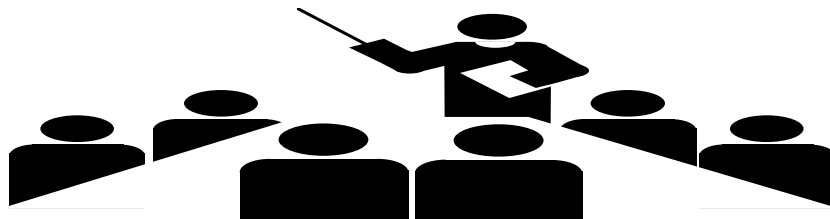


# PREACHING SEMINAR



Facilitator  
**The Rev. Dr. Darryl B. Starnes, Sr.**  
Director, Bureau of Evangelism  
African Methodist Episcopal Zion Church  
Charlotte, North Carolina



## Preparation and Delivery of Sermons

# PREPARATION & DELIVERY OF SERMONS

Rev. Dr. Darryl B. Starnes, Sr., Instructor

## LESSON #1: THE INTRODUCTION

### I. DEFINITIONS

- A. **Preaching** is “the communication of truth by man to men”.  
**Preaching** is divine truth communicated through human personality to meet human need.
- B. A **sermon** is a discourse in which divine truth is communicated through human personality to meet human need.
- C. **Homiletic** is the science of which preaching is the art and a sermon is the finished product.

### II. Requisites for Effective Preaching

- A. Piety: Moral earnestness rooted in a continuing experience of fellowship with God and reverent devotion to the will of God.
- B. Natural Gifts: A capacity for clear thinking, strong feelings, vigorous imagination, expression, and forcible utterance.
- C. Knowledge: Religious truth, human nature and human life in the light of truth.
- D. Skill: Style & delivery; the ability to collect, choose and arrange materials in a message.

### III. The Dangers of Rhetorical Studies

- A. An over-emphasis on rules and forms
  - 1. Rules are result of experience only.
  - 2. Rules are not superior to principles.
- B. The tendency toward imitation
  - 1. Imitation can be both conscious and unconscious.
  - 2. Faults are usually imitated because of their prominence.
- C. The danger of artificiality
  - 1. The importance of being natural
  - 2. Allowing your true self to grow and develop as you learn principles of preaching.

### IV. The Value of Homiletic Studies

- A. Learning from the preaching we hear
- B. Learning from “published sermons”
- C. Learning from the biographies of preachers
- D. Learning from the constructive criticism of instructors and others who care about our development as preachers
- E. Learning from the careful observation of our faults and review of our own sermons and preaching

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### **LESSON #2: FOUNDATIONS FOR THE SERMON**

#### **I. The Text**

- A. Its Meaning
- B. Its Use
- C. Rules for selection

#### **II. The Subject**

- A. The Relationship of Subject and Text
- B. The Significance of the Subject
- C. A Definition of the Subject
- D. The Qualities of a Good Subject

#### **III. The Title**

- A. The Function of the Title
- B. The Definition of the Title
- C. The Statement of the Title
- D. The Qualities of a Good Title

#### **IV. The Proposition**

#### **V. The Objective**

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## LESSON #3 – FORMAL ELEMENTS OF THE SERMON

### I. The Importance of Arrangement

- A. The Values of a plan
  - 1. Its importance to the speaker
  - 2. Its effect upon the audience
- B. The Qualities of good arrangement
  - 1. Unity
  - 2. Order
  - 3. Proportion
- C. The study of arrangement

### II. The Introduction

- A. The objects of the introduction
  - 1. To create interest
  - 2. To prepare the audience for understanding the subject
- B. The source of introduction
  - 1. The text
  - 2. The subject
  - 3. The occasion
- C. The qualities of a good introduction
  - 1. Its thoughts are close to but distinct from the discussion and naturally and easily lead to the discussion.
  - 2. It usually has a single thought.
  - 3. It is not broad, with commonplace generalities about life, etc.
  - 4. It does not promise too much.
  - 5. It is adapted to the particular discourse.
  - 6. it is not long.
  - 7. It is carefully prepared.

### III. The Discussion

- A. The plan
  - 1. It is simple, yet striking.
  - 2. It allows the proposition to fix its boundaries and enhance its unity, order and proportion.

- B. The question of division
  1. Divisions are not necessary, but are usually of service to the hearers and the speaker in preparation and delivery.
  2. The number of divisions depends upon the message; simplicity, vividness, and variety should be the guidelines.
- C. The character of the divisions
  1. The divisions should exhaust the subject proposed
  2. The divisions should be distinct and clearly cut.
  3. They should be symmetrical.
- D. The problems of order and management
  1. Divisions aimed at instruction and conviction should precede those aimed at feeling and will.
  2. Negatives should precede positives.
  3. Divisions and subdivisions should be stated with exactness, concisely, and be both suggestive and attractive.
  4. Divisions may be announced depending on the speaker and message.
- E. Transition

#### **IV. The Conclusion**

- A. The Basic Rule: Careful Preparation
- B. Guiding principles
  1. Natural and appropriate
  2. Un-mistakenly personal in its aim
  3. Alive and energetic
  4. Definite and clear in thought and expression
- C. The method of conclusion
  1. Recapitation
  2. Application
  3. Direct appeal
  4. Pastoral exhortation, encouragement, or warning
  5. Comprehensive and impressive restatement of the subject
  6. Appropriate illustration or anecdote
  7. The text itself restated
- E. Relevant questions
  1. How long?
  2. How and should it be announced?
  3. Should always be positive?

#### **V. Classification of Sermon Forms**

- A. The subject-sermon
- B. The Text-sermon
- C. The expository-sermon

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### **LESSON #4 – CLASSIFICATION OF SERMONS**

#### **I. Classification of Sermons by Homiletical Structure**

- A. Textual – Divisions are drawn directly from the text
- B. Topical – Divisions are drawn directly from the subject
- C. Textual – Topical – Divisions are drawn from both the text and the topic
- D. Expository – Divisions and exploration of those divisions are drawn directly from the text.

#### **II. Classification of Sermons by Subject**

- A. Theological (Doctrinal) Sermon – expounds on some basic Christian beliefs with the purpose of gaining its understanding & acceptance.
  - 1. Doctrinal preaching should be comprehensive and cover both the major and minor doctrines of the Christian faith.
  - 2. Theological preaching should be positive.
  - 3. It should be clear.
- B. Ethical (Morality) Sermon – deals primarily with Christian living – personal and social; and sets forth Christian ideals for life's relationships and offers guidance for attaining those ideals.
  - 1. Ethical sermons should be positive.
  - 2. They should be constructive rather than destructive.
  - 3. The preacher of ethical messages should try to win the love and confidence of his people before challenging them to dramatic life changes or radical social action.
  - 4. He must begin where the people are and move from the real to the ideal.
  - 5. He should reveal in his sermon delivery that he is struggling to attain the Christian ideal.
- C. Church Program (Ecclesiastical) Sermon – seeks to promote some phase of the program of the church so that the church can fulfill its function.
  - 1. The preacher should be certain of the motive behind such preaching.
  - 2. He should remember that church program preaching is not an end in itself, but a means to a bigger end.
  - 3. The sermon must have a strong biblical base.

### **III. Classification by Sermons by Pattern**

- |                               |                                       |
|-------------------------------|---------------------------------------|
| A. Diamond outline (faceting) | I. Analogy outline                    |
| B. Ladder outline             | J. Proof outline                      |
| C. Label outline              | K. Rebuttal outline                   |
| D. Contrast outline           | L. Refrain outline                    |
| E. Question & answer outline  | M. "Series of statements" outline     |
| F. Chase outline              | N. "Dog fight" outline                |
| G. Diagnosis-remedy outline   | O. Interpretation-application outline |
| H. "Hegelian" outline         | P. "Subversive" outline               |

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### **LESSON #5 – FUNCTIONAL ELEMENTS OF THE SERMON**

Objectives of preaching: 1) evangelistic (to convert); 2) theological (to instruct in doctrine); 3) ethical (to inspire growth in character & behavior); 4) devotional 5) (to enrich and enhance the devotional life); 5) inspirational (to inspire and motivate); 6) actional (to move Christian action).

**Functional elements of a sermon are the tools which enable the preacher to achieve these objectives.**

#### **I. Explanation – simply explaining that which may not be clear or understood.**

- A. Explaining the texts
  - 1. Exegesis
  - 2. Narration
  - 3. Description
- B. Explaining the subjects
  - 1. By definition
  - 2. By division
  - 3. By examples
  - 4. By comparison

#### **II. Argument – simply proving or convincing.**

- A. By testimony – one's experiences or observation concerning the truth.
  - 1. Of facts (The character and the number of witness; and the reliability of the things attested)
  - 2. Of opinion – The authority or expertise of the witness
- B. Induction – drawing a general rule from a significant number of particular cases.
- C. Analogy – comparing two things which are related.
- D. Deduction – drawing specific or general conclusions from general truths.

#### **III. Application-**

- A. Focusing the claims of truth: show the hearer how the truths apply to him.
- B. Suggesting ways and means: suggest practical ways hearers may perform the duty urged.
- C. Persuading to vital response – persuading the hearer by appealing to his/her sense of moral and spirituality to make a right response to the appeal.

#### **IV. Illustration – simply to throw light upon a subject.**

- A. Uses of illustrations  
To 1) explain; 2) prove; 3) be an ornament; 4) arouse attention; 5) make the subject impressive; 6) persuade; 7) reach different listeners; 8) help hearers remember message.
- B. Kinds of illustrations
  - 1) One word; 2) brief combination of words; 3) Quotations; 4) detailed example.
- C. Sources of illustrations.
  - 1. Observation;                      2. Pure invention;
  - 3. Science; 4. History;            5. Literature & Art;            6. Scripture.

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## LESSON #6 – THE STYLE OF THE SERMON

### I. General Observations:

- A. The nature of style
- B. The importance of style
- C. The kind of style

### II. The Qualities of Style:

- A. Clarity – making the message clear
- B. Energy – the impact of the message
- C. Elegance – the quality of the beauty in the message

### III. Aids to Developing Style:

- A. Clear thinking on the subject by the preacher
- B. A clear subject
- C. A logical arrangement
- D. Attention to the paragraphs
- E. Attention to the sentences
- F. Attention to the words and phrases

### IV. The Writing of the Sermon:

- A. The Advantages
  - 1. It makes it easier to concentrate on the subject
  - 2. It requires more thorough preparation
  - 3. It aids the development of better style
  - 4. Written sermons can be easily used on subsequent occasions
  - 5. Written sermons can be subsequently used for publications if so desired
- B. The Disadvantages
  - 1. It tends to make one dependent on it
  - 2. Materials are not as intently or thoroughly digested
  - 3. Writing consumes a lot of time that could be used in thought on the sermon

### V. The Use of Imagination in the Sermon:

- A. The nature of imagination
- B. The role of imagination
  - 1. It aids in the construction of the sermon
  - 2. It enables the preacher to clothe ideas in familiar & revealing imagery
  - 3. It enables the preacher to vividly describe Biblical scenes & events
  - 4. It enables the preacher to relate truth to real life & present realities
- C. The cultivation of imagination
  - 1. Study nature & art
  - 2. Study imagination literature
  - 3. Keep close to people of your time
  - 4. Keep close to the Eternal Source of spiritual vision
  - 5. Practice

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## LESSON #7 – THE PREPARATION OF THE SERMON

### I. General Preparation:

- A. 2 kinds of preparation
- B. The need for study
- C. The need for a study
- D. The need for organized study

### II. Special or Immediate Preparation:

- A. Valuable suggestions on procedures
  - 1. By Dr. George Buttrick
  - 2. By Dr. Henry Sloane Coffin
  - 3. By Dr. S. Parker Cadman
  - 4. By Dr. H. A. Prichard
- B. Dr. J. H. Jowett's emphases
  - 1. Preachers ought to prepare & preach their own sermons.
  - 2. One ought not to preach on a theme too soon after it occurs to him.
  - 3. No sermon is ready until it can be expressed in a short, pregnant, crystal clear sentence.
  - 4. Preachers should imagine how other preachers might deal with the theme they intend to preach.
  - 5. Preachers should imagine how the message would help at least 12 people that he knows.
  - 6. The preacher should not attach to carelessness and disorder.
  - 7. The preacher must depend on prayer and the fellowship of the Spirit of God in both preparation and delivery.
- C. A synthesis of the previous suggestions
  - 1. Have many texts growing & developing in your mind
  - 2. Choose a text and subject early in the week.
  - 3. Write down everything you can about the subject.
  - 4. Gather material from every available source.
  - 5. Make a tentative plan or outline.
  - 6. Speak through the material.
  - 7. Make necessary changes in the sermon.
  - 8. Write the sermon.

### III. Preparation of Special Sermons:

- A. Funeral
- B. Academic and Anniversary
- C. Revival
- D. Children
- E. Special Classes

### IV. Planning a Preaching Program:

- A. Advantages
- B. Methods
- C. Steps

# **PREPARATION & DELIVERY OF SERMONS**

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## **LESSON #8 – THE DELIVERY OF THE SERMON**

### **I. Delivery Understood**

### **II. The Methods of Delivery**

1. Reading
2. Recitation
3. Extemporaneous Preaching
4. Free Delivery

### **III. The Voice in Delivery**

1. The Voice – Its Distinct Abilities
2. General Improvement of the Voice
3. Management of the Voice When Preaching

### **IV. The Body in Delivery**

### **V. Contemporary Approaches to Sermon Delivery**