

CLASS NOTES - HOMILETICS I

Taught By Robert Stapleton



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HOMILETICS I

Robert Stapleton

CLASS DESCRIPTION:

1. The main aim of this course is to assist the students in developing their sermon delivery. Emphasis will be placed on Scripture reading and communication skills. Students will be video taped and critiqued.

COURSE ASSIGNMENTS:

1. One of the following books is to be read during the quarter and a reading log kept:
 - A. Don't Take It Personally, But... Jack D. Duty.
 - B. How To Speak So People Will Listen, Ronald L. Willingham.
 - C. Speaking For The Master, Batsell Barrett Baxter.
 - D. Training Men To Preach, Claude A. Guild.
2. Instructions concerning reading log.
 - A. Keep a typewritten log of your reading, with dates and chapters read.
 1. Your log should be turned in to instructor no later than the beginning of class day during the finals week – late papers count one grade per day off.
3. Time will be set aside each class for Scripture reading in order to develop proper technique.
 - A. Scripture reading will account for 20% of your total grade.
4. Each student is to turn in two sermon outlines.
 - A. You are at liberty to choose which subject or text you wish to develop.
 - B. Outlines should be three to five pages in length, Times New Roman 12 Font.
 - C. Outlines must be exact, according to school template.
 - D. Outlines will count for 30% of your total course grade.
 - E. Your outlines should be turned in to instructor no later than the beginning of class day during the finals week – late papers count one grade per day off.
6. Tests:
 - A. One scheduled test will be administered.
 1. It will account for 50% of your total score.
 2. Any additional credit will be at the instructor's discretion.

HOMILETICS I CLASS OUTLINE

Robert Stapleton

INTRODUCTION:

1. Knowing the proper method of preaching is of utmost importance.
 - A. Simply walking into the pulpit, with no idea what you are going to say, how to go about it, or where you plan on ending up at the conclusion is nothing more than a disaster looking for a place to happen.
 - B. The statement "Failing to prepare is preparing to fail" is clearly applicable to preaching.
 1. If you want people to continue to return to hear what you have to say, you need to have something to say, and say it well.

BODY:

1. ATTRIBUTES OF A GOOD SPEAKER.

- A. Such an individual is lively, interesting, enthusiastic, and proclaims a vital message.
 1. He is a man with a message, and that message is clearly presented.
 2. He is one who feels alive.
 - A. Sees his "audience" as living people with a need.
 - B. And has the answer for that need.
- B. He is interested in his subject and considers it of vital importance.
- C. He is earnest and serious about his responsibility.
 1. He doesn't talk just for the sake of talking.
 2. He is one who has something to say, and who must say it – 1 Cor. 9:16.
- D. He is one who has a sense of responsibility.
 1. To God – to be faithful to His word.
 2. To the word – to preach it in full.
 3. To his listeners – to love them enough to preach the whole counsel of God.
 - A. When one talks to 100 people for five minutes he has taken up 500 minutes.
 1. That is over eight hours.
 4. To his subject.
 - A. Must be true to it.
 5. To "preach the word" – 2 Timothy 4:2.
 6. To rescue the perishing.
- E. One who has a sense of leadership.
 1. Stands tall as he speaks eye to eye.
 2. Speaks responsibly and with authority – Titus 2:15.
 3. One who is positive, friendly, and straight forward.
 - A. When you step down from the pulpit people should not be left wondering what it was that you just said.
- F. One who keeps his head.
 1. Doesn't let his zeal carry him away.

2. Tries to be balanced.
 3. Keeps a sense of humor, but understands he is not a clown.
 4. One who expects the unexpected.
 - G. Must be able to take criticism.
 1. The preacher will get both kinds - good and bad.
 - A. Both need to be dealt with properly.
 1. When done so, one can benefit from it.
 2. Need to consider the source.
 - H. As a beginning preacher - be yourself.
 1. Don't indulge in wishful thinking about your speaking ability.
 - A. Time will reveal more about how "great" you are as opposed to how "great" you think you are – Proverbs 16:18.
 2. Don't mimic someone else on purpose.
 3. Discover your weaknesses.
 - A. Don't cover them up.
 - B. Do something about them.
 - I. Avoids the "holy tone".
 1. This is a "falsetto whine".
 2. It comes from a sense of feeling the solemnity of the occasion.
 - J. One who works on his volume and articulation (the act of giving utterance or expression).
 - K. One who works on good modulation (an inflection of the tone or pitch of the voice; specifically: the use of stress or pitch to convey meaning).
 1. Avoid continually speaking in a high pitch or tone.
 2. Don't whine while preaching.
 - L. Use pauses properly.
 - M. Places the emphasis where it belongs.
 1. One can do this in the following ways:
 - A. By increasing his volume.
 - B. By expressing more enthusiasm or feeling.
 - C. By lowering his voice for emphasis.
 - D. By speaking in a higher pitch, but not whining.
 - E. By using slow and deliberate speech.
 - F. By repeating a phrase.
 - G. By pausing before a statement to develop expectancy.
 - H. By pausing after a strong statement to let it sink in.
 - I. By emphasizing by using good physical gesture, such as hands, facial, etc.
 - J. By using good, attractive visual aids.
 - K. By using graphic illustrations.
- 2. SOME FAULTS THE BEGINNING PREACHER MAKES.**
- A. The "er" or "and-er" habit.
 1. At times caused by tiredness.
 2. Practice each day talking for a minute without saying "er".

- B. The apologetic opening or tone.
 - 1. Excusing yourself before you finish.
 - 2. Takes away power.
 - C. Being a copy cat.
 - 1. Don't use another's material and read it word for word as your own.
 - 2. Adapt and make it your own by putting it into your words and the way you express things.
 - D. Fidgeting, jiggling, and playing with things while you are speaking.
 - 1. Don't jingle money, keys, etc.
 - E. Lack of full audience eye contact.
 - 1. Concentrating on one row of pews.
 - 2. Preaching to the ceiling (you will never convert it).
 - 3. Preaching to the floor.
 - F. Using meaningless words and phrases.
 - 1. "Each and everyone".
 - 2. "Something or other".
 - 3. "And so forth".
 - 4. "Exact same thing".
 - 5. "All that sort of thing".
 - 6. "This here thing".
 - 7. "That there place".
 - 8. "I'll learn you".
 - 9. "Ain't no way".
 - 10. "Ja get it".
 - 11. "Done done it".
 - G. Listless voice.
 - 1. Talks so low people can't hear him.
 - 2. Talks just loud enough to be heard.
 - 3. Some think that if they speak loud (if listless by nature) they are being a phony, or unnatural.
 - 4. Don't get up to speak if you're not going to speak loud enough for the people to hear you.
 - H. Unnatural mannerisms.
 - 1. Almost every speaker's influence is neutralized, to some degree, by meaningless mannerisms that set the hearer's teeth on edge.
 - A. An odd habit may cling to a speaker for years before he becomes conscious of it.
 - 2. Practice and develop good gestures and habits.
- 3. THE AUDIENCE YOU SPEAK TO.**
- A. Learn this well, listeners have the right to expect the preacher to say something that will help them, etc.
 - 1. Between preparation and delivery it is well to rest the mind just before preaching.
 - A. Some preachers lie down for a nap.

- B. Others read a book.
 - C. Others take a walk, etc.
 - B. Upon arriving at the podium, wait a moment to give the audience enough time to get through coughing and moving about.
 - C. Have the opening sentences and the introductory thoughts already in mind before you approach the podium.
 - D. Believe those before you are eager to know what you are about to tell them.
 - E. Look your audience in the eye.
 - 1. "Negativism" is a well known psychological defect arising from weakness of character.
 - A. The eye holds an audience and each individual in it, like a lariat.
 - 1. Similar to the directing thrust of the orchestra leader's baton.
 - F. You need to take a lively personal interest in your introduction.
 - 1. There is only one way to do this, and that is to make the introduction interesting enough to deserve it.
 - A. A speech, like an automobile, must be started right.
 - G. If you find yourself stuck in the middle of a sentence, or have stage fright, or forget what is coming next, go right on talking.
 - 1. Remember the pioneer preacher who lost track of where he was in his sermon paused and said, "Brethren, I've forgot the subject of this sentence, and lost the predicate, but I'm bound for the kingdom of heaven!"
 - H. Go after your audience and get them. "Preach the word".
- 4. ATTITUDES POSSESSED BY THE AUDIENCE.**
- A. Knowing the attitudes possessed by those to whom you speak will assist you in knowing what to say and how to say it.
 - 1. Most people will resist a change.
 - A. They find it hard to break with a habit - good or bad, etc.
 - 2. Most have the urge to think their own thoughts, rather than listen to someone else.
 - A. Their attention wanders.
 - B. Three signs of a wandering mind:
 - 1. Asking unnecessary questions.
 - 2. Making irrelevant comments.
 - 3. Bringing up an argument that has already been answered, etc.
 - C. This is why repetition is a must in a sermon.
 - 3. Wishful thinkers.
 - A. They see and hear what they want to.
 - 4. Unwarranted assumptions.
 - A. They get ahead of you, or fill in any gaps (often incorrectly).
 - B. They say in their minds what you didn't say!
 - 5. Those that draw a dark curtain over their mind.
 - A. No matter what you say, they do not what to hear it.
 - 6. Varying interests.
 - A. They usually are different from yours.

- B. You may be preaching on baptism and they think you should be preaching on heaven.
 - 1. Thus they wander off following their own sermon "outline."
 - 7. Those who withdraw their attention.
 - A. They loose interest, and that is it.
 - 8. There are those who have the habit of listening between the lines.
- B. There are three types of listeners in most audiences.
 - 1. Some are listening for information.
 - A. They want to find the answers to their questions.
 - B. They may need some instructions.
 - 2. Some are listening out of an appreciation for the speaker, or the occasion that brought them together, etc.
 - 3. Some are critical listeners.
 - A. They want to know what is right and wrong.
 - B. They try to pick out the meat from the bones.
- C. Listening comprehension is influenced by some of the following factors.
 - 1. One's intelligence.
 - 2. His reading ability.
 - 3. His ability to recognize proper English usage.
 - 4. His vocabulary.
 - 5. His ability to infer by reasoning, etc.
 - 6. The ability to understand the material being presented.
 - 7. He is able to employ a few techniques for improving his concentration.
 - 8. Genuine interest in the subject being presented.
 - 9. Emotional stability.
 - 10. He believes that the sermon being preached is important.
 - 11. He is curious, or is motivated to learn.
 - 12. The audibility and effectiveness of the speaker.
 - A. We should never forget that the gospel has the power to overcome all these barriers.
 - B. But it is good to know that they exist, and do all that we can to preach the word with power so as to overcome them.

5. WATCH THE REACTION OF YOUR AUDIENCE TO MAKE SURE THEY ARE GETTING THE POINT.

- A. Things to look for while you preach.
 - 1. Eye contact – is the audience watching you.
 - 2. Expressions on faces – may require clarification.
 - 3. Moving around a lot – suggests boredom.
 - 4. Yawning – suggests, well you know what it suggests!
 - 5. Looking through their Bibles – bored.
 - 6. Making comments or talking to their neighbor – no interest in what you are saying.
 - 7. See them writing – could be taking notes, could be writing out what they want

- to order at McDonalds.
- 8. Bathroom breaks – could be a medical problem, could be they just need to get up and move around to stay awake.
- 9. Clock watchers – representative of people who are more interested in the things of this world than spiritual matters so long as you are using the time well.
- 10. Passing notes – lost interest in lesson, if they ever had it.
 - A. May or may not be your fault.
- 11. Stretching – tired – why?
 - A. Maybe they stayed up half the night before.
- 12. Sleeping – could be bored, could be due to medication, could be you've put them to sleep, could be they would sleep even if the Lord were preaching.
- 13. Body posture – can suggest several things – anger, joy, frustration, you are about to get beat up, etc.
- B. Some things you may do to eliminate sleepers.
 - 1. Add energy to your lesson.
 - A. Energy can be added to a message when the people are dragging.
 - 1. Move around some.
 - 2. Raise your voice.
 - 2. Assume a positive response.
 - A. Assume the congregation is going to respond exactly as I want them to.
 - 3. Believe you can keep everyone's attention.
 - A. If you go into the pulpit thinking you are not going to keep everyone with you, you probably won't.
 - 4. Speak to as many as you can before the service - they will listen better.
 - A. If you have given Sister "Sleepsalot" some time in the foyer to listen to her complain about her neck ache, chances are she is going to pay you the respect of listening as you deliver your sermon.
- 6. THE BUILDING YOU SPEAK IN.**
 - A. Check it out beforehand if possible.
 - 1. Does it have a PA system?
 - A. If so, is it adjusted properly, or is it under the control of someone?
- 7. CHOOSING A TEXT FOR YOUR SERMON.**
 - A. Definition of the word "text".
 - 1. The word text is from the Latin textus or textum, and signifies something woven or spun.
 - A. It is therefore that out of which the sermon is woven, the basis of the sermon or discourse.
 - B. The text is not a mere motto for a sermon.
 - 1. Neither is it to be chosen after the theme or subject is chosen, and the sermon finished.
 - 2. If the sermon is not to be woven from the text, then do not take a text, or pretend to do so.
 - 3. If you choose a text, let it be a text and not a pre-text.
 - C. Shall the text be long or short?

1. There is no set rule to determine this.
 2. The answer depends upon the circumstances and usage.
- D. The choice of the right text is very important.
1. This is of great importance.
 - A. We must never underestimate it.
 2. A young preacher, on asking what text he should use for a sermon, was answered, "Oh, any text will do; speak on the Medes, Persians, Elamites, and the dwellers in Mesopotamia".
 - A. This was bad advice to give to any young preacher.
 - B. The attitude of speaking on "just any old thing will do", is false.
 3. The choice of the right text is usually very hard.
- E. There are certain advantages in having chosen the proper text.
1. It awakens the interest of the audience.
 2. It gains the confidence of the audience.
 3. It gives the preacher authority and boldness in the proclamation of his message.
 4. It will keep the preacher from mind-wandering.
 5. It will keep the preaching and preacher Biblical.
- F. Some principles which help in choosing a text.
1. A careful consideration of the spiritual needs of the people to whom one is preaching.
 2. There should be a careful consideration of the cycle of truth preached.
 3. One's ability to deal with the text and the subject from it must be taken into consideration.
- G. The use of a particular text, or how do you know which one to use?
1. The constant reading of the Bible.
 2. The use of a note-book to write down the thoughts, passages, etc., as you read through the Bible.
 3. Read books.
- H. Certain precautions to use in choosing a text.
1. Don't choose an odd text.
 - A. "Take it by the tail" - Exodus 4:4.
 - B. "I have put off my coat, how shall I put it on?" Song of Solomon 5:3.
 2. Do not choose a text which, in view of the surrounding circumstances, will make it appear ludicrous and ridiculous.
 3. Do not choose texts that create expectations which neither the sermon nor the preacher can fulfill.
 4. Do not choose difficult texts unless you are sure you can handle them.
 5. Do not use mutilated texts.
 - A. "All men are liars" – Psalm 116:11.
 6. Old Testament texts should not be neglected.
 - A. Keep Romans 15:4 before you when looking at OT texts.
 7. Be sure you are right in your interpretation of the text.
 - A. Don't become a teacher of error, etc.

8. INTERPRETATION OF THE TEXT.

- A. Definition of words.
 - 1. Interpreted – "diemeneuo" in Greek.
 - 2. The interpretation of the Scriptures is a Biblical principle.
 - A. Thus, we must be sure that we do it properly.
- B. Some general rules for the interpretation of texts.
 - 1. There is normally but one interpretation of any passage of Scripture.
 - A. The expositor's job is to find that interpretation.
 - B. While there is but one interpretation, there may be many applications.
 - 2. In reading a passage of Scripture we should seek to see what the writer had in mind rather than read into it our own thoughts.
 - A. We need to allow the Word to speak its own message.
 - 3. Be careful to not strain for a forced interpretation.
 - A. The Bible is written for the common people too.
 - 4. Never interpret one passage so as to do violence to another plain passage.
 - A. Always remember, truth is consistent with itself.
 - 5. Do not twist the Scriptures to fit a preconceived idea.
 - 6. Do not formulate a position or argument until you collect and correlate all that the Scriptures have to say on the subject.
 - 7. Be careful to never take a text out of context, which results in a pretext.
 - A. In nearly every Scripture text the meaning of the text is to be found or determined from its immediate context.
 - 1. The local coloring, the person talking, and the ones addressed, along with the times all combine to determine the meaning.
 - B. Remember the "who," "what," "why," "where," and "when" questions.
 - 8. It is imperative that you determine if the language of the text is literal or figurative.
 - 9. Study the original meaning of words as found in the text if possible.
 - 10. Study parallel passages when possible.
 - 11. After the student has carefully and prayerfully studied the text, the context and the parallel passages, he should consider what other authorities have said on the text.

9. HOMILETICAL TOOLS.

- A. The six "rhetorical processes".
 - 1. Narration.
 - A. The introduction of a sermon usually consists of a narration or affirmation.
 - 2. Interpretation.
 - A. May proceed by way of paraphrase, definition, description, amplification, or chronological progression.
 - 3. Illustration.
 - 4. Application - can be with an illustration.
 - 5. Argumentation.
 - A. Using proper logic and reasoning.
 - B. Not just arguing or being contentious.

6. Exhortation.
 - A. Usually at the close in the form of an invitation.
- B. The seven interrogatives.
 1. The us pronouns and adverbs which raise relevant questions about the subject.
 - A. Who or whom?
 1. Sequences of persons.
 - B. Which?
 1. Sequences of meanings, implications, definitions.
 - C. What?
 1. Sequences of events, etc.
 - D. Why?
 1. Sequences of reasons or objections.
 - E. When?
 1. Sequences of time, phases, or conditions.
 - F. Where?
 1. A sequence of places.
 - G. How?
 1. A sequence of ways.
- C. The use of key words.
 1. A key word is always a noun or a noun form of a verb or an adjective.
 2. Examples:
 - A. Noun - Attributes, barriers, causes, devices.
 - B. Noun form of verb - Beginnings, refusals, inferences, commitment.
 - C. Noun form of adjective - actualities, weaknesses.
 3. Various rules for use of key words:
 - A. A key word is always plural.
 - B. A key word must always be used with absolute accuracy.
 - C. A key word should be specific.
 1. "Things" is too general.
 - D. The range of key words is unlimited.
- D. The multiple approach.
 1. Simple device has been an eye opener.
 2. Approach the passage:
 - A. From the standpoint of the reader.
 - B. Then approach the passage from the standpoint of each persons or group of persons involved including:
 1. God the Father.
 2. Christ.
 3. The Holy Spirit.
 4. What does the text teach about each?
 3. Consider Acts 7 and the multiple approach as an example:
 - A. From the standpoint of Stephen.
 1. He bore the marks of a good witness for Christ.

- A. He knew his Lord.
 - B. He testified for Jesus.
 - C. He emulated His Lord.
- B. From standpoint of those who stoned Stephen.
 - 1. Persons with a form of godliness may be guilty of grievous sins.
 - 2. Continues with sins of forefathers:
 - A. Breaking law - v-53.
 - B. Resisting God's Spirit - v-51.
 - C. Rejected God's Son - v-52.
- C. From the standpoint of Israel.
 - 1. The negative neglect of spiritual opportunities may lead to departure from God in three stages:
 - A. Indifference to His Goodness.
 - 1. They had been delivered through Joseph, Moses, etc.
 - B. Defiance of leaders.
 - 1. Moses and Prophets.
 - C. Rejection of Son.
- D. From standpoint of God.
 - 1. We see various obstacles which the grace of God has to overcome in bringing salvation to his people:
 - A. Famine in the land of promise.
 - B. Enslavement in the land of refuge.
 - C. Death of God's leaders.
 - D. Derelictions of God's people.
- E. From standpoint of Christ.
 - 1. Witnessed.
 - 2. Stood up.
 - 3. Faithful.

* Above thoughts taken from Expository Preaching Without Notes, by Koller, as found in Homiletics, by J.J. Turner.

10. Selecting a theme from the text.

- A. The proper wording of a theme is very important.
- B. Suggestions to follow in choosing a theme.
 - 1. Know your theme thoroughly.
 - 2. Be sure the people you preach to can readily understand it.
 - A. No reason to preach "over their heads."
 - 3. Do not let your theme be a trivial one.
 - 4. Have a definite aim in the treatment of your theme.
 - A. Aim for that theme.
 - 5. Do not choose a theme that is not in accord with your experience, and which you have no mental sympathy.
 - A. The sermon, "Ten Commandments For Raising Kids" is not one that should be preached by a man with no children.
 - 6. Your theme should be suitable to time, place, and occasion.

- C. Steps in choosing a theme from a text.
 - 1. Choose a subject of interest to you, and one that can be made interesting to those to whom you will preach.
 - 2. Don't try to cover the whole subject.
 - A. Select one specific part for your central idea.
 - 3. In the introduction, phrase the central idea into a purpose sentence so you will know where you are going.
 - A. It also helps the "audience" to know where you are headed.
 - 4. Study and research all available source materials.
 - A. What have I read on this subject?
 - B. What have I observed that will throw light on this subject?
 - C. What have I ever thought on this subject?
 - D. What have I gathered on this subject?
 - 5. Organize and arrange the material into a list of main points.
 - A. Characteristics and qualities of a good arrangement.
 - 1. The theme must be concentrated upon.
 - 2. The divisions of a sermon should have a logical connection and sequence the one with the other.
 - A. There should be fluid movement between each point.
 - 3. Remember that all parts of a sermon are not of equal importance as to time or honor.
 - B. The arrangement into outline form.
 - 1. It is conceded that a sermon needs an outline just as a man needs a skeleton.
 - 1. Outline form or structure (can be varied):
 - A.
 - 1.
 - A.
 - 1.
 - A.
- C. How to support assertions or facts.
 - 1. By the use of facts and figures.
 - 2. By specific instances.
 - 3. By illustrations.
 - 4. By comparison.
 - 5. By testimony from authority - the Bible, etc.
- D. The arrangement in outline form of facts and assertions.
 - 1. Assertion (First level)
 - A. Assertion (second level)
 - 1. Assertion - supporting material.
 - 2. Supporting material
 - A. Sub-supporting material.
 - B. Etc.

11. THE PREACHER'S VOCABULARY.

- A. Vocabulary tests play a great role in determining one's mental age or general intelligence in the secular field.
- B. The preacher who seeks to be successful needs to develop a rich vocabulary.
 - 1. It is an asset in the pulpit, enabling the preacher to project an idea from his own mind into the minds of others without blur.
 - 2. We must not confuse a good vocabulary with "big, or fancy words".
 - A. We don't want to use "big words" just to impress people with how "smart" we are.
 - B. We want to use proper words that people can understand.
- C. In building a vocabulary keep the following things in mind:
 - 1. Accuracy is very important.
 - A. There are three books that the preacher needs to have close to his desk:
 - 1. The Bible.
 - 2. A concordance.
 - 3. A dictionary.
 - A. You may want both a Bible and secular dictionary available.
 - B. You cannot afford to pass over an unfamiliar word without looking it up.
 - 1. How is it spelled?
 - 2. How is it pronounced?
 - 3. What does it mean?
 - B. Accuracy contributes to force.
 - 2. Clarity is important too.
 - A. Use always the shortest, simplest, most familiar word that exactly fits.
 - B. This does not limit the preacher to a small vocabulary.
 - C. People like to be addressed in language they can understand.
 - 1. When Jesus spoke, "The common people heard him gladly" - Mark 12:37.
 - 2. In the Sermon on the Mount, approximately four-fifths of the words are of one syllable.
 - 3. Refinement is of utmost importance.
 - A. The preacher needs to draw heavily upon simple vocabulary words based on "Basic English", but let him not descend to the crudities of "Pidgin English" or gutter slang.
 - B. Pure, dignified English, however simple the vocabulary, will reach the people on "both sides of the tracks".
 - C. When the apostle Paul spoke of being "all things to all men", that he might "by all means save some" (1 Corinthians 9:22), he was not speaking of a departure from good taste or good grammar.
 - D. Your style should be such that the hearer will attend only to the thought, without considering that you have any style.

12. PRESENTATION AND DELIVERY OF THE SERMON.

- A. After you have given much prayer and time to preparing your sermon, you are confronted with the important step of presenting the lesson.
 - 1. The question is, "will the sermon be delivered or not?"
 - 2. Simply because the preacher stands and talks doesn't assure one that the message will be received by the hearers.
- B. The "delivery" of a sermon is a difficult task.
 - 1. It should be clear that delivery must be given an important place in sermon preparation.
 - 2. A good presentation should include many factors.
 - A. Let's notice some of the following factors:
 - 1. The preacher's personality.
 - A. It should be understood that delivery actually begins within the speaker.
 - 1. A speaker cannot hide his emotions, what he feels; believes as a person will be seen through his eyes, his face, his voice, his gestures, his posture, and attitude toward the congregation.
 - A. He must be an example of love and compassion.
 - B. The audience knows that he cares.
 - C. They "see" a sermon before they "hear" it.
 - B. The preacher needs to be a man of poise with emotional stability.
 - 1. He must overcome stage fright.
 - 2. His ego must be crucified.
 - 3. It is easy for others to see our true attitude.
 - A. Don't think it won't show through.
 - C. The preacher must be himself.
 - 1. All rules must be considered in this light.
 - 2. Avoid the "holy tone".
 - 3. However, don't neglect voice development.
 - D. He must have a good understanding of vocal production.
 - 1. Respiration (the act of breathing).
 - 2. Phonation (air passes from the lungs through the vocal cords, or folds contained in the larynx, sounds are made).
 - 3. Resonation (once the tone has been formed in the voice box, it is amplified and resonated in the cavities of the throat, nose, head, and mouth.)
 - 4. Articulation (process of speech production. The tongue, teeth, and lips are used to shape sounds into words.)
 - 2. Some general facts to remember.
 - A. Here are four things that all of us do unconsciously in earnest conversation.
 - 1. But do you do them when you are talking in public?
 - A. Most people do not.

- B. Do you stress the important words in a sentence and subordinate the unimportant ones?
 - 1. Do you give almost every word including the, and, but, approximately the same amount of attention, or do you speak a sentence in much the same way you say MassaCHUsetts?
- C. Does the pitch of your voice flow up and down the scale from high to low and back again - as the pitch of a little child does when speaking?
- D. Do you vary your rate of speaking, running rapidly over the unimportant words, spending more time on the ones you wish to make stand out?
- E. Do you pause before and after your important ideas?
 - 1. Dale Carnegie, Public Speaking, p. 155, Association Press.
- C. Remember, words are your stock and trade.
 - 1. Therefore, your words should be clear, simple, exact pictures and active.
 - A. These are essential because of conversational style.
 - 2. Some things which prevent good word usage:
 - A. A lack of grammatical knowledge.
 - B. Laziness.
 - C. Poor habits developed over the years.
 - 3. Try to eliminate nasality, throatiness, breathiness, raspiness, squeakiness, harshness, thinness, and monotones.
 - 4. Try to avoid common errors in English.
 - A. Use the proper word (know its meaning).
 - B. Be careful of tenses.
 - C. Work on a good vocabulary.
 - D. Spend time reading English books designed to improve your speaking ability.
- D. Various barriers to a good delivery.
 - 1. Review material on audience obstacles.
 - 2. Some caused by the preacher are:
 - A. Trying to be overly elegant.
 - B. Making his lesson overly simple.
 - C. Trying to be too psychological.
 - D. Being too egocentric.
 - E. Being too dogmatic.
 - F. Being too theoretical.
 - 3. Over persuading.
 - A. Receptivity must be established.
 - B. Readiness depends on:
 - 1. Freedom from distraction by inner preoccupation.
 - 2. The relationship between this new idea and the idea presently held.
 - 3. The effect the new idea has on self-image.
 - C. Don't "browbeat".

4. Don't Forget Satan.
 - A. Luke 8.
- E. Four keys for holding attention.
 1. Stick to the point.
 2. Space your ideas by keeping your lesson short.
 - A. This gives your listeners time to think about each idea as it is presented.
 3. Don't tell the other person what he already knows.
 4. Use concrete words whenever possible.
 - A. You should illustrate all abstract words.
- F. Work on making proper gestures in the pulpit.
 1. Gestures are the movements of the hands, body, or face.
 - A. Good gestures illustrate or emphasize what is said, strengthening and clarifying it.
 2. Gestures may be made in some of the following ways:
 - A. Count points on your fingers.
 - B. Point with full arm extended to some object or in some direction.
 - C. Outline with his hands and arms contrasting sizes or shapes.
 - D. By face mimic, a grimace.
 - E. Simulate some action, such as throwing a ball: with his or your body, etc.
 3. Some things to avoid in making your gestures:
 - A. "The pugilist."
 1. Stand with clenched fists and whirling arms.
 - B. "The village blacksmith."
 1. Pounding the Bible or pulpit.
 - C. "The tailor's dummy."
 1. No movement - stand motionless.
 - D. "The thumb twiddler."
 1. Hands clasped over the pulpit, etc.
 - E. "The flyaway."
 1. Only motion is stretching out of both arms.
 - F. "The button twirler."
 1. Caused by nervously fumbling with a button on your coat.
 - G. "The heel."
 1. The rising first on toes, then heels.
 - H. "The swing-and-sway."
 1. Rock from side-to-side.
- G. Remember these facts:
 1. Do not be half-hearted in your gesturing.
 2. Carry the gesture through to the end.
 3. Be sure they are in harmony with your speech rate.
 4. Practice before a mirror.
 5. Work for the "natural" look.
 6. Work-work-work on them.

13. THE ART OF ILLUSTRATING SERMONS.

- A. Definition: (Webster)
 - 1. "An example, analogy".
 - 2. "Used to help explain".
 - 3. "A picture diagram".
 - 4. "Used to decorate or explain something".
- B. Biblical Example.
 - 1. Jesus used many illustrations.
 - 2. Peter, Paul and others used illustrations.
- C. Some Cautions.
 - 1. Use good taste.
 - 2. Be careful of source.
 - 3. Don't pass off as "your" experience unless it actually happened to you.
 - 4. Be sure it illustrates the point.
 - A. Don't use illustrations just for the sake of using illustrations.
 - 5. Don't use too many.
 - 6. Be sure you understand the illustration.
 - A. If you don't, they won't.
- D. Sources of Illustrations.
 - 1. Personal experience
 - A. Use caution here so as not to leave the impression that you are bragging, etc.
 - 2. Newspaper, magazines, etc.
 - 3. Books of sermon illustrations.
 - 4. Look-listen-think illustrations.
 - 5. Bible, commentaries, etc.
 - 6. Internet sources.

13. TYPES OF SERMONS

- A. An expository sermon derives its outline and entire thought from the text while the textual sermon derives its outline from the text.
- B. The topical sermon traces a topic through the Scriptures.
- C. A biographical sermon follows the life of someone found in the Scripture and seeks to learn what lessons we can from their life.
- D. An evangelistic message seeks to explain to the audience what they must know to be saved.
- E. An exhortatory message will seek to move the believers to a deeper obedience of the Scriptures.

CONCLUSION:

- 1. In a " nutshell", let's sum it all up this way:
 - A. Move around while you are preaching.
 - B. Don't be glued to your notes - be familiar with them.
 - C. Use your hands wisely - don't let them stay in your pocket.
 - D. Add a touch of humor to your message.

- E. Use situation appropriate language.
- F. Have a balance of conviction and encouragement in your message.
- G. Relate with the congregation you are speaking to.
- H. Speak clearly so you can be understood well.
- I. Slow down and let the congregation swallow your words.
- J. Use body language to help communicate your message.
- K. Don't be afraid to be self-revealing.
- L. Use a variety of teaching methods in your presentation.
- M. Avoid crash landings in your concluding words.
- N. Don't neglect the conclusion - it's the most important part!
- O. Give plenty of time for the congregation to turn to the passage.
- P. Illustrate your points, when possible.
- Q. Capture your audience with your eyes.
- R. Don't be tense but use emotion.
- S. Be dramatic when telling stories and reading Scripture.
- T. Speak with passion; truly believe in what you are saying.
- U. Use an object lesson when appropriate.
- V. Avoid the "preaching mode" and aim toward speaking from your heart.
- W. Have a good passage of Scripture and develop the message around it.
- X. Allow your message to flow from point to point.
- Y. Re-emphasize and highlight your points at the end of the message.
- Z. Use vocal inflections to enhance your presentation.
 - a. Make your message appropriate to those in the congregation.
 - b. Get that frown off your face - put a smile in its place.
 - c. Don't get trapped in the "comfort zone", move outside its parameters.
 - d. Be confident when holding the Bible knowing full well that you are holding God's two-edged sword.
 - e. Challenge the congregation directly.
 - f. Catch the attention of the congregation immediately.
 - g. Follow the example of Jesus and show compassion as you speak.
 - h. Shh.... use silent breaks in your message.
 - I. Hide your anxiety - don't let them know you are nervous.

Much of the material in this outline is an adaptation of brother J.J. Turner's material on Homiletics, Syllabus Series, School of Biblical Studies, White's Ferry Road church of Christ.