

**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:

*Kerusssein, kerugma*

*Euangeliszesthai, 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

“Weave, fabric”; cf. “*textile*”

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"



Replaces mindless acceptance with real faith

Good antidote to error

Honesty demands preacher to argue properly

## 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

Cf. Matt 6:30; 7:11; Luke 23:31; Rom 8:32; Heb 2:2-4; 1 Pet 4:17-18

#### 4) Progressive approach (form of induction)

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

Cf. Acts 5:38-39

#### 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 concessio*

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:

Clarity = Clearness

Energy = Force

Elegance = Beauty

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

## PART 7

### THE DELIVERY OF SERMONS

#### 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