

Sermon Planning Template

5-Hour Preaching Framework

1. Sermon Series Planning (Batching)

- Sermon Series Title: _____
- Overall Theme: _____
- Number of Sermons in Series: _____
- Scripture Passages for Each Sermon:
 - Week 1: _____
 - Week 2: _____
 - Week 3: _____
 - Week 4: _____
 - Additional Weeks (if needed): _____
- Key Takeaway for the Congregation: _____

2. Weekly Sermon Template

Sermon Title: _____

Main Scripture Passage: _____

Big Idea (1-2 sentences): _____

I. Introduction (Engage) *(5-7 minutes)*

- Hook (Story, Question, or Problem):

- Relevance to Audience:

- Transition to Scripture:

II. Explanation (Equip) *(10-15 minutes)*

- Context of Passage:

- Key Points & Insights:

- Point 1: _____

- Point 2: _____

- Point 3: _____

- Supporting Scriptures:

- Theological Insights:

III. Illustration (Illustrate) *(5-7 minutes)*

- Personal Testimony, Story, or Example:

- How It Relates to the Passage:

IV. Application (Apply) *(5-10 minutes)*

- Practical Takeaways:

- Step 1: _____

- Step 2: _____

- Step 3: _____

- Challenge to Congregation:

- Call to Action:

V. Conclusion (Inspire) (5 minutes)

- Recap of Main Points:

- Emotional Appeal (Encouragement, Challenge, or Vision):

- Closing Prayer & Call to Response:

3. Time-Saving Tools & Strategies



- Use **Logos Bible Software** or **online commentaries** for faster research.
- Keep a **content bank** of illustrations and application ideas.
- Reuse or adapt past sermons instead of writing new ones from scratch.
- Leverage **team input** (staff, volunteers) for research and sermon feedback.
- Preach **in series** to reduce weekly decision fatigue.

4. Weekly Preaching Schedule (5-Hour Breakdown)

Task	Time Allocation
Study & Research	1.5 hours
Outline & Writing	1.5 hours
Illustration & Application	1 hour
Review & Edit	30 minutes
Practice & Final Touches	30 minutes

Next Steps:

- Fill out this template for your next sermon.
- Block out 5 hours in your calendar for sermon prep.
- Invite a team member to review your sermon before Sunday.

Preach smarter, not harder!  

How to Use the Sermon Planning Template

Overview

This **Sermon Planning Template** is designed to help you streamline your sermon preparation using the **5-Hour Preaching Framework**. By following this structured approach, you can reduce prep time while still delivering biblically sound, engaging, and impactful sermons.

Step-by-Step Instructions

1. Plan Your Sermon Series (Batching)

- Use the **Sermon Series Planning** section to outline your next 4-6 weeks of messages.
- Identify a **theme** that connects all sermons.
- Select the **scripture passages** and key takeaways in advance to minimize weekly decision fatigue.

2. Fill Out the Weekly Sermon Template

- Follow the structured format to **engage, equip, illustrate, apply, and inspire**.
- Use the pre-set sections to ensure clarity and consistency in each message.
- Keep your **big idea** concise and memorable.

3. Stick to the 5-Hour Preaching Framework

Task	Time Allocation
Study & Research	1.5 hours
Outline & Writing	1.5 hours
Illustration & Application	1 hour
Review & Edit	30 minutes
Practice & Final Touches	30 minutes

- **Set a timer** for each phase to stay efficient.
- **Avoid over-preparing**—trust the structure and your pastoral experience.

4. Use Time-Saving Strategies

- **Preach in Series:** Reduces weekly research and preparation.
- **Use a Content Bank:** Store sermon ideas, illustrations, and past messages for easy reference.
- **Leverage Team Input:** Assign research, brainstorming, or slide preparation to staff or volunteers.
- **Re-purpose Past Sermons:** Adapt previous messages to new contexts instead of starting from scratch.

5. Final Touches & Delivery

- **Review your sermon** and practice aloud to refine pacing and clarity.
- **Pray over your message** and trust the Holy Spirit to guide you.
- **Deliver with confidence** knowing you've prepared effectively!

Next Steps

- Start filling out the **Sermon Planning Template** today.
- Schedule your **5-hour sermon prep session** in your weekly calendar.
- Invite a trusted leader to **review and refine** your sermon before Sunday.

By following this system, you'll **preach smarter, not harder**—allowing more time for ministry, family, and rest.