

**More Outline Forms**  
"Old Friends in New Clothes"

**I. Converting Traditional/Formal Structures to Short Forms**

A. Review of "Formally" Worded Outline Components

1. Formal Proposition and/or Main Point
  - Universal truth in hortatory mode
  - Universal truth based on the text, and an application based on the universal truth
  - Principle + application
2. Formal Outline Structure
  - Principle Consistent Outline=principle clause stays consistent throughout the outline and the application clauses change.
  - Application Consistent Outline=application clause stays consistent throughout the outline and principle clauses change.

B. Fundamentally Reduced Outline

1. The consistent clause (anchor clause) alone becomes the Proposition
2. The changing clauses (magnet clauses) alone become the Main Points

C. Step-by-step Conversion Process:

1. Note which element (principle or application) remains consistent in the outline; i.e., identify the "anchor clause."
2. Develop the concept of the consistent element in the Introduction and Proposition.
3. Create an analytical question or implicational question(s) based on this consistent element (i.e., the anchor clause):  
e.g., who, what, when, where, why, how
4. Answer the question(s) with the developmental clauses (i.e., magnet clauses) which become the Main Points.

[Hint: To enhance unity and flow the anchor clause reappears in the transition between Main Points as the analytical question (e.g., "What is *another reason* that we

should proclaim Christ in all situations?” or “What is *another implication* of knowing Christ is Lord over all relationships?”)

#### D. Results of Using the Reduced Forms

1. A Principle-Consistent Outline in Reduced Form will have:
  - A *principle* for the Proposition and *applications* for the Main Points.
  - The Proposition will say “what is true” and the Main Points will say “what to do”
2. An Application-Consistent Outline will have:
  - An *application* for the Proposition and *principles* for the Main Points.
  - The Proposition will say “what to do” and the Main Points will say “what is true” (i.e., the reasons “why to do it”)

#### E. Goals for Using the Short Forms:

1. Main points should be concise and memorable
2. Subpoints should support or prove their specific Main Point
3. “Rain” key word changes from the Subpoints to tell the Illustration and form the Application

## II. Sermon Requirements for This Semester

- A. Prior to presentation of each sermon you preach, give the instructor a typed manuscript of the entire message (see “Sermon Manuscript and Outline Requirements” handout **and** Example Sermon in Prep and Del Syllabus ; i.e. main points and subpoints indicated, key words boldfaced in illustration and application, etc.).
- B. Prior to presentation of each sermon you should give your instructor *two* outlines of your message:
  - i. A **bare-bones** outline that *only* includes the “formal” proposition and main points (i.e., fully write out both the anchor and magnet clauses as examples in *Prep and Del* Lecture #6).
  - ii. A **pulpit outline** prepared for the actual preaching of the sermon showing the proposition and main points in “fundamentally reduced” structure (i.e., proposition=anchor clause only; main points=magnet clauses only). Pulpit outlines should also show whatever you need to prompt your memory in order to preach (introduction cues, subpoint statements, illustration reminders, application specifics, etc.)

Goal: We prefer that, having carefully prepared the full manuscript to plan what to say, you will preach freely from the “pulpit outline” as empowered by the Holy Spirit. Even if you use your manuscript in the pulpit *this* semester, you must prepare the two outlines described above.

# **PRINCIPLE CONSISTENT OUTLINE**

(Consequential Form)

**Prop: Because Jesus is the only hope of salvation,  
we must present Christ at every opportunity.**

- I. Because Jesus is the only hope of salvation,  
we must present Christ in difficult situations.
- II. Because Jesus is the only hope of salvation,  
we must present Christ to difficult people.
- III. Because Jesus is the only hope of salvation,  
we must present Christ despite our difficulties.

(Fundamental Reduction)

Intro: Develop idea that Christ is our only hope.

**Prop: Jesus is the only hope of salvation.**

Analytical Question: What are the consequences?

- I. We must present Christ in difficult situations.
- II. We must present Christ to difficult people.
- III. We must present Christ despite our difficulties.

# **APPLICATION CONSISTENT** **OUTLINE**

(Conditional Form)

**Prop: Since Jesus alone provides salvation,  
we must present Christ at every opportunity.**

- I. Since Jesus alone purchased salvation,  
we must present Christ at every opportunity.
- II. Since Jesus alone possesses salvation,  
we must present Christ at every opportunity.
- III. Since Jesus alone bestows salvation,  
we must present Christ at every opportunity.

(Fundamental Reduction)

Intro: Develop idea of consistently presenting Christ

**Prop: We must present Christ at every opportunity.**

Analytical Question: Why?

- I. Jesus alone purchased salvation.
- II. Jesus alone possesses salvation.
- III. Jesus alone bestows salvation.

## Sermon Manuscript and Outline Requirements Elementary Practicum Preaching Class

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All sermon manuscripts must be typed (see Example Sermon in *Prep and Del* Syllabus for basic format) and should indicate by heading, boldface, or underline the major sermon components they contain, including:

- **Scripture introduction;**
  - **Sermon introduction (with key words preparing for proposition boldfaced);**
  - **FCF underlined in the introduction;**
  - **Proposition *fundamentally reduced*;**
  - **Main points *fundamentally reduced*;**
  - **Subpoint statements;**
  - **Illustrations (with key words from preceding subpoint statements boldfaced);**
  - **Applications (with key words from preceding subpoint statements boldfaced);**
  - **Conclusion**
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We are preparing manuscripts with great care in order to be well prepared, but we should not read in the pulpit. Our goal is to convert the manuscript to a “Pulpit Outline” and then preach from this outline to provide the most natural, powerful and Spirit-led delivery.

This “Pulpit Outline” is not simply a listing of proposition, main points and subpoints, but rather is an organized presentation of all your material that allows you to see at a glance (usually in one to three pages) what you intend to say in the entire message. A good “rule of thumb” is to keep main points segregated on different pages of the pulpit outline so that your eye always knows where the next main point starts. (For further hints on preparing these types of extended outlines, see *Christ-centered Preaching*, pp. 334-336.)

Before you preach you should give your instructor a copy of:

- 1) a complete **sermon manuscript** (with all portions entirely written out);
- 2) a **pulpit outline** that includes “fundamentally reduced” proposition and main points along with your other sermon notes regarding introduction, illustrations, applications, etc.; and,
- 3) a **bare-bones outline** with “formal” proposition and main points (see examples in *Prep and Del* Syllabus Lecture #6) should be given to your instructor before you preach. [Note: The reason for the preparation of a “formal” proposition and main point outline is to aid the unity and precision of your thought as you get ready to write the manuscript. However, the manuscript and the pulpit outline should be written with “fundamentally reduced” propositions and main points that reflect how you will actually speak as you preach.]
- 4) A **VHS format video tape** cued for recording your sermon.