

A PRACTICAL WORKBOOK FOR YOUR CHURCH

Your sermons are worth finding.

The Sermon Library Starter Kit

Make your messages easier to find, easier to revisit, and more useful beyond Sunday. Start with the videos and website you already have.

A useful plan, not another unfinished project.

Inside: a 10-point audit, a sermon-detail worksheet, a setup checklist, a repeatable weekly routine, and a first-week action plan.

Start with one recent sermon. You do not need to reorganize your entire archive to make progress.

Can someone find a message without asking your staff?

Open your church's sermon page on your phone. Try to find the latest message, an earlier series, and a sermon on a familiar topic. Check only what works today.

- ☐ I can find the sermon page from the main navigation.
- ☐ The gallery displays clearly on my phone.
- ☐ I can identify and open the latest sermon.
- ☐ The connected source contains the videos we intend to share.
- ☐ The titles make sense to someone who missed Sunday.
- ☐ Series names and message order are consistent where used.
- ☐ Speaker names are accurate and consistent.
- ☐ Saved topics and Scripture references help me find a message.
- ☐ The page offers one clear next step beyond watching.
- ☐ A named person checks new messages and reviews resources.

Your starting point

This is a working checklist, not an industry benchmark. Your unchecked items reveal where to look first. Prioritize anything that prevents someone from opening the sermon, then improve clarity and organization.

The most frustrating step in our visitor's experience:

The one change we will make first:

Complete a sermon detail card.

Use one recent message. Verify each detail against the sermon rather than filling a field just because it exists. Reuse this page for the next message.

Original YouTube title or video URL:

Clear display title:

Speaker:

Series and message order:

Main Scripture reference:

One to three topics genuinely central to the message:

The sermon's main point in one sentence:

Two-sentence summary for someone who missed Sunday:

Example, not a formula to force onto every sermon

Title: Asking God for Wisdom in Hard Seasons

Passage: James 1:2-8

Topics: Wisdom, Perseverance, Faith

"In this message from James 1, we consider how trials can grow perseverance and why we can ask God for wisdom." Use wording like this only when it represents what was actually preached.

In SermonGallery: edit the display title without changing the original YouTube title. Review your speaker, series, topics, and Scripture details. Use Pro organization and resource tools as needed. Keep summary wording useful for your source description and church communications.

Connect. Embed. Check the experience.

YouTube can keep hosting your videos. Your existing church website can keep being your website. SermonGallery connects the two with an embeddable gallery.

IN SERMON GALLERY

1. Create your free account and first gallery.
2. Add the YouTube playlist or individual videos you want to display.
3. Review the imported messages and copy the gallery embed code.

IN YOUR EXISTING WEBSITE EDITOR

4. Place the embed in a supported HTML/embed block on your sermon page.
5. Add a short introduction and one next-step link near the gallery.
6. Publish the page and test it on a phone.

Choose one primary next step

Pick what helps your visitor now: service details, planning a visit, or learning about groups. You do not need three competing buttons.

Our next-step label and destination:

Before calling it finished

- ☐ The gallery appears and a video opens.
- ☐ The messages shown come from the intended source.
- ☐ The next-step link reaches the right page.
- ☐ The page is readable and usable on a phone.

Website embed permissions vary. YouTube remains the video player and its policies still apply. An embedded gallery does not guarantee an ad-free video experience.

A weekly routine someone can own.

Automatic syncing reduces repetitive work. A short review catches the details that still need human judgment.

Check	What “done” means
Source	The new video is in the YouTube playlist connected to the gallery, or has been added individually.
Gallery	The message has appeared and plays correctly. Syncing is automatic, not a promise of instant availability.
Details	The title is understandable. Speaker and series assignments are correct. Topics and Scripture references are reviewed.
Resources, if using Pro	The needed draft is reviewed and edited. A devotional is approved before publication. A group guide is checked before distribution.
Visitor path	The church sermon page works on a phone and the next-step link is correct.
Weekly owner:	Backup:

When we will review the new message:

If something is missing

Check the source playlist first. If a resource is missing, check whether its transcript is available and generation has completed. Do not assume a missing email means the sermon itself never arrived.

Keep one clear owner for following up. Do not publish unchecked AI output simply to meet a deadline.

Improve the backlog without taking it all on

After the current messages work well, choose one older series to organize next. Use questions your people ask and, if available, Pro analytics to help prioritize.

Choose one resource your people will use.

A searchable library helps people find a sermon. A relevant resource helps them return to it. You do not need to make every content type every week.

For personal reflection

Use a devotional to connect the sermon's main point to prayer and everyday life. In SermonGallery Pro, review and edit the draft, then approve it when ready to publish.

For small group leaders

Generate a Small Group Guide from the sermon transcript. Review its Scripture references, main point, and questions. The core discussion path is Observe → Understand → Apply → Pray. Choose an appropriate audience and simplify when needed.

For something people can take with them

Use PDF Designer to format devotional or small-group resources for downloading, printing, or sharing through the channels your church already uses.

For church communication

Use social content drafts and Graphics Studio to support the message. Keep the invitation accurate, useful, and connected to the sermon rather than creating content just to fill space.

The resource we need most this week:

Who will use it, and how will we share it?

Who will review it before publication or distribution?

These resource tools are Pro features. They depend on usable source material and require review. They do not replace pastoral judgment or promise immediate results for every upload.

Leave with a next step, not a bigger to-do list.

When	Your first-week plan
Start	Complete the audit. Pick the biggest obstacle to finding a message.
Next	Complete one sermon detail card and connect the intended video source.
Then	Embed or review the gallery on your website. Test the visitor path.
Before Sunday	Name an owner and backup. Decide whether one reviewed resource would help.

Our first improvement:

Owner:

Target date:

Start free. Add Pro when you need more.

FREE

One gallery
Unlimited YouTube videos
Automatic playlist syncing
Individual video support
Website embedding

PRO

Unlimited galleries
Series organization
AI-assisted resources and PDF Designer
Graphics Studio
Livestream countdowns and analytics

**Keep your videos. Keep your website.
Make your sermons easier to use.**

SermonGallery helps you put the messages you already have to work without building a new system from scratch.

Create your free sermon gallery

app.sermongallery.com/signup

Compare plans at sermongallery.com/pricing