



### **Proclamation Guidelines**

*Full Elder, Provisional Elder, Associate Member, Local Pastor, Transfer Applications*

#### **Required Components:**

1. Link to YouTube or VIMEO video **of the whole service with a time stamp of where your sermon begins on the video**
2. Manuscript of your sermon
3. Exegetical Notes
4. Your responses to Proclamation questions
5. Bible Study – *FOR FULL CONNECTION ONLY*

#### **1. Video**

As you prepare your material for the District Committee on Ordained Ministry and the Florida Conference Board of Ordained Ministry, we want to see your best efforts. We suggest that you not wait until the last minute before the application deadline to record your service. Rather, you should videotape several services throughout the year and submit the one you feel represents your best work.

**. You may preach from any biblical text. You should present a recent sermon, preferably from the year in which you apply but no earlier than October 1 of the year prior to your application.**

Please briefly describe your rationale for selecting your text in relation to the congregation/context. Also, include basic information regarding your context (including number of attendees, average age, and any other helpful information).

#### **A good sermon will have the following parts:**

- **Introduction:** The introduction should get your congregation's attention and give the background to fully receive your message.
- **Body:** Develop your main points (with appropriate illustrations) in a logical and comprehensive way with transitions between points.
- **Conclusion:** The sermon should conclude in a way that supports your purpose statement and relates the scripture passage to everyday life. If the sermon doesn't call for an action on the part of the congregation in response to the sermon, then it has just been a nice speech.

Upload your video to YouTube or Vimeo and submit the video link via UMCARES. **Please also include a time stamp of where your sermon begins in the video.** Be sure to watch the video for quality after you upload it. The video must provide good lighting and a visual focus at a

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distance that will clearly show your body language, facial expressions, and gestures. The audio must be loud enough and of a quality that it can be clearly understood. Practice ahead of time. Make sure that you are speaking directly into a connected microphone, if that is needed, to provide proper audio quality. **There is also a need for the review committee to see the congregation as a part of the video while you are preaching.**

**IMPORTANT:** Keep a master copy of your video.

## 2. Manuscript

Submit one copy of your manuscript. Upload it to UMCARES in **PDF format**. **Be sure your name, the sermon title, and the date it was preached is included on every page.** The manuscript must be of high quality and checked for proper grammar and spelling. We will be evaluating your writing/communication skills. *A manuscript is not a transcript.* A transcript is a verbatim account of what you actually said; a manuscript is the written sermon you prepare before you preach. We are interested in reading a stand-alone document that is well prepared and demonstrates your ability to write. Follow the BOM Writing Guidelines including appropriately citing references. It is not required that you take your manuscript into the pulpit unless that is the style with which you are most comfortable. We want to see your best preaching effort in the style of delivery you normally use.

## 3. Exegetical Notes

Exegesis is the process by which the preacher meditates on, and studies the text. This process is the foundation for the sermon because if the sermon doesn't reflect the intent of the text based on thorough exegesis, then the final product is merely a speech about what the preacher believes. A preacher uses exegesis and the exegetical process to ensure that they are being faithful to the text and are preaching the Word of God and not something else. *The purpose of this requirement is to ensure that the candidate knows how to do proper exegesis.* The exegetical notes are to reflect the information that you learned during sermon preparation.

**Upload a copy of all your exegetical notes to UMCARES in PDF format.** These notes must be typed. They must be referenced properly. List all of the resources you used. Although there is no requirement as to the number of sources that you use, a good rule of thumb would be that you consult at least 2 – 3 external, secondary sources as references. Finally, exegetical notes should not simply be photocopied or re-typed notes from commentaries. Your notes should show us the process of how you studied the text and interacted with related commentaries and sources.

### **Expectations:**

- Local Pastor: The Preacher demonstrates:
  - Structure that shows logical flow and is focused on a specific purpose.
  - A clear fulfillment of the purpose statement.
  - Content that is biblical, practical, and is consistent with Wesleyan Theology.
  - Delivery that is effective, engaging, and authentic.

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- Inspiration by the Holy Spirit.
- Provisional Elder (or Deacon if submitting a Sermon): In addition to the Local Pastor Expectations, the Provisional Elder will demonstrate theological depth, exegesis and biblical insight reflective of a master's degree learning.
- Full Connection Elder (or Deacon if submitting a Sermon): In addition to the Local Pastor and Provisional Elder Expectations, maturing in preaching will be evident in the Full Elder. The Full Elder will demonstrate confidence and presence in delivery and will show an ability to take complex theological concepts and bring them alive to the congregation.

#### **4. Proclamation Questions – 2 Parts**

Answer the Proclamation Questions below and upload as a PDF Document that includes your name, the sermon title, and the date it was preached, on every page. **Your responses should be in Arial 11pt font and follow the BOM Writing Guidelines including appropriately citing references.**

Part I: Limit answers to the following questions below in regard to the videoed full worship service to a maximum of 2 pages, plus the outline/order of worship.

1. Briefly describe the context of the service (when, where, the life of the congregation, pertinent recent events, leadership considerations).
2. What is the sermon title and text?
3. Why did you choose to preach from this text?
4. Write a *one sentence* purpose statement for this sermon.
5. What did you want the hearers to do as a result of this message?
6. Give a brief outline of the service. This could be a bulletin, an order of worship, a flow sheet from Planning Center, etc.
7. After viewing the video, what is your personal evaluation of the service? How were the worshippers shaped and formed by the worship service? Why was the music selected? How did the music, announcements, benediction, and/or other parts of the service enhanced or detract from the flow and purpose?

Part II: Limit answers to the following questions below to 5 or 6 pages.

8. What is the purpose of preaching?
9. What is the role of proclamation at a wedding and a funeral?
10. How is a sermon different from a speech (ex. TED Talk) or devotion?

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11. How do you generate ideas for sermons and/or series, and how do you contextualize those ideas or sources for your specific community?
12. Who are some impactful preachers and non-preacher communicators you listen to, read, or learn from? What have you learned from them about preaching and communication?
13. **FULL CONNECTION ONLY:** Describe a challenging preaching experience, why it was challenging, and how you handled it.

#### **5. Bible Study – FOR FULL CONNECTION ONLY**

Plan and teach a Bible Study on a book of the Bible or a topic such as, but not limited to: *The Sermon on the Mount, Call Stories, Parables, Life of a Bible Character, The Least Last and Lost, or Healing Stories.*

- The study should be a minimum of four sessions.
- Present your plan, an outline of all sessions, and a self-evaluation of the Bible Study.
- Follow the BOM Writing Guidelines.
- Do not use a prepared or “canned” Bible Study.
- This requirement is to demonstrate your creativity in how to teach God’s Word to somebody else.

Answer the following questions related to your Bible Study.

1. Purpose statement: What you hope the class members will experience or discover?
2. Texts to be covered.
3. Teaching methods that you will use.
4. Describe the flow of the class.
5. What resources/supplies will you use?
6. Describe the setting of the Bible Study.
7. In one page evaluate the lessons you taught. Strengths? Growth areas? What could you have done to make the lesson clearer? Did you communicate to the participants the key concepts of the study?

In addition we ask you to provide us with one session of your detailed lesson plans. This should be 4-6 pages in length — include learning goals, teaching strategies, and aids. Videotape this lesson and upload it to YouTube or Vimeo and provide the link. Your video should be approximately 20 minutes of the class. We would like you to focus on the teaching and discussion portion. You do not need to record the prayer time, announcements, etc. **Please make sure you have permission to record the class either verbally on the tape, or upload signed consent forms with your submission.**

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