

**THE  
FUNDAMENTALS  
OF  
SERMON  
PREPARATION  
AND  
PRESENTATION**

# Sermons Made Simple

**An introduction to the  
preparation and presentation of  
good sermons**

## **What is preaching?**

Preaching is the proclamation of the good news of Salvation through man to man.

## **What is a preacher?**

The preacher is separated by God for the specific work of preaching the Gospel and is a man who from one side of his nature takes in the truth from God and from the other side gives out that truth to men

## **Workbook**

**Lessons 1 to**

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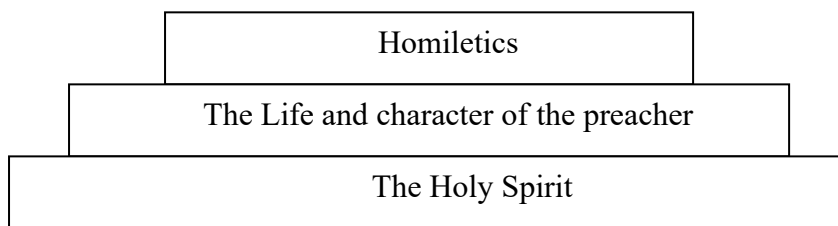
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# Table of Contents

LESSON 1: THE THREE FOUNDATIONS OF THE SERMON	Page 3
LESSON 2: THE CHOICE OF THE TEXT	Page 5
LESSON 3: GATHERING AND ORGANIZING SERMON MATERIAL	Page 9
LESSON 4: THE DIFFERENT KINDS OF SERMONS	Page 13
LESSON 5: THE EXPOSITORY SERMON	Page 16
LESSON 6: Stages In The Development Of Expository Messages	Page 21
LESSON 7: STAGES 6 – 7 THE PURPOSE	Page 25
LESSON 8: STAGE 8 OUTLINING	Page 29
LESSON 9: STAGE 9 FILLING IT IN	Page 31
LESSON 10: STAGE 10 INTRODUCTION AND THE CONCLUSION	Page 33
LESSON 11. DELIVERING YOUR SERMON	Page 36

## LESSON 1: THE THREE FOUNDATIONS OF THE SERMON:



### The Holy Spirit

The Holy Spirit is the foremost foundation of the sermon.

The Holy Spirit **inspires** the sermon. When He does it is the WORD OF GOD.

The Holy Spirit **empowers** the sermon. Only He can save souls.

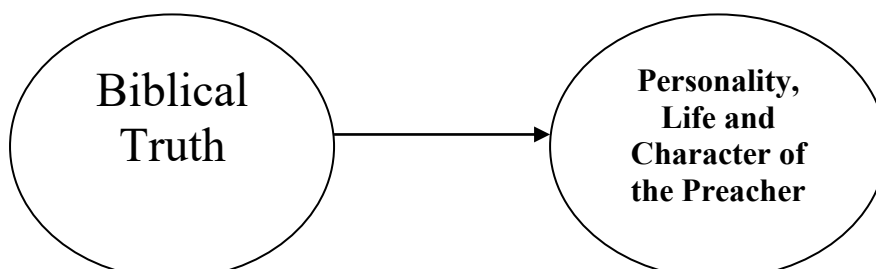
**Note: If the Holy Spirit is not in it, FORGET IT!**

The Holy Spirit is the one who inspires the preacher with truth. He gives Wisdom and Knowledge of the Word of God and will lead and guide you as what to preach. *1 John 2:27 As for you, the **anointing** you received from him remains in you, and you do not need anyone to teach you. But as his **anointing** teaches you about all things and as that anointing is real, not counterfeit-just as it has taught you, remain in him. NIV* This does not mean you will never need to be instructed. It means you will not have to have all your sermons handed down to you from some one else. You can and will be inspired by the Holy Spirit to preach. Read the following scriptures concerning inspiration. **Isa 30:21** and **John 16:13**.

#### Some Dos and Don'ts:

- ✘ Do pray and ask for a topic. Usually, the first thing you think of is what the Holy Spirit wants. Be obedient and patient, inspiration will come, the Holy Spirit is faithful.
- ✘ Do pray for the hearers. Only the Holy Spirit can open the minds of people to understand spiritual truth. 1 Cor 2:10-16
- ✘ Don't just use an old sermon because it is easier. Use an old sermon only if directly instructed by the Holy Spirit.
- ✘ Do keep an eye on what is happening in the church and occasionally preach on topics relevant to current situations.
- ✘ Don't let all your sermons be driven by HOT issues in the church. These Hot issues are the result of lack of an over all understanding of the Word of God. Stick to the preaching of the WHOLE counsel of God and these issues will stop cropping up.

### The Life And Character Of The Preacher



What kind of man ought the preacher to be?

## **1. THE PREACHER MUST NOT BE AN IMITATOR**

This statement seems unnecessary, but the fact is the average preacher is actually almost anyone else except himself. Every truth he delivers should be stamped with his own personality and expressed in his own way. If God made you David and gave you the task of killing the giant then don't covet the armor of Saul. Take your sling and stone go do the job.

Copying the style of famous preachers is to make a mockery of them and you. God made you and your personality. Just because you hear other preachers yell doesn't mean you need to yell. Express things the way YOU express them. If you imitate others you might as well put a picture of yourself in the pulpit and play a tape of the preacher you are trying to imitate. It would save you all the trouble of acting.

## **2. THE PREACHER SHOULD BE GODLY, WITH CHRIST LIKE CHARACTER**

The letters to Timothy show us over and over again the preacher should be a LIVING EXAMPLE of the sermon's truth. *1 Timothy 12 Don't let anyone look down on you because you are young, but set an **example** for the believers in **speech**, in **life**, in **love**, in **faith** and in **purity**.* NIV What we **are** speaks louder than what we **say**. We must be an example of even our failures. Share your struggles and faults and how God has dealt with your sin. This will give a living example of how your listeners can repent and receive forgiveness and freedom. *1 Tim 4:16 Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.* NIV

2 Timothy 2:21-26 says we should purge ourselves of wickedness and we will become vessels of honor, ready for the master's use. God uses you as a man uses a tool. If the tool is strong, it will be used often and for many years. If the tool is weak and flawed then the tool will break with use. The Holy Spirit will expose any hidden sin and pride and will BREAK those who do not repent. Those who repent are restored to use. If the sin was exposed and damages your character, then you may be removed from public preaching in order not to damage the body of Christ.

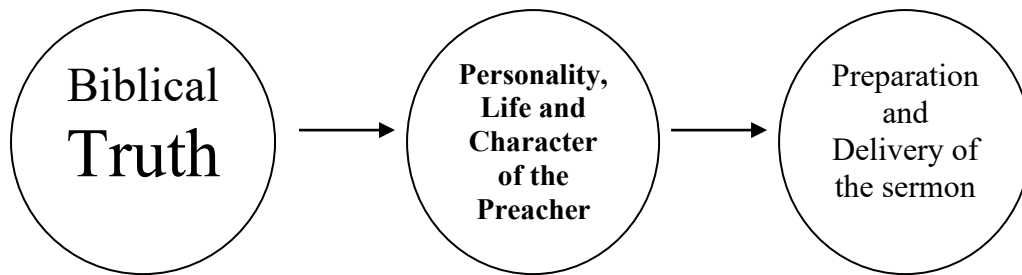
## **3. THE PREACHER MUST BE A SERIOUS PERSON**

Do not use humor just for humor sake. Trying to be funny to impress your hearers seldom works. If an illustration is truly funny, and powerful, at the same time, then by all means use it. Humor can be a great illustrator, but humor is not the purpose of the sermon. Use it sparingly, and strategically and God will use it. Used too often will degrade both you and the pulpit.

## **4. THE PREACHER MUST BE A HEALTHY PERSON**

The preacher's health is very important. Preaching is very stressful, and the preacher must be in the best of health. Remember, we are at war with the enemy and he will use sickness and poor health to his advantage. Good exercise and a healthy diet will keep you strong and clear minded in the pulpit. The Apostle Paul says that "physical training is of some value..." Of course, Spiritual training is of much more value but remember, "A dead preacher proclaims no truth!" This is true both spiritually and physically.

## Homiletics - The Art and Science Of Preaching



## LESSON 2: THE CHOICE OF THE TEXT

### 1. DEFINITION AND LENGTH

The TEXT is the source, the beginning, and the very foundation on which your sermon is built. The length of the text can be short or long depending on the sermon. Expository sermons tend to use long texts because the preacher's intent is to bring insight to the hearers as to the meaning of the text therefore the context is often included. Topical sermons may use many short texts.

### THE CHOICE OF THE TEXT

Don't find a subject first and then look for a text to support your subject. Instead, let the Word of God define and drive your sermon. If the Word of God does not fully explain your subject then your subject is not the Word of God. There are several kinds of texts you can use.

1. **Story texts.** Beginning a sermon with a Bible story will help gather the interest of your hearers as you "Take them on a journey into the life of Joseph".
2. **Truth Texts.** Beginning the sermon with a bold proclamation of truth on which you build application and understanding.
3. **Hard to understand texts.** Beginning a sermon with Bible text the hearer does not understand can spark interest. They may say to them selves, "*I have always been confused by that text, now I might have a chance to understand it*". Make sure you really understand the text and are not just speculating. Nothing destroys the credibility of a preacher then to preach wild speculations on obscure passages.
4. Carefully consider the spiritual needs of the people you are ministering to.
5. Preach the Whole Counsel of God. Do not just pick Hot Topics. If you are a Pastor, plan with much prayer, what you believe the Holy Spirit wants your congregation to know and understand of the Word of God for a whole year. Be strategic. God will show you what the end result He is trying to accomplish.
6. A preacher must not choose a subject or text that is above there ability to handle.
7. Constant reading of the Word of God is **absolutely** important. The preacher must draw from a deep well. If your well is running dry, check how much you are praying and reading the Word of God.
8. Use a notebook. While in his daily Bible reading a preacher will often have inspiration from a passage. Write it down. You may get an outline for a whole

sermon. When you feel dry, simply looking at your notes will bring to remembrance what God has been saying to you.

## 2. THE ADVANTAGES OF HAVING THE WORD OF GOD AS YOUR TEXT

- a. It awakens the interest of the people.
- b. It gains the confidence of the audience. Your hearers trust the Word of God therefore they will trust your sermon if it is soundly based on the Word of God.
- c. It gives the preacher **Authority** and **Boldness** because it is not based on the preachers opinions but on **authority from heaven**.
- d. It will keep the preacher's mind from wandering. Keep asking the question, "Am I keeping to the text?"
- e. It will keep the preacher Biblical. Starting with the Bible and sticking to the Bible will keep you from going astray.

## 3. THE INTERPRETATION OF THE TEXT

Though Bible interpretation is outside the scope of this class, its importance is absolutely essential. The preacher must use sound rules of Bible interpretation in his sermon preparation. The preacher should be forewarned that your listeners will use the same rules you use to interpret their own Bible study. If you use unsound methods and *spiritualize* or take things out of context they will do likewise. You will then be confronted with all sorts of "Strange Doctrines" coming from both inside your church and outside. How will your people know what is sound doctrine unless they are shown by your example how to interpret scripture? Presented here is a brief summary of some of the rules of sound Bible interpretation.

- a. The preacher should understand whether the language of the text is Literal or Figurative.
- b. The preacher must understand the meaning of the words used by each writer of the scripture.
- c. The preacher must consider the circumstances peculiar to the writer and those written to. **Context**.
- d. The preacher must compare scripture with scripture.
- e. The preacher should seek to know the manners and customs of the people to whom the Bible was originally written.

## 4. THE THEME

(The Main Point Your Hearers Go Home With)

The theme of the sermon is the most important part of the sermon. It is what the hearer takes home with them. The difference between teaching and preaching is that teachings purpose is to inform the hearer, sometimes with a lot of information. Preaching's purpose is to transform the hearer. If your hearers are not changed in some way after hearing your sermon then you have not done your job. The goal of your sermon is to deliver one single theme inspired by the Holy Spirit to transform your hearers.

How many times have you walked away from church and could not remember the theme of the sermon? Perhaps the sermon covered a lot of material but did not deliver the POINT. But you can remember other sermons, sometimes for years. You may not remember all the points but you remember THE POINT (The Theme). Some sermons you can recall all the main points because they all led up to a powerful theme.

### **A. THE PREACHER SHOULD KNOW HIS THEME THOROUGHLY**

The preacher should know his theme well before he attempts to preach on the subject. Study it well. Meditate on it. Begin to live it out.

### **B. MAKE SURE YOUR HEARERS CAN UNDERSTAND IT**

Consider the spiritual maturity of your hearers. Don't preach above their heads. One of the biggest traps a preacher can fall into is to assume his hearers understand anything about the context of his subject. Take time to explain the cultural and spiritual context of your theme. For example, if preaching about "Jesus the Passover Lamb", don't assume your hearers know what the Passover is, what a sacrifice is, or even who a Israelite or Moses is.

### **C. THE PREACHER SHOULD TAKE CARE HIS THEME IS NOT TRIVIAL**

Remember, you are delivering the Word of God, not raising money for "Your Ministry"! You are not called to preach to impress others with your knowledge or spirituality. Your sermon must do one of the following:

- A. Edify (Build up and strengthen the weak).
- B. Empower the hearer in his walk with Christ.
- C. Tell the truth, so the hearer KNOWS the truth.
- D. Lead people to Christ as Saviour, Healer, Baptizer in the Holy Spirit, and Soon Coming King.
- E. Anything contained in these verses: **Luke 4:18** *"The Spirit of the Lord is on me, because he has anointed me to preach good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed, 19 to proclaim the year of the Lord's favor."* and **Matt 10:7** *As you go, preach this message: 'The kingdom of heaven is near.' 8 Heal the sick, raise the dead, cleanse those who have leprosy, drive out demons. Freely you have received, freely give.*

### **D. HE SHOULD HAVE A DEFINITE AIM IN THE TREATMENT OF HIS THEME**

Everything in the sermon must lead eventually to the theme. Each point strengthens it. Each illustration brings more understanding to it. Each point is a road sign pointing the way to your destination. *If you don't aim for something you will hit nothing!*

## **5. WHAT'S THE BIG IDEA?**

1. **The importance of a single idea.** Terminology may vary – central idea, proposition, theme, thesis statement, main thought – but the concept is the same: an effective sermon "centers on one specific thing, a central idea."

2. **The definition of an idea.** An idea is a distillation of life. It abstracts out of the particulars of life what they have in common and relates them to each other. Through ideas we make sense out of the parts of our experience.
3. **The formation of an idea.** When reduced to its basic structure, an idea consists of only two essential elements: a **subject** and a **subject component**.
  - a. The subject is “**What am I talking about?**” It cannot be a single word because it calls for the precise full answer to the question.
  - b. The subject component “completes” the subject by asking the question, “**What am I saying about what I am talking about?**”






An idea is formed only when the subject component is joined to a definite subject. A subject can be easily stated as a question and the subject component as the answers to that question. An example of a subject is *what is the test of a person's character?* This phrase is the subject. But this phrase must be completed to have meaning. Standing by itself we do not know what the test of character is. A variety of subject components could be added to this subject to form an idea. Here are a few:

- a. The test of a person's character is what it takes to stop him.
- b. The test of a person's character is what he would do if he were certain no one would find out.
- c. The test of a person's character is like the test of a tree – how strong is he at the roots.

Something should happen at the end of your sermon. You should know exactly what you want your hearers to DO, BE, or KNOW. Your conclusion is then a call to respond to the theme. If your theme is salvation, call them to the altar for repentance. If it is Holiness, then call them to Holiness! But if it is the “Tabernacle in the wilderness”, how can they respond to that? Change your theme to “How does the Holy Spirit dwell in us.” Use the Tabernacle as an illustration and call them to be filled!

You do not need an altar call for every sermon, but there needs to be a challenge to apply the theme to the hearer's lives. If your hearers can walk away with a small number of practical ways to live out your theme and you have motivated them to actually DO IT, you have done your job well.

#### **Assignment:**

-  Write out four ideas.
-  Each Idea should contain a subject, and at least 2 to 4 subject components.
-  One of the ideas must be topical.
-  One of the ideas must come from a passage of scripture.
-  The other two ideas are up to you.



## **LESSON 3: GATHERING AND ORGANIZING SERMON MATERIAL**

Now that the text and theme have been chosen, we now move to gathering material for the sermon. We now begin to ask questions. The preacher must trust the Holy Spirit to give him wisdom and insight into the theme. Here are some questions that should be asked as one prepares his sermon:

### **1. WHAT HAVE I READ ON THE SUBJECT**

We must not lean heavily on the works of others. Relying too heavily on someone else's sermon or book will just muddy the water. Many preachers will read a book and then give a "book report" sermon on what he just read. Instead, gather insights from many books, sermons, and articles on the same theme.

First and foremost, the preacher must look to the Word of God for his source and authority on his subject. The more you read the Word of God the easier the gathering of material for your sermon will be.

### **2. WHAT HAVE I OBSERVED THAT WILL THROW LIGHT ON THE SUBJECT?**

Life can give us many parables that will bring insight to your subject. Jesus used many ordinary things to illustrate his teaching. You might have seen the theme lived out in your life or the life of others. Each day you should ask, what have I learned from the things I have seen and heard today. Write them down for future use.

### **3. WHAT NOTES HAVE I GATHERED ON THE SUBJECT?**

The preacher should be collecting notes all his life on subjects worth preaching on. The more he gathers the more the Holy Spirit must work with.

## **STAGES IN THE PREPARATION OF A SERMON**

Books on Homiletics that give all the needed facts, classifications, and general information regarding scientific preaching too often fail to demonstrate the actual steps in the sermon preparation. This is especially true of treatises on expository preaching. Let us here follow the actual steps in the preparation in their natural order. Not all preachers follow the same order in preparation, but the steps given here may easily be changed in order to suit the individual preacher's personal preference.

1. Select an appropriate passage of Scripture for a text. The selection may be made because it is the next portion of Scripture in a series, because it is the leading of the Holy Spirit, or because it is the obvious text to meet a known need of the people.
2. Read the text through carefully several times; then read it in several modern translations.
3. Next write on paper every thought, which occurs to the mind regardless of order or relevance. This will include explanations, proofs, illustrations, or applications.
4. Consult a good commentary of the exegetical type. This should not be done, however, until one has exhausted his own ability to find original thoughts.
5. Examine the material until one theme stands out above the rest or until one theme is detected which is common to all or most of the thoughts. This may be done by listing all the possible themes and then trying each until all but one is removed by the process of elimination. It will help to interrogate the material in the following manner.

- \*Are there here related doctrines?
  - \*Related moral instructions?
  - \*Related inferences or observations?
  - \*Related biographical traits?
  - \*Related parts of an analogy?
  - \*Related arguments in the proof of a proposition?
6. Next eliminate all the material that does not relate to the theme in some practical way.
  7. Arrange the remaining material in an outline of main divisions and subdivisions so that they have coherence, progress, and climax. The main divisions are the big related ideas; the subdivisions are the lesser ideas, which are related closely to one or another of the main heads.
  8. Prepare an introduction and conclusion for the sermon.
  9. Invent a name for the sermon that may or may not be the same as the theme. The subject may be shorter than the theme, but it should accurately convey the nature of the sermon theme. By all means, let it be striking though not cheap.
  10. Finally, study the outline until it can be delivered without the use of notes.

If all this seems to require too much time and study, let the preacher be reminded of the many hours the lawyer, architect, teacher, or almost any professional man must devote to his work. Some may reason that God can get the preacher sermons without study or effort, but we will reason that the Bible represents God as being pleased with the diligent labors of His servants. God will give His servants strength, wisdom, and inspiration for their work.

## ARRANGING THE SERMON

The arrangement of the sermon is very important. The preacher is like a builder. It is his job to build something with the materials at hand. He could build a house, a prison, or a pile of junk. Some sermons remind us of Genesis 1 “without form and void” or the people might say “We do not know where you are going and do not know how to get there”.

### **1. THE CHARACTERISTICS AND QUALITIES OF A GOOD ARRANGEMENT**

#### **A. One theme.**

Everything in the sermon must lead eventually to the one theme. Do not have many themes. In trying to hit everything you end up hitting nothing.

#### **B. A logical connection and sequence between the divisions of the sermon.**

When you plant a garden you first dig up the ground then plant the seed, then water. First comes the seed then the young grass, then the ear, then the full corn. Start with the simple then the complex.

#### **C. Proper emphasis to the various parts of the sermon.**

Each point must strengthen. Each illustration brings more understanding to it. Each point is a road sign pointing the way to your destination.

### **2. THE ARRANGEMENT ITSELF**

Every sermon must have an outline. An outline is like a skeleton onto which you put the meat of the sermon. Generally speaking, the sermon must be easy to follow. The sermon has three basic parts. The **Introduction**, the **Body**, **Application**, **Outworking** and the **Conclusion**. An illustration of an outline would be as follows:

**Theme:** Making excuses for not obeying God

**Introduction:** You may be standing like Joshua before the Promised Land, with all the Giants, mountains and floods barring your way. God commands you to “Possess the Land!” What will you say?

**Body:** (with Illustrations, Application - Outworking)

1. The prophet who could not! (Moses- “I can’t do it!”)
2. The prophet who would not! (Jonah- “I won’t do it!”)
3. The Kid who did! (David-Goliath – “With God, I can and will do it!”)

**Conclusion:** Who are you going to be like?

Most people as children used picture outlines, drawings, or coloring-in books to learn and develop drawing and coloring skills. By having the outline, it is easier to complete the picture; and so it is with sermons. Spending time producing the sermon outline makes coloring-in your sermon a lot easier and gives it good form.

**To prepare a sermon we firstly need to consider or identify the following:**

### **1. WHAT DO WE WANT THE LISTENER TO KNOW OR UNDERSTAND?**

By the time this sermon is finished, what information, knowledge, understanding or insight will they have gained from hearing it? The listener has existing knowledge & understanding to some level and our sermon should recognize and respect this. From our sermon the listener may know or understand how to apply existing information and understanding in connection to other topics or applications and how to transport that into new areas. This is important as the knowledge or understanding given and gained through the sermon may be a fresh application of existing knowledge, understanding or skill. We should be able to clearly define what the listener will gain in knowledge or understanding from the sermon.

### **2. WHAT DO WE WANT TO DEVELOP OR CHANGE WITHIN THE LISTENER AS A DIRECT RESULT OF THEM HEARING THIS SERMON?**

**This deals with desire and includes issues such as:**

- a. confidence, motivation, attitudes and mind-sets, views, and opinions
- b. past experiences both positive and negative
- c. commitment, faithfulness
- d. capacity to undertake responsibility
- e. maturity - social and spiritual
- f. self-esteem

✘ To knowledge and understanding needs to be added desire.

✘ This desire needs to be inspired in the listener.

✘ There may be obstacles or blockages that desire has to overcome.

**Note:** Knowledge without the desire to appropriate or exercise it does not change the world.

### 3. WHAT DO WE WANT THE LISTENER TO DO WITH WHAT THEY HAVE HEARD?

When the sermon is finished and the listeners walk out of the room, *what* do we really expect them to do with what they have heard? Did we give them some simple instructions or applications with practical guidance or directions?

**This deals with application of knowledge.**

- Instruction for application
  - Must clearly explain the how to in our sermon.
  - May need to give simple working application examples.
- Opportunity to test-drive new knowledge, understanding or skill.
  - Suggestions on how and where.
  - Encouragement to develop competence, which requires the application of knowledge, understanding or skill, a number of times, thus developing competence and productivity.

It is important that we have these three items clearly identified as they help us be focused in our preparation and presentation.

#### **The Head, Heart & Hands**

A good sermon, a sermon that connects, will:

- Bring knowledge and understanding to the **HEAD**.
  - It speaks into what they do or do not believe.
  - It presents information to them.
  - They learn things from the sermon.
- Bring a challenge that develops or changes the **HEART**
  - It impacts upon their attitudes, values, passion, zeal, fears, commitment, disappointments and inner feelings of self worth.
- Bring a challenge to the **HANDS**.
  - It encourages positive expressions and outworking of the sermon, it stirs towards activities that reflect response.

#### **Assignment:**

- 📖 Write out four ideas.
- 📖 Each Idea should contain a subject, and at least 2 to 4 subject components.
- 📖 One of the ideas must be topical.
- 📖 One of the ideas must come from a passage of scripture.
- 📖 The other two ideas are up to you.
- 📖 List next to each subject component the word **Head**, **Heart** or **Hands** depending on what this subject component is dealing with.

## LESSON 4: THE DIFFERENT KINDS OF SERMONS

We have seen how to select a theme, how to choose and interpret a text, and how to organize a sermon. Let us now see what kinds of sermons there are and what the function of each kind is. Not all authorities classify sermons in the same way, but sermons are most commonly classified as, **Topical**, **Textual** and **Expository**. We will follow this classification, which is based upon the USE made of the TEXT in the construction of the sermon.

### THE TOPICAL SERMON

The topical sermon takes from the text only a topic or subject. The divisions are invented by the preacher in accordance with the possibilities of the subject and the preacher's knowledge of the subject as it is treated in the whole Bible.

#### Example:

#### REDEMPTION

- I. The Meaning of Redemption.
- II. The Necessity of Redemption.
- III. The Method of Redemption.
- IV. The Results of Redemption.

This method permits full liberty of composition and a full treatment of any subject. It gives unlimited rein to the preacher's inventive genius and opens a wide door to rhetorical eloquence. However, the topical sermon nearly always is colored more than other types of sermons by the preacher's personal views and prejudices. It is usually too general in its scope, and there is a tendency for topical preaching to become too secular. Another objection to the topical method is that it develops a sermon merely by extension so that the divisions are like links in a chain instead of parts of a designed structure; and that the number of these chain divisions is arbitrary, there being no reason why in most cases that there could not be more or fewer divisions without doing serious violence to the sermon.

Though the disadvantages seem to outweigh the advantages of topical preaching, there are several uses of the method, and there are some subjects, which are better handled topically. Topical sermons are recommended in the following conditions:

1. When the subject is not adequately treated by any one passage of Scripture;
2. When one desires to treat a subject in a very general way, such as presenting a doctrine to an audience to which it is entirely unfamiliar;
3. When one desires to present general evangelistic truth to an audience of unsaved persons who are not too familiar with the Bible;
4. When treating social or moral problems not existing in Bible times or not treated by Bible writers.

### THE TEXTUAL SERMON

The textual sermon takes from the text a subject and the main divisions. The main points of the sermon are only those stated or clearly inferred by the passage of Scripture upon which the sermon is based. However, the subdivisions are invented in the same way that all the divisions are invented in the topical sermon.

**Example:**

The text simply mentions the exemplary qualities of word, conduct, love, faith, and

THE MINISTER: AN EXAMPLE

I Timothy 4:12 “Become an example of believers, in word, in conduct, in love, in faith, in purity.” (Revised Version)

- I. An Example in Word.
- II. An Example in Conduct.
- III. An Example in Love.
- IV. An Example in Faith.
- V. An Example in Purity.

purity: no more information is available without drawing upon several other parts of the Bible or upon one’s own personal experience. The sermon is textual because the text provides the main divisions, while the subdivisions or the elaboration is drawing from other sources. The King James Version was not used for this text, because the words “conversation” and “charity” and “love,” and the word “spirit” do not appear in the old Greek manuscripts and so do not belong in the text. This illustrates the need for consulting other translations in text interpretation.



Textual sermons have the advantage that they are more scriptural in design than the topical variety, they do not disappoint the hearers who expect something from the text which is announced. The textual method permits great variety in construction and selection. The textual sermon seems to the hearer more like a finished discourse, because the material in the text determines the number of divisions; and when each division has been treated no one expects anything more. In most cases the textual sermon will be remembered longer, for where the hearer follows the sermon with his Bible, a connection is fixed in his mind between the passage and the preacher’s admonitions, so that he can recall the message whenever he re-reads the passage.

It is objected to the textual method that it restricts the preacher’s originality, which is not necessarily true; that it does not permit a sufficiently broad treatment of a subject, but most sermons are too broad; and that textual preachers too often accommodate their texts and do violence to the true meaning. The last objection is a real one, but texts need not be accommodated for the real application is nearly always richer than one, which is forced. The reason some preachers accommodate their texts is that they are following an outmoded practice which was followed for several generations in Europe and America from which period a great many printed sermons have been borrowed. Very few of the better preachers today who are well-trained and who accept the Bible as the divine revelation are guilty of purposely forcing their texts.

Textual sermons are recommended:

1. Whenever a single passage of Scripture will provide the principal points to meet the needs of the people;
2. When preaching ethical sermons, because a text carries more authority when one is preaching specific evangelistic truth. A strong text bears conviction when it is fully treated, while passing quotations are not so effective when dealing with specific doctrinal truth.

**Assignment:**

-  Prepare a complete topical or textual sermon outline containing a Theme (your subject), your main points (your subject component), and sub-points.
-  List next to each subject component the word **Head, Heart** or **Hands** depending on what this subject component is dealing with.

## LESSON 5: THE EXPOSITORY SERMON

The expository sermon not only takes a subject and main divisions from the text, but all the subdivisions as well. It is usually based on a longer passage than the topical or textual sermon. Often the text is a whole paragraph, whole chapter, or even a whole book. No idea can be introduced into the expository sermon, which does not come from the passage of Scripture upon which it is based. It is an exposition of the given passage and that only.

### The Definition of Expository Preaching

*Expository preaching is the communication of a Biblical concept, derived from and transmitted through a historical, grammatical, and literary study of a passage in its context, which the Holy Spirit first applies to the Personality and experience of the preacher, then through him to his hearers.*

1. **The expositor communicates a Concept.** The idea! The theme.
2. **The concept comes from the Text.** What the Biblical writer is talking about. The Biblical writers theme.
3. **The concept is applied to the expositor.** To the personality and experience of the preacher. This places God dealing with the preacher at the center of the process. The audience does not hear a sermon they hear a man. *Preaching is the art of making a preacher and delivering that.* Ultimately God is more interested in developing messengers than messages.
4. **The concept is applied to the hearers.** Application gives expository preaching purpose. The preacher must ask, “How does this concept apply to my hearers today?”

### What’s the big idea?

1. **The importance of a single idea.** Terminology may vary – central idea, proposition, theme, thesis statement, main thought – but the concept is the same: an effective sermon “centers on one specific thing, a central idea.”
2. **The definition of an idea.** An idea is a distillation of life. It abstracts out of the particulars of life what they have in common and relates them to each other. Through ideas we make sense out of the parts of our experience.
3. **The formation of an idea.** When reduced to its basic structure, an idea consists of only two essential elements: a **subject** and the **subject components**.
  - a. The **subject** is “**What am I talking about?**” It cannot be a single word because it calls for the precise full answer to the question.
  - b. The **subject components** “complete” the subject by asking the question, “**What am I saying about what I am talking about?**”

An idea is formed only when the subject components is joined to a definite subject. A subject can be easily stated as a question and the subject components as the answers to that question. An example of a subject is *what is the test of a person’s character?* This phrase is the subject. But this phrase must be completed to have meaning. Standing by itself we do not know what the test of character is. A variety of subject components could be added to this subject to form an idea. Here are a few:

1. The test of a person’s character is what it takes to stop him.
2. The test of a person’s character is what he would do if he were certain no one would find out.



3. The test of a person's character is like the test of a tree – how strong is he at the roots.

The expositor must study the scripture to discern the Idea or theme that the text presents. You must ask “*What is the biblical author talking about?*” and then answer the question “*What is the biblical author saying about what he is talking about?*” you must find the authors **subject** and **subject component**.

**Sermon Example:**

**HOW IS A MANS FAITH TESTED?**

*James 1:2-4; 12-15*

*2 Consider it pure joy, my brothers, whenever you face trials of many kinds, 3 because you know that the testing of your faith develops perseverance. 4 Perseverance must finish its work so that you may be mature and complete, not lacking anything...*

*12 Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love him.*

*13 When tempted, no one should say, "God is tempting me." For God cannot be tempted by evil, nor does he tempt anyone; 14 but each one is tempted when, by his own evil desire, he is dragged away and enticed. 15 Then, after desire has conceived, it gives birth to sin; and sin, when it is full-grown, gives birth to death. NIV*

**I) It Is Tested by Trials, verse 2-3**

- A)** Trials are numerous, verse 2
- B)** Trials develop perseverance, verse 3
  - 1) Perseverance is a process, verse 4
  - 2) Perseverance produces maturity, verse 4

**II) It Is Tested By Temptation, verse 13**

- A)** What is The Origin of Temptation, verses 13-14 (sub idea)
  - 1) Not from God, verse 13.
  - 2) From inward desire, verse 14.
- B)** What is The Results of Yielding to Temptation, verse 15 (sub idea)
  - 1) First sin, verse 15.
  - 2) Then death, verse 15.
- C)** What is The Reward for Enduring Temptation, verse 12 (sub idea)
  - 1) Blessedness, verse 12.
  - 2) A Crown of Life, verse 12.

The text of the above example consists of seven verses, 2 complete paragraphs, and it should be clear that every heading and sub-heading is taken from the passage of Scripture used for the text. It has a central idea stated as follows:

**Subject:** HOW IS A MANS FAITH TESTED?

**Subject components:** It Is Tested by Trials

It Is Tested by Temptation

**Another example:***Hebrews 10:19-25*

*19 Therefore, brothers, since we have confidence to enter the Most Holy Place by the blood of Jesus, 20 by a new and living way opened for us through the curtain, that is, his body, 21 and since we have a great priest over the house of God, 22 let us draw near to God with a sincere heart in full assurance of faith, having our hearts sprinkled to cleanse us from a guilty conscience and having our bodies washed with pure water. 23 Let us hold unwaveringly to the hope we profess, for he who promised is faithful. 24 And let us consider how we may spur one another on toward love and good deeds. 25 Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching. NIV*

**Subject:** What should happen since we can enter into God's presence with confidence and have a great High Priest?

**Subject component:** Let us draw near to God with that comes from a cleansed heart and life.

Let us hold unwaveringly to the hope we profess.

Let us spur on one another to love and good works.

**New Concepts**

*Idea* - a distillation of life that abstracts out of the particulars of experience what they have in common and relates them to each other.

**Two essential elements in the statement of an idea:**

*Subject* - the complete, definite answer to the question, what am I talking about?

*Subject component* - the answer to the question, what exactly am I saying about what I'm talking about?

**Assignment:**

Determine the subject and subject component in the following paragraphs:

1. A good sermon leaves you wondering how the preacher knew all about you.

Subject:

Subject component:

2. Today's pulpit has lost its authority because it has largely ignored the Bible as the source of its message.

Subject:

Subject component:

3. G. K. Chesterton once said that it is often supposed that when people stop believing in God, they believe in nothing. Alas, it is worse than that. When they stop believing in God, they believe in anything. *Malcolm Muggeridge*

Subject:

Subject component:

4. A good name is more desirable than great wealth; the respect of others is better than silver or gold. Prov. 22:1

Subject:

Subject component:

5. Praise the Lord, all nations; Extol him, all you people! For his love is strong, his faithfulness eternal.

Subject:

Subject component:

6. Everybody needs his memories. They keep the wolf of insignificance from the door.

Subject:

Subject component:

7. I Tim. 5:1-2 Do not speak harshly to a man older than yourself, but advise him as you would your own father; treat the younger men as brothers and older women as you would your mother. Always treat younger women with propriety, as if they were your sisters.

Subject:

Subject component:

8. Walking is the exercise that needs no gym. It is the prescription without medicine, the weight control without diet, the cosmetic found in no drugstore. It is the tranquilizer without a pill, the therapy without a psychoanalyst, and the fountain of youth that is no legend. A walk is the vacation that does not cost a cent.

Subject:

Subject component:

9. James 1:22-25 Do not merely listen to the word, and so deceive yourselves. Do what it says. 23 Anyone who listens to the word but does not do what it says is like a man who looks at his face in a mirror 24 and, after looking at himself, goes away and immediately forgets what he looks like. 25 But the man who looks intently into the perfect law that gives freedom, and continues to do this, not forgetting what he has heard, but doing it-he will be blessed in what he does. NIV

Subject:

Subject component:

10. Gal 1:11-12 I want you to know, brothers, that the gospel I preached is not something that man made up. 12 I did not receive it from any man, nor was I taught it; rather, I received it by revelation from Jesus Christ. NIV

Subject:

Subject component:

# LESSON 6: STAGES IN THE DEVELOPMENT OF EXPOSITORY MESSAGES

## 1. Selecting the passage.

A wise pastor will thoughtfully plan out what he wants to preach for a whole year. He prayerfully seeks the Lord for direction as to where the congregation should be going both in knowledge of the Word of God and its practical application in their lives. A pastor who preaches expository sermons will usually preach through entire books of the Bible.

### Thought Units

He will first read the entire book several times and then divide it into portions he will preach on. In doing this he will select the passage on natural divisions called **thought units**. These are a set of scriptures that deal with a particular idea. They are usually divided by paragraphs or group of paragraphs. When dealing with historical books the expositor will be dealing with usually larger units than a paragraph or two. For example, when exploring the incident of David's adultery with Bathsheba the expositor would deal with the entire eleventh chapter of II Samuel and part of the twelfth.

### Sermon Length

The expositor must keep in mind that he has a limited amount of time to preach. If he cannot treat the entire subject in his allotted time, then it is best to preach a two-part sermon. Keep in mind that the theme or idea of the sermon must be made clear and a suitable application and conclusion must be made for each part.

### Topical Exposition

At some time, the pastor must preach on particular topics that don't fall into the books he is preaching from. This should be done on a limited basis, but it is essential to bring a well-rounded Biblical teaching. Also, the expositor may not be a pastor, but may be a guest speaker, missionary or evangelist. In topical exposition the preacher begins with a subject or problem then looks for passages of scripture that relate to it.

Having selected the passage, the expositor must let the passage speak for itself. Topical exposition faces the danger that the preacher will read something into the scriptural account in order to get something significant out of it. Topical exposition differs from a Topical Sermon, in that the thought of the Scripture must shape all that is said in defining and developing the topic.

## 2. Studying the passage.

1. Begin with prayer.
2. Read and re-read the book.
3. Identify the type of literature. Historical, Biographical, Poetic, Proverbial, Prophetic, Epistle (letter), or a combination.
4. Ask Who, What, When, Where, How and Why.
5. Discover facts about people and events.
  - a. Identify the obvious names.
    - i. Read through the book and list the names and the number of times they are mentioned.

- ii. Ask the 5 W's and an H questions.
    - 1. Who is the author?
    - 2. What does he tell you about himself? What does the writer talk about the most? What are the people to do or not to do?
    - 3. Where is he?
    - 4. Why is he there?
    - 5. When in his life is he writing?
    - 6. Why is he writing? Why are they doing this? Why is this being said to them?
  - iii. Make a list of all you learn about the author and the people mentioned.
- b. Identify the obvious events.
    - i. List the major events.
      - 1. For each event ask the 5 W's and an H.
        - a. What is happening?
        - b. Where is it happening and when?
        - c. Who is involved?
        - d. What are the consequences of the event?
6. Mark the key words and phrases.
  - a. For each word ask the 5 W's and an H.
    - i. Keywords > subjects > theme.
7. Discern the main theme of the book (it should be obvious).
  - a. Write a summary statement.
  - b. Find the key verse in the book that summarizes the books theme.
8. Discover and record the theme or idea of each thought unit.
9. Identify clearly defined segments.
 

A segment division is a major division in a book, such as a group of verses or chapters that deal with the same subject, doctrine, person, place, or event.

  - a. A book might be divided according to Dates, Places, Topics, Doctrines, Reigns of kings, Major characters, or Major events.
10. Do all the above for the thought unit you will be preaching on.
11. Do word and grammatical studies where necessary.

### **3. Discovering the Exegetical Idea.**

As you study the passage, relate the parts to each other to determine the exegetical idea and its development.

## The Subject

Your initial statement of the subject will often be too broad. To narrow it down ask the 5 W's and an H. this will help you be more exact. Being more specific helps you be more practical in your sermon's application to your hearers lives. For example:

*James 1:5-8 If any of you lacks wisdom, he should ask God, who gives generously to all without finding fault, and it will be given to him. 6 But when he asks, he must believe and not doubt, because he who doubts is like a wave of the sea, blown and tossed by the wind. 7 That man should not think he will receive anything from the Lord; 8 he is a double-minded man, unstable in all he does. NIV*

To say that the subject of this passage is *wisdom* is too broad because James does not discuss everything about wisdom. Looking at the passage more closely, we find he is talking about *how to obtain wisdom*, a more precise statement of the subject. But if you look at the immediate context, we can narrow it down even further. The preceding paragraph demonstrates that joy is the proper response to trials and our paragraph extends that. Therefore, a more complete subject would be *how to obtain wisdom in the midst of trials*. When the subject accurately describes what the author is talking about then the subject illuminates the details of the passage; and the subject will in turn be illuminated by the details.

## The Subject component

Having isolated the subject, you must now determine the subject component, or subject components, that complete the subject. In other words *what he is saying about the subject*. In James 1:5-8 the subject component to the *subject how to obtain wisdom in the midst of trials* is *ask God for it in faith*. A complete statement of the idea merely joins the subject with the subject component: *Wisdom in trials is obtained by asking God for it in prayer*.

## 4. Analyzing the Exegetical Idea.

The expositor endeavors to bring the ancient world, the modern world, and his particular world together in the development of his sermon. We must make the central idea of the passage relevant to your hearers. To do this we must submit the exegetical idea to three developmental questions. The expositor must imagine some brave soul standing up during the sermon and shouting:

### What Does This Mean?

Does your passage explain the theme or idea in its details? Sometimes the Biblical writer assumes his readers understand certain things, but you must never assume your hearers understand the details or context of the passage. If I simply stated the exegetical idea would the audience respond, "What does he mean by that?" If so, then you must fill in the details.

### Is it True?

After hearing the exegetical idea, we might say, "Can I believe that?" Do not assume your hearers will accept simply because it is from the Bible. Sometimes we need to prove what we are saying through reasoning, proofs, and illustrations. Paul spends a lot of time proving his statements through Old Testament passages and reason.

### What Difference Does It Make?

This question relates to application. The sermon is not finished until he relates the passage to the experience of the hearers. Everyone in the pew has the right to say "*So what? What difference does it make?*" because they are called to live under God in the light of Biblical

revelation. For every *ought too* there should be a *how too*. To apply the passage correctly we need to understand the situation into which the revelation was originally given and decide what a modern man or woman shares or does not share with the original readers.






**Ask the following questions:**

1. What traits do your hearers have in common with the Biblical hearers? Look for common circumstances, emotions, and temptations.
2. Does the text indicate a purpose, or editorial comments? For example, Judges 17:6 *In those days Israel had no king; everyone did as he saw fit.* NIV
3. What does the rest of the Bible have to say about this?
4. In historical passages, does is the story given as an example or a warning? If so in what way?
5. What message was intended for those to whom the revelation was originally given? Was it also intended for future generations?

**5. Formulating the Homiletical Idea.**

In the light of the audience's knowledge and experience, think through the exegetical idea and state it in the most exact, memorable sentence possible. State it in a way that the people can readily apply it to their lives so that they can say, "I can do that" or "I can use that."

**Assignment:**

-  Choose a passage of scripture longer than 3 verses from which you will prepare an Expository sermon.
-  Prepare a complete sermon outline containing a Theme (your subject), your main points (your subject component), and sub-points.
-  List next to each point the word **Head**, **Heart** or **Hands** depending on what this point is dealing with.
-  List next to each point the verse it is associated with. Remember each point must come from the scripture you are preaching from.
-  Label every ought-to in your outline with the word (OUGHT-TO), and each how-to with the word (HOW-TO). Remember each ought to-should have a matching how-to.



## LESSON 7: STAGES 6 – 7 THE PURPOSE





### 6. Determining the Sermon's Purpose.

Why are you preaching this sermon? No matter how brilliant or biblical a sermon is, without definite purpose it is not worth preaching. A sermon should change lives in some specific way. The purpose states what one expects to happen in the hearer as a result of preaching this sermon. The Idea of the sermon differs from the purpose like an arrow differs from the target. Whereas the idea states the truth, the purpose defines what that truth should accomplish.

How then does an expositor determine the purpose of his sermon? He does so by discovering the purpose behind the passage he is preaching. As part of his exegesis he should ask, "Why did the author write this? What effect did he expect it to have on his readers?" No biblical writer took up his pen to jot down "a few appropriate remarks" on a religious subject. Each wrote to affect lives. When Paul wrote to Timothy, he did it "so that you may know how one ought to conduct himself in the household of God, which is the church of the living God, the pillar and support of the truth" (I Tim 3:15 NASB).


Jude changed purposes for his letter after he sat down to write. "While I was making every effort to write you about our common salvation," he confessed, "I felt the necessity to write to you appealing that you contend earnestly for the faith which was once for all delivered to the saints" (Jude 3 NASB). John designed his account of Jesus' life to win belief in Jesus as "the Christ, the Son of God" and to secure in believers "life through his name" (John 20:31 KJV). Whole books, as well as sections within books, were written to make something happen in the thinking and actions of the readers. An expository sermon, therefore, finds its purpose in line with the biblical purposes. The expositor must first figure out why a particular passage was included in the Bible, and with this in mind decide what God desires to accomplish through the sermon in his hearers today.

The inspired Scriptures were given so that we could be "adequate, equipped for every good work" (II Tim. 3:16—17 NASB). It follows from this that an expositor should be able to put into words what quality of life or what good works should result from the preaching and hearing of his sermon. We accomplish our purpose, Paul told Timothy, through

-  **teaching a doctrine,**
-  **refuting some error in belief or action,**
-  **correcting what is wrong, and**
-  **instructing people on the proper handling of life.**

Educators realize however that an effective statement of purpose goes beyond procedure and describes the observable behavior that should come as a result of teaching. A purpose statement not only describes our destination and the route we will follow to get there, but if possible, tells how we can know if we have arrived. If we are not clear about where we are going, we will undoubtedly land someplace else.

While preaching differs significantly from lecturing, stating the purpose of a sermon as though it were an instructional objective makes the sermon more direct and effective. Here are some purposes stated in measurable terms:

-  The listener should understand justification by faith and be able to write out a simple definition of the doctrine. (Whether the hearers actually write out the

definition or not, a preacher will be much more specific if he preaches as though they will.)

- ☞ A listener should be able to list the spiritual gifts and determine which gifts he or she has been given.
- ☞ A listener should be able to write down the name of at least one non-Christian and should resolve to pray for that individual each day for the next two weeks. (If someone does something for two weeks, they have a better chance of doing it for several months.)
- ☞ My hearers should identify one morally indifferent situation about which Christians disagree and be able to think through how to act in that situation.
- ☞ The congregation should understand how God loves them and explain at least one way in which that love makes them secure.
- ☞ Christians should be able to explain what people must believe to become Christians and should plan to speak to at least one person about the Lord in the coming week.
- ☞ Listeners should be convinced of the necessity to study the Bible and should enroll in a church Bible class, a home Bible class, or a Bible correspondence course.

Framing purposes that describe measurable results forces the preacher to reflect on how attitudes and behavior should be altered. That in turn will enable him to be more concrete in his application of truth to life. After all, if a sermon accomplishes anything, it must accomplish something.

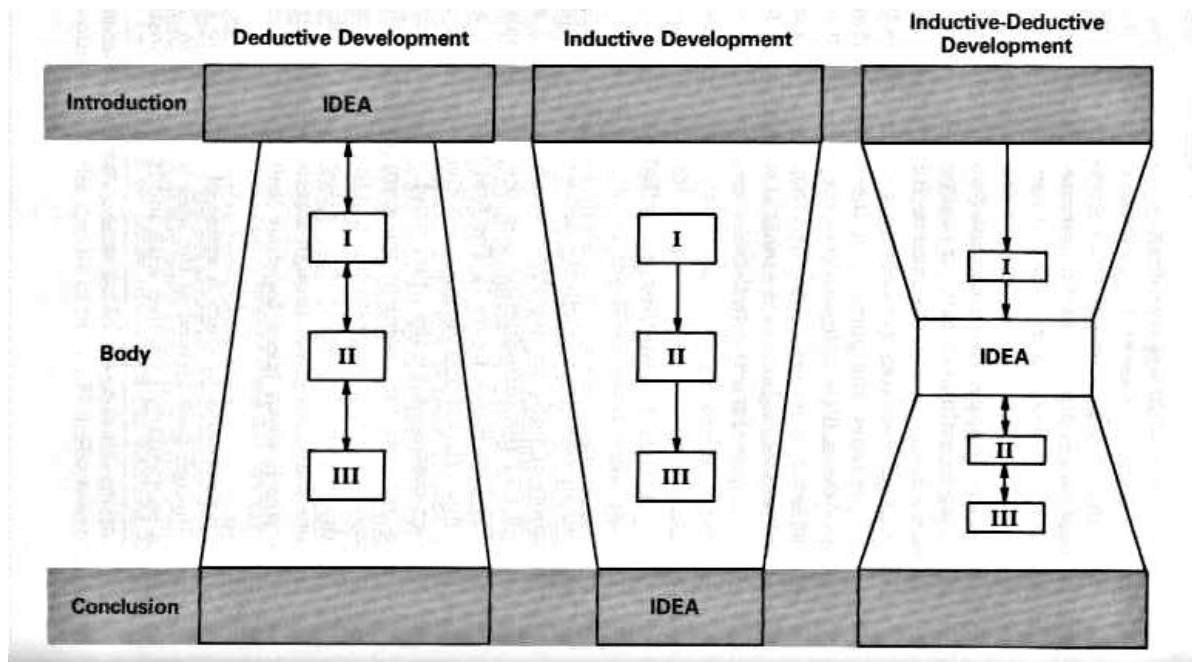
David Smith, a Scottish preacher, describes a sermon as a speech concluded with a motion.” One effective means of incorporating the purpose into the sermon, therefore, lies in writing out a conclusion with the purpose in mind. We concentrate our thought with greater efficiency if we know as we begin what we intend to accomplish.

## **7. Deciding how to accomplish this purpose.**

The shapes sermons take:

- 1) An idea to be explained.
- 2) A proposition to be proved.
- 3) A principle to be applied.
- 4) A subject to be completed.
- 5) A story to be told.

## Other Forms Sermons Take.



### THE BODY OF THE SERMON

By breaking a sermon down into parts, it makes the preparation and presentation much easier. We use the parts as a checklist it ensures our sermon has purpose, direction, content, a starting point, and a finishing point. It enables us to move through the sermon material with confidence and preserves our material in a form that allows it to be shared again at a later time or with other listeners.

The body of the sermon is of importance and like every other part of a sermon our effort in preparing this part well will help enable us to present it well. This is where we take time to clearly say what we desire our listeners to know and understand. Here we connect our heading (topic or theme) introduction and texts together to produce the presentation with which we intend to touch the head and hopefully the heart, of our listeners.

**It would seem that in a sermon presentation that the body of our material may be best presented in an open conversational- type dialogue where we speak to the listeners in an informal manner.**

**This is where we present:**

- Our understanding of the text.
- The main information that we desire to communicate.
- Our beliefs as to the importance of this information.
- What value we desire the listener to place upon this information.
- The relevance of the material to the listener.

A wise preacher will walk the listener through the material step by step. Picture feeding a person, we give them a mouthful at a time and allow them time to chew and swallow. Small servings are easier to digest than large servings.

One simple, yet effective way to present this information or material is in point form, breaking the information down to less complex pieces. We present a point, discuss it, perhaps make some basic appropriation or application of it and tie it in to the overall topic or theme. Then we go onto the next point. This is a very effective way of moving through the material.

Point 1 'we need grace'

- discuss what grace is
- discuss our condition

Point 2. 'human grace is non enough'

- discuss what human grace is
- self-help and human-help can't do the job
- discuss why it is not enough

Point 3. 'we need God's grace'

- discuss the attributes & availability of God's grace
- discuss how we receive or obtain this grace
- discuss what changes in us this grace will make

This is a great preparation tool even if you do not use it as a basis from which to preach, as it helps you to further break down information into pieces that can more easily be prepared and shared. Many great preachers use this simple point-type format for their sermons. You do NOT need points all starting with the same letter - it is nice but has been overdone to the point of putting some people off.

**Assignment:**

Add to your sermon outline a Purpose by completing the following sentence:

As a result of my listeners hearing this sermon, they should be able to: ...

## LESSON 8: STAGE 8 OUTLINING

### 8. Outlining the sermon.

Details may vary, but the form of an outline follows these general principles:

#### **Principle 1: Main topics are the central ideas.**

These should be briefly and clearly stated and should not be too numerous. If you are outlining a book of the Bible, these would probably be the chapter themes (summary statement the main theme of a chapter) or segment divisions. If you are outlining a chapter, these might be the paragraph themes. They are denoted on an outline by Roman numerals: I, II, III, etc.

#### **Principle 2: Subtopics are the points that explain the main topics.**

In an outline of a book, these would be the paragraph themes. They are denoted by capital letters: A, B, C, etc.

Principle 3: Sub points are the points that explain the subtopic.

These are denoted by Arabic numerals: 1, 2, 3, etc. If further subdivisions are necessary, they should be noted in progression as

- a.
- 1)
- a)
- (1)
- (a)

Notice how the numbers and letters follow through and how the indentation occurs as each level of detail is added.

#### **Principle 4: Capture the logical flow of the author.**

To be sure that your outline truly captures the logical flow of the author, the subdivisions should do at least one or more of the following:

- Clarify or explain the main point of the previous larger subdivision.
- Classify points of the larger subdivision into categories.
- Define what the larger subdivision means.
- Serve as examples of the larger subdivision.
- List further details of the larger subdivision.
- Illustrate the larger subdivision.

#### **Principle 5: Each subdivision must have at least two points.**

If there is a Roman numeral I, there must be at least a Roman numeral II. If there is an A, there must be a B. There can be more (C, D, etc.), but there must be at least two points under each subdivision, or it shouldn't be included.

Now let me give you an example of all this. Remember I said examples help me "see" what I have read?

TITLE

- I) Main Topic
- A) Subtopic
- B) Subtopic

- 1) subpoint
- 2) subpoint
- II) Main Topic**
  - A) Subtopic**
    - 1) subpoint
      - a) subpoint
      - b) subpoint
        - 1) subpoint
        - 2) subpoint
          - a) subpoint
          - b) subpoint
            - 1. subpoint
            - 2. subpoint
              - a. subpoint
              - b. subpoint
    - 2) subpoint
  - B) Subtopic**

Now that you know "the way" to outline, let us give you two sample outlines from 2 Timothy. The first is a short, succinct outline of the whole book of 2 Timothy. The second is a very detailed outline of 2 Timothy 1, which we'll walk you through step by step.

As you look at these outlines, just realize that when you study 2 Timothy, or any book, inductively, you will be able to come up with outlines similar to these. They are the harvest of your study!

### **Short Outline of 2 Timothy**

Guard the Treasure Entrusted to You

- I) Retain the standard of sound words (chapter 1)**
    - A) Paul to Timothy (1:1-2)**
    - B) Do not be ashamed (1:3-14)**
    - C) Onesiphorus was not ashamed (1:15-18)**
  - II) Entrust to faithful men (chapter 2)**
    - A) Remember Jesus Christ according to my gospel (2:1-13)**
    - B) Be diligent to be approved unto God/accurately handle the Word (2:14-26)**
  - III) Continue in the things learned (chapter 3)**
  - IV) Preach the Word (chapter 4)**
    - A) Fulfill your ministry (4:1-8)**
    - B) Be on guard against Alexander (4:9-18)**
    - C) Come before winter (4: 19-21)**
- Grace be with you (4:22)

## LESSON 9: STAGE 9 FILLING IT IN

### 9. Filling in the sermon outline.

- 📖 **Definition** —establishes what must be included and excluded by a term or statement.
- 📖 **Restatement** – Stating the idea in other words.
- 📖 **Explanation** — sets boundaries by amplifying on how ideas relate to one another or what an idea implies.
- 📖 **Factual Information** — consists of observations, examples, statistics, and other data that may be verified apart from the preacher.
- 📖 **Narration** — describes who did what to whom with what effect in the biblical accounts. It can be used to supply background in a sermon by discussing the history, setting, or personalities involved in a passage.
- 📖 **Illustrations** —restate, explain, prove, or apply ideas by relating them to tangible experiences.

### ILLUSTRATIONS IN THE SERMON

It is said “one picture paints a thousand words” and verbal Illustrations can be almost as good as an actual picture. A good illustration captures the mind of the listener, it takes the knowledge they already have, the new knowledge or thoughts that the sermon has seen presenting, and shows them:

- How it works.
- Or what it looks like.
- Or an historical example.
- Or reinforcement of the truth or validity of the point.
- Or reflects to them their own actual condition.

#### **A. WE MUST NOT UNDERESTIMATE THE VALUE AND POWER OF GOOD ILLUSTRATIONS.**

Jesus illustrated his messages, i.e.: He found word pictures from the every-day life of His listeners to help them understand. His Parables are still powerful today as illustrations of God’s truths. I believe that illustrations are NOT OPTIONAL.

##### **A good sermon should:**

- Be relevant and form a part of the overall sermon.
- Complete on its own, stand alone as mini story within the story.
- Be simple and understandable, especially by a child.
- Move the sermon forward; add to the progression of the theme.

#### **B. WHERE DO WE GET THESE ILLUSTRATIONS?**

##### **Some resources for illustrations:**

- Scripture = parables, events, life stories.
- Personal testimonies, real life events current events, news, articles, etc.
- Humorous stories.

- Illustrations as used by others including those used in books.
- Constructed stories for the purpose of explaining a truth.
- Research material, statistics, reports.
- Visual aids such as pictures, maps, diagrams, etc.

**Warning:** Always acknowledge the source of material and avoid plagiarism, as failure to do so will undermine both your personal integrity and the integrity of your message.

The telling of an illustration is parallel to being a good storyteller, for a good storyteller moves his/her listener into the story, and a good illustrator moves his illustration into the listener.

**Note:** If you are making three significant points in your sermon you may need to include three significant illustrations, one for each point.

*One good revelation, with one good illustration, with one good application makes for one good sermon!*

**Assignment:**

Add an illustration for every main point of your sermon.



# LESSON 10: STAGE 10 INTRODUCTION AND THE CONCLUSION

## 10. Preparing the Introduction and the Conclusion.

The sermon needs an introduction just as we need in introduction to each other when we meet.

### 1. THE PURPOSE OF AN INTRODUCTION

#### A. To awaken an interest in the Theme

The introduction should arouse a hunger, an interest in the value of the Theme to the listener. You cannot assume that the listener will be interested in your theme. If the listener is not interested, he will not listen and apply you great Theme.

#### B. To prepare the audience for what is to follow

The introductions purpose is to lead to the Body of the sermon. The introduction is going somewhere. It is not the whole. If in introducing someone you tell his or her whole life story, there is nothing more to talk about.

### 2. THE SOURCES OF AN INTRODUCTION

#### A. The Text

The text itself can be the source of the introduction. An example would be Psalm 23 “The Lord is my Shepherd”. Spark the desire for someone to lead and protect you

#### B. The Context

The context of your scripture text can help introduce your Theme. For example, if your Theme is Love and your text is 1 Cor 13:4 then 1 Cor 13:1-3 would be a good introduction.

#### C. The Historical Setting

The historical setting of your text can make a great introduction. The book of Jonah is best understood in its historical context of the war between Israel and Assyrians.

#### D. The Geography of the Bible

A description of the mountains, seas, or city in which you text is spoken, or the event your text describes such as the death of Christ will make a good introduction.

#### E. The Customs and Manners of Bible Times.

Everyone is interested in the habits and customs of other peoples in other countries. The Jewish custom of marriage makes a good introduction to the marriage at Cana.

#### F. The Circumstances Surrounding The Writer And Those Addressed

The great passages of Galatians can be best understood by understanding the debate in the book of Acts between the Jewish Christians and the Apostles in chapter 15.

## THE CONCLUSION

The conclusion is probably the most important part of the entire sermon. It brings to focus “The Point” or Theme of the sermon. The conclusion should give the listener something to bring home with them. A lesson learned or a changed life. The conclusion should bring about a decision, an action or act of obedience.

## 1. THE QUALITIES OF A GOOD CONCLUSION

- a. **Clarity.** The conclusion must be clear and understandable. The hearer must clearly know what he is required to do, change, or what decision he or she must make.
- b. **Be Specific.** If we call our hearers to do too many things, they are not likely to do any of them. If we put before them just one exhortation, or one decision, with clearness and earnestness then we will have success.
- c. **Brevity.** All your meat of your sermon should be in the body and not the conclusion. The conclusion presents the theme to the user and says, “***This is the Point! And this is what you should do about it!***” Some preachers tend to preach a whole other sermon during the conclusion and alter call thereby confusing the hearers.
- d. **Intensity.** The whole sermon has been building to this point therefore emotion and passion is appropriate. The intensity of the sermon should build to the conclusion. Some preachers start out shouting and continue shouting till the end and consequently wear out the hearer.

## 2. THE THREE TYPES OF CONCLUSIONS

- a. **The lesson conclusion.** Sermons devoted to teaching doctrine may not require a decision, but its aim is to teach a lesson. Your listener should then be presented the Theme in such a way, as they will remember it.
- b. **The summary conclusion.** This type is also used to end a sermon where no immediate decision is sought or alter call given. This consists of briefly repeating the points of the sermon in order to aid the listener in remembering the sermon.
- c. **The appeal conclusion.** This consists of a direct appeal for immediate decision, action, or obedience, such as the alter call, or invitation.

Do not neglect working on your conclusion. The greatest sermons can be ruined by a poor conclusion. Spend time before the Lord seeking what he wants done in the hearts and lives of your hearers.

## C. APPLICATION

This is where we reach out to touch their HEARTS; where we ask the listeners to apply what they heard to the 'inside' of their own life. It may also be evidenced by an action or response.

At this point we are asking or encouraging the listener to take what they have heard and now own it for themselves to the point where it changes them.

- 📖 This is a most crucial and important part of the sermon. Sharing the Gospel of Salvation - they can hear and understand, be convinced in their mind, BUT never take the step to invite Jesus into their heart if your sermon lacks opportunity for application.
- 📖 Hearing and understanding touches the head, brings knowledge and awareness but does not automatically change the heart.

The listener may also need, "or desire", to respond as an outward sign or commitment of the sermon being applied to their heart.

This they may do a number of ways but is best left till after the sermon concludes.

### **D. OUTWORKING**

This is where we look for an outworking in their HANDS, where we ask them or challenge them to actually DO something as an outworking or practical response to the sermon.

Eg: A sermon of forgiveness

- may understand that they need to forgive
- may desire in their heart to forgive others or a person in particular
- challenge to actually go to the person I people and forgive

Here we challenge the listeners to LIVE OUT the application.

Don'ts

1. Condemn people if they do not seem to respond to the challenge
2. Demand or command anyone to respond

Do's

1. Challenge towards a positive outcome, not out of fear, shame, or guilt
2. Give suggestions as to practical outworking

### **Assignment:**

Add an introduction and a conclusion to your sermon.

# LESSON 11: DELIVERING YOUR SERMON - AUDIENCE, FACILITIES & LANGUAGE

Preparing material for presentation requires us to stop and consider a number of important issues that will directly impact on how our sermon is heard, understood and potentially responded to.

## **The Audience.**

We do need to know who our listeners will be;

- age group i.e., children, teenagers, families, mixed,
- basic background i.e., regular church attendees, first time attending,
- culture or nationality i.e., will they culturally understand the illustrations
- gender i.e., men's or ladies meeting

### **Example:**

There are issues that are either unacceptable or irrelevant to discuss with people of different marital status.

- single people are not interested in sermons on divorce
- married people are not interested in sermons on Christian dating
- sexual issues are always to be dealt with cautiously to any group
- ✘ It is also helpful to know why they will be listening to our sermon, in particular their expectation [they may be expecting a great evangelist or a great teacher. A wise preacher understands and responds to the audience, considers them just as much, if not more, than he/she considers sermon content.
- ✘ Remember, if you do not connect with the audience then all your preparation will be lost on turned-off ears.

## **The Facilities.**

Like it or not the facilities in which you deliver your sermon will have a marked if not substantial impact on your presentation and the receptivity of the listeners.

It may be beneficial to consider the following points.

- Where will you be presenting your sermon?
- Will there be a sound system, and will a competent person operate it?
- Is there a pulpit or lectern for your notes?
- Is there an overhead or visual projector available?
- Is the seating comfortable or will the people get restless quickly?
- If indoors is there adequate ventilation or will they all fall asleep?

**Example:** Open air lends itself to much movement by the listeners as there are no walls to produce a sense of formality to the meeting.

\* Preaching in such an environment requires higher energy from the preacher and a great need to connect if the presentation is to hold together.

## **Language.**

It is stated that Spurgeon the great preacher would rehearse his sermon material using his 12-year-old servant girl as his test audience. Every time he said something she did not comprehend, either a word, term, phrase or sentence, she was to stop him, and he would rewrite that portion into language that she could understand. In doing so he ensured that his total audience potentially could understand his sermons.

It still happens today that some preachers use language that does not connect with the listeners.

### **Examples:**

- Extremely concise highly educated formal English
  - Swearing and coarse, or base language
  - Colloquialisms or slang not known to the listeners
- (I consider colloquial language an excellent connection tool when done well)
- Condescending tone of voice
  - Monotonous voice (will put listeners to sleep)

We must also consider that alongside language are mannerisms and gestures and these should always be appropriate and supportive of our sermon.

Do not - try to impress the listeners with words they don't understand

Do - respect the listeners with your choice of language

Do - modulate your voice bringing interest, clarity, and emphasis conclusion.

Having taken the time to seek inspiration, prepare a quality sermon outline, search out interesting illustrations and an application that will build the life of the hearer, add to this consideration on the audience, the facilities and the language of your sermon.

## **Oratory Skills**

Preparation and presentation go hand in hand but either one will bring the other down to its level. We cannot afford to neglect either.

Many preachers who have spent quality time preparing and refining their sermon, have failed to impact or connect by neglecting to place the same level of energy into their sermon delivery.

Regardless of how spiritual we consider the listeners to be, ultimately how we present our self, and our material will be of significance to them.

The following are several items or areas for consideration in context to our sermon presentation:

## 1. Animation

More than just the tone of our voice, animation is the living audio visual which is the preacher.

- It is the depth of interest the preacher portrays in his I her material.
- The richness with which he I she verbally expresses material.
- Body language, which expresses interest level.
- Body movement and actions that accentuate specific points or assist the communication of the sermon to the audience. This includes gestures and basic forms of mime actions.

It is essential that the preacher understands that the audience is watching them just as much, if perhaps sometimes even more, that they are listening.

It has been said by many great preachers that the to be a great preacher you must be a great storyteller. Much may be learned in this area from observing those who are proficient storytellers, especially those who work with young children. Their ability to capture and secure interest is a genuine skill, which is transportable for usage with older or adult audiences.

## 2. Eye Contact

It is good to make a measure of eye contact with your audience. Obviously the larger the audience the lesser amount of contact that is possible.

Contact, connection, and credibility may all be established to some level simply through making brief eye contact.

### **Remember:**

- No one likes to be stared at.
- Keep all eye contact brief, crisp and warm.
- Do pan around the whole audience to avoid anyone feeling that they have been looked at too much or neglected by not being acknowledged through the eye contact.

## 3. Sensitivity and Passion

Just as air rushing through a pipe creates a distinct sound, sensitivity and passion passing out through the preacher create a distinct sound within the message. The audience may not hear it with their ears, but they will hear it in their emotions or soul.

Phony sensitivity and passion also produce a distinct sound which is also heard very clearly by the audience. A lack of sensitivity and passion creates a hollow sound.

A wise preacher understands to preach sermon material for which he I she has a genuine level of passion and can deliver with sensitivity to the audience. Many overlook sensitivity and passion as valid presentation considerations.

## 4. Personal Experience

I personally believe that sermons that are practical in nature, that can be readily applied to everyday life, are the most preferred. However, such sermons are best given by those who have personal experience in relationship to the subject matter.

One great oratory skill is to speak out of personal experience, to give one or more personal real-life illustrations.

This increases:

- Authenticity and credibility of the subject matter.
- Audience interest because they know it is real, not fictional.
- Your ability to animate the sermon material.

## **Conclusion**

Obviously, there are many things to consider when preparing and delivering a sermon. Perhaps not all can be embraced every time, but genuine attempts to embrace as many as possible is of significant benefit.

## **Helpful Hints Do's & Don'ts**

### **1. Test run your sermon inspiration.**

I always find it beneficial to test run my sermon inspiration or sermon seed on others whose opinion and spiritual maturity I can trust. Their input, responses and interaction assist me greatly in my sermon preparation. [My wife is most helpful as she desires to see me give my best.]

### **2. Rehearse your sermon before you present it.**

One of the Bible College Students in the same course as myself, would go down to the sheep paddock and preach to the sheep. There out loud he would preach his sermon with great zeal, passion, expression. I do not know how many sheep were saved, but I do know he became a great preacher.

### **3. Be open to change material in your sermon.**

Rehearsing your material also creates an opportunity for you to check out in your own hearing what in your sermon may need changing. If it does need to be changed, then change it.

### **4. Test your illustrations on someone. Check the message.**

Test run your illustrations on some one whose response you can trust. Ask them what message they believe it carries, tell them the message you are seeking to convey through the illustration and check to see that it does work.

### **5. Rehearse your sermon again.**

Having made your changes, checked out your illustrations, take the time to rehearse your sermon again. It is my personal desire that I could present the sermon without my notes. Yes, I do make full notes, and do refer to them, but I rehearse the sermon so that when I present it I am able to speak to the people not just read notes.

### **6. Preach it with commitment.**

If you really believe in your sermon then preach it with commitment, give it your best, do not apologize for your inability's, proclaim your material with confidence. If you are not animated about it, do not expect anyone else to be.

### **7. A lack of visual response does not mean no internal response.**

Many people are not demonstrative, rather they work through things deep within their own mind and heart. Do not judge the impact or relevance of your sermon upon visual responses as you may misjudge it all together.

### **8. Seek feed-back from mature people.**

It is my habit or custom after I have presented a sermon to inquire from a small selection of mature people as to the impact of the sermon on them. There is no room for insecurity as it will stop you from growing and developing. I take their feed-back and use it as a tool to improve.

### **9. Your first sermon will NOT be your best sermon!**

Without question, your first sermon will not be your best one, so preach it with all you have, absorb the feed-back and learn from it, and push towards the next one. Every great preacher and teacher started out the same way, they gave their best, learned, grew, developed and gave again, learned, grew and developed. What made them great was repeating this process over and over until they learned, grew and developed into a great preacher or teacher.

## **Workbook Conclusion.**

Like every other skill, preaching is a learning and growing curve which offers more as you pay the price of commitment and participation. I trust this workbook has helped you learn, grow and develop in this skill.

Ultimately it is you who decides your skill level, it is you who puts in the time to practice and develop your sermon preparation and presentation.

It is said that you cannot teach an old dog new tricks, but we are not dogs, and preaching is not a trick. Everyone can learn new things, acquire new skills, lift the level of their sermon preparation and presentation. It is possible.

**Now go into all the world and preach the Gospel to every creature!**

### **Final Assignment:**

Each person is to preach his or her expository sermon in front of the class. It is to be no longer than 15 minuets and no shorter than 10 minuets. Each student is to fill out an evaluation sheet for every sermon preached.



Sermon evaluation sheet for \_\_\_\_\_ (Speaker)

Theme:

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<b>The sermon:</b>	<b>Speaking style</b>
Introduction: <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Fair, <input type="checkbox"/> Poor.	Eye Contact: <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Fair, <input type="checkbox"/> Poor.
Outline:	Posture: <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Fair, <input type="checkbox"/> Poor.
	Voice: <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Fair, <input type="checkbox"/> Poor.
	Language: <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Fair, <input type="checkbox"/> Poor.
	Animation: <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Fair, <input type="checkbox"/> Poor.
	Style: <input type="checkbox"/> Comfortable, <input type="checkbox"/> Bold, <input type="checkbox"/> Nervous.
	Comments:

Overall evaluation:

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