Syllabus Proposal

Course Title: Pulpit Supply

Semester: Fall 2026

Facilitator: Rev. Kelly Legg
Facilitator contact: Rev. Kelly Legg

Course Description

This course is designed to provide skills and training for followers of Christ who desire to serve their home & area churches as pulpit supply preachers.

Course Objectives

This course will provide training in basic communication skills, sermon preparation, sermon writing, and the art of preaching. Additionally, students will learn how to write and deliver both thematic and seasonal sermons. Students will also gain an overview of the ministry of the American Baptist Churches of PA & DE.

Course Limitations

This course is *not* meant to provide training in pastoral ministry, nor does it qualify someone to serve as a local church pastor. It is designed to offer training to those who feel called to preach the Gospel and provide pulpit supply for congregations in ABCOPAD. Individuals sensing a call to pastoral ministry are encouraged to take this course and then enroll in the ACTS Ministry School for in-depth training in pastoral ministry.

Course Requirements

- View all six instructional modules, no later than the weeks assigned below.
    1. Basic Communication (Rev. Cristy Wise)
    2. Biblical Interpretation (Rev. Kelly Legg)
    3. Sermon Preparation (Rev. Gary Firster)
    4. Thematic & Seasonal Sermon Preparation (Rev. Randy Harris)
    5. Ethics of Preaching & Use of Technology (Rev. Eric Kraihanzel & Dr. Chris Wells)
    6. Understanding ABCOPAD (Rev. Mark Mahserjian-Smith & Rev. Rob Rice)
- Successfully complete all four assignments:
    1. Write and submit a complete sermon manuscript.
        - The sermon may focus on any passage of Scripture.
        - The typed (12-point font, double-spaced, 1-inch margin) manuscript

should be 5-8 pages in length.
    - Your sermon should include an introduction, clear points, at least one illustration & an application of your main point.
2. Record and submit a video of you preaching the sermon submitted for assignment #1.
    - Use the feedback provided by your evaluator to revise your sermon manuscript.
    - Your recorded sermon should be 20-30 minutes in length, with good audio quality.
    - If possible, preach while standing and ensure that your whole body is visible in the recording.
3. Write & then record and submit a video of you preaching a *seasonal* sermon.
    - The sermon may focus on any passage of Scripture, but must be suitable to be preached during the Advent and/or Christmas season.
    - Your recorded sermon should be 20-30 minutes in length, with good audio quality.
    - If possible, preach while standing and ensure that your whole body is visible in the recording.
4. Submit a one-page bio.
    - Your bio should introduce you to a church who is looking for a pulpit supply preacher. Tell them about yourself, your family, your work, and your faith in Christ.

Course Completion

Students who successfully complete the course will receive a certificate of completion from the Region and be placed on the Region's official 'recognized pulpit supply speaker' list.

Online Classroom Format

All course materials, including all asynchronous video lectures, and the submission & grading of assignments will take place on Google Classroom. Please watch the tutorial on navigating Google Classroom, if you are unfamiliar with the platform.

Plagiarism policy

A.C.T.S. defines Plagiarism as "using someone's ideas, words, or data, without proper acknowledgement, as one's own original work." To avoid plagiarism, you must 1) cite the original author every time you use his or her exact written or spoken word (by enclosing them with quotation marks if fewer than four lines or indenting as a block quote if four or more lines) or 2) paraphrase someone's written or spoken words and recognize the author/source in the body of the text or as a footnote. Plagiarism is an act of dishonesty and violation of academic integrity.

If an Instructor determines that an act of plagiarism has occurred, after talking with the student, the ACTS Council will be notified. Possible consequences will be considered, including: a failing grade for the work, a failing grade for the entire course, asking the student to redo the assignment, etc.

Course Schedule

10/19	Week 1	**View:** Basic Communication & Biblical Interpretation **Choose:** Passage to preach **Research:** Begin researching your sermon passage
10/26	Week 2	**View:** Sermon Preparation **Write:** Begin writing Sermon #1 Manuscript
11/2	Week 3	**Submit by 11:59 PM on 11/8:** Sermon #1 Manuscript
11/9	Week 4	**View:** Ethics of Preaching & Use of Technology **Revise:** Begin revising Sermon #1 Manuscript **Plan:** Plan where, when & how you will record your sermon video
11/16	Week 5	**Submit by 11:59 PM on 11/22:** Sermon #1 Video
11/23	Week 6	**View:** Thematic & Seasonal Sermon Preparation **Choose:** Passage for seasonal sermon **Research:** Begin researching your sermon passage
11/30	Week 7	**View:** Understanding ABCOPAD **Research & Write:** Seasonal sermon **Plan:** Plan where, when & how you will record your sermon video
12/7	Week 8	**Submit by 11:59 PM on 12/13:** Sermon #2 Video **Submit by 11:59 PM on 12/13:** One-page bio