

Instructions from the Sermon Review Committee To Candidates for Full Membership

The following is due by September 1, 2025

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 **September 1, 2025**. We suggest that you video record the sermon well in advance of the deadline to avoid technical difficulties or other unforeseen problems. If you submit your sermon by our “early submission” deadline of July 1, 2025 and do not pass, you will be permitted to submit one additional sermon by September 1, 2025 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. 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.
- ◆ 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
 - ▶ Inspiring the congregation to deeper discipleship, proclaiming 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 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.

- ◆ You can submit your video in any format we can review, including links to an appropriate platform/dropbox. 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. (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.
- ◆ If you send a video of the whole service, please divide the service into sections on the media storage device or note the time where the scripture/sermon happens. The reviewers are interested in only the scripture and the sermon, not the entire service.

What To Upload:

- ◆ One copy of your video sermon, or a link where a reviewer can view it.
- ◆ 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.

How to Submit:

Early submissions should be submitted by July 1st to this Dropbox:

<https://www.dropbox.com/request/nEDWe1ZZ3NW6LPDM7qJp>

Regular submissions must be submitted through the online smapply portal- which will direct you to a Dropbox link. You **MUST** mark the task as “complete,” or your work will not be viewable by the Sermon Review team.

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.

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.**