

**INSTRUCTIONS FROM THE SERMON REVIEW COMMITTEE
TO CANDIDATES FOR FULL MEMBERSHIP**

The following is due by August 7, 2017

Return to the Rev. John W. Nupp

Each candidate for full 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 **August 7, 2017**. We suggest that you record the sermon well in advance of the deadline so that you will have time to review it and, if necessary, record another sermon to send in by the deadline.

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 following elements of which you must score a total of 70% out of 100% to pass:
 - Dealing with the text.
 - Sermon construction (organization, direction, and how easy it is to follow).
 - Relating the text to the contemporary situation.
 - Communication with the listener
 - The Candidate's overall fitness, potential and promise for effective ministry as demonstrated by the sermon's content and the preacher's delivery.
 - Grammar, syntax, inclusive language and other such considerations.

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. Send in your very best product.

- ◆ Please use DVD, memory stick, or other similar media storage.
- ◆ The video camera (or smartphone, tablet, or similar device) 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 recording a sermon difficult. Be sure to make the necessary adjustments to the lighting so that the reviewers can see the preacher clearly.
- ◆ The camera should be focused on the preacher's face and upper body during the sermon delivery.

It is okay 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. If possible, the preacher should wear a microphone; ideally, the microphone should feed directly into the video camera. Position the camera so that ambient noise and noise from the congregation is minimized.
- ◆ Please divide the service into sections on the media storage device. The reviewers are interested in only the scripture and the sermon, not the entire service.

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.
- ◆ 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.

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, 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 W. 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 within 2 months. Please be patient.

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

NOTE: Some of you have taken advantage of the opportunity to submit your sermon requirement for the Full Member Exam early. Some of you are returning Full Member Exam candidates and have previously passed the sermon. Once the sermon for the Full Member Exam has passed, there is no need to repeat it, unless you would like to try for a higher score. **Please note that you must have passed the Sermon Review for Full Membership in order to be invited to the Full Member Examination.** You should receive a response from the committee within 2 months. Please be patient.