

SECTION 28

Filing and Saving Your Work

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“The best teachers in any field of knowledge are those who remind students all their lives. It is particularly true of the ministry of the Word.”

(John R. W. Stott)

“Plan your preparation time weeks ahead, and keep to your timetable. Show your people you love them by the time you spend in prayer and preparation.”

(Peter Adam, *Speaking God's Words*, 167)

I. Filing

1. Purchase a standard four-door filing cabinet to begin. Add new cabinets as needed.
2. Develop both biblical and topical categories.
 - a. Start your topical files from “Abortion” to “Zwingli” and add new topic files as needed.
 - b. Start your biblical files with one on each book of the Bible. Eventually, you will want to expand this to one per chapter of the Bible. Later, you will want to break some chapters down to smaller separate segments (e.g., Eph. 1:1-14; Eph. 1:15-23).

II. Tapes

1. Purchase a dependable and, as inexpensive as possible, tape storage system (a “sound stacker”). Recognize CD's are on the way.
2. Develop a biblical, topical and author index system.
 - a. Notebook for topics/authors
 - b. Wide margin Bible for sermon text
 - c. Tape and catalog your messages

III. Your Sermons

1. Conserve all your research work. Add to, but never reinvent the wheel.
2. Save your sermon notes. That makes it easy to recall them. Document well!
3. A notebook binder system is a proven method, as it individualizes sermon files.
4. Don't just read a book or listen to a tape, own it through proper conservation principles (Mark and record your observations/highlights).