



Baltimore-Washington Conference

Board of Ordained Ministry

THE UNITED METHODIST CHURCH

Full Member Sermon Review Instructions

Early Submissions May 1 - July 1

Regular Submissions July 1 - September 1

Each candidate for full membership in the Baltimore-Washington Conference must submit a video of a sermon delivered during a service of worship. The due date for the sermon is September 1. We suggest that you video record the sermon well in advance of the due date to avoid technical difficulties or other unforeseen problems. If you submit your sermon by our “early submission” due date of July 1 and do not pass, you will be permitted to submit one additional sermon by September 1 for evaluation.

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. The video must include the reading of the scriptural text.
- 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 continue as you normally would. Likewise, if you usually move around or move out of the pulpit, do so for the video but ensure the camera operator can follow you.
- A copy of our sermon rubric is available for your review on the Full Member webpage under Sermon Review if you would like to see the types of considerations we use for evaluation. You must score a total of 70% out of 100% to pass. In brief, some examples of the things we are looking for include:
 - Dealing appropriately with the text, and applying that text to contemporary life
 - The ability to inspire the congregation to deeper discipleship and proclaim the ‘Good News’ of the gospel
 - Sermon construction (organization, direction, and how easy it is to follow).
 - 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 audio and video quality. Videos must be clearly visible and audible in order to be reviewed. If you're not sure, have someone else review the video. Submit your best possible recording.

- You will submit the URL of your sermon or worship video. You can use a free service like YouTube to upload your video. The review committee may need to access the sermon at any time during your candidacy period, so please keep your own copy of your sermon video as a backup.
- 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.
- 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.
- If you submit a video of the full service, please note the time where the scripture/sermon happens. The reviewers are interested in only the scripture and the sermon, not the entire service.

HOW TO SUBMIT:

- **Early submissions should be submitted by July 1** using the JotForm link in the FM Checklist.
- **Regular submissions should be submitted by September 1** using the JotForm link in the FM Checklist.
- You must submit 3 items:
 - A link where a reviewer can view your sermon or worship service.
 - If you routinely use a manuscript, include one legible copy of the manuscript (in English). If you do not use a manuscript, send us a copy of whatever you used to deliver your sermon (e.g. outline, memorized transcript, etc.). 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, if that service used a bulletin.

We must receive your materials by the due date. 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.

Once the sermon for the Full Member Exam has passed, there is no need to repeat it. Please note that you must have passed the Sermon Review for Full Membership in order to be invited to the Full Member Examination.