taste and judgment)
PART 6
THE PREPARATION OF SERMONS

Chapter 26, General Preparation

Inverse relation of general and immediate preparation for same results

Necessity of constant study; a place to study; time scheduled (B. recommends 20 hrs/week); a regular schedule of subjects

Chapter 27, Special Preparation

Each sermon needs fresh material.

Note procedures of Buttrick, Coffin, Cadman, Prichard (pp. 241-42)

Jowett’s suggestions:

1) Use own sermons
2) Don’t preach on good idea too soon
3) Condense sermon into good sentence
4) Imagine how other preachers would handle sermon
5) Think of individuals in congregation during preparation
6) Write sermons, avoiding clichés
7) Keep prayerful attitude during preparation

Steps in immediate preparation:

1. Keep a “garden” of verses for preaching; growing in mind
2. Early in week, choose two texts
3. Write down everything possible about these two subjects
4. Gather materials from various sources (commentaries, dictionaries, etc.)
5. Make tentative outlines
6. “Speak through” the material
7. Change and refine outlines
8. Write sermon; at least, introduction and conclusion

Chapter 28, Preparation of Special Types of Sermons

1. Funeral sermons
   A spiritual opportunity
   Obligation to preach gospel and invite sinners to salvation
   Comments on eulogizing the departed and comforting the bereaved
   Eulogizing non-Christian departed
   The sermon: biblical in content, brief (ca. 10 minutes), variety of content

2. Academic and anniversary sermons
   Keep sermon spiritual and evangelistic

3. Revival sermons
   (includes evangelistic sermons)
   1) Keep sermons short (especially if every day)
   2) Vary the content and character of sermons
   3) Topics and sentiments should follow natural sequence
      (Note p. 252—avoiding superficial “decisions”)
   4) Keep sermons sound, with a complete gospel

4. Sermons to children
Interest, instruct, impress
Emphasize the beautiful, the humorous, but not overdone
Appeal to affections more than to fears
Children not innocent, need to repent
Methods of having children’s sermons in church schedule

5. Sermons for other special classes
   1) Select text and subject to be appropriate, without being forced.
   2) Don’t be too pointed in application; even small groups have variety
   3) Always preach the gospel

Chapter 29, Planning a Preaching Program

Advantages of planning preaching topics in advance

Types of plans:
   1. Consecutive exposition of Scriptures
   2. Use objectives of preaching (evangelistic, theological, ethical, devotional, inspirational, actional)
   3. Church or denominational plan
   4. National holidays
   5. Christian year calendar

Method of planning:
   1. Set year boundaries (suggests Sept. – Aug.)
   2. Determine which services included in plan
   3. Use file folder for each sermon to be preached
4. Prepare the general plan; include shorter and longer series

5. Fill in specific texts and subjects when possible

6. Try to stay at least three months ahead with specific texts and subjects

7. Be planning for the following year

8. Vary the plan from year to year

9. Don’t announce plan; keep flexible for possible changes
Chapter 30, The Methods of Delivery

Importance of being possessed by the subject when preaching

1. Reading

   Jonathan Edwards, Thomas Chalmers, Horace Bushnell, Peter Marshall

   Advantages: control, ease from worry

   Disadvantages:

   1) Deprives use of on-the-spot ideas & inspiration
   2) Less effective means of speaking; colder
   3) Often harmful to the voice
   4) Makes other speaking more fearsome still

   Don’t disguise it if you read

2. Recitation

   More common in Europe

   1) Advantages of reading for completeness and finish; but capable of failure; more natural than reading; develops the memory

   2) Disadvantages: more difficult than reading to interject thoughts; more time for preparation; dread of failure; still somewhat artificial

   Perhaps useful for special or extraordinary occasions

3. Extemporaneous preaching

   Difference between “extemporaneous” and “impromptu”
Advantages:

1) Encourages rapid thinking
2) Saves preparation time for other work
3) Advantages during delivery: ease & effectiveness
4) Delivery interacts with content, leading to greater power and exaltation of soul
5) Awareness of congregation’s response
6) Delivery more natural, warmer
7) Helps for cases when impromptu speaking necessary
8) Normally the expected method by congregations
9) People like eye contact with minister

Disadvantages:

1) Tendency to neglect preparation
2) Tendency to block ability to write
3) Tendency to dull and sloppy style
4) Danger of making misstatements
5) Can be too dependent on feelings at the time

4. Free delivery

Preaching without notes or manuscript

Needs for this method:

1) Careful preparation
2) No manuscripts or notes in the pulpit
3) No effort to memorize the sermon

Advantages:
1) Develops the memory

2) All the advantages of written sermons; detailed outline or manuscript left in study; later revision or publication

3) All advantages of extemporaneous preaching

4) People like directness, eye contact

5) Best suits minister’s calling: preach the gospel

   (cf. Peter’s and Paul’s preaching)

6) Gives the fullest joy and satisfaction in preaching

Disadvantages:

   1) Might leave out something important or choice

   2) Danger of forgetting

   3) Requires real work

   4) Many believe themselves incapable mentally

Methods to learn the technique:

   1) In immediate preparation . . .

      Use ideas that have developed in your own mind and matured

      Keep plan of sermon simple and logical

      Carefully plan transitions

      Keep sermon material as concrete as possible

   2) In rehearsing the sermon . . .

      Spend ½ to 1 hour practicing, reading through, etc.

      But don’t try to duplicate rehearsal exactly during sermon

   3) Learn to use and depend on the memory
4) Keep physically fit

5) Strengthen faith by trusting in Holy Spirit to guide.

Chapter 31, The Voice in Delivery

1. The voice—its distinct abilities
   1) Compass—range of pitch
   2) Volume—different from pitch
   3) Penetrating power—distance from which can be heard
   4) Melody—sweetness and flexibility

2. General improvement of the voice

   Importance of forming habits so that techniques can be forgotten in delivery

   Posture, good general health, singing, reading aloud, carefulness in general speaking and talking

   Special vocal exercises useful:

   1) Compass improved most by singing; exercises to lower pitch
   2) Volume improved by good posture and physical exercise

       Abdominal breathing; opened mouth

   3) Penetrating power improved by conscience effort during delivery; also exercises; use of diaphragm; distinct pronunciation; slower speaking

   4) Melody improved by singing, attention to purity of tone; exercises in pitch variation; reading aloud, especially dialogues

3. Management of the voice when preaching

   1) Begin on lower key (the “holy whine”)
   2) Keep voice strong to end of sentences
3) Take breaths before lungs entirely empty
4) Keep looking at most distant hearers
5) Use variety in voice: pitch, force, speed; but not artificial

Chapter 32, The Body in Delivery

Gestures should be natural to be effective.

1. Facial expression; importance of eye contact
2. Posture; not leaning on pulpit; keep erect posture; position of hands and feet
3. Gesture; not fidgeting; jangling keys; rocking; not jesturing from calculation
4. Some rules for gesture:
   1) Action to be suggestive rather than imitative
   2) Gesture ahead of (not behind) words
   3) Not excessive in number or vehemence
   4) Avoid monotony

Chapter 33, Contemporary Approaches to Sermon Delivery

1. The letter sermon
2. Short story sermon
3. Parable sermon
4. Interview sermon
5. Use of audio-visual aids
6. Object lesson sermon
7. Dramatic presentation
8. Dramatic monologue
9. Dialogue sermon (two or more people; perhaps from congregation)
PART 8
THE CONDUCT OF PUBLIC WORSHIP

Chapter 24, Planning Worship

Greater liberty in worship services requires more planning, not less

The goal: “a satisfying worship experience”?

(Cf. “seeker sensitive” – God is sensitive – John 4:23)

Moods [components] of worship:

1) Recognition, adoration, or vision; recognition of God
2) Praise of God
3) Confession
4) Illumination
5) Dedication (invitation, offering)

Maintain unity of service, order of service, proper proportion, movement or progress (printed bulletin), appropriate climax

Chapter 35, The Sermon in Worship

Two extremes: sermon all-important; sermon only a small part of service

Recognize sermon as a part of one’s worship, both the preaching and the hearing

Preacher as a leader in worship, not a master of ceremonies

The sermon an act of worship: it is “addressed to the people but offered to God.”

Sermon must be from Bible, given in prayer

Chapter 36, Other Parts of the Worship Service
1. Reading the Scriptures

   1) Choosing of portions: pick portions that are devotional and appropriate for the message
   2) Manner of reading; read well; practice ahead
   3) Explanatory remarks; make sure they are appropriate, accurate, and helpful; not distracting
   4) Adequate length of passage

2. Praise

   Biblical psalms, hymns in NT

   Congregational singing at first

   Taken over by priest and choir during Middle Ages

   Restored by Reformation

   Modern hymn singing, started by Isaac Watts and Wesleys and followers

   Types of praise in church service:

   1) Prelude
   2) Call to worship
   3) Response
   4) “Special music”: choir, groups, solos
   5) Congregational hymn

   Advice concerning music for pastor:

   1) Close knowledge of hymnal
   2) Hymns that center on God
   3) Hymns for particular segments of congregation
   4) Participate in the singing

3. Public prayer
Preparation for prayer generally neglected

General preparation:

1) Regular habit of private prayer
2) Familiarity with Scripture: topics & language
3) Study of examples of prayer: Scriptures, liturgies, devotional works
4) Understanding of nature of public prayer

Methods of corporate prayer:

1) Extemporaneous or “free” prayer
2) Prepared by pastor ahead of time
3) The collect, in published liturgies
4) The litany, pastor-congregation response
5) Bidding prayer, guided meditation
6) Silent prayer

Prayers should be brief (except pastoral prayer), ordered, concrete, comprehensive.

Practical advice concerning prayers:

1) Easily heard (head up)
2) Not a sermon in disguise
3) Not announcement time
4) Let congregation know when starting

4. Offering

Not just a collection, but act of worship
Avoid pre-offering pep talks and exhortations
Joyful atmosphere during giving
The pastor as an example of giving

5. Pulpit decorum

1) Begin at proper time

2) End a fairly predictable time

3) Enter pulpit or platform with appropriate attitude

4) Don’t talk on platform

5) Don’t exhibit irritation with congregation conduct

6) Not too relaxed; quiet dignity

7) Careful of behavior right after service