

Manuscripting Your Sermon

The women had gathered as planned for breakfast sitting at a table under an umbrella at 1 of the tables which had been set up outside the cafe on the deck. Although it was ~~was~~ still early in the morning, the sun already blazing bright white ~~the~~ gentle breeze was spiced with the scent of river life, but this was all but overpowered by the rich aroma of freshly ground coffee beans. From their position on the deck, the women could watch through the harbor as sparkles of light danced off the deep blue waves rolling in. They could feel the ship was slowing as it approached the southern shore of the island, and canoes full of passengers threw down sweets and other treats and laughing with delight to their eager little hands.

Mandy was giggling as she related her adventures of the previous night. 'I do not know how many doors I must have knocked on, it was so funny, no matter how many sets of directions I was given I still kept getting lost, I tell you this ship is a maze. I finally found one of those purser guys and he walked me to our room, Peter was not happy I can tell you I got such a telling off. And all he said was, 'I'll be there next time he'd go and get his own ice.' She had her ever-frothy blonde hair.

True

Interesting

**Four Objectives:
A Sermon That is...**

Clear

Relevant

SBC Speakers & Evaluators 2016

Epistle Texts	Speaker Preacher's Name	Epistle Sermons			Narrative Sermons					
		Speaker #	1st Eval	2nd Eval	3rd Eval	Narrative Texts	Speaker #	1st Eval	2nd Eval	3rd Eval
Eph. 4:26-27	Bryan	1	4	7	10	Gen 25:12-18	1	3	6	8
Tit. 3:9	Daniel	2	5	8	11	Gen 25:19-26	2	4	7	9
Gal. 6:2	Yin Yin	3	6	9	12	Gen 25:27-34	3	5	8	10
Heb. 3:13	Jinglai	4	7	10	13	Gen 26:1-11	4	6	9	11
Col. 3:22	Noah	5	8	11	1	Gen 26:12-33	5	7	10	12
1 Tim. 5:22	Chee Seng	6	9	12	2	Gen 26:34–28:9	6	8	11	13
2 Pet. 3:3	Charmaine	7	10	13	3	Gen 28:10-22	7	9	12	1
Phil 2:14	Zhong De	8	11	1	4	Gen 29:1-30	8	10	13	2
Eph. 4:29	Parkin	9	12	2	5	Gen 29:31–30:24	9	11	1	3
Rom 13:8	Grace	10	13	3	6	Gen 30:25-43	10	12	2	4
Col. 2:8-9	Mei Foong	11	1	4	7	Gen 31	11	13	3	5
James 3:1	Paul	12	2	5	8	Gen 32:1-21	12	1	4	6
1 Pet. 3:7	Nam Chan	13	3	6	9	Gen 32:22-32	13	2	5	7

July-Nov 16

Manuscripting Your Sermon

The women had gathered as planned for breakfast. ^{Sitting} ~~at~~ ^{at} ~~one~~ ^{one} of the tables which had been set up outside the cafe on the deck. Although it was ~~was~~ ^{was} still early in the morning, the sun already blazing bright white ~~the~~ ^{the} gentle breeze was spiced with the scent of river life, but this was all but overpowered by the rich aroma of freshly ground coffee beans. From their position on the deck, the women could watch through the haze of ~~the~~ ^{the} sparkles light danced off the deep blue waves rolling ~~on~~ ^{on} the southern shore of the island, and canoes full of ~~the~~ ^{the} passengers threw down sweets and other treats and laughing with delight ~~to~~ ^{to} their eager little hands.

Mandy was giggling as she related her adventures of the previous night. 'I do not know how many doors I must have knocked on, it was so funny, no matter how many sets of directions I was given I still kept getting lost, I tell you this ship is a maze. I finally found one of those purser guys and he walked me to our room, Peter was not happy I can tell you I got such a telling off. And all ~~that~~ ^{that} he said that next time he'd go and get his own ice.' She ~~had~~ ^{had} her ever-frothy blonde hair.

Q: What's a Sermon Manuscript?

A: Writing your sermon down word-for-word



Biblical Sermons

**How Twelve Preachers
Apply the Principles of
*Biblical Preaching***

Edited by

**Haddon W.
Robinson**

*The editor analyzes each
message, interviews each
preacher, and contributes a
sermon of his own*

Here is a
classic book
of sermon
manuscripts

*"A Case Study in
Temptation" gives us
Robinson's text
verbatim*



Why Manuscript?

A. It forces you to choose the best word.

⁹Not only was the Teacher wise, but also he imparted knowledge to the people. He pondered and searched out and set in order many proverbs. ¹⁰**The Teacher searched to find just the right words**, and what he wrote was upright and true.

¹¹**The words of the wise are like goads**, their collected sayings like firmly embedded nails—given by one Shepherd.

¹²Be warned, my son, of anything in addition to them.

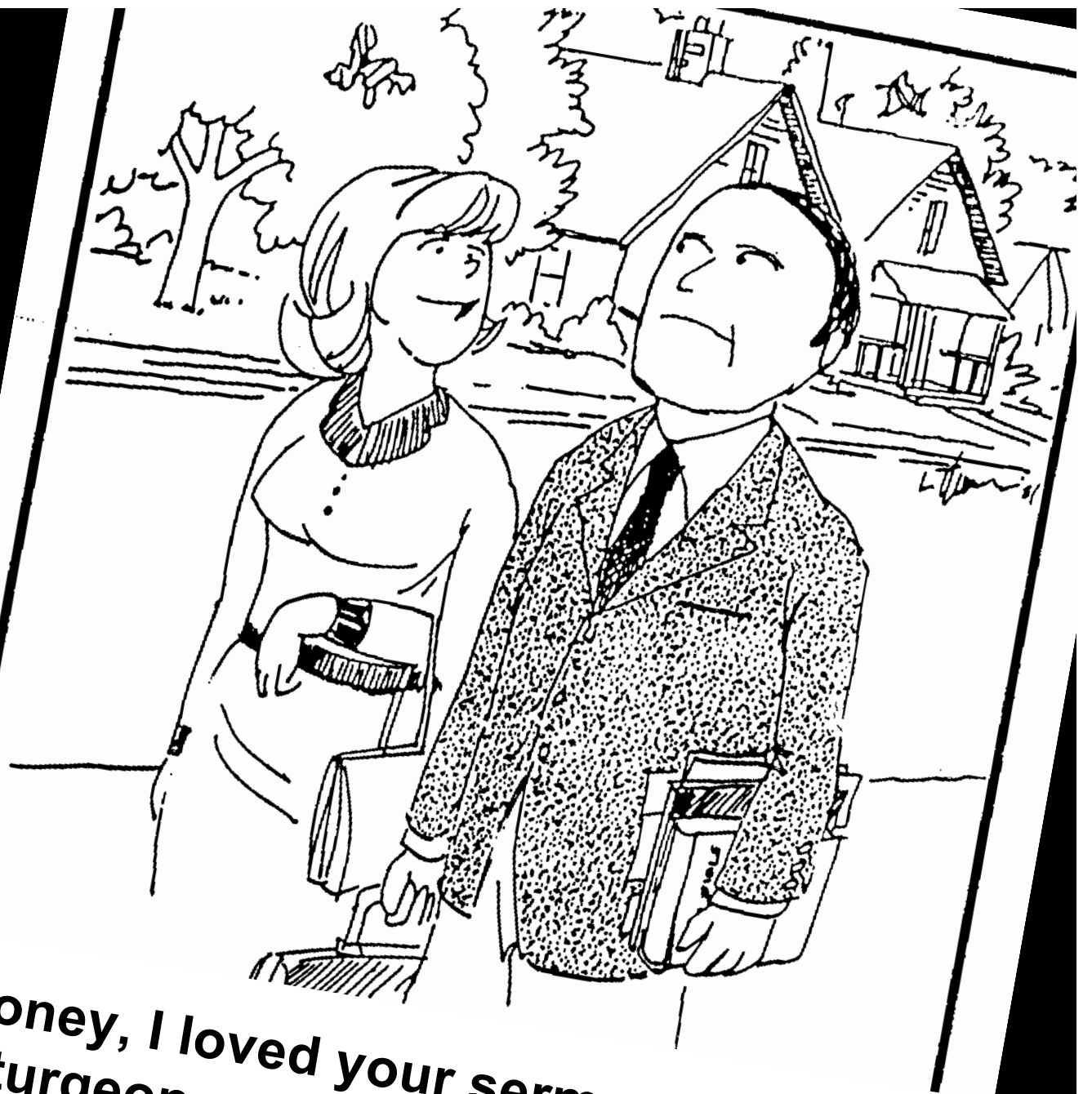
Of making many books there is no end, and much study wearies the body (Eccl. 12:9-12 NIV).



Why Manuscript?

- A. It forces you to choose the best word.
- B. Words don't just come for most of us.

**Scripts
keep you
from
looking
bad**



**"Honey, I loved your sermon. However,
sturgeons spawn, Spurgeon spoke."**



Why Manuscript?

- A. It forces you to choose the best word.
- B. Words don't just come for most of us.
- C. You can use the sermon later.



The Value of Manuscripts

After speaking to a seminary audience, one student expressed to Ramesh Richard, "Wow! That was a fantastic message! Have you put that down in writing?"

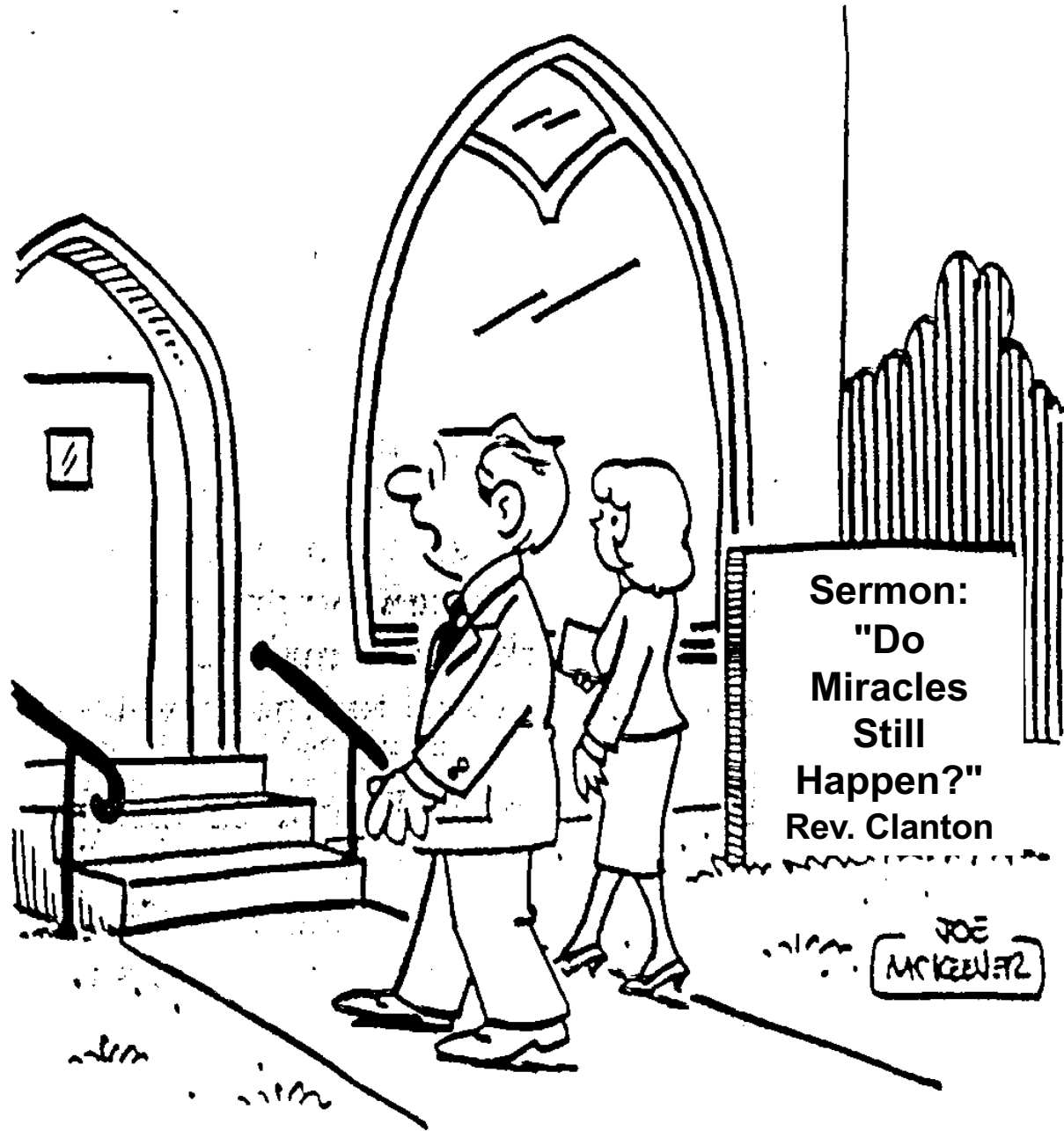
"No," said Ramesh, "but I hope that someday after I die my wife will put it down in writing."

"Well," the student replied, "I sure hope it's soon."



Why Manuscript?

- A. It forces you to choose the best word.**
- B. Words don't just come for most of us.**
- C. You can use the sermon later.**
- D. It helps you keep to your time limit.**



**A
manuscript
keeps you
from
regularly
going
overtime**

"We'll know if he finishes by noon."

Length has always been important!

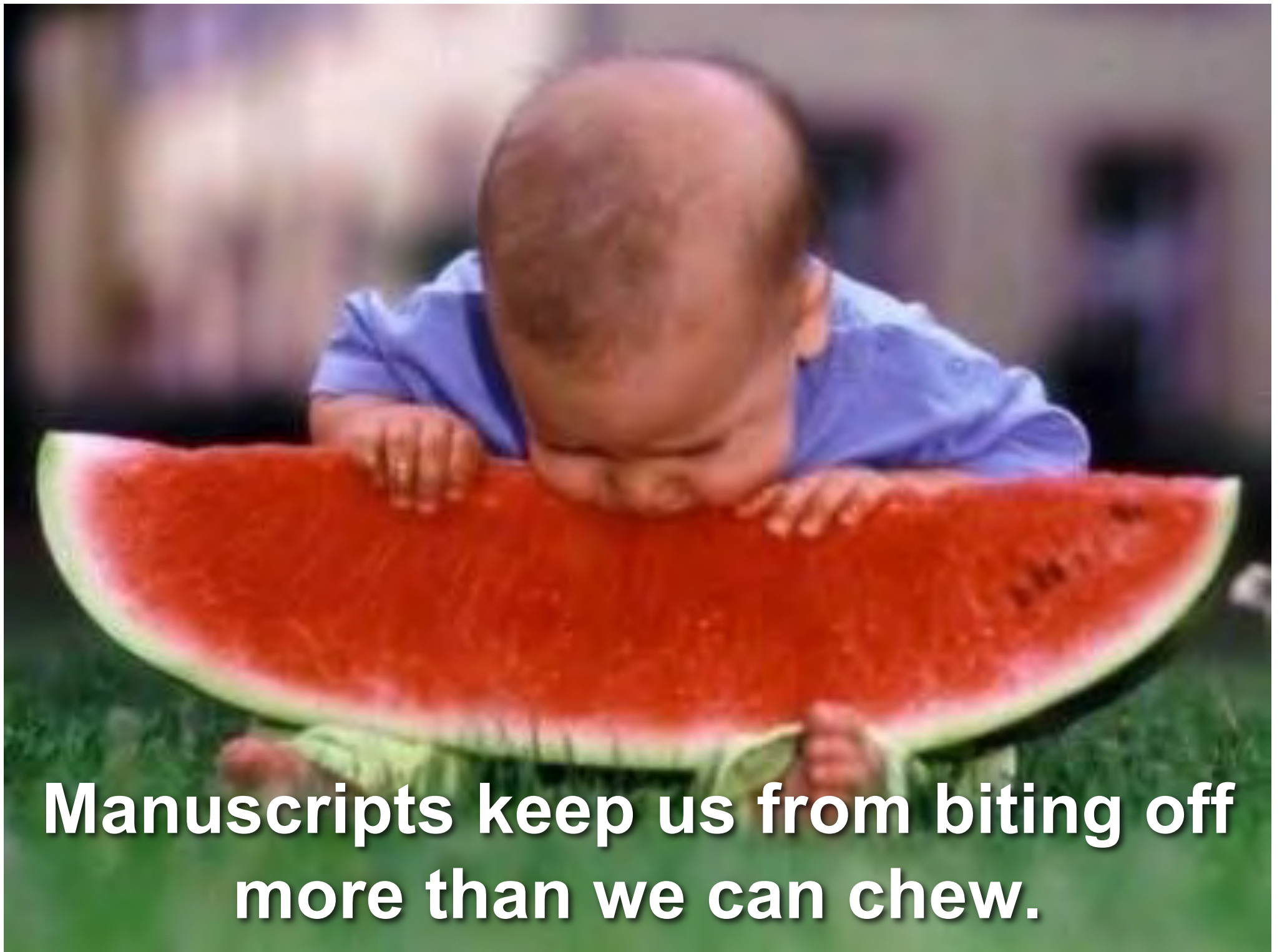


PORTLOCK



Why Manuscript?

- A. It forces you to choose the best word.**
- B. Words don't just come for most of us.**
- C. You can use the sermon later.**
- D. It helps you keep to your time limit.**

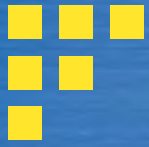


**Manuscripts keep us from biting off
more than we can chew.**



Why Manuscript?

- A. It forces you to choose the best word.**
- B. Words don't just come for most of us.**
- C. You can use the sermon later.**
- D. It helps you keep to your time limit.**
- E. It just helps you preach better.**



How to Manuscript: Two Options

pp. 82-85

Prose

Int Text appears in paragraphs without indentation while the structure is shown in a separate column design on the left

Need

Sub

Bkgrd

T

MP I

SP A

pp. 86-90

Outline

pp. 148-50

Introduction

1. Interest: Text
2. Need: Text
3. Sub: Text

I. Statement of MPI

- A. Text
- B. Application

Advantages of the Outline Manuscript

Easier to...

- 1. Write**
- 2. Read**
- 3. Edit**
- 4. Memorize**

Outline

Introduction

1. Interest: Text
2. Need: Text
3. Sub: Text

I. Statement of MPI

- A. Text
- B. Application

Whichever option...

1. Be Clear



What is Chafer saying?

As has been intimated, it is noticeable that the great majority of the works on Systematic Theology have been satisfied to trace the origin of sin no further than to the fall of man in Eden. It is true that human sin began in Eden, but, though Adam merely re-enacted that sin which before him had been committed in heaven, the essential character of sin is to be determined, to a large measure, by the sin of the first angel rather than by its reproduction by the first man.

Write what he said in one sentence.



What is Chafer saying?

Write what he said in one sentence.

Most theological works say sin began in Eden, but it really began in heaven.

Sin began in heaven—not earth.

Use Simple Words

- 1. Avoid specialized vocabulary*
- 2. Prefer the short word*
- 3. Use words they already know*

Rule of Thumb:

**Don't overestimate the people's vocabulary
or underestimate their intelligence**

Gunning's 10 Principles 106 **for Clear Writing**

1. *Keep sentences short.*

Tests show that reading tends to become hard when sentences average more than 20 words. Sentences in Time and Reader's Digest average 16-17 words. Average sentences of business writing exceed 25 words (which is too long).

Gunning's 10 Principles 106 for Clear Writing

2. *Prefer the simple to the complex.*

This applies to sentence structure and the choice of words. Write, "try to find out" rather than "endeavor to ascertain." Avoid excessive use of capital letters.

Gunning's 10 Principles for Clear Writing

106

3. *Prefer the familiar word.*

If the reader doesn't understand the words you use, he is likely to miss your meaning. This does not suggest that you should have a small vocabulary. You need all the words you can master.

Gunning's 10 Principles for Clear Writing

106

4. Avoid unnecessary words.

Nothing weakens writing more than words that you don't need. Read your copy over closely. Make every word carry its weight. Never write, "It goes without saying that..." since this admits that what you'll say is unnecessary.

Gunning's 10 Principles for Clear Writing

106

5. Put action into your verbs.

Active verbs put life in writing. Don't smother action with too many participles and gerunds (an "ing" word functioning like a noun). Write, "We aim to write clearly" rather than "Clarity in composition is our intention." Avoid the passive voice and "to be" verb as much as possible.

Gunning's 10 Principles for Clear Writing

106

6. *Write the way you talk.*

Well, anyway, a little that way. A conversational tone is one of the best avenues to readable writing. Don't lapse into a stuffy business jargon that has no relation to the way business people talk face-to-face.

Gunning's 10 Principles 106 for Clear Writing

7. *Use terms your reader can picture.*

Be aware that abstract terms tend to make writing dull and foggy. Prefer the short, concrete words that stand for things you can see and touch.

Gunning's 10 Principles 106 **for Clear Writing**

8. *Tie in with your reader's experience*

Link your new idea with some old idea already known to your reader. This keeps his attention and leads to greater understanding.

Gunning's 10 Principles for Clear Writing

106

9. *Make full use of variety.*

Don't smother your individual writing style. Develop a fresh form of expression that represents you. Avoid clichés. Avoid stilted patterns of writing.

Gunning's 10 Principles for Clear Writing

106

10. Write to express—not impress.

Don't show off with complexity. Make your ideas clear with simple, direct writing. The writer who actually makes the best impression is the one who can express complex ideas simply.

Whichever option...

- 1. Be Clear***
- 2. Be Direct & Personal***
- 3. Be Vivid***

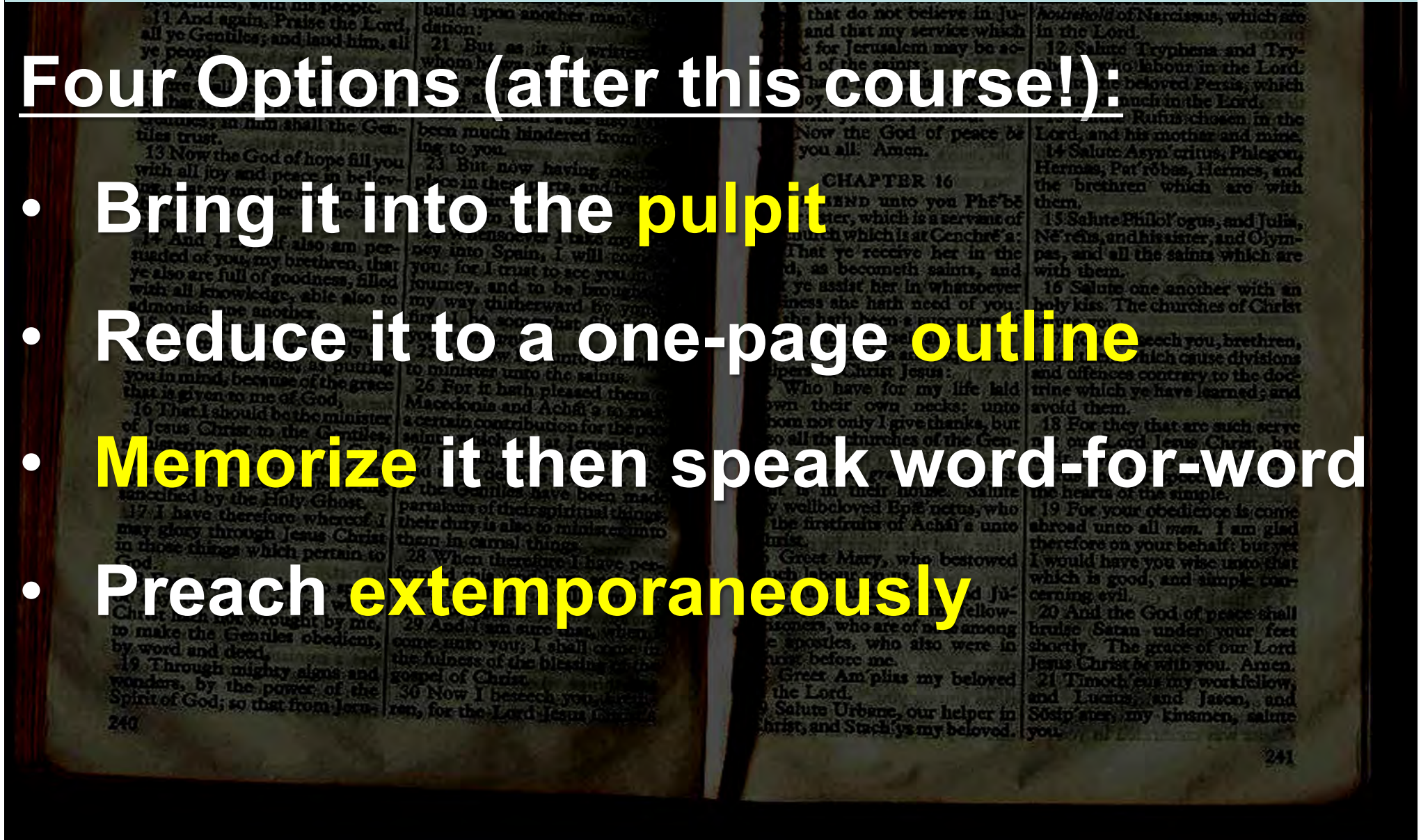
How to Be an Interesting Speaker


1. *Pay attention to **your own** use of language*
2. *Study how **others** use language*
3. *Read **aloud***

What to Do with the Manuscript

Four Options (after this course!):

- Bring it into the **pulpit**
- Reduce it to a one-page **outline**
- **Memorize** it then speak word-for-word
- Preach **extemporaneously**



A black and white illustration of a church with a tall steeple and a sign that says "DAVES". The church has several arched windows and a sign on the front. The illustration is tilted and set against a black background. A light blue speech bubble is overlaid on the top right of the image.

**Nice to hear a good
ole-fashioned sermon,
Reverend!**

Manuscripts need not inhibit our delivery

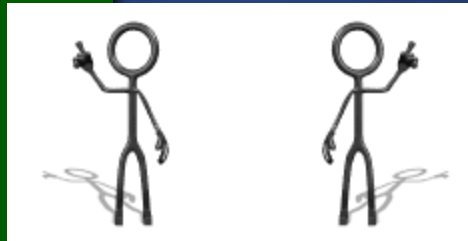
Does preaching without notes
look impossible?



Why Preach Without Notes?

- ⊕ It forces you to **know** your material
- ⊕ It enables you to preach with **confidence**

One preacher's son said to another preacher's son, "My father is very smart. He speaks without notes!"



His friend responded, "My father is even smarter. He speaks without thinking!"

Why Preach Without Notes?

- ⊕ It forces you to **know** your material
- ⊕ It enables you to preach with **confidence**
- ⊕ It frees you up to work on **delivery**
- ⊕ It helps you speak more **naturally**

Why Practice Preaching?

Practice enables you to...

- A. Know the sermon well*
- B. Communicate the sermon well*



"Okay, okay, I take it back. It wasn't a bad sermon!"

Handle Honesty

Why Practice Preaching?

Practice enables you to...

A. Know the sermon well

B. Communicate the sermon well

C. Cut out stuff to keep to your time



"Is it just me, or are his sermons getting longer?"

What
they
feel
about
sermon
length
matters

*How to Practice Preaching for a **Sunday** Message...*

WED

**Finish
MSS**

**4 Days
Before**

THUR

**Read it
aloud
twice**

**3 Days
Before**

FRI

**Preach
twice
with
glances**

**2 Days
Before**

SAT

**Preach
twice
without
glances**

**1 Day
Before**

SUN

**Preach
1-2
times
more**

Morn

*How to Practice Preaching for a **Tuesday** Message...*

FRI

**Finish
MSS**

**4 Days
Before**

SAT

**Read it
aloud
twice**

**3 Days
Before**

SUN

**Preach
twice
with
glances**

**2 Days
Before**

MON

**Preach
twice
without
glances**

**1 Day
Before**

TUE

**Preach
1-2
times
more**

Morn

*How to Practice Preaching for a **Thursday** Message...*

SUN

Finish
MSS

4 Days
Before

MON

Read it
aloud
twice

3 Days
Before

TUE

Preach
twice
with
glances

2 Days
Before

WED

Preach
twice
without
glances

1 Day
Before

THUR

Preach
1-2
times
more

Morn

*How to Practice Preaching for a **Friday** Message...*

MON

**Finish
MSS**

**4 Days
Before**

TUE

**Read it
aloud
twice**

**3 Days
Before**

WED

**Preach
twice
with
glances**

**2 Days
Before**

THUR

**Preach
twice
without
glances**

**1 Day
Before**

FRI

**Preach
1-2
times
more**

Morn

Summary

- "There seems to be only one way to combine precision of language with immediacy of delivery, and that is for us to write the sermon in our study but decline to read it from the pulpit."
- "The whole process of sermon preparation, from beginning to end, was admirably summed up by the American black preacher who said,
'First, I **reads** myself **full**,
next I **thinks** myself **clear**,
next I **prays** myself **hot**,
and then I **lets go**.'"

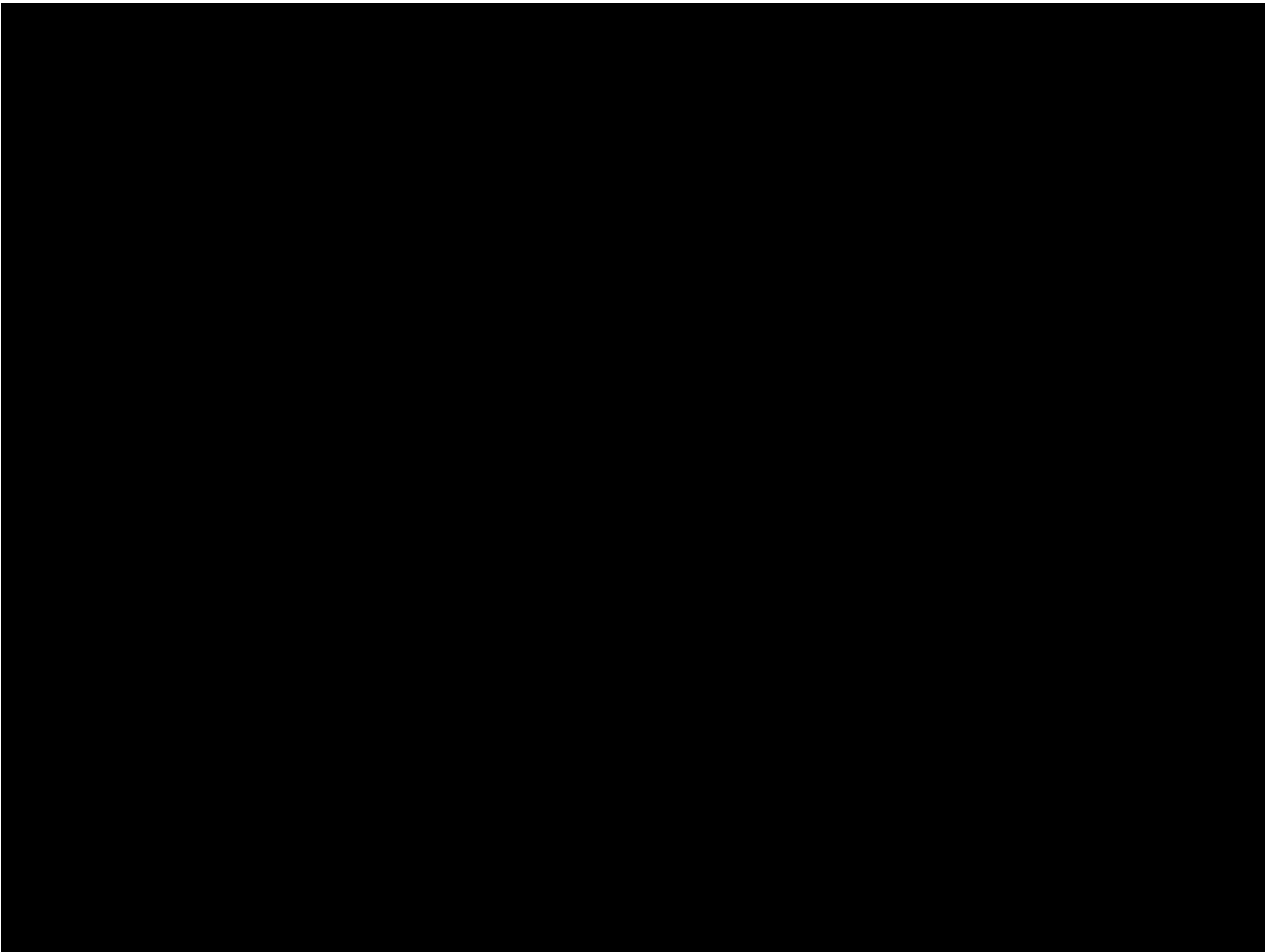
True

Interesting

**Four Objectives:
A Sermon That is...**

Clear

Relevant



Get this presentation for free!



[Home](#) [Downloads](#) [FAQ](#) [Links](#) [Contribute](#) [Contact](#)

Search...



Bible Study Downloads has thousands of PowerPoint® and Word files in 42 languages for free download [here](#).

Preaching (Homiletics) link at BibleStudyDownloads.org