

INSTRUCTIONS FROM THE SERMON REVIEW COMMITTEE TO CANDIDATES FOR PROVISIONAL MEMBERSHIP

Each candidate for provisional membership in the Baltimore-Washington Conference must submit a video of a sermon delivered during a service of worship.

The deadline for the sermon is October 7, 2016.

We suggest that you video the sermon well in advance of the deadline so that you will have time to review it and, if necessary, video another sermon to send in by the deadline if something goes wrong the first time.

CONTENT AND DELIVERY:

- Your sermon should be delivered during an actual service of worship.
- The text for your sermon should be the lectionary text for that date or occasion. Include on the video the reading of the scriptural text for the sermon.
- Your delivery should be in your usual style. If you usually use a manuscript, use one for this sermon. If you usually work without a manuscript, then don't use one. Likewise, if you usually move around or move out of the pulpit, do so for the video; just be sure your camera operator can follow you.
- Your sermon will be evaluated on the elements included on the evaluation form found with these instructions.

VIDEO:

- The video should have the highest possible sound and video qualities. A video that is difficult to follow visually or to hear clearly WILL NOT BE REVIEWED. If you're not sure, have someone else review the video for you BEFORE you send it in.
- Send in your very best product.
- Please use a DVD and make sure that it is formatted so that it will play in any DVD player not just a file playable on a computer. The best would be to send both formats on the DVD.
- The video camera should be stationary, on a tripod or braced firmly against a non-moving object, unless you are moving around out of the pulpit. Hand-held cameras tend to produce a video that wavers, making it difficult to follow. (It's easy to develop motion sickness watching such a video.)
- Church lighting can make videotaping a sermon difficult. Be sure to make the necessary adjustments to the lighting so that the reviewers can see the preacher clearly (back light from a window behind the preacher is the most common lighting obstacle).
- The camera should be focused on the preacher's face and upper body during the sermon delivery. It is OK to zoom slowly in from the sanctuary at the beginning and out at the end. During the sermon, the focus should remain as fixed as possible.
- If the preacher leaves the pulpit to preach, the camera should follow the preacher, keeping the preacher's face in view as much as possible.
- Be sure that the sound is of highest quality. The preacher should wear a microphone; ideally, the microphone should feed directly into the video camera (ambient sound from the speaker is very difficult

to understand). Position the camera so that ambient noise and noise from the congregation is minimized.

- Please divide the service into sections on the DVD.

The reviewers are interested only in

- the scripture
- the sermon

WHAT TO SEND:

- One copy of your video sermon, in sections, so that the reviewers can cue the service at the start of the scripture reading with the sermon immediately following the scripture or cuable from a chapter break.
- If you routinely use a manuscript, include one legible copy of the manuscript (in English).
- If you do not use a manuscript, include a typed transcript (in English) of your sermon.
- Append a list of the sources you used for exegesis and sermon preparation
- One copy of the bulletin for the service at which you preached the sermon.
- A short synopsis of the context you are delivering your sermon in (congregational makeup, number attending, any special circumstances for the day, etc.)
- Everything should be sent together in one package.
- **We suggest that you ask the Post Office or delivery service to provide you with a confirmation of delivery;** things have been known to go astray.
- If you hand deliver your material we suggest you ask for a receipt of delivery with date and time and signature.
- We will NOT check the contents of your package for completeness or video quality until it is reviewed, so if you leave out something, we won't know in time to tell you to supply the missing material.

WHERE TO SEND IT:

Board of Ordained Ministry
Sermon Review Committee
c/o Rev. John Nupp
Baltimore-Washington Conference Mission Center
11711 East Market Place, Fulton, MD 20759.

We must RECEIVE your material by the deadline.

You will be notified of the results as soon as it is reviewed. Please be patient.

CANDIDATES WHO FAIL TO COMPLY WITH THESE INSTRUCTIONS JEOPARDIZE THEIR ELIGIBILITY TO ATTEND THE EXAMINATION.

NOTE: Please note that you must have passed the Sermon Review for Provisional Membership in order to be invited to the Provisional Member Examination.

Baltimore-Washington Conference
The Board of Ordained Ministry Sermon Review Committee

Candidate: _____

Sermon Title: _____

Sermon Text: _____

Each evaluative statement will be rated from 1 to 5 with 5 being the maximum score and with no decimal gradients. **Possible score is 100 with 70 required to pass.**

A. SERMON:

1. The sermon has a discernible theme. _____
2. The sermon is based on the Biblical text. _____
3. The sermon brings out the “good news” of the Gospel. _____
4. The sermon is well constructed. _____
5. The sermon has direction and is easy to follow. _____
6. The Scriptural Truth was exegeted in a helpful way. _____
7. The sermon included appropriate, clear and imaginative Illustrations. _____
8. The sermon is grammatically correct. _____
9. The sermon employs Inclusive Language _____
10. Theological issues were understandably identified and addressed. _____
11. The concepts preached were consistent with both the historic Christian Faith & United Methodist Doctrine. _____
12. The sermon brought a fresh perspective to the hearer. _____
13. The sermon challenged the congregation to move to a more faithful Discipleship. _____

B. CANDIDATE:

1. The candidate demonstrated effective and persuasive Communication skills. _____
2. The candidate displayed conviction/passion. _____
3. The candidate appears confident and at ease. _____
4. The candidate maintained proper eye contact. _____
5. The candidate exhibits potential for effective service through preaching. _____
6. The candidate avoided distracting behaviors. _____
7. The candidate appeared to be equally convicted of what they were preaching. _____

TOTAL SCORE: _____

Constructive comments/suggestions/notes:

Evaluation Team: _____

Date: _____