**Writing Yourself Clear**

**The Frank Ray Preaching Conference**

**H.B. Charles, Jr. | Pastor-Teacher**

**July 5-7, 2023**

Not all preachers write out their sermons, nor do preachers who write out sermons write out every sermon, but the discipline of preparing a manuscript improves preaching. Writing scrapes the fungus off our thought, arranges our ideas in order, and underlines the important ideas. – Haddon Robinson, *Biblical Preaching*, p. 184

***Why should a preacher write a full sermon manuscript?***

There are five reasons why a preacher should write out a full sermon manuscript:

* **Clarity**:

Clarity is the most important aim of the preacher’s life. This is because of the nature of Scripture itself. Scripture is designed to reveal. It claims its own clarity. Therefore, the most foundational element of any biblical communication is clarity. Nothing happens without clarity. – John MacArthur

* Purpose:

* Unity:
* Movement:
* **Precision**:

*A word fitly spoken is like apples of gold in a setting of silver. –* Proverbs 25:11

*Besides being wise, the Preacher also taught the people knowledge, weighing and studying and arranging many proverbs with great care. The Preacher sought to find words of delight, and uprightly he wrote words of truth. The words of the wise are like goads, and* ***like nails firmly fixed*** *are the collected sayings; they are given by one Shepherd.* – Ecclesiastes 12:9-11

*Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. –* 2 Timothy 2:15

* **Style**:
* Be clear:

Clarity is its own style. – R. Kent Hughes

* Be simple:
1. Make your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ choices simple.
2. Make your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ structure simple.
* Be authentic:
* Be interesting:
* Be imaginative:
* **Posterity**:
* Writing sermons manuscripts aids the preacher’s process of ongoing learning and continual growth.
* Writing sermon manuscripts helps the preacher to be a good \_\_\_\_\_\_\_\_\_\_\_\_\_ of what he has learned.
* Writing sermon manuscripts equips the preacher to take advantage of future preaching \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **Memorization**: Writing and rewriting (or editing) a sermon manuscript is key to helping a preacher to preach without notes in the pulpit.

***What elements should go into a sermon manuscript?***

The *process* of writing a manuscript is as important as producing the manuscript. Writing a manuscript helps the preacher think through the message and capture it in specific words. The manuscript can then become a tool for reviewing, relating, and rehearsing the message. It can be filed or kept in some form for future reference as well. But before you preach, it is critical that you have a *vital biblical message*, not just a written manuscript to present. – Stephen F. Olford & David L. Olford, *Anointed Expository Preaching*, p. 157

* **The Introduction**:
* Then:
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ context

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* Now:
1. What is the FCF: *Fallen Condition Factor* (Bryan Chapell)?

The FCF is the mutual human condition that contemporary believers share with those to or for whom the text was written that requires the grace of the passage. – Bryan Chapell, *Christ-Centered Preaching*, p. 42

1. What is the *drama* of the text?

Regardless of the genre, each text was written to a certain situation to address a certain need, relay a certain lesson or capture a particular moment of God’s providence. There are so many theologically dramatic elements in every section of Scripture that you couldn’t exhaust then in ten sermons, much less one. – Byron Forrest Yawn, *Well-Driven Nails*, p. 91

1. Establish the CIT: *Central Idea of the Text*

For the sermon, as a living word from God to his people, should make its impact on them then and there. They will not remember the details. We should not expect them to do so. But they should remember the dominant thought, because all the sermon’s details have been marshaled to help them grasp its message and feel its power. – John R.W. Stott, *I Believe in Preaching*, p. 225

* Always:
1. Write out your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Write out your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sentences.

* **The Outline**:
* Explanation of the text:

The point in the outline will represent the essence of the textual truth that is being declared and explained at this time in the sermon. The preacher will be limiting himself at this point to that section, verse, sentence, clause, phrase, or word that supports, expresses, demonstrates, represents, declares, indeed authorizes the truth or point being made. The preacher will focus in on that part of the text and expose it to the people. Rereading the text may be called for. Helpful rephrasing of difficult word or sentences may be useful. The preacher wants the people to grasp the flow of thought within this specific section of the text. Helpful expository insights that clarify and picture the meaning of significant words can be offered. The goal is to explain the text, and explain it in a way that will open it up to the hearers, depending always on the Holy Spirit to do the work only He can do. – Stephen F. Olford & David L. Olford, *Anointed Expository Preaching*, p. 165

* Correlation of the text:

The infallible rule of interpretation of Scripture is the Scripture itself; and therefore, when there is a question about the true and full sense of any Scripture (which is not manifold, but one), it must be searched and known by other places that speak more clearly. – The Westminster Confession of Faith

* Illustration of the text:
1. Write out your illustrations completely.

1. Do not read illustrations in the pulpit.
2. Make sure your illustrations illustrate!
3. Be ethical in your use of illustrations.
* Use biblical illustrations with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Use contemporary illustrations with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Use personal illustrations with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Application of the text:
* **The Conclusion**:

An experienced pilot knows that landing an airplane demands special concentration, so an able preacher understands that conclusions require thoughtful preparation. Like a skilled pilot, you should know where your sermon will land. – Haddon Robinson, *Biblical Preaching*, p. 175

* Conclusion:
* Summation:
* Climax:
* Challenge:
* Invitation:
* Celebration:

***Should a preacher take a full manuscript to the pulpit?***

* There are advantages and disadvantages to any method that you use in pulpit delivery.
* A preacher should not be neurotic about whether he takes notes to the pulpit or not.
* The goal of sermon delivery is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* A preacher should write out a full manuscript, regardless of what he takes to the pulpit.
* If you take a full manuscript to the pulpit, you should be familiar enough with it that you are not a slave to the manuscript.
* I recommend that a preacher write out a full manuscript and then prepare a smaller set of notes to take to the pulpit.

**Basic Tips for Sermon Delivery**

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There are some preachers you can listen to, some preachers you can’t listen to, and some preachers you must listen to. – Anonymous

***What are the basic elements of a compelling preaching?***

1. **Biblical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I charge you in the presence of God and of Christ Jesus, who is to judge the living and the dead, and by his appearing and his kingdom: preach the word; be ready in season and out of season; reprove, rebuke, and exhort, with complete patience and teaching.* – 2 Timothy 4:1-2

1. **Strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Preaching is compelling to young secular adults not if preachers use video clips from their favorite movies and dress informally and sound sophisticated, but if the preachers understand their hearts and culture so well that listeners feel the force of the sermon’s reasoning, even if in the end they don’t agree with it. – Tim Keller

1. **Divine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*And also for me, that words may be given to me in opening my mouth boldly to proclaim the mystery of the gospel, for which I am an ambassador in chains, that I may declare it boldly, as I ought to speak.* – Ephesians 6:19-20

***Here are ten practical tips for effective sermon delivery:***

1. Guard Your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

There were three rules of ancient Greek rhetoric:

1. LOGOS:
2. PATHOS:
3. ETHOS:

*Now in a great house there are not only vessels of gold and silver but also of wood and clay, some for honorable use, some for dishonorable. Therefore, if anyone cleanses himself from what is dishonorable, he will be a vessel for honorable use, set apart as holy, useful to the master of the house, ready for every good work*. – 2 Timothy 2:20-22

1. Respect the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Pulpit.
2. Bond with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Corporate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Personal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Physical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Opening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Divine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Have a well-prepared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.* – 2 Timothy 2:15

1. Think yourself \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Read yourself \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Write yourself \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Pray yourself \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Communicate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. SPEECH:
7. Speak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Speak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. Speak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. TONE:
11. PACE:
12. PAUSE:
13. VOLUME:
14. Monitor Non-Verbal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
15. EYE CONTACT:
16. FACIAL EXPRESSIONS:
17. BODY LANGUAGE:
18. PHYSICAL GESTURES:
19. STAGE MOVEMENT:
20. Eliminate Unnecessary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
21. SOUND:

1. LIGHTS:

Great words spoken in darkness quickly become invisible, as well as inaudible. – Calvin Miller

1. PODIUM:
2. SEATING:
3. TEMPERATURE:
4. Invite Congregational \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. Preach with a spiritual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. A burden for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Scripture.

*Every word of God proves true; he is a shield to those who take refuge in him. Do not add to his words, lest he rebuke you and you be found a liar.* – Proverbs 30:5-6

1. A burden for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the congregation

To love to preach is one thing, to love those to whom we preach quite another.

– D. Martyn Lloyd-Jones

1. A burden for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of God.

*For from him and through him and to him are all things. To him be glory forever. Amen.*

– Romans 11:36

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