

Lesson Plan & Study Guide



Effective Preaching

Part Five: Preparing Notes

iFOLLOW

Working with Jesus

The iFollow Discipleship Series



About the iFollow Discipleship Series Pastor's Edition

Categories

The iFollow Discipleship Series is designed to be used in congregations to assist people in their pursuit of God. This assumes that individuals are in unique places in their journey and there is no perfect set of lessons that everyone must complete to become a disciple—in fact discipleship is an eternal journey. Therefore the iFollow curriculum is a menu of milestones that an individual, small group, or even an entire church can choose from. The lessons can be placed in three general categories: **Meeting with Jesus** (does not assume a commitment to Jesus Christ); **Walking with Jesus** (assumes an acceptance of Jesus Christ); and **Working with Jesus** (assumes a desire to serve Jesus Christ).

Components

Each lesson has a presenter's manuscript which can be read word for word, but will be stronger if the presenter puts it in his/her own words and uses personal illustrations. The graphic slides can be played directly from the Pastor's DVD or customized and played from a computer. There are also several group activities and discussion questions to choose from as well as printable student handouts.

Usage

The lessons are designed to be used in small groups, pastor's Bible classes, prayer meetings, seminars, retreats, training sessions, discussion groups, and some lessons may be appropriate sermon outlines.

Credits

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iFOLLOW

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Effective Preaching, Part 5: Preparing Notes

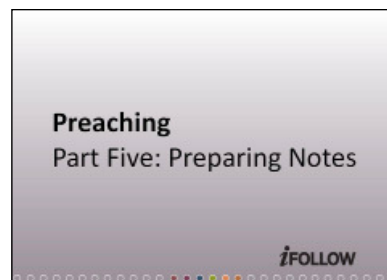
This is the fifth in a series of five units.

Learning Objectives

1. How to make usable notes
2. What makes notes “usable”
3. How to develop complete notes
4. How to then distill the basic points
5. How to memorize those points
6. Leave the rest to God

Content Outline

- A. Usable notes help you remember
- B. Usable notes help you preach note-free
 1. Preaching note-free is easy
 2. Preaching note-free is better
- C. The process of note development
 1. Start with a structure
 2. Add illustrations
 3. Add transitions
 4. Write a gripping introduction
 5. Add colorful language
 6. Add style
7. Write a compelling conclusion
- D Re-outline the sermon
- E. Hard work will pay off
- F. Immerse yourself in your notes



iFollow
Discipleship
Series:
Working
with Jesus

Action Plan
& Presenter
Notes

Effective
Preaching
Part Five:
Preparing
Notes

1

G. Memorize your notes

1. Learn the scene sequence
2. Learn transitions
3. Learn key language
4. Learn the introduction and conclusion

H. Allow germination time

I. Strategically reduce stress

1. Sort early
2. Seek God's Spirit

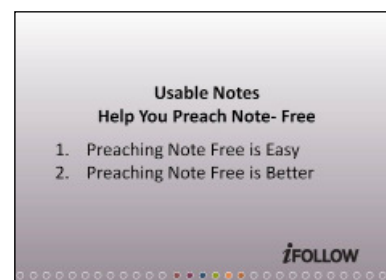
Background Material for the Presenter

The mind has a way of forgetting things when you need them and recalling things at just the wrong moments, like forgetting your sermon flow and remembering that you're scared of public speaking just when you step up to the pulpit. There is hope. It has much to do with prayer and something to do with making usable notes to take with you. Since you likely know about prayer, let's address the issue of notes.

The term "usable notes" does not mean you will have them in the pulpit. It means organizing your thoughts for recall, so you have them in your head. Usable notes make it easier to internalize and recall your sermon. Ideally, you will depend on them to prepare but not necessarily to preach. They must be concise, so there is little to memorize, and hit just the main points.

Usable Notes Help You Preach Note-Free

You can practice the art of seeing the big stuff next time you watch a documentary or lengthy news report. As you watch, jot down the major movements of the story. With just the list you make, you can repeat what matters to the storyline, either in detail or in summary. Try it. It works. With the same tactic, you can preach your sermon without notes. That is how usable notes work.



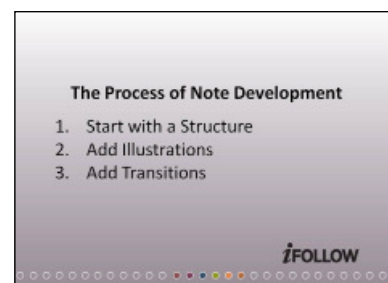
1. Preaching note Free is Easy—Preaching without notes takes method, not genius. Prepare your sermon like scenes in a play. Then, you need only recall the order of scenes. The details of each scene will come to mind with that scene. Your notes trigger the scenes in sequence. Memorizing this sequence will allow you to memorize very little and preach note free. If you forget a few trifles, it won't hurt the story. And, you will gain poise and audience connection.

2. Preaching Note Free is Better—Many preachers have laid a thick manuscript on the pulpit only to lose their place and render it useless. “Actually, that was a good thing,” recalls one veteran preacher. “Time and again, I learn the same lesson: When you know your core message and the basic steps needed to get there, you can preach without notes. Dozens of times, I have stepped to the pulpit with a jittery sermon on paper and left with a spiritual experience that came from the heart. A manuscript in the pulpit feels like a security blanket but does more harm than good.” There is a better plan.

The Process of Note Development

That better plan starts with the security blanket; write a manuscript. Make it a full transcript of the message; every word. This helps you think it through. Write careful transitions between scenes, transitions that review the last one and preview the next. Write an introduction that grabs attention and lays out the guiding question. Craft crisp language that moves. Draft a conclusion that reviews the sermon and drives home its message. Writing a manuscript develops the sermon and preserves it for years to come.

1. Start with a Structure—Let's start at the beginning. Usable notes demand structure. The message outline from phase three of sermon preparation is a great start. This is the sermon blueprint and should govern every step of its construction. The structure of your sermon holds it up and is enough to show what the rest will look like. Writing it means filling in these details, and remembering it requires knowing the structure. If you know the structure, you can recall where the details go. But, of course, the details must be chosen first.



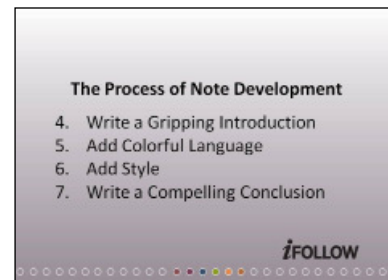
2. Add Illustrations—The illustrations developed in phase four have begun to add drywall and lighting but you can't show the house just yet. If you have ever watched a house being built, you know that its framing shows enough to see where the rooms are and how big they are. But no one enjoys the house until the details are done.

3. Add Transitions—The first details to hang on the structure, after the illustrations (drywall and lights), are transitions. These are the doors from one room to the next.

Write transitions that review and preview. For example, “So far, James says that words cause damage. What he says next is more hopeful.” Just like a door, one side should connect with one scene and the other with the next. A brief look back at where you’ve been, followed by a nod in the direction you’re going, keeps the audience with you. Good transitions help both preacher and audience see and remember the connection between scenes.

4. Write a Gripping Introduction—Next, write an introduction that grabs attention and lays out the guiding question. Starting the second you step to the pulpit, you have thirty seconds to clinch interest. If you fail then, it’s tough to win it later. In real estate terms, the introduction is curb appeal. There are spectacular sermons that nobody listened to because they start slow. A fast-paced story, a stunning statistic, a shocking or intriguing question or statement; any of these can do the trick. It should feel natural and energetic. If the introduction is too much work for the preacher to spit out, it is too hard for the audience to listen. Your introduction must do two things: get attention and introduce the guiding life question. Put another way, introduce the subject and make it matter to the listener.

5. Add Colorful Language—So far, you have a structure, you have an introduction, and you have transitions between points/scenes. But, the house still needs paint. You must paint each scene in clear and compelling colors. Explain the points of the text with memorable language. It is important to craft language that moves. Sermon language, even more than written language, must be simple. Give it the tongue test. Does it roll off well or get slowed down with awkward syllables and extra words? Write short, punchy, simple sentences. “James means to tell us that we should carefully consider the ramifications of the words we choose” is not as good as, “Choose words well.”



6. Add Style—“Extra” words can serve a purpose. But, only use them if that purpose is clear. For instance, “Choose words well; select with care; make sure they come from God,” says little more than “Choose words well” but it adds force. Like illustrations, put your best tools behind your big points. Remember, dynamite in the wrong place destroys. Use such techniques sparingly, strategically. A number of books have been written on stylistic elements but the best way to learn these is by hearing them. Listen to recordings of your favorite preachers and note the techniques that work. You will, over time, develop a sense for when “extra” words help. Until then, simplify, simplify, simplify.

7. Write a Compelling Conclusion—Just one step remains to finish your first draft: write a concise, compelling conclusion. Draw all the weight of your sermon parts together, causing the listener to feel the full force of your message in a single stroke. This is the finish work on your house that makes the rest inviting. Review the sermon’s logical steps, or scenes, and then drive in its message. Driving that nail home takes four hammer blows: Allude to previous illustrations, repeat your summary sentence, make specific applica-

tions, and add one last story for the heart.

First, allude to previous illustrations. As you preach, your experience is much different than that of your audience. You are concerned with remembering all your points. They casually listen for random tidbits. You have entrenched yourself in the message of the text and lived its pathos. They hear it for the first time, with just your summary. You see the points first and the stories second. They remember the stories.

Those stories are your most powerful tools. Don't set them aside when it counts most. Emotions have peaked with the punch line of each story. If you stack those peaks under your final message push, it will find its place in their heart.

Second, repeat your summary sentence. This is the message in concentrate form. It is what rides on those emotional peaks. Repetition aids memory and draws attention to the point. A great technique is the story-point-story-point pattern. Repeat the emotional peak of each story, and then lay down that summary sentence. Keep up the rhythm until all those peaks are spent.

Take an example. (Story allusion:) "When all seemed lost, Charlie found a friend. (Summary sentence:) God is near. When Sarah knelt at gunpoint, praying for a miracle, she got one. God is near. When Elijah ran to Mount Horeb in search of God, he learned that God had been there all along. God is near."

Third, make specific applications to real life. Since you have already identified the various life situations of your audience and made applications (see phase three), the present task is clarity. First, acknowledge diversity. "This message applies in various ways." This signals the audience to look for applications specific to them.

Second, state the options in "If...then" form. "If you are lonely, [then] say aloud, 'God is near.' If you are scared, [then] open God's word and read the great stories of his nearness." Give them something to take home and do.

Fourth, add one last story for the heart (see phase four). Your sermon may or may not need this touch. If the story-point-story-point pattern has done the trick, leave it alone. But, if your arsenal of illustrations is small, add one that encapsulates the point. Keep it short and clear. If it needs explained, don't use it. The story should speak your point so well you don't need to say it.

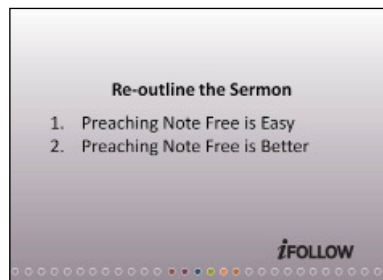
Remember, it's not about looking creative, displaying your genius, or the chance to tell a good story; it's about driving a message from the Almighty through your listener's heart.

Re-outline the Sermon

You now have a manuscript. Take a deep breath and smile. Most sermons don't get this far. But, even with a manuscript, you're still a few steps away from usable notes. Next,

take that manuscript and graph it. The outline might have changed in the sermon-writing process, so re-outline it.

List its scenes—just a brief sentence of each. It won't take long. You may feel the need to scribble a few scene details under each heading, such as text references and illustration reminders. That is okay. Just be sure to distinguish between the heading and the details (by indenting the details on your notes) so you can see the sequence of scenes at a glance.



Add to this sequence of scenes your written transitions, your introductory paragraph, and your concluding paragraph. You will memorize these elements. Usable notes include all that you must memorize because that is what you should use them for.

Even if you take them into the pulpit, their simplicity will leave you free to preach without fear of forgetting or that nasty habit of note reading. They are not the house but rather the blueprint—everything you need for reconstructing the house.

You may have noticed that we switched metaphors in this chapter, from travel to building. “Blueprint” offers good imagery. But, if you prefer, it is a map for leading the audience from their world to the biblical world and back again.

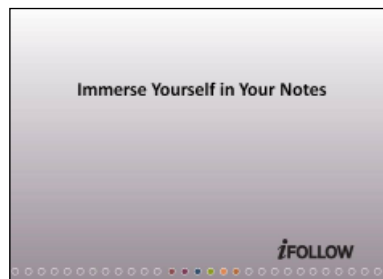
It doesn't show you every tree or hill or stone but it provides enough to know where to go next when you're there. That is all you need. More information may confuse you.

There you have it. The process of making usable notes is hard work but it is the key to lifting the ceiling on your preaching. If you strive to soar above mediocre, the work will pay off. And, there is more good news: it gets easier with practice. For preachers who do it consistently, it is almost second nature. Finally, God helps those who resolve to serve him with excellence.

Immerse Yourself in Your Notes

Six months is a short time to learn a language but three weeks was more effective. The difference? Immersion. To prepare for a trip to Germany, a preacher and his wife spent six months learning German from books, CDs, software, and even sermons they downloaded from the Internet.

It helped. The couple became about 30% effective at conversing in German by the time they left for Germany. The



trip was only three weeks long but, by the end of it, they were more like 70% effective (at the basics, anyway). Immersion made the difference.

Preparing to preach is like learning German. For both, the goal is fluency. The difference is that speaking German requires you to be fluent in a language while preaching requires being fluent in your sermon material. Both come best by immersion.

But don't let this talk of language learning scare you. Preaching is much easier. Your notes are not a foreign language at all. You wrote them.

Memorize Your Notes

We call them “usable notes” for a reason. Now, let's explore how to use them. In a phrase, “Memorize them.” Before you think you can't, try it. You may know them already. Close your eyes and see how much you can recall. More than you thought, eh? It can be done, and without much work, especially since this material is not new to you. Internalizing your notes takes four easy steps.

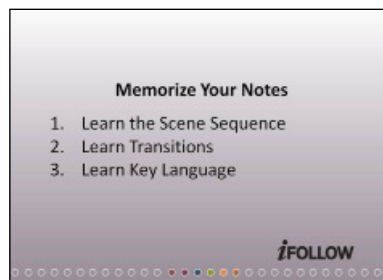
1. Learn the Scene Sequence—First, memorize the scene summaries until you can say them without trouble. We have explored this story-sermon concept in depth. If the sermon is formed into cohesive scenes, you need only a mental kick to trigger the scene and the details will come.

This works when the kick is a short sentence on paper. But, if it is short, there is not much to remember. Why not etch the scene list on your brain? That way, you have no paper to lose your place on. It could make life easier.

If you're a visual learner, keep the list in your mind's eye. Fix an image of the page in your brain or a picture of the list carved on granite or written in the sky. Whatever works—the goofier, the better.

If you are auditory, say them aloud, with gusto, until you can hear yourself saying them even when you're not. It might help to say them with rhythm or sing them.

If you go by feel (kinesthetic), attach each scene to one finger and touch that finger to your thumb when you repeat the scene summary. Following the same action when you preach will help you recall it. Be creative and use a combination of memory aids. I call them recall devices.



2. Learn Transitions—Second, using the same recall devices, memorize transitions. These should be easier than the scene list because transitions are simply a review of the last scene and a preview of the next. So, if you know the scene list, you basically know each transition. The task remaining is just to get crisp language fixed in your mind. Repeat each one several times. Then, practice everything together; mentally go through the list of scenes, adding transitions. After a few runs through, it should feel comfortable. This is all you need. Relax. The language will come to mind when you need it.

3. Learn Key Language—Third, memorize other key language—phrases or clever sayings you want to recall. Don't try too hard on this one either. Repeat the phrases five to eight times and then let them flow naturally. Don't force them. If they aid communication at the time you present, they will come to mind easily. If you don't recall them, you probably don't need them. Trying hard to memorize every word you've written will damage your presentation, not help it. Tuck favored language into your mind and let come what may.

4. Learn the Introduction and Conclusion—Fourth, memorize the introduction and conclusion. Your first words win or lose interest. Your last words secure the message. You can't afford to ramble or seem lost at either place. Memorize at least the first three sentences and the last three of your sermon. The first two minutes are also your most nervous. Having three sentences to say with punch and confidence will get you past the jitters. In your last thirty seconds, you must drive the message home with force. Keeping language tight adds momentum.

Allow Germination Time

Once you have ingested your sermon, stop. Don't practice for a while, maybe a whole day. It needs germination time. After a little practice, time away from your notes gains more than continued practice.

For most people, it works best to sleep on it. The next best thing is to take a walk, play a game, or read a book. Your mind will work on the sermon subconsciously and, when you come back to it, you'll be miles ahead. You will find that you remember most of it and just have a few details left to sharpen. This means, of course, you must finish writing sooner than the night before you preach.



Strategically Reduce Stress

Most energy spent preparing is wasted. It's like the dog that wears himself out trying to break his chain, leaving no energy for play when his master unchains him. Fear of failure takes more work to beat than learning your sermon. So, know yourself. Notice what lessens anxiety.

1. Start Early—The first anxiety buster is starting early. Remove those chains of fear that waste energy before you've strained at them all week. The earlier you start, the less anxiety you'll suffer. Anxiety cripples both creativity and your ability to memorize. You may find that reading my notes just before you crawl in bed works best. You will wake up knowing them. It's hard to feel anxious while you're sleeping.

2. Seek God's Spirit—The best anxiety buster is the Almighty Spirit of God. His presence is calming and empowering. You cannot change your audience for eternity. Without God's Spirit, you are, at best, an entertainer. But, with him, you cannot fail. Pray for his presence as you study, as you prepare, as you preach.

The absolute necessity of God's Spirit reminds me of a story. A sophomore year college student, He was a thirteen-hour drive from his girlfriend but he drove it. One of them made the trek almost every other weekend.

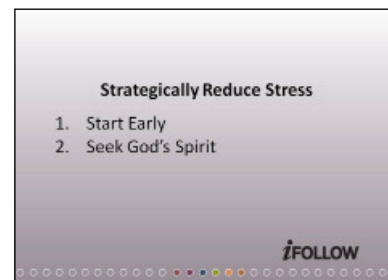
On one such occasion, he borrowed his brother's car and enlisted a crew of companions to share costs and driving time. All went well until they hit Minden, Louisiana around 3 a. m. He was asleep in the passenger's seat when a growing awareness of something wrong pulled him awake.

The engine was clattering. he asked the driver how long it had been making that sound. His brain began the same unsettled clatter when he heard his response; "About half an hour." He said, "Pull over." Just then, whatever was clattering got tired of it and escaped through the side of the engine block, making its own way out.

They were stuck in a strange town at 3am. It was 591 miles from home and 256 miles from his girlfriend. After an early morning bus ride, a friend's borrowed truck, and a last-minute rescue effort by his brother and they were saved. That was good but how much nicer it would have been to just have an engine.

The tow truck driver remarked on how nice the car looked. I'm sure he meant well but it didn't do them much good without an engine. Do you see the parallel? Your sermon can be a literary masterpiece and not change lives. The Holy Spirit is the driving force behind all effective preaching. It's the engine... and so much more.

"The Spirit of the Sovereign LORD is on me, because the LORD has anointed me to preach



good news to the poor. He has sent me to bind up the brokenhearted, to proclaim freedom for the captives and release from darkness for the prisoners..." (Isaiah 61:1 NIV).

That is your commission. It is the task this series has laid before you. Fulfill it as one "who does not need to be ashamed and who correctly handles the word of truth" (2 Timothy 2:15 NIV).

Handouts in this Package

1. Sermon Checklist
2. Five-Day Sermon Development Guide
3. Sermon Evaluation Sheet

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Working
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Additional Resources

- Bresee, W. Floyd (1997). *Successful Lay Preaching*. Silver Spring, MD: The Ministerial Association of the General Conference of Seventh-day Adventists.
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Discussion Questions

1. In your opinion, what are the most important factors in making sermon notes useful?
2. What are the different mindsets needed for first making notes complete, and then distilling them to basics? Why do you need to do both? What would happen if you only did one or the other?
3. Discuss your feelings about memorizing. Do you think this will be easy or hard? Help or hinder? Why?
4. What are the most important new things you have learned in this series? What changes will you make in your preaching? Or, if you have not preached and this is your introduction, what has made it seem more possible or more impossible to you and why?

Group Exercise

Purpose: To solidify new insights and experiences in preaching, with the help of the supportive group, and to commit to following God's leading in all future preaching or other work for Him.

Preparation: By now, the participants in this series have formed a bond of community. They have tried and failed and succeeded, laughed with each other, perhaps cried with each other, and because of this time together, they feel less fearful about preaching. This activity requires only that each be present, with the notes and outlines they have created so far for their sermon on their Anchor Texts. Have a candle and a large Bible available in the front, on a table or altar. Light the candle at the beginning of the meeting, before the opening prayer and leave it lit throughout.

Assignments: Begin with a discussion of what each has learned in the series, and which points resonate the most with different individuals. Then ask them to choose one minute or two of their prepared sermon that they think is the most powerful, or the illustration they are happiest to have found, or something that changed their own heart as they were preparing for this sermon. Give them a few minutes of silence to peruse their notes and pick a spot. Then let each one share that minute. They may begin with a couple of sentences on what their sermon's basic premise is—what life question it addresses, but then they must simply skip to the point they want to share. ("I'd like to share the . . . (final story, really cool small anecdote in the middle, the intro, the awesome biblical answer I found that I wasn't aware of, etc.>") Everyone will understand that they've missed the lead-up to this point in the sermon. But it might be fun, if you wish, to ask those who are sharing from their sermons' beginnings to speak first, then from early, then later parts, then conclusions last. You might end up with an interesting progression, despite the fact that every sermon is different. In fact, it could be fascinating if it has happened that more than one person has chosen the same Anchor Text. The sermons will still be drastically different, and that is as it should be.

Time: This will depend on numbers, but you may spend 15-20 minutes sharing, then 3 minutes of silence choosing what each wants to share from the sermons, then a couple of minutes per person, then another 20 or so debriefing.

Debrief: Share reactions, insights, and encouragement of each other.

Commissioning ceremony: Invite all present to bring their sermons in their hands and come to the front around a candle and an open Bible, both of which represent the Word and presence of God. Ask them to lay their sermons on the table. Then put hands on each others' shoulders and pray a prayer of commitment to the work God is calling each to do. Devote each soul and every word and action to the Lord. Then take the sermons and go out, prepared to spread the Message.

Handout 1

Sermon Checklist

A sermon starts by picking a fight with a problem and the whole process of preaching it is using your moves to beat it. It's time to review your moves. We now shift from formulation to quality management. If you can spare the time, let a day or two lapse between stages. This freshens your eyes to see flaws. Regardless of time elapsed, however, a good checklist can help you edit somewhat objectively. In time, you will add to this list but what follows is basic.

Every good sermon has key ingredients. In some ways, it's like making cookies. Though cookies are as varied as the flowers in a field, most cookies require basic elements; flour, sugar, shortening, water, eggs, and salt. Every sermon has its basic elements, too; life question, biblical answer, life application, illustrations, and a summary statement. Keeping these ingredients well measured is the task of the checklist. We'll limit our checklist to seven diagnostic questions.

Is the guiding question clear? The clarity of our life question directly affects the sermon's sense of purpose. It sets out the sermon's goal, directing all that follows. Its presence should be felt at all times so the listener knows how each part of the sermon relates to its purpose (answering the question). Repeating some form of the question at key times is the best way to keep clarity.

Does the sermon avoid tangents? Don't let the negative term "tangent" throw you off. It doesn't mean bad thoughts or false ideas—just stuff that doesn't help pose or answer the guiding question. No matter how good your ideas may be, if they don't help answer the life question, they'll weary your audience and dilute your message. Be ruthless. Cross them out. Save them for a sermon they fit.

Is the use of illustrations effective? The key word is, "emotion." Next to it is, "clarity." Third is, "momentum." These are the prime tests of an illustration's impact. If it fails to add emotional force, you will do best to skip it. Besides emotional force, each illustration should speak to the text and keep up the pace. Remember the acid test: Does it advance the story of the text?

Is the guiding question answered clearly? It's not enough to say it. Have you made it so clear and prominent that everyone knows the answer? Clarity depends on the right level of analysis. Do just enough text explanation to be clear and stop before you lose anyone in the details. Beyond this, repeat, repeat, repeat.

Is the answer convincingly biblical? The audience should walk away with a list of

reasons why your answer to life's question is biblical. Periodically stopping to repeat these reasons helps. Make them concise. Your sermon's biblical strength is an element that you must never compromise. If your illustrations are poor, you'll do better next time. If your sermon is slow, better next time. But, if your sermon is unbiblical, you have no right to preach.

Is the message made practical? In other words, does it change my life? Almost any message can change minds but it takes extra finesse to change actions. You can't make anyone walk the biblical road but you can make clear what the next step looks like. Remember to give them concrete things to do in response to your message.

Does the whole sermon feel natural? Those intangible elements that you just know but can't quite explain do matter. And, with closer analysis, they are usually explainable. It often means one of the core elements (question, answer, or application) needs sharpening.

If you can answer these seven diagnostic questions in the affirmative, your sermon is ready to preach. Preach with confidence. You have something to say!

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Handout 2

Five-Day Sermon Development Guide

This sermon development worksheet offers a step-by-step guide to the process.

Day One: Choose an anchor text

Day Two: Study the anchor text

Identify what the text is talking about (the specific subject)

Identify what the text is saying about its subject (the specific message)

Formulate a punchy, short, memorable, catchy sentence that summarizes the text's message, to be used in your sermon

Day Three: Create a message outline

Choose your guiding question based on the point your biblical text makes

Choose the steps you will use to guide your audience through an answer search process

Choose what specific practical applications you will make

Day Four: Choose the specific illustrations you will use

Choose an illustration that raises the guiding question

Choose illustrations to help in the answer-search process

Choose your strongest illustration to enforce your summary sentence

Write out the sermon word for word

Begin with the outline you developed over days three and four

Fill in each part of your outline with the purpose of leading to the next part of your outline (this will help you stay focused)

Day Five: Practice and polish the sermon

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Read it out loud with a pen in your hand to correct and refine awkward language, unclear parts, or poor transitions

Memorize the outline, the transitions, the introduction, and the conclusion

Finally, lay the sermon and yourself in the hand of God, and let it rest.

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Handout 3

Sermon Evaluation Sheet

Developing your preaching skills requires occasional evaluation. The following evaluation sheet is designed to help. You can use it in one of two ways, give it to others or use it yourself. Listening to or watching a recording of your sermon allows you to evaluate yourself. **For each item, 1 = very poor and 10 = excellent.**

- | | |
|--|----------------------|
| 1. Was the guiding “question” clear? | 1 2 3 4 5 6 7 8 9 10 |
| 2. Did the preacher avoid tangents? | 1 2 3 4 5 6 7 8 9 10 |
| 3. Was the use of illustrations effective? | 1 2 3 4 5 6 7 8 9 10 |
| 4. Was the “question” answered clearly? | 1 2 3 4 5 6 7 8 9 10 |
| 5. Was the “answer” clearly biblical? | 1 2 3 4 5 6 7 8 9 10 |
| 6. Was the instruction practical? | 1 2 3 4 5 6 7 8 9 10 |
| 7. Did a summary statement emerge? | 1 2 3 4 5 6 7 8 9 10 |
| 8. Was note use without distraction? | 1 2 3 4 5 6 7 8 9 10 |
| 9. Was body language effective? | 1 2 3 4 5 6 7 8 9 10 |
| 10. What is your overall impression? | 1 2 3 4 5 6 7 8 9 10 |

Total out of 100: _____

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