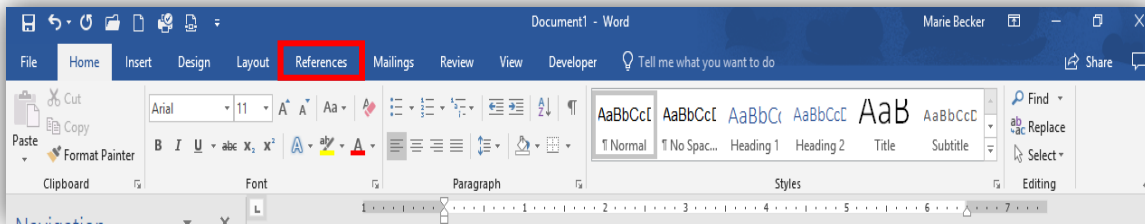


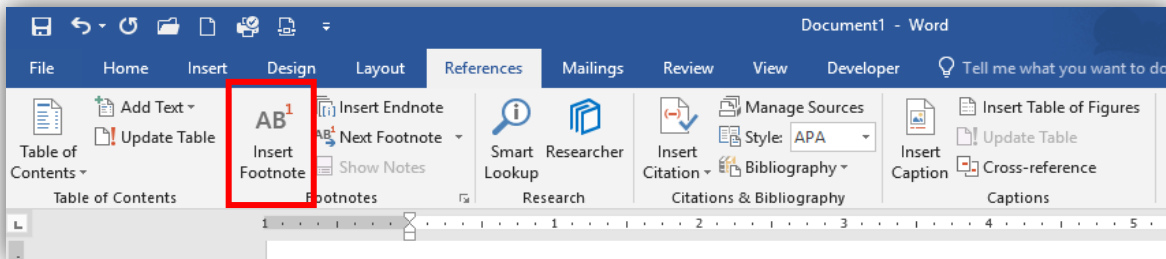


How to Use the Footnote Feature in Microsoft Word (PC)

Place the cursor at the position where you need to add a footnote in your document.
Select “References”



Select “Insert Footnote”



A superscripted number will appear at the cursor. A line and corresponding number will appear at the bottom of the page. You may type or paste the footnote next to the number.
If you edit the text, the footnotes will move correspondingly.

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. ¹ 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.

¹ Type footnote here

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