

Majlis Ansārullāh, USA

Sadr: Dr. Wajeeh Bajwa

<http://www.ansarusa.org>



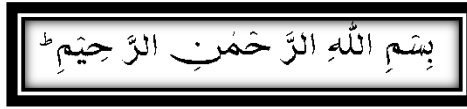


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Aims and Objectives of Majlis Ansārullāh

1. To establish an organization for all Ahmadi men over the age of forty.
2. To inculcate the following amongst its members:
 - a. The love of Allah.
 - b. The spirit to promote and propagate the teachings of Islām.
 - c. The enthusiasm to call to Islām and serve mankind.
 - d. The spiritual and moral training of children and youth.
 - e. The spirit of protecting the institution of Khilafat.
 - f. The spirit of placing collective interests above individual interests.
3. It shall purely be a religious organization with no political interest whatsoever.

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Foreword

Dear Ansār Officers

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Each Qā'id has provided a plan for his respective department in this handbook. Development of these plans required time and effort. We hope that plans presented in this handbook will serve as the basic guideline for various departments. It is also hoped that Zu'ama will make every effort to execute all plans presented in this handbook. However, no effort can be successful without Allah's help, therefore, all efforts should start with earnest prayers for help and guidance from Almighty Allāh.

The Promised Messiah (peace be on him) writes:

“What I say is not an occasion for surprise; rather, it is an occasion for rendering thanks to God. It is an occasion for renewing faith; certainty of faith, that is to say, God Almighty through sheer Grace and Mercy, has fulfilled...you must render thanks to God. You must prostrate again and again in gratitude to Him. This is the time your fathers waited to see but it did not come. Generations went by and it did not come. It has come for you. It is for you to be grateful.....” (Victory of Islām (January 1973 edition), Page 3)

Almighty Allah has provided countless prayers in the Holy Qur'ān. For example, Allah Says: “Our Lord, grant us of our wives and children the delight of our eyes, and make us a model for the righteous.” (Chapter 25 [Al-Furqan], Verse:75)

And then

“Our Lord, let not our hearts become perverse after Thou hast guided us; and bestow on us mercy from Thyself; surely, Thou alone art the Bestower.” (Chapter: 3 [Aal-e-`Imran], Verse: 9)

Only those will be saved who become the beloved of Allah and that status can only be achieved through prayer. Therefore, seek Almighty Allah's help through prayers and this should be the first item on the task list of every person who is serving Majlis in any capacity.

I am grateful to all who have dedicated time and attention to provide the tools contained in this handbook. It is my sincere hope and prayer that they will help us to better comprehend our unity of purpose, which in turn will highlight the importance for us to show deep gratitude to Almighty Allah in allowing us to be Ahmadī Muslims, *Amīn*.



Dr. Wajeeh Bajwa
Sadr

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Ansār Pledge

Say this part three times:

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ
لَا شَرِيكَ لَهُ وَأَشْهَدُ أَنَّ
مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

*Ash-hadu • aIllā ilāha • illallāhu • waḥdahū •
lā sharīka lahū • wa ash-hadu • anna
muḥammadan • ‘abduhū • wa rasūluh*

Say this part once:

*I bear witness that • there is none worthy of worship • except Allah. • He is One • (and)
has no partner, • and I bear witness that • Mohammad (May peace and blessings of Allāh
be be on him) • is His servant and His messenger. •*

Say this part once:

*I solemnly pledge that • I shall endeavor • throughout my life • for the propagation •
and consolidation of • Ahmadiyyat in Islām, • and shall stand guard • in defense of •
the institution of Khilafat. • I shall not hesitate • to offer any sacrifice • in this regard. •
Moreover, • I shall exhort my children • to always remain dedicated • and devoted to
Khilafat. • Insha 'Allah.*

Notes:

- Text in (parenthesis) is not in the original Arabic text and has been added in the translation.
- “•” in the text indicates where person leading the pledge should pause to allow members to repeat the same portion.

Key Goals and Objectives – 2013

Increase attendance in meetings by at least 10% where member's attendance in meetings is below 30%.	Nā'ib Sadr Awwal
Maintain 90% participation in online reporting by Zu'amā.	Qā'id Umumi
Encourage Ansār to offer prayers at Mosques. Increase number by 5% (where applicable).	Qā'id Moral Training
Distribute at least 250,000 Muslim for Peace/ Loyalty flyers.	Qā'id Tablīgh
Achieve 35% participation of Ansār in educational tests.	Qā'id Education
Initiate and sustain at least one social service activity in each Majlis.	Qā'id Social Services
Streamline financial processes and track the individual Ansār budget and chanda payments.	Qā'id Māl
Increase number of Majālis holding Ta'līmul Qar'ān classes to 70%.	Qā'id Ta'līmul Qar'ān
Contact all Nau Muba'i'in at least six (6) times during the year.	Qā'id Training of New Members
Increase number of participants in Tahrīk Jadīd and Waqf Jadīd schemes by at least 10% more than the last year.	Respective Qā'ideen
To call five to six Zu'ama each month to ask them to update their Majlis's Tajnid.	Qā'id Membership
Increase number of articles for Al-Nahl received from Majalis by 25%	Qā'id Publication
To have at least 40% of the Ansār exercise regularly (at least 3 times a week).	Qā'id Health
To train all Majālis to have proper book keeping	Auditor
Visit each Majlis in the region	Nāzimeen

Mission Statement

فَاسْتَبِقُوا الْخَيْرَاتِ

fastabiqul-khairāt

... Excel one another in
good works

(The Holy Qur'ān 2:149)

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Ansār Calendar 2013

Local Events and Action Items for 2013

Monthly Report from each Majlis is due by the 7th of the following month (responsible: Za'im)

Date	Day	Majlis Ansārullāh Local / Regional Event
Jan 19-20	Sat-Sun	Ansār Leadership Conference (Los Angeles, CA)
March 1-31		1. Ansār Chanda Collection month 2. Tahrīk Jadīd & Waqf Jadīd Pledges collection month
Mar 18-24	Mon-Sun	Moral Training Week
April/May/June	Sat-Sun	Local/Regional Ijtimā'
June 15	Sat	Deadline to submit Education Exam I
July 21	Sun	1. Submit <u>nominations</u> for Sadr and Nā'ib Sadr Saf Dom 2. Submit Shūrā proposals and results of election for Shūrā Representative. 3. Submit Budget for 2014
August 1-31		Ansār Chanda Collection month
Sep 1-8	Sun-Sun	Tahrīk Jadīd Week – Collections
Sep 29	Sun	Deadline to submit 2nd round election results for Sadr and Nā'ib Sadr Saf Dom
Oct 04 to Oct 06	Fri-Sun	National Ijtimā', Baitur Rahman Mosque, Silver Spring, MD
Nov 1 to Dec 15		Hold election for Za'im for term 2014-2015
Nov 10-17	Sun-Sun	Waqf Jadīd Week – Collections
December 15	Sun	Deadline to submit Ta'lim Exam II
December 16	Mon	Deadline to submit results of Za'im elections
Jan 18-19, 2014	Sat-Sun	Ansār Leadership Conference (TBD)

Other Important dates: US Jalsa Salana (Annual Convention) Jun 28-30
 Ramadan – Jul 10- Aug 8
 Eidul Fitr – Aug 9
 Eidul Adha – Oct 16

National Events and Action Items for 2013

Monthly report by regional Nāzim is due by the 12th of the following month and
Report by each Qā'id is due by the 20th of the following month

Date	Day	Event
Jan 18-20	Fri-Sun	National 'Āmila Meeting and ALC (LA)
March 25	Mon	National 'Āmila Teleconference 9:00 PM – 10:30 PM Eastern
April 22	Mon	Nāzimeen Teleconference 9:00 PM – 10:30 PM Eastern
May 11	Sat	National 'Āmila Meeting (9AM – 5PM Local Time)
May 31	Fri	Reminder about Alam In'ami at Jalsa
June 16	Sun	Send Instructions to Zu'amā for 2014 Budget and 2013 Shūrā election & Proposals
July 21	Sun	Nominations for Sadr/Na'ib Sadr Saf Dom due for Chanda status
Aug 17	Sat	National 'Āmila Meeting (9 AM – 5 PM Local Time) – Shūrā & Ijtimā' Preparation and Sadr/Na'ib Sadr Saf Dom nominations
Sept 15	Sun	Reminder about Za'im election for Term 2014-2015
Sep 23	Mon	National 'Āmila (+ Nāzimeen) Teleconference 9:00 PM – 10:30 PM ET – Review Ijtimā & Departmental Progress
Oct 04-06	Fri-Sun	Ijtimā' and Shūrā at Baitur Rahman Mosque, Silver Spring, MD
Nov 16	Sat	National 'Āmila Meeting (9 AM – 5 PM Local Time) – 2014 plans
Dec 09	Mon	National 'Āmila (+ Nāzimeen) Teleconference 9:00 PM – 10:30 PM ET
Dec 14	Sat	Submit 2013 Majlis evaluation points to Qā'id Umumi
Jan 17, 2014	Fri	National 'Āmila Meeting (9AM – 5PM) – Preparation for ALC
Jan 18-19, 2014	Sat-Sun	Ansār Leadership Conference (ALC) 2014 (Location TBD)

Contact Information

National 'Āmila of Majlis Ansārullāh USA

Mailing address and up-to-date information is available at:

<http://www.ansarusa.org/content/officers-corner> (password required)

No	NAME	OFFICE	E-mail	CELL
1	Wajeeh Bajwa	Sadr	sadr@ansarusa.org	919-632-9567
2	Khaled Ata	Nā'ib Sadr Awwal	naibsadr.awwal@ansarusa.org	301-275-9535
3	Imran Hayee	Nā'ib Sadr Saf Dom	naibsadr.safdom@ansarusa.org	732-801-4657
4	Naseem Ahmed Waseem	Mu'āwin Sadr (IT)	muawinsadr.it@ansarusa.org	732-213-6743
5	Basit Khan	Mu'āwin Sadr (Special Projects)	muawinsadr.sp@ansarusa.org	410-530-8235
6	Maqbool Ahmad Tahir	Qā'id Umumi	qaid.umumi@ansarusa.org	248-470-2162
7	Rafiuddin Malik	Qā'id Ishā'at (Publication)	qaid.publication@ansarusa.org	614-999-5607
8	Rizwan Qadir	Qā'id Ithar (Social Services)	qaid.ithar@ansarusa.org	248-840-4417
9	Munawar A. Saqib	Qā'id Māl (Finance)	qaid.mal@ansarusa.org	856-495-6421
10	Monas Ahmad Chaudry	Qā'id Ta'līm (Education)	qaid.talim@ansarusa.org	714-488-7407
11	Syed Fazal Ahmed	Qā'id Ta'līm Qur'ān (Education of the Holy Qur'ān)	qaid.talimulQuran@ansarusa.org	215-805-3610
12	Syed Sajid Ahmad	Qā'id Tablīgh (Preaching)	qaid.tabligh@ansarusa.org	701-200-1674
13	Hassiem Abdullah Babatu	Qā'id Tāhrīk Jadīd	qaid.tj@ansarusa.org	414-305-9188
14	Muneeb Ahmad	Qā'id Tajnid (Membership)	qaid.tajnid@ansarusa.org	920-279-6298
15	Muhammed K. Owusu	Qā'id Tarbiyat (Training)	qaid.tarbiyat@ansarusa.org	804-512-8621
16	Waseem Ahmad	Qā'id Tarbiyat Nau Mubā'i'in (New Converts)	qaid.newconverts@ansarusa.org	317-450-0278
17	Kalim Wali	Qā'id Waqf Jadīd	qaid.wj@ansarusa.org	314-522-6377
18	Tanvir Ahmad	Qā'id Zehanat wa Sehat-e-Jismani (Health)	qaid.health@ansarusa.org	601-209-3546
19	M. Dawood Munir	Auditor	auditor@ansarusa.org	832-526-8614

Arakeen-e-Khasoosi (Special Members)

1	Nasir M. Malik	Former Sadr		
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Nā'ibQā'ideen:

NAME	OFFICE	TEL (H)	CELL
Naveed A. Malik	Nā'ib Qā'id Umumi	Naibqaid.umumi@ansarusa.org	(302) 345-6994
Hisham A. Qureshi	Nā'ib Qā'id Māl	Naibqaid1.mal@ansarusa.org	(781) 572-0035
M. Shahid Mahmood	Nā'ib Qā'id Māl	Naibqaid2.mal@ansarusa.org	(313) 283-3521
Chaudhary Mushtaq Ahmad	Nā'ib Qā'id Tabligh	Naibqaid.tabligh@ansarusa.org	(301) 725-8558
Shamim Malik	Nā'ib Qā'id Health	Naibqaid.health@ansarusa.org	(919) 841-8934
Mazhar-ul-Haque	Nā'ib Auditor	Naibauditor@ansarusa.org	(951) 522-9886

Regional Nāzimeen

Majlis Ansārullāh is established in 67 chapters (Majālis) in USA, each headed by a Za'īm. For the purpose of administration these Majālis are grouped into 12 regions, each headed by a Nāzim.

No	Nāzim Name	E-mail	CELL
1	Central East 265 members	Naseem Ahmed Waseem Central Jersey, Lehigh Valley, North Jersey, Philadelphia, Willingboro	Nazim.ce@ansarusa.org 732-213-6743
2	Central West 133 members	Musawwir Momen Bay Point, Oakland, Sacramento, Silicon Valley	Nazim.cw@ansarusa.org 831-297-3498
3	Great Lakes 174 members	Bashiruddin K. Ahmad Cleveland, Columbus, Dayton, Detroit (Toledo), Indiana, Kentucky, Pittsburgh	Nazim.gl@ansarusa.org 248-925-8868
4	Gulf States 224 members	Suhail Kauser Austin, Cypress-Houston, Dallas, Fort Worth, Houston-N, Houston-S, New Orleans, Tulsa	Nazim.gs@ansarusa.org 609-217-3202
5	Headquarter 293 members	Haleem Chaudhry Baltimore, Laurel, Potomac, Silver Spring, York	Nazim.hq@ansarusa.org 410-446-5640
6	Mid West 317 members	AbuBakar Bin Saeed Chicago E, Chicago W, Kansas (assigned to St. Louis), Milwaukee, Minnesota, Oshkosh, St. Louis, Zion	Nazim.mw@ansarusa.org 414-372-0905
7	New York 249 members	Arshad Janjua Brooklyn, Long Island, New York	Nazim.ny@ansarusa.org 516-849-5894
8	North East 136 members	Muhammad Zafar Iqbal Albany, Binghamton, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse	Nazim.ne@ansarusa.org 315-491-5825
9	North West 59 members	Mahbubul Alam Ali Portland, Seattle	Nazim.nw@ansarusa.org 425-241-8860
10	South East 143 members	Syed Abdul Shukoor Alabama-TN, Charlotte, Georgia-Carolina, Miami, Orlando, Research Triangle	Nazim.se@ansarusa.org 678-325-8458
11	South West 238 members	Abdul Basit Zafar LA East, LA Inland, LA West, Las Vegas, Phoenix, San Diego, Tucson	Nazim.sw@ansarusa.org 310-634-8773
12	Virginia 262 members	Basharat Ahmad Wadan Central Virginia, North Virginia, South Virginia, Richmond, Washington DC	Nazim.va@ansarusa.org 571-294-4580

Zu‘amā

Chapters are grouped by size for the purpose of goal setting and performance evaluation

S = Small chapter (3 to 15 members)

M = Medium chapter (16 to 39 members)

L = Large chapter (40 members or more)

#	Region	Code	Size	Majlis	Name	TEL (H)	CELL
1	SE	ALA	M	Alabama-TN	Mubashar A. Zahid	812-853-3092	812-202-9164
2	NE	ALB	M	Albany	Muzaffar Ahmad	518-432-0485	518-424-0098
3	GS	AUS	M	Austin	Maqbool Ahmad	512-288-4263	512-560-0818
4	HQ	BAL	M	Baltimore	Nāsir Jamil	410-839-7778	443-567-1862
5	CW	BAP	M	Bay Point	Riaz Ahmad Zahid	925-759-4306	925-597-0885
6	NE	BIN	S	Binghamton	Mehmood Ahmad Butt	607-239-5176	607-242-9992
7	NE	BOS	M	Boston	Rashid Ahmad	207-571-4383	207-450-0277
8	NY	BRK	L	Brooklyn	Naeem Ahmad Janjua		347-240-7994
9	NE	BUF	S	Buffalo	Mamoon Bukhari	716-200-1826	518-859-0140
10	CE	CEJ	L	Central Jersey	Abdul Nasir	848-863-6967	732-642-4415
11	VA	CVA	L	Central Virginia	Zamir Ahmad Mirza	703-263-1266	703-839-3254
12	SE	CHA	M	Charlotte	Abdus Sami Khaliq	704-678-6838	
13	MW	CHE	L	Chicago East	Mir Ahmad Afzal	847-678-4288	847-312-5261
14	MW	CHW	L	Chicago West	Chairul Bahri	630-403-8576	309-336-0302
15	GL	CLV	M	Cleveland	Akbar Shah	330-854-0720	330-419-0038
16	GL	COL	M	Columbus	Ahsan Shemaz Syed	614-762-1441	614-256-5901
17	GS	HUW	M	Cypress - Houston	Iftikhar Ahmad Sheikh	713-983-6553	832-867-5356
18	GS	DAL	L	Dallas	Mubashir Ahmed	214-736-1184	214-282-5964
19	GL	DAY	M	Dayton	Abdul Q. Shāhid	405-503-4240	937-344-7569
20	GL	DET	L	Detroit	Nasir Ahmed Bukhari	248-522-7880	248-495-1779
21	NE	FCH	S	Fitchburg	Masood Ashraf	978-342-3007	978-407-8571
22	GS	FWT	M	Fort Worth	Abdul Rahman Chaudhry	817-453-1573	
23	SE	GEO	L	Georgia-SC	Syed Abdul Shakoor	678-254-1576	678-325-8458
24	NE	HAR	M	Hartford	Kusi Ahmad	203-755-2232	203-982-3735
25	GS	HOU	L	Houston - North	Abdul Hafeez Khan	512-947-0427	
26	GS	HUS	M	Houston - South	Amir Shakur Malik	713-660-9833	713-557- 2760
27	GL	IND	S	Indiana	Waseem Ahmad	317-863-0706	317-450-0278
	MW	KAC	S	Kansas	Kalim Wali	314-604-7933	
28	GL	KNT	S	Kentucky	Khursheed Ahmad Khan	606-451-0528	606-264-0055
29	SW	LAE	L	LA - East	Muzaffar Siddiqi	951-496-4197	714-931-3473
30	SW	LAI	L	LA - Inland	Imran Jattala	909-981-3453	909-210-4393
31	SW	LAW	L	LA - West	Mehmood Sur Rehman		310-259-1963
32	SW	LAV	S	Las Vegas	Ahmed Masood	702-631-4844	702-561-1059
33	HQ	LRL	L	Laurel	Sardar Hifazat Ahmad	301-313-0846	240-832-0988
34	CE	LEI	S	Lehigh Valley	Naseem Mahmood Bajwa	610-440-0642	917-297-0925
35	NY	LIS	L	Long Island	Muhammad Afzal Shah	631-368-6987	347-209-3939
36	SE	MIA	L	Miami	Mohsin Naeem	954-543-5041	954-232-8753

#	Region	Code	Size	Majlis	Name	TEL (H)	CELL
37	MW	MIL	L	Milwaukee	Syed Imran Mudassar	414-423-7010	414-687-8817
38	MW	STP	S	Minnesota	Nasim Ahmad	651-776-0210	
39	GS	NEW	M	New Orleans	Rafi Ahmad Chaudhry	504-717-2209	504-570-4488
40	NY	QNS	L	New York	Mahmood Ahmad Bhutta	917-599-8382	718-392-0155
41	CE	NOJ	L	North Jersey	Khalid Ahmad	845-638-3755	845-300-4143
42	VA	NVA	L	North Virginia	Chaudhry Fazal Ahmad	703-433-9452	
43	CW	OAK	M	Oakland	Yakub Khan	510-783-4326	510-730-5683
44	SE	ORL	M	Orlando	Fazalur Rehman Qureshi	407-208-0435	407-484-5698
45	MW	OSK	S	Oshkosh	Mohyuddin Javad Ahmad	920-236-0174	920-279-4460
46	CE	PHI	L	Philadelphia	Muhammad Zafrullah Khan	610-489-3950	484-472-3721
47	SW	PHX	M	Phoenix	Munir A. Malik	480-786-5300	602-350-1121
48	GL	PIT	M	Pittsburgh	Ahmad Shareef II	412-793-0549	412-292-5367
49	NW	POR	S	Portland	Mubarik Ahmad	360-882-3830	360-910-6649
50	HQ	POT	L	Potomac	Khurram Bashir Ahmad	301-916-8906	240-215-7567
51	SE	RES	S	Research Triangle	Ahmad K. Dard	919-468-3871	
52	VA	RVA	M	Richmond	Khalil Ahmad	434-978-7491	434-227-0450
53	NE	ROC	M	Rochester	Tahir Khokhar	585-388-9454	646-469-1146
54	CW	SAC	S	Sacramento	Mahboob Mubarik	209-469-8837	209-403-5336
55	SW	SAD	S	San Diego	Moyenuddin Ahmad Sirajee	909-506-6530	
56	NW	SEA	L	Seattle	Malik Mubarik Ahmed	253-850-1268	206-399-5018
57	CW	SAJ	L	Silicon Valley	Musawwir Momen	831-297-3498	831-297-3498
58	HQ	SSP	L	Silver Spring	Perwaiz Asalam Chaudhry	301-680-9534	240-593-3409
59	VA	SVA	L	South Virginia	Ijaz Ahmad Qamar	703-436-1519	703-626-8990
60	MW	STL	M	St. Louis	Kalim Wali	314-604-7933	314-522-6377
61	NE	SRC	S	Syracuse	Muhammad Zafar Iqbal	315-487-8916	315-491-5825
62	SW	TUC	M	Tucson	Mohammad Tariq Qureshi	520-331-4754	520-434-9098
63	GS	TUL	M	Tulsa	Qaiser Jalil Qayyum	405-715-3948	405-922-1414
64	VA	WDC	L	Washington	Abdus Samee	703-658-7015	202-216-6987
65	CE	WIL	L	Willingboro	Abdul Rehman Minhas	856-439-6943	856-524-3026
66	HQ	YRK	M	York	Zarar Bajwa	570-366-0934	570-449-8684
67	MW	ZON	M	Zion	Arif Qureshi	847-543-1076	630-347-8874



Plans and Responsibilities

Responsibilities of a Nāsir

The following is adopted from the Constitution of Majlis Ansārullāh USA:

8. Every male Ahmadī above the age of 40 years shall be a member of this Majlis. The members of Majlis Ansārullāh shall be divided into two age groups:
- a. Saf Awwal shall consist of members over 55 years.
 - b. Saf Dom shall consist of members between 40 and 55 years.
- An Ahmadī who does not owe allegiance to Hadrat Khalīfatul-Masīh shall not be eligible for membership.
78. General meeting of a Majlis shall be held at least once a month in which members of Majlis shall participate.
122. Sadr Majlis has the power to exempt members from full or part payment of subscriptions in case of their inability to pay, provided it is recommended by the appropriate office bearer concerned.

Duties of members

190. To carry out orders of Hadrat Khalīfatul-Masīh and the officers appointed by him.
191. To carry out the instructions of Sadr Majlis, Nā'ib Sadr Saf Awwal, Nā'ib Sadr Saf Dom and other office bearers of the Majlis.
192. To pay the prescribed subscriptions of Majlis Ansārullāh. In case of financial inability, a member may obtain exemption from Sadr Majlis.
193. To regularly carry out all the programs of Majlis Ansārullāh.
194. To abide by the prescribed reformative measures in the event of negligence or default.
195. It shall be necessary that all the office-bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date
Recite the the Holy Qur'ān	Daily
Offer at least one prayer in congregation	Daily
Exercise or play sports for 30 min	Three times a week
Pay Ansār Dues or request exemption	Monthly or pay off for whole year
Participate in Ta'lim exams	June 15 th and Dec 15 th
Keep contact information up-to-date	As needed
Participate in Ansār meetings and Ijtimā's	As needed

Responsibilities of a Qā'id

Key Contacts:

Sadr:		Nā'ib Sadr Awwal:	
Name:	Wajeeh Bajwa	Name:	Khaled A. Ata
Cell:	(919) 632-9567	Home:	(301) 560-2300
E-mail:	sadr@ansarusa.org	E-mail:	Naibsadr.awwal@ansarusa.org

Responsibilities of a Qā'id

Responsibilities of each Qā'id are listed separately in the Ansār Constitution; numbers 134 to 161

195. It shall be necessary that all the office bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.

16. If required one or more Nā'ib Qā'ids (Deputy Qā'ids) may be appointed in each Qiyadat, who may be allowed to attend the meetings of the executive committee with the permission of the Sadr, but shall not be entitled to vote.

The Qā'id should:

1. Lead his department as required and described in the constitution of Majlis Ansārullāh, USA.
2. Report on the activities of his department to Sadr Majlis every month.
3. Respond to all requests within 2 days.
4. Attend National 'Āmila meetings, Ijtimā'at, and meeting of Majlis Shūrā.
5. Be a role model for other Ansār as well as for the younger generation.
6. Act as mentor for Zu'amā (for implementation of all plans according to the schedule).
7. Make note of the departmental budget and track departmental expenses accordingly.

A Nā'ib Qā'id should:

1. Attend Ijtimā'at
2. Attend National 'Āmila meeting if for any reason Qā'id is unable to attend a meeting.
3. Assist Qā'id in discharging his responsibility.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)
Evaluate department's performance in each Majlis	Monthly	Majlis reports
Send report to Sadr	20 th of every month	
Attend 'Āmila meetings	As scheduled	
Provide performance feedback via email to 6-10 Majālis	Every month	
Participate in Nāzim's regional teleconference	One region per quarter	

Responsibilities of a Regional Nāzim

Key Contacts:

Sadr:		Qā'id Umumi:	
Name:	Wajeeh Bajwa	Name:	Maqbool A. Tahir
Cell:	(919) 632-9567	Cell:	(248) 470-2162
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org

Responsibilities of a Regional Nāzim

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

165. Regional Nāzim shall be responsible for affairs of all Majālis in his region.

166. He shall preside over the meetings of Majlis 'Āmila of his region.

170. He shall send a report of his activities to Sadr Majlis every month.

197. It shall be necessary for all Nāzimeen and Zu'ama to attend the national Ijtimā' unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nāzim should:

1. Become familiar with all Majālis in the region.
2. Stay in touch with all Zu'ama and assist them where help is needed.
3. Ensure that each Majlis submits its monthly report by the 7th of each month.
4. Ensure that Center's directives are carried out in each Majlis in the region.
5. Hold a quarterly teleconference with Zu'ama of the region.
6. Visit each Majlis at least once a year
7. Appoint regional 'Āmila if possible and obtain approval from Sadr.
8. Send appropriate person from a neighboring Majlis to help a Majlis in need.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Region)	Due Date	Resource(s)
Evaluate performance of each Majlis, and send report to Sadr	12 th of the following month	Majlis reports on Ansār website
Organize Local Ijtimā' in every Majlis	Before Regional Ijtimā'	Ijtimā' Flyer
Organize Regional Ijtimā'	Before October 1 st	Ijtimā' Flyer
Visit each Majlis in region at least once, attend General Meeting and activate Ansār	September 30 th	List of Majālis in region on page 16.
Hold teleconference, or call each Za'im in region	Every Quarter	

Responsibilities of a Za'im

Key Contacts:

Sadr:		Qā'id Umumi:		Regional Nāzim:	
Name:	Wajeeh Bajwa	Name:	Maqbool A. Tahir	Name:	
Cell:	(919) 632-9567	Cell:	(248) 470-2162	Cell:	
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org	E-mail:	

Responsibilities of Za'im

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

181. Za'im shall be responsible for all the affairs of his Majlis. It shall be his duty to see that instructions from the headquarters are being carried out.
182. Za'im shall preside over meetings of his Majlis 'Āmila.
183. In case of emergency Za'im is allowed to authorize necessary expenditure on his own which will have to be presented before the local Majlis 'Āmila in the next meeting for approval.
186. Za'im has the power to appoint a person to officiate for him or for any other subordinate office-bearer in his jurisdiction but he will have to inform the Sadr about it immediately. In case of sector the intimation should be sent to Za'im A'la.
188. Za'im shall send the report of his activities to the Sadr Majlis every month.
202. Every Majlis shall appoint one group leader for every 10 members; this group leader shall endeavor to activate these members and help keep them motivated.

Za'im should:

1. Hold a local 'Āmila meeting and Ansār general meeting every month.
2. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qā'ideen).
3. Submit monthly report of activities to Sadr Majlis.
4. Attend to all instructions from Headquarters.
5. Get to know all the members of the Majlis personally.
6. Establish a friendly environment in the Majlis. Arrange social events such as picnics and sports events, along with regular monthly meetings.
7. Assist with burial arrangements when a Jamā'at member passes away. Report demise of a Nāsir to Sadr Majlis as soon as possible (send full particulars and photo if possible).
8. Send report of new Bai'ats to Sadr Majlis, Qā'id Tablīgh and Qā'id Membership.
9. Train Nā'ib Za'im and 'Āmila members by delegating different responsibilities to them.

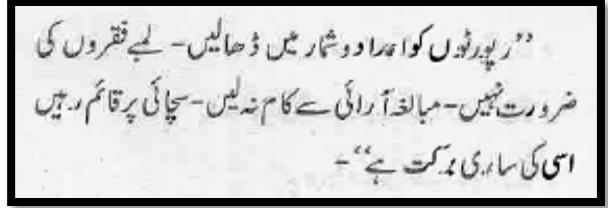
SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Local Majlis)	Due Date	Resource(s)	Points
Send Za'im report (including status of SMART goals)	7 th of month	Report Form	20
Implement plan to activate all Ansār. Visit at least one inactive member	Every Month		20
Hold local Ijtimā'	Before regional Ijtimā'	Ijtimā' Flyer	20
Participate in regional Ijtimā'	Before September 30 th	Ijtimā' Flyer	10
Elect Shūrā delegates	August 19 th		10

Za'im Guidelines

Monthly Report: Ansār office holders should submit report of activities in their sphere of responsibility. All reports are combined and submitted to Hadrat Khalīfatul-Masīh (may Allah be his support) by Sadr Majlis every month. It is important to send these reports in a timely manner so the information sent to Huzur is current. Please remember to follow instruction of Hadrat Khalīfatul-Masīh IV (may Allah have mercy on him) when the preparing monthly reports:

- Convert reports into numbers and figures.
- There is no need for long sentences.
- Don't exaggerate.
- Be truthful.
- All blessings are in this (being truthful).



"Instructions for Majālis Ansārullāh Pakistan, 2007 (Hida'yaat)"

Local 'Āmila: As instructed by the Sadr Majlis, every Za'im should nominate 'Āmila and submit names for approval as soon as possible if you have not done so, already. In a small Majlis more than one department can be assigned to the same person. Template for the 'Āmila list that should be submitted for approval is available at:

<http://ansarusa.org/sites/default/files/Local%20Amila%20List%20for%20approval.xlsx>

Meeting Guidelines:

General Meeting:

1. Monthly meetings should be scheduled for fixed day and time every month. (e.g. 3rd Sunday from 11:00 AM to 1:00 PM)
2. Ansār meetings should be conducted efficiently, respecting members' time constraints and with every effort to adhere to a pre-assigned schedule. General meeting program should be prepared and **distributed to members at least 24 hours before the meeting**.
3. Weekly classes are *not* a replacement for Monthly General Meeting.

Suggested Agenda for Monthly General Meeting

• Recitation of the Holy Qur'ān	Za'īm (5 min)
• Ansār Pledge	Za'īm (2 min)
• Correct Recitation of the Holy Qur'ān	Assign (10 min)
• Study of the Holy Qur'ān (per Schedule)	Assign (10 min)
• Study of the Hadith (per Schedule)	Assign (10 min)
• Study of the Books (per Schedule)	Assign (10 min)
• Moral Training Discussion (per Schedule)	Assign (10 min)
• Tablīgh Discussion (per Schedule)	Assign (10 min)
• Health Talk (Z&SJ)	Assign (10 min)
• New members Discussion	Za'īm (5 min)
• Open Discussion / Assignments	Za'īm (5 min)
• Administrative Announcements & Dua	Za'īm (5 min)
• Social or sports time / Refreshments	Za'īm (15 min)

'Āmila Meeting:

1. Prepare and distribute agenda for the 'Āmila meeting to the 'Āmila members at least three (3) days before the meeting. Suggested sample agenda is given below:

Agenda for 'Āmila Meeting

• Recitation of the Holy Qur'ān	Assign
• Minutes of previous month's meeting	Muntazim Umumi
• Communication from headquarters	Za'īm
• Report of activities	Each Muntazim
• Plans for next month
• Other agenda items
• Date of next meeting & Dua	

** Pledge is not required in 'Āmila meeting*

2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance (by name), agenda, 'Āmila's decisions (if voting is required then note who favored and who opposed), and status of items requiring action.

1: Nā'ib Za'im Awwal & Saf Dom

Key Contacts:

Nā'ib Sadr Awwal:		Nā'ib Sadr Saf Dom:	
Name:	Khaled A. Ata	Name:	Imran Hayee
Home:	(301) 560-2300	Cell:	(732) 801-4657
E-mail:	Naibsadr.awwal@ansarusa.org	E-mail:	Naibdar.dom@ansarusa.org

Responsibilities of Nā'ib Za'im Awwal

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

126. The powers and duties of Nā'ib Za'im Awwal shall be those delegated to him by the Za'im.
127. When Za'im is on leave Nā'ib Za'im Awwal shall act as Za'im and exercise all the powers of Za'im in his absence. Even during the presence of Za'im under his direct supervision and guidance his powers can be exercised by Nā'ib Za'im Awwal.
128. Nā'ib Za'im Awwal will not be empowered to cancel or alter the orders of Za'im while officiating as Za'im.

Responsibilities of Nā'ib Za'im Saf Dom

Items in this box are adopted from Majlis Ansārullāh's Constitution:

43. It is necessary that Nā'ib Za'im Dom shall not be above 50 years of age at the time of nomination.
129. Nā'ib Za'im Dom shall organize members under 55 years old under the general supervision of the Za'im Majlis. He shall try to ensure that all members under 55 participate in all programs implemented by Majlis Ansārullāh.
130. He shall see that members under 55 own bicycles and promote cycling (activities) amongst them.
131. He shall see that maximum number of members under the age of 55 participate in the program of cycling with the purpose of meeting people (in their communities) and doing social service.
132. He shall present the report of his activities to Za'im Majlis every month.

Nā'ib Za'im Saf Dom should also:

1. Stay in touch with all members under the age of 55 and encourage them to participate in Ansār activities.
2. Own a bicycle or exercise equipment and use it regularly.
3. Organize cycling events (at least one in small Majālis, two or more in large Majālis)

2: Umumi (General Secretary)

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	Maqbool A. Tahir	Name:	Naveed A. Malik
Cell:	(248) 470-2162	Cell:	(302) 345-6994
E-mail:	qaid.umumi@ansarusa.org	E-mail:	naibqaid.umumi@ansarusa.org

Responsibilities of Muntazim Umumi:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

134. Muntazim Umumi shall be in charge of the office at local Majlis.
135. He shall see that instructions of Za'im are being carried out and remind all concerned when necessary.
136. He shall maintain the record of proceedings of local Majlis.

The Muntazim should:

- 1) Communicate:
 - a) Notify all members of the convening of 'Āmila and general body meeting.
 - b) Carry out correspondence as desired by the Za'im.
- 2) Maintain Records:
 - a) Inventory of all property and belongings of the Majlis.
 - b) Names of Ansār qualified to participate in Majlis elections.
 - c) List of local 'Āmila members and their contact information.
- 3) Monitor progress:
 - a) Track implementation of Majlis 'Āmila decisions.
 - b) Obtain monthly reports from office holders.
- 4) Report:
 - a) Assist the Za'im in preparing Majlis activity reports.
 - b) Record minutes of the proceedings of 'Āmila meetings, and send its agenda as part of monthly Za'im report.
- 5) Perform all other duties that the Za'im may assign.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Assist Za'im with collecting reports from Muntazimeen	7 th of the following month	Online Report	40
Arrange general meeting *	Every month		40
Arrange 'Āmila meeting *	Every month		20

* Monthly meetings may be held over the phone if distance and/or weather are a factor.

To receive *Ansār Newsletter* and Summary of *Friday Sermons* via E-mail Ansār should register at:

<http://www.ansarusa.org/maillinglist/ansarusa>

(Alternatively the Za'im can send a list of member's E-mail addresses to Qā'id Umumi)

3: Propagation (Tabligh)

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	Syed Sajid Ahmad	Name:	Mushtaq Ahmed Chaudhary
Cell:	(701) 200-1674	Cell:	(240) 413-8869
Home:	(701) 232-1528	Home:	(302) 809-0679
E-mail:	qaid.tabligh@ansarusa.org	E-mail:	naibqaid.tabligh@ansarusa.org

Responsibilities of Muntazim Tabligh

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

149. Muntazim Tabligh shall prepare all members to practically participate in preaching.
150. Muntazim Tabligh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

The Muntazim should:

1. Become a practicing Da'i Ilallah, and establish Da'i Ilallah team(s) in majlis.
2. Engage retired members in Tabligh activities.
3. Cover assigned Tabligh topic in the monthly Ansar general meeting.
4. Maximize attendance of non-Ahmadis and non-Muslims at major Jamā'at activities.
5. Establish and participate in book clubs and interfaith groups.
6. Coordinate establishment of Tabligh activities:
 - 6.1. Bookstalls at flea markets and state fairs.
 - 6.2. Seminars in colleges and universities.
 - 6.3. Tabligh and Holy Quran exhibitions
7. Place suitable Jamaat books in libraries. Have them subscribe to the Review of Religions and the Muslim Sunrise.
8. Prepare report of Tabligh activities (use forms provided at the end of this section).

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Fifty percent of Ansar to participate in propagation every month.	Every month	tablighmanual.muslimsforlife.org	20
Bring same number of guests to Jum'ah or other events as number in Ansar Tajnid.	Every month		20
Contact nonmembers by visiting small towns, senior homes, ethnic groups, etc. (five times the number in tajnid)	Every month		20
Distribute ten flyers and books per number of Ansar in Tajnid.	Every Month	Local Jamā'at Officials	20
Conduct one Tabligh activity such as bookstall, exhibition, interfaith meeting, seminar or TV/Radio program.	Every Month	http://ansarusa.org/tabligh	20

Tabligh Guidelines

Only God opens hearts . . .

On May 2, 1908, 24 days before he passed away, the Promised Messiah, peace be on him said, "Until God does not open the doors of the heart of a person, no one can do anything. Only God opens the doors of hearts. When God wishes well for a person, he raises an advisor in his heart. When good days dawn on a person, and God desires man's reformation and advancement, God raises an advisor in man's heart. Unless an advisor arises in man's heart, outside counsel has no effect. But this is God's work. Our work is only to convey the matter. "On the Messenger lies only the conveying of the Message..." [5:100]. Change is in the hands of God. We want to have the matter conveyed from our side so that we may not be questioned that why we did not convey the matter adequately. That is why we have conveyed verbally and have completed this job in writing as well. It would be rare that one may say that our message has not reached him or our claim has not reached him." (Al-Hakam, Vol. 12, No. 39, 18 June 1908)

Our responsibility

One hundred and three years after the Promised Messiah (alaihi salam), it is now our responsibility to convey his message to everyone so that no one may say that his message or his claim has not reached him.

Tabligh Plan

Visit <http://ansarusa.org/tabligh> for information and guidelines on how to implement below tasks. Group activities should be coordinated with local Jamaat administration. Primary source of funding is through Jamaat's Tabligh Secretary but (if approved by local Ansar Amila) Majlis can allocate a portion of local expense budget for Tabligh (contact Za'im or Muntazim Mal for guidance and reimbursement).

1. Establish contacts by visiting small towns, retirement communities, hospitals, and prisons.
2. Hold exhibitions in libraries and book fairs. Place books in libraries and have them subscribe to the Muslim Sunrise
3. Establish an interfaith group. Hold seminars in schools and colleges.
4. Monitor media and respond to anti-Islam propaganda. Call into a radio talk shows about Islamic perspective on the issue under discussion.
5. Start a video program on cable's public access channel in your area.
6. Invite neighbors to tea/coffee (at home or mosque) and introduce them to Islam, MTA, alislam.org. Invite them to mosque and annual convention.
7. Purchase subscription to Review of Religions for your acquaintances (if needed, first year's subscription can be paid from Majlis' local expense budget).
8. Write to the Khalifatul-Masih describing your efforts and request prayers for success.
9. Send suggestions for improvement to Qa'id Tabligh.

Monthly Topic and Campaigns

Month	Tabligh Topic	Campaign
Jan	Qur'anic directives about Tabligh	Place designated books in major libraries in the area.
Feb	Advice and example of the Holy Prophet, may peace be on him, on how to spread the message of Islam	
Mar	The five methods of Tabligh outlined by the Promised Messiah (may peace be on him)	Coordinate with Jamā'at Officials and visit and/or invite state and federal officials.
Apr	The major issues confronting Western societies today and how true Islam can help resolve them	
May	The future of Islam and the world as found in the prophecies of the Promised Messiah (peace be on him)	Invite and bring friends to the US Jalsa Salāna (Annual Convention) through Jamaat President.
Jun	Christianity - Facts to Fiction	
Jul	Biblical prophecies about the advent of Islām	Organize Holy Qur'ān exhibitions at libraries
Aug	Why Jesus (may peace be on him) cannot come back himself as the Messiah of the Latter Days	
Sep	The Promised Messiah (may peace be upon him) fulfills	Visit and/or invite school teachers and

Month	Tabligh Topic	Campaign
	the prophecies concerning the second coming of Jesus (peace be on him)	professors.
Oct	The truth of the Promised Messiah (peace be on him) according to the Holy Qur'an and Ahadith	
Nov	The Fallacy of the Lahori view versus the true status of the Promised Messiah (may peace be on him)	West Coast: Invite friends to the West Coast Jalsa Salāna Other Majalis: Place books in libraries.
Dec	The Ahmadiyya Khilāfat is the solution to the problems faced by the Muslim world	

Tabligh Activities Tracking Sheet 2013

The purpose of this table is that the local Majlis can keep track of the intensity and expanse of its activities in various areas and be able to identify the available opportunities to engage in, and also identify the areas for improvement and to show progress in.

Task	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1. Non-Ahmadi Muslims at Jum'ah												
2. Name of event												
2.1 Non-Ahmadi attendance.												
3. Contacts established:												
4. Local TV/radio: broadcasts												
5 Number of bookstall sessions												
5.1 No. and value of books sold												
5.2 No. of flyers distributed												
6 Number of libraries with Jamā'at books												
7 Initiations (Bai'ats) realized?												

Sign-up sheet to be used at all events (see next page). Please make copies of the sign-up sheet before the event and have the sheet available at the reception/check-in area for the guests to provide their info.

4: Finance (Māl)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Munawar A. Saqib	Hisham A. Qureshi	M. Shahid Mahmood
Mobile:	(856) 495-6421	(781) 572-0035	(313) 283-3521
E-mail:	qaid.mal@ansarusa.org	hisham_aq@yahoo.com	mahmooms@yahoo.com
Address:	64 Oakhurst Lane, Mt. Laurel, NJ 08054	22 Bishop St, Natick, MA 01760	3350 Crestwater Ct #1809 Rochester Hills MI 48309

Responsibilities of Muntazim Finance

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

142. Muntazim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget.
143. He shall correspond with Qā'id Māl on matters concerning his Majlis.
144. He shall present names of members who are defaulters in the payment of subscription to the Za'im and take action according to the Za'im's instructions.
145. He shall present annual budget of his Majlis to Qā'id Māl for presentation to Majlis Shūrā.
146. He shall present the income and expense statement before local Majlis Āmila every month.
201. Every Majlis shall prepare the annual budget of its subscriptions according to the prescribed rates and send it to the Center by the due date.

The Muntazim should:

1. Pay his Chandas at the prescribed rate before asking others to pay.
2. Frequently remind members of their obligation towards Ansār Chanda.
3. Collect chanda and issue receipt.
4. Prepare and send monthly income report to Za'im and Qā'id Māl.
5. Deposit chanda in Bank of America on time (or mail to Qā'id Māl).
6. Manage expenses within budget and coordinate reimbursement with Qā'id Māl.
7. Present status of income, expense, and number of payers during monthly Amila meeting.
8. Maintain inventory of property of Majlis Ansārullāh including receiptbooks and rubber stamp.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Submit monthly collection report	7 th of next month	Template in Excel, or at http://ansarusa.org/finance	30
Submit income and expense budgets for 2014	July 31	Annual budget template from Qā'id Māl	30
Collect 100% of income budget	November 30	Annual Budget	100
	<i>Majālis achieving this goal by September 30th will be recognized at National Ijtimā'</i>		
Collect Chanda from all Ansār	November 30	Prescribed rate, minimum chanda, and exemption guidelines on next page	40

Chanda Collection

Prescribed Rates of Ansār Chandas for non-earning members are:

- Membership dues: \$24/Year
- Ijtimā‘ Dues: \$12/Year

Prescribed Rates for Ansār Chandas for earning members are:

- Membership Chanda: 1% of take home income (minimum \$2/month)
- Ijtimā‘ Chanda: 1/8th of the Ansār Chanda (minimum \$1/month)
- Publication Chanda: \$10 per year

Sample amounts for chanda:

Take Home Pay	Total Ansār Chanda	Membership	Ijtimā‘	Publication
\$1,000 / month	\$12.09/month	\$10 /month	\$1.25 /month	\$0.84 /month
\$20,000 / year	\$235.00 /year	\$200 / year	\$25.00 /year	\$10.00/year
\$30,000 / year	\$347.50 /year	\$300 /year	\$37.50 / year	\$10.00 / year
\$40,000 / year	\$460.00 /year	\$400 /year	\$50.00 / year	\$10.00 / year
\$100,000 / year	\$1,135 /year	\$1,000 /year	\$125.00 / year	\$10.00 / year

Chanda should be calculated on actual income (after deducting taxes and mandatory insurance). Members facing financial difficulties should write to Sadr Majlis who (according to rule 122 of Ansār constitution) “has the power to exempt members from full or part payment of subscription in case of their inability to pay, provided it is recommended by the appropriate office-bearer.”

Instructions from Hazrat Khalifatul Masih V (aba) Regarding Ansār Dues:

Hazrat Khalifatul Masih V (aba) has said that any member who does not pay Ansār Chanda cannot hold an office in Majlis Ansārullāh. In addition, Huzur said that “*It is mandatory for the office bearers of the Jamaat to pay their contribution both towards the relevant organization (Majlis Ansārullāh or Khuddāmul Ahmadiyya) and also give the obligatory Jamaati Chandas*” (letter to Sadr Majlis Ansārullāh, USA dated June 24, 2009).

Chanda collection

- Chanda should be paid monthly. Those who pay in lump sum should do so early in the year rather than at the end of the year.
- The Za‘īm, Muntazim Finance, and the local ‘Āmila should not be in arrears for more than 2 months.
- Muntazim should remind members to pay Chanda by ...
 - Announcing at meetings and Friday Prayer.
 - Contacting individuals privately, or by phone and E-mail.
 - In some cases it may be necessary to mail letters or visit members at home. This may be undertaken after consulting with Za‘īm.
- Muntazim must always be respectful and avoid asking for chanda in presence of others. Also, he must maintain strict confidentiality of all members’ finances.
- Instances of refusal to pay should be reported to Sadr Majlis through Qā’id Māl.
- A receipt *must* be issued for all collections within one week (preferably immediately).
- Every month, Muntazim Māl should contact those members who have not paid fully. A record of efforts and results should be included in the monthly Finance Report. For example: letters sent, phone calls made, and possibly in person meetings held. (*Recommended by Majlis Shūrā 2010*)

Remittance to the Headquarters (HQ)

- Chanda should be sent to Headquarters promptly (within 15 days of collection or at the end of every month), by either depositing it in **Bank of America** (using a *pre-printed* Deposit Voucher) or sent by mail to Qā'id Finance at the address given at the start of this section.
- Before depositing or mailing the checks, remember to stamp the back of each check using the rubber stamp for your majlis.
- A monthly finance report should also be sent at the same time (+/- 3 days) by email, web site or any other suitable method. If unable to use web page or Excel, please provide following details for each receipt issued during the month:

Receipt #	Member ID	Full Name	Total chanda paid	Voluntary donations*
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* Such as Water Wells and Ansārullāh Hall

- If there is Bank of America nearby, then Chanda should be deposited into the Ansār account using pre-printed deposit voucher. In addition, Muntazim should:
 - Print copy of monthly report for local records
 - Staple green copies of each receipt (and voided receipts) and store locally (to be handed to Qā'id Finance at National Ijtimā in October, or ALC in January).
 - If Chanda is being sent by mail, then also send above items along with checks (please don't send cash, and don't staple the check).

Expense Guidelines

Expenses must comply with finance policy of Majlis Ansārullāh, USA.

1. All expenses should be:
 - a. Necessary, reasonable, and within approved budget,
 - b. Authorized by majority of local 'Āmila during a regular meeting where at least half of 'Āmila members are present, and,
 - c. Submitted for reimbursement within 30 days.
2. Za'im can authorize up to \$100 in urgent expenses, but must present to 'Āmila for approval.
3. Approved categories for local expenses are Hospitality, Eesaar, Tabligh, and Administration.
4. If expenditure will exceed approved budget, then Za'im is required to obtain approval from Sadr Majlis **before incurring the expense.**
5. For routine hospitality expenses to be considered for reimbursement, refreshments or meals must be served in the mosque. Restaurant expenses require pre-approval from Sadr Majlis.
6. Expenses for homeopathy and Jamā'at events should be funded through the Jamā'at finance system.
7. Rules for subsidy of Ijtimā travel are listed on next page. Updated rules will be published in August issue of the Ansār Newsletter.

Reimbursement:

- Request for reimbursement of local expenses should be submitted at <http://ansarus.org/finance> by Muntazim Māl or Za'im.
- Describe details of expenses on voucher (for example in case of hospitality, include purpose of the meeting and number of members served).
- Upload scanned copy of receipt (keep original with local records until end of next financial year). If unable to upload, mail receipts to Qā'id Māl.
- Reimbursement checks should be cashed as soon as possible, preferably within 30 days of receipt.

Budgets

- Income and Expense budgets for current year were prepared last year. A copy of approved budget can be obtained from Qā'id Māl (Finance).
- Both Income and Expense budgets for next year should be sent to Qā'id Finance by the end of July so they can be reviewed by 'Āmila and presented to Majlis Shūrā. A Majlis that does not submit budgets on time may forfeit the right to reimbursement of local expenses.
- Income budget should be based on expected income of members and should include *all* members in tajnid.

Miscellaneous

1. **Local Bank Accounts:** In order to reduce expenses and to improve transparency all Majālis should close local bank accounts. Any majlis that maintains a local account that carries monthly charge should close it as soon as possible. Contact Qā'id Māl for further guidance.
2. **Documentation for Audit:** See Audit section for list of documents needed (including pink copies of receipts for previous two years).
3. **Inventory of non-consumable property:** Keep proper documentation of Majlis's assets. List of all items over \$100 should be maintained.
4. **National Ijtimā' Travel Subsidy:** Members are expected to attend Ijtimā' at their own expense like Jalsa Sālāna but Majlis continues to support where help is needed and requested. Following guidelines have been approved by National 'Āmila of Majlis Anṣārullāh, USA.
 - 4.1. **No subsidy or reimbursement for members or delegates who live less than 300 miles from Silver Spring, MD or any other site of Ijtimā'.**
 - 4.2. **Members who live more than 300 miles away can request reimbursement for:**
 - a. **Air Travel:** 70% of coach class airfare (maximum reimbursement is \$250);
 - b. **Road Travel:** Anṣār driving in groups of 4 or more—traveling together—can request subsidy at \$0.25 per mile (maximum reimbursement is \$250). Round-trip mileage between Silver Spring (or another Ijtimā' site) and Majlis can be obtained from mapquest.com
 - c. **Rental** of car or van requires prior approval. Za'im should submit request to Ṣadr Majlis through Regional Nāzim by September 30th. Request should include estimated cost and names of Anṣār traveling. Reimbursement will be 70% of expenses.
 - 4.3. **Shura Delegates** who live more than 300 miles away can request 100% coach class airfare up to \$450 if purchased at least three weeks before departure (by 9/12/2013). Tickets over \$450 require pre-approval from Qaid Finance or Sadr Majlis. If traveling by road, reimbursement rate is \$0.25/mile provided at least 2 Anṣār travel together and expense is less than a coach class air travel.
 - 4.4. In all cases, hotel accommodation, meals, parking, traffic tickets, trip insurance, seat upgrade, incidental expenses, etc. are not reimbursable and should not be submitted
5. **Regional Ijtimā':** No subsidy for travel to Ijtimā' site that's less than 300 miles away. Same rules apply as given in Item 4.2 if members live more than 300 miles from the Ijtimā' site.
6. **Further Information:** Finance rules, guidelines, vouchers and templates are available at Anṣār website (www.ansarusa.org/finance) or can be requested from qaid.mal@ansarusa.org.

5: Education (Ta‘līm)

Key Contacts:

Qa‘id:		Na‘ib Qa‘id:	
Name:	Monas A. Chaudry	Name:	
Cell:	(714) 488-7407	Cell:	
Fax:	(714) 993-6414		
E-mail:	qaid.talim@ansarusa.org	E-mail:	

Responsibilities of Muntazim Education

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

139. It shall be the duty of Muntazim Education to propagate and inculcate the Islāmic teachings amongst the members of Majlis Ansārullāh.
140. Muntazim Education shall arrange the education of illiterate persons.

The Muntazim should:

1. Implement Education program to achieve the following objectives:
 - a. Promote and accelerate learning of Islāmic teachings.
 - b. Increase members’ involvement in the National Ta‘lim Program and ensure at least 50% participation in the Ta‘lim tests.
2. Arrange teaching of Hadith (see syllabus given on the next page).
3. Arrange teaching of books of the Promised Messiah (peace be on him) or books written by Khulafa Ahmadiyyat (see syllabus given on the next page).
4. Encourage Ansār to prepare for educational competitions at the local, regional, and national Ijtimā‘at.
5. Encourage those Ansār to learn English as a second language who do not know English very well. Links to useful websites/resources can be pointed out to such Ansār and are available at: <http://ansarusa.org/content/education>

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Arrange Ta‘lim Exams (Minimum 50% participation)	June 15 and December 15	http://ansarusa.org/education	70
Participate in essay writing competition	July 31, 2013	See topics on the next page	30

Resources for Ta‘līm Syllabus are available at: <http://ansarusa.org/education>

1. Ta‘lim Syllabus:

Study Period	Syllabus
January-June 2013 (Exam Deadline June 15, 2013)	The Holy Qur’ān: Chapter 24, Surah Āl Nur Verses: 36-41 (Translation & Commentary) Hadith: Selected Ahadith #1-5 (in Talim Study Guide) Book: English: “Conditions of Bai’at and Responsibilities of an Ahmadi” Urdu: “Shara’it e bait aur Ahmadi Ki zimmedarian” Conditions 1 through 5
July-December 2013 (Exam Deadline December 15, 2013)	The Holy Qur’ān: Chapter 3, Surah Āl Nur Verses: 52-58 (Translation & Commentary) Hadith: Selected Ahadith #6-10 (in Talim Study Guide) Book: English: “Conditions of Bai’at and Responsibilities of an Ahmadi” Urdu: “Shara’it e bait aur Ahmadi Ki zimmedarian” Conditions 6 through 10

2. Essay Writing Competition: Deadline to submit essay is July 31, 2013.

Topics:

1. Importance of congregational salāt in an Ahmadi Muslim family
2. How to inculcate love of Allah in our children in a society where materialism rules
3. Significance of prayers in parenting

Essay must:

- Be in English, on one of the approved topics (listed above)
- Contain between 2,500 and 3,500 words.
- Be submitted in MS Word format.
- Be free of spelling and factual errors.
- List all bibliographic references.

Prizes: The following prizes will be awarded at National Ijtimā’:
First: \$300.00 Second: \$200.00 Third: \$100.00

Essay should be submitted to Qā’id Ta‘lim (Education), Monas Ahmad Chaudry (714-488-7407)
E-mail at: qaid.talim@ansarusa.org or submitted by mail on CD (in MS Word format) to:
Monas Ahmad Chaudry,
2859 E Stearns St, Brea, CA 92821-4710

6: Education of the Holy Qur'ān (Ta'limul Qur'ān)

Key Contacts:

Qā'id:		Nā'ib Qā'id:	
Name:	Syed Fazal Ahmed	Name:	
Cell:	215-805-3610	Cell:	
E-mail:	qaid.talimulquran@ansarusa.org	E-mail:	

Responsibilities of Muntazim Education Qur'ān

<p><i>Items in this box have been adopted from the Constitution of Majlis Ansārullāh:</i></p> <p>158. Muntazim Education Qur'ān shall motivate members to learn reading and recitation of the Holy Qur'ān with correct pronunciation and teach it to others.</p> <p>159. He shall urge members to participate in Waqf Ardi in teaching the Holy Qur'ān</p>
<p>The Muntazim should:</p> <ol style="list-style-type: none"> 1. Lead by example – follow the program for Education of Holy Qur'ān. 2. Inculcate love of The Holy Qur'ān among Ansār by encouraging members to: <ol style="list-style-type: none"> a) Recite Holy Qur'ān daily b) Memorize prescribed chapters/verses c) Learn translation and commentary of Holy Qur'ān. 3. Arrange appropriate classes and encourage participation in: <ol style="list-style-type: none"> a) Qur'ān classes in local mosque or prayer center. b) On-line or telephone classes (organized by Jamā'at Ta'limul Qur'ān Department). c) Class for Teaching Quran to (new) converts 4. Encourage Ansār to devote at least one week (per year) to participate in Waqf Ardi for the purpose of teaching Holy Qur'ān through Jama'at's National Ta'limul Quran & Waqfe A'rdi Department 5. Evaluate progress and report on it. 6. Participate / organize Quran Exhibition

SYLLABUS:

STUDY PERIOD	THE HOLY QUR'ĀN SYLLABUS
January-June	Chapter 24, Surah Āl Nur Verses: 36-41 (Translation & Commentary by Ghulam Farid)
July-December	Chapter 3, Surah Āl Nur Verses: 52-58 (Translation & Commentary by Ghulam Farid)

SMART GOALS (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Recite with correct pronunciation - prescribed verses	Monthly	Holy Qur'ān; www.ansarusa.org	24
Study Translation and Commentary -prescribed verses	Monthly	www.ansarusa.org ; www.alislam.org	24
Memorize the prescribed verses	Monthly	Holy Qur'ān; www.ansarusa.org	24
Register in Waqf 'Ardi	Nov 30 th	Registration: www.ansarusa.org	14
Organize Qur'ān Exhibition	Nov 30 th	Guidelines: www.ansarusa.org	14

Guidelines for the education of the Holy Qur'ān

Members should adopt and maintain the habit of reciting the Holy Qur'ān everyday on their own for at least 10 minutes, preferably after Fajr prayer. However, members who are unable to recite after offering Fajr prayer should be encouraged to do so at any other convenient time.

Holy Qur'ān Class:

- A Qur'ān class must be established in all Majālis either at the Majlis or Halqa level. The class may be held daily between Maghrib and Isha'a, or on the weekends at a time convenient to most members. In the event the above two options are not feasible then the class should be held at least once a month.
- Request help from the local missionary where one is available. If a missionary is not available then another learned Nāsir can be appointed. This member should be proficient in the recitation of the Holy Qur'ān and should conduct the class on a daily or weekly basis. If local class cannot be held due to distance, members should endeavor to attend Internet based Qur'ān classes available through <http://www.ansarusa.org>
- The presiding teacher should first read the Arabic text designated for a particular session followed by the English translation. The attendees should then be asked to read a few verses. The presiding teacher should not correct the mistakes repeatedly as it may cause embarrassment to the reader, rather the teacher should make a note of all mistakes and at the end of the session, should go over the mistakes without naming any names.
- The duration of the class should be no more than 30-60 minutes depending on the size of the class. Each attendee must be given equal time to complete his recitation.
- All members should be proficient in the recitation of the Holy Qur'ān with proper understanding of the rules of Tajweed (pronunciation).
- At the beginning of each class instructor should recite the Arabic text followed by translation for the benefit of all present.

Plan and Track progress:

- Prepare a list of members who need to study Yassarnal Qur'ān. Make necessary arrangements to teach them. Maintain a record of their progress.
- Prepare a list of members who need to learn how to read the Arabic text of the Holy Qur'ān and make necessary arrangements to teach them. Maintain record of their progress.

7: Moral Training (Tarbiyat)

Key Contacts:

Qa'id:			Na'ib Qa'id:		
Name:	Muhammed Owusu				
Cell:	(804) 512-8621				
E-mail:	qaid.tarbiyat@ansarusa.org				

Responsibilities of Muntazim Moral Training

This item has been adopted from the Constitution of Majlis Ansārullāh:

141. It shall be the duty of the Muntazim Moral Training to take necessary steps for the development of true Islāmic character amongst members of Majlis Ansārullāh.

The Muntazim should:

1. Exhort Ansār to offer Salāt at its prescribed time in congregation.
2. Encourage daily recitation and reading of the Holy Qur'ān and commentary.
3. Urge Ansār to strive to offer congregational Friday prayer regularly .
4. Urge Ansār to listen regularly to Huzur's (may Allāh be his support) Friday Sermons.
5. Urge Ansār to inculcate Islāmic culture and values in their families.
6. Help create and maintain Salāt centers (with the approval of local Jamā'at president).
7. Hold interactive group discussions on social and cultural issues.
8. Hold interactive group discussions on the adverse effects of social media.
9. Work with Ansār to address problems like use of drugs, alcohol, and smoking.
10. Regularly contact Ansār.
11. Activate inactive Ansār.
12. Stress strong affiliation with Khilāfat and Jamā'at.
13. Encourage Ansār to write regularly to Huzur (may Allāh be his support) for prayers.
14. Urge Ansār to attend regularly Jamā'at's programs.
15. Hold moral training week.
16. Hold "From Father to Son" workshop in local Majlis.
17. Hold "Marital Harmony" workshop in local Majlis.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Hold moral training week.	Mar. 18-24, 2013	Moral Training Guidelines	20
Hold "From Son to Father" workshop in local Majlis.	Once a year	Moral Training Guidelines	10
Hold "Marital Harmony" workshop in local Majlis	Once a year	Moral Training Guidelines	10
Contact inactive Ansār.	Every month	Moral Training Guidelines	12
Discuss assigned moral training topic	Every month	Moral Training Guidelines	12
Urge Ansār to strive to regularly offer congregational Friday Prayer.	Every month	Moral Training Guidelines	12
Urge Ansār to listen to Huzur's Friday Sermons	Every month	Moral Training Guidelines	12
Tarbiyat activities discussed in Tarbiyat program.	Every month	Moral Training Guidelines	12
Total Points:			100

Moral Training Guidelines

Inculcate Islāmic Culture in Families

Tarbiyat is an ongoing process and requires constant effort to ensure that Ahmadī families understand and adhere to Islāmic culture. Ansār should become role models for their families and strive to lead by example. Ansār are urged to inculcate Islāmic Culture in their families that include but not limited to the following.

- Praying for one's family on a regular basis.
- Inculcate in the family, the habit of praying to Allah for everything in life, no matter how small.
- Emphasize that Allāh is the Provider of everything.
- Do introspection – Am I doing what I am asking my family to do? (Leading by example).
- Make the following schedule an essential part of your daily routine:
 - Daily prayers (preferably in congregation)
 - Recitation of the Holy Qur'ān
 - Dars/reading commentary of the Holy Qur'ān
 - Reading Jamā'at's literature
 - Watching MTA
- Strive to do the following with your family.
 - Listening and discussing Huzur's (may Allāh be his support) Friday Sermons
 - Writing to Huzur (may Allāh be his support) for prayer on a regular basis
 - Striving to attend Jamā'at's programs and activities
- Adopt best behavior towards spouse and children in light of the practice of the Holy Prophet (peace and blessings of Allāh be on him).
- Communicate with children on moral and other issues – listen and discuss.
- Eat together (at least one meal daily).
- Express feelings toward children (hug).
- Make sacrifice in terms of time – spend time with family (family day).
- Keep promises and commitments.
- Be patient with your family and show appreciation. How can you be grateful to Allah if you are not grateful to those with whom you live under the same roof?
- Ensure that all household members observe proper purdah and strongly discourage any type of mix gatherings as stressed by Hadrat Khalīfatul-Masīh V (May Allāh be his support).
- Remind Ansār to observe supererogatory fast on the third Thursday of each month.

Activating Inactive Ansār

Efforts should be made to make personal contacts with each Nāsir of the Majlis. Special efforts should be made to contact those Ansār who are not active in the Majlis. The following guidelines should be used to motivate inactive members:

- Urge local officers to call and visit inactive members and invite them to their houses. A record of this activity should be maintained.
- Urge local officers to find out if any inactive member needs help/guidance regarding his job or any other problem. A record of this activity should be maintained.
- Include cookout and sports activities along with Majlis programs to make them appealing.
- Arrange transport for inactive Ansār to get to Jamā'at events as needed.
- Invite inactive members to every social/Majlis's function, such as weddings, *aqeeqas*, etc.; this is up to the host not the Majlis.
- Remind members not to pick on inactive members if they come to Majlis's function after a long absence; rather they should be welcomed.
- Introduce inactive members (individually) to other Jamā'at members at the time of meetings especially at special events such as Eid.

- Motivate inactive members to develop personal relationship with Khalīfatul-Masīh by writing letters and personal *mulaqāt* (meeting) if possible.
- Encourage inactive members to watch MTA on a regular basis in the company of other active members and friends.
- Give inactive members some responsibility in Majlis for their training and so that they become integral part of the system.
- Create a friendly and welcoming environment at the mosques/Jamā‘at centers. Too many formalities should not be the norm.
- Make every effort to bring inactive members to regional and national events so that they can be introduced to a wider circle. This is one of the purposes of Jalsa Salana (annual convention) described by the Promised Messiah (peace be upon him).
- Remind all members to speak English all Jamā‘at and social meetings.

Participation in Congregational Salāt in Mosques

Ansār should be encouraged to offer congregational prayers at mosques or local Salāt centers. Following guidelines should be used to achieve better participation in congregational Salāt in mosques.

- Members should be encouraged to live near a Mosque.
- Members should be encouraged to adopt car pooling/buddy system.
- Knowing the fact that everybody cannot and would not be able to come to the Mosque regularly, different halqas (sections) may be persuaded to come to the Mosque by rotation. Picking the Imam for leading the prayers from the same halqa may help in achieving better attendance.
- Each Majlis should make arrangement to offer at least one Tahajjud prayer in congregation every month.
- Emphasis on congregational salat should be a regular feature in every Āmila meeting of the Majlis.
- Provision for games and discussions on interesting topics should be made at Mosques.
- Members should learn the meaning of prayers offered in Arabic. It would certainly add flavor to Salāt.
- Members should be encouraged to offer 1 or 2 prayers in congregation (Maghrib and Isha) in Mosques and then gradually increase this number.
- Qur’ānic injunctions, Ahadith, and writings of the Promised Messiah (peace be on him) showing the importance of congregational prayers should be put up in all Mosques.
- Members who are regular in offering congregational prayers should be encouraged to pray for those who are not.

Strong Affiliation with Khalīfatul-Masīh (may Allāh be his support) and Jamā‘at

Encourage Ansār to maintain a strong affiliation with Khalīfatul-Masīh (may Allāh be his support) and Jamā‘at through the follow avenues:

- Listen to Huzur’s (may Allāh be his support) Friday sermons or at least read the Friday sermon summary.
- Listen to Huzur’s (may Allāh be his support) addresses.
- Write to Huzur (may Allāh be his support) for prayers on a regular basis.
- Attend Majlis and Jamā‘at programs regularly.
- Strive to attend Friday prayer regularly.
- Watch MTA on a regular basis.
- Attend Ansār national and regional *Ijtimā‘āt* (plural of *Ijtimā‘*).

Moral Training Week

Hold a Moral Training week focused on individual Tarbiyat (Moral Training). During this week, Ansār should be encouraged to:

- Offer every Salāt at its prescribed time.
- Offer at least one Salāt in congregation daily (at home if not at the mosque).

- Recite the Holy Qur’ān daily, and read the translation and commentary.
- Strive to offer Tahajjud prayer throughout the week or at least twice during the week.
- Write a letter to Huzur (may Allāh be his support) for prayers.
- Attend Friday prayer at the mosque.
- Strive to do good and refrain from all things forbidden.
- Strive to give up at least one bad habit and adopt a good one.

Addressing Rising Problem of Drugs, Alcohol, and Smoking

Living in a society where the use of drugs, alcohol, and smoking are prevalent problems, we must be cognizant of the problem’s existence among the youth in Jamā’at and be aware of the ways we must address this problem. Zu’amā are urged to addressing the problem using the following guidelines:

- Education
 - Educate Ansār and youth about the adverse effects of smoking, drugs, and alcohol (providing religious, scientific, rational, and logical information). Conduct at least two workshops in a year on this topic.
 - Educate Ansār on how to communicate with their children, identify early signs of smoking or drug use and take corrective action.
 - Publish articles in the Gazette and on alislam.org (with the help of specialists in the Jamā’at).
 - Create awareness of and utilize community resources available e.g. Department of Motor Vehicle initiatives.
- Involvement
 - Be involved with children in their growing years.
 - Know their company.
 - Engage youth in sports and extra-curricular activities; this will dissuade them from getting involved in such harmful habits.
 - Get feedback from children that have been affected so as to understand the trends.
 - Have someone from the same age group discuss the issue with them.
 - Strive to bring children to the mosque regularly and pray for them.

Addressing Social Media’s Effects on Youth

The use of social media is ubiquitous in today’s society. While some benefits can be derived from its use there are many ills associated with it too. Its unscrupulous use by young people can be detrimental and can cause irreversible damage. Zu’amā should strive to educate Ansār and the youth about the adverse effects of social media using the following guidelines.

- Educate Ansār and youth about risks of using social media, e.g.:
 - Information is potentially permanently retained on the internet.
 - Employers looking at applicants’ Facebook accounts.
 - Irreversible damage may be done to one’s life.
- Educate youth about not sharing personal information (DOB, address, photos etc.).
- Share actual tragic examples resulting from Facebook, Twitter interactions.
- Educate the youth about the proper use of their time online.
- Place computers in common places as opposed to in secluded areas at home.
- Offer alternatives to the youth to channel their interests in digital media via other avenues (Muslims Times, alislam.org etc.).
- Be vigilant and have access to children’s accounts (e-mail, Twitter, Facebook etc. to monitor activities.

- Impossible to prevent; distinguish between the pros and cons of social media.

Addressing Social Issues in Majālis

1. **Sensitivity/Diversity Training:** Periodically sensitize members about issues like spoken language, body language, socio-economic/ethnic clustering, etc.
2. **Promote Social Interaction:**
 - a. **At Majlis Level:** Hold periodic social/recreational/fun events (picnic, sports, healthy entertainment, food, etc.).
 - b. **At Individual/Family Level:** Appropriately pair up members of diverse backgrounds with trained members and urge them to interact with each other socially (reciprocal phone calls and personal visits at homes, etc.).
3. **Education of Members:** Arrange regular educational classes for members of diverse backgrounds to increase their fundamental knowledge of Islām and Ahmadiyyat.
4. **Mentor Members for the Majlis's (Community) Work:** Engage, recruit, and assign increasing responsibility and visibility to members according to their capability and training - coach and train them for their assigned duties.
5. **Recognize Individual Contributions:** Sincerely and creatively recognize individual members for their services to the Majlis (community). Use meetings to recognize individuals who have done special work for the Majlis.
6. **Track Progress:** Conduct periodic surveys to measure progress in this sensitive arena and share the findings with Qā'id Moral Training.
7. **Islahi Committee and Qaza Board:** Encourage Ansār to utilize these avenues to address grievances among members.

Support Material for Holding “From Son to Father” workshop in local Majlis:

Details and presentation materials for holding this workshop will be provided to Zu‘amā.

Support Material for Holding “Marital Harmony” workshop in local Majlis:

Details and presentation materials for holding this workshop will be provided to Zu‘amā.

Support Material:

- A synopsis in English of Huzur’s (May Allāh be his support) Friday sermon is distributed to Zu‘amā weekly. Other Ansār can also sign up by submitting their E-mail addresses at: <http://www.ansarusa.org/maillinglist/ansarusa>
- Letters to Huzur (may Allāh be his support) can be sent via:
 - Fax: 01144-208-870-5234
 - Snail mail: 16 Gressenhall Road, London SW18 5QL, U.K.
- MTA is available live at <http://mta.tv>

8: Training of New Members (Tarbiyat Nau Muba'i'in)

Key Contacts

Qā'id:		Nā'ib Qā'id:	
Name:	Waseem Ahmad	Name:	
Home:	(317) 863-0706	Home:	
Cell:	(317) 450-0278	Cell:	
E-mail:	ws-ahmad@hotmail.com	E-mail:	

Responsibilities:

This item has been adopted from the Constitution of Majlis Ansārullāh:

160. Muntazim Tarbiyat Nau Muba'i'in shall try to maintain a strong liaison with New Members and try to make them an active part of the Jamā'at.
161. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansārullāh organization.

The Muntazim should:

1. Introduce new member to Majlis in a meeting (with new member's permission). Provide new members a copy of the book "Welcome to Ahmadiyyat, True Islām" by Dr. Karimullah Zirvi.
2. Pair each new member with a Nāsir (preferably with the one who had introduced him to Ahmadiyyat). Provide names of each pair to Qā'id.
3. Ensure that new members are on Jamā'at mailing list to receive The Ahmadiyya Gazette and Al-Nahl.
4. Give new members a tour of Jamā'at's websites and show them how to:
 - a. Create an account on www.alislam.org and send email to Khalīfatul-Masīh (may Allah be his support).
 - b. Access online periodicals, books, and bookstore.
 - c. Read Muslim Sunrise at www.muslimsunrise.com
 - d. Browse Ansār website www.ansarusa.org
5. Encourage new member to attend local, regional, and national events.
6. Encourage new members to attend monthly Tarbiyat Teleconference (every 3rd or 4th Tuesday of every month) and the Annual Nau Muba'i'in Workshop (planned for Aug. 18th, 2013)
7. Inculcate following habits among new members:
 - a. Offer Prayer (Salāt)
 - b. Pray (dua)
 - c. Recite the Holy Qur'ān and read commentary
8. Encourage new members to develop strong affiliation with Jamā'at and Hadrat Khalīfatul Masīh.
9. Ensure that a segment of the monthly meeting is allocated for training of new members.
10. Evaluate new member's progress on an on-going basis (monthly).
11. Regularly provide data about new member's training needs to Qā'id.

12. Ensure that the new member has access to Ta'līmul Qur'ān classes (local and/or on-line). Proper arrangements should be made to ensure Ta'līmul Qur'ān needs of the new member are met.
Conduct regular follow-up.

New Member Guidelines

Education/Training Program:

Make sure that new Ahmadī knows:

1. Learning Prayer:
 - a. Purpose of Prayer
 - b. Prayer (Salāt) – Arabic, translation, Positions, and timetable
 - c. Importance of Friday Prayer
2. Learning Fundamentals:
 - a. Importance of recitation of the Holy Qur'ān
 - b. Five pillars of Islām
 - c. Six articles of faith
 - d. Life history of the Holy Prophet (peace and blessings of Allah be on him) and Khulafa-e-Rashedeen (may Allah be pleased with them).
 - e. What is Sunnah and Ahadith
3. Learning about the Majlis (Jamā'at):
 - a. Conditions of Bai'at
 - b. Life of the Promised Messiah (peace be on him)
 - c. Khilafat in Ahmadiyyat
 - d. Brief history of Ahmadiyyat
 - e. Organizational Structure of Majlis and the Jamā'at
 - f. Chanda (dues) system and importance of financial sacrifices

Books and Quarterly Program:

1. Philosophy of Teachings of Islām.
2. Welcome to Ahmadiyyat, True Islām by Dr. Karimullah Zirvi
3. Basics of Religious Knowledge by Sheikh Abdul Hadi (fourth Edition)
4. Life of Muhammad (peace and blessings of Allah be on him) by Hadrat Mirza Bashiruddin Mahmood Ahmad (may Allah be pleased with him).
5. Islām's response to contemporary issues by Khalīfatul-Masīh IV (may Allah have mercy on him).

January – March	April-June	July-September	October-December
Ablution & Tayammum Adhan	Life of Holy Prophet Mohammad (peace and blessings of Allah be on him). Organizational Structure of the Jamā'at	Life of the Promised Messiah (peace be on him) Khilāfat in Ahmadiyyat	History of Islām and Ahmadiyyat Chanda (Subscription) System
Memorize Salāt: Niyat, Takbir, Thana, Ta'awwudh	Memorize Salāt: Tasmiya, Sura Al-Fatiha, Sura Al-Ikhlās, Ruku, Tasmee	Memorize Salāt: Tahmeed, Sajdah, Qa'adah, Tashah'hud, Darood	Memorize Salāt: Concluding Prayers of the Salāt.
<i>Learn Yassarnal Qur'ān</i>		Begin reading of the Holy Qur'ān	

At the end of each quarter, the new Ahmadī should evaluate his own progress.

9: Tahrīk Jadīd

Key Contacts:

Qa'id:			
Name:	Hassiem Abdullah Babatu		
Cell:	(414)305-9188		
E-mail:	qaid.tj@ansarusa.org		

Responsibilities of Muntazim Tahrīk Jadīd

This item has been adopted from the Constitution of Majlis Ansārullāh:

153. Muntazim Tahrīk Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices of Tahrīk Jadīd. He shall also make the Demands of Tahrīk Jadīd known to all the members.

The Muntazim should:

- Assist Jamā'at's Tahrīk Jadīd Secretary with the collection of the pledges.
- All pledges should be sent to the center by March 15, 2013.
- At least 25% of Ansār should be followed-up every month, to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- The sacrifices of Daftar Awwal (First Register: November 1934 – October 1944) need to be re-activated. Ansār whose parents or grandparents participated in this scheme during Daftar Awwal should continue to make contributions on their behalf to keep this as *Sadqa Jariah* (Sadqa that continues). Find Ansār members whose elders participated in this blessed register and appeal them to contribute on behalf of their elders.
- Make special efforts to increase participation of non-Chanda paying members by 10%.
- Regular Chanda paying members should be encouraged to increase their contribution to Tahrīk Jadīd to 1/5th of one month's income payable in one year. For example, if one month's take home income is \$1,000 then \$200 should be paid for Tahrīk Jadīd in one year.
- Request Ansār d to encourage their family members to participate in this blessed Tahrīk

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Send regular reminders to Ansār	Every month		50
100% participation from Majlis	October 31 st		50

Tahrīk Jadīd Year

Tahrīk Jadīd year begins on November 1 and ends on October 31.

Demands of Tahrīk Jadīd

1. Lead a simple life.
2. Participate in spreading the message of Islām worldwide.
3. Dedicate leave periods for the service of Jamā‘at.
4. Members to dedicate their lives to serve Islām.
5. Dedicate during seasonal vacation, periods for the service of Jamā‘at.
6. Offer your children for life-time Waqf.
7. Pensioners/Retired people to offer themselves for service of Jamā‘at.
8. Dedicate part of your income and property.
9. Influential and learned Ahmadis should give lectures.
10. Prepare rebuttal of adverse propoganda.
11. Seek advice from the Jamā‘at when deciding about higher education and future of your children.
12. Develop the habit of working with your own hands (instead of depending upon others).
13. Jobless persons should not hesitate to take up even petty jobs.
14. Promote Islāmic culture.
15. Promote honesty in the society.
16. Keep the paths clean.
17. Protect women’s rights.
18. If possible members may build houses in Qadian.
19. Offer special prayers in order to succeed in these undertakings

Tahrīk Jadīd Registers

Khulāfa Ahmadiyyat have launched new registers of Tahrīk Jadīd at at various time intervals (mostly 20 years) since its inception. Register periods are detailed below:

Register Number	Description	Time Frame (Years)
1	Awwal (First)	November 1934 – October 1944
2	Dom (Second)	November 1944 – October 1964
3	Soam (Third)	November 1964 – October 1984
4	Chaharam (Fourth)	November 1984 – October 2005
5	Punjam (Fifth)	November 2005 – to date

Hadrat Khalīfatul-Masīh V (may Allāh be his support) initiated Daftar Punjam (Fifth Register) in 2005. All children born after October 2005 and members joining Jamā‘at after October 2005 are in this Register.

10: Waqf Jadīd

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	Kalim Wali		
Cell:	(314) 522-6377		
E-mail:	qaid.wj@ansarusa.org		

Responsibilities:

This item has been adopted from the Constitution of Majlis Ansārullāh:

151. Muntazim Waqf Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices and other programs of Waqf Jadīd.

The Muntazim should:

1. Assist Jamā'at Secretary Waqf Jadīd with collecting pledges from Ansār.
 - a. Remind Ansār of their pledges and collection in every meeting.
 - b. Contact those Ansār who do not come to meetings.
 - i. Coordinate with Muntazim Umumi to obtain phone number and E-mail addresses of Ansār so that they could be reached and reminded if they do not attend meetings.
2. Educate Ansār of the importance of Waqf Jadīd.
3. Be regular in sending his report to the Za'im.
4. Exhort Ansār to pay more than they paid in 2012.
5. Exhort Ansār to pay monthly or pay off pledges early.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Send regular reminders to Ansār	Every month		30
100% participation from Majlis	December 31 st		50
100% participation from Majlis (Bonus Points)	November 30 th		20

Waqf Jadīd Year

Waqf Jadīd year begins on January 1 and ends on December 31.

Waqf Jadīd Scheme

Founded by Hadrat Khalīfatul-Masīh II (may Allāh be pleased with him) in 1957 for propagation in rural communities in Pakistan. “If our Jamā‘at wishes to prosper it will have to extend its preaching activity in every quarter. There is need to amplify considerably our efforts so that our voice may reach every house in every town.” (Al-Fazāl, January 11, 1958)

Hadrat Khalīfatul-Masīh IV (may Allāh have mercy on him) gave Waqf Jadīd an international structure: “The emphasis is on the maximum number of Ahmadīs contributing, according to their means. In this scheme countries compete to see which leads in the total number of participants: children, women, men, the old and the young” (Friday Sermon, December 29, 1989).

Given the present condition that exists in Bangladesh and Pakistan the importance of this blessed scheme cannot be over emphasized. In fact, when Hadrat Khalīfatul-Masīh IV (may Allāh have mercy on him) put emphasis on Tablīgh and the need to convert millions of souls into the Jamā‘at, we are all witnesses to what happened. Millions of people were converted and all these souls need proper Islāmic Teachings. The Jamā‘at needs to build Mosques for these converts. These are the fruits of Waqf Jadīd and we must prepare for the future.

11: Publication (Ishā‘at)

Key Contacts:

Qā'id:			
Name:	Rafi Malik		
Cell:	(614) 999-5607		
E-mail:	qaid.publication@ansarusa.org		
Address:	1942 Baltic Ave Lewis Center, OH 43035-8012		

Responsibilities of Muntazim Publication

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

156. Muntazim Publication shall motivate members to contribute articles to the quarterly Al-Nahl.

157. He shall assist Qā'id Publication with the sale and distribution of the books and literature, as and when required, and maintain a reasonable supply of the books and literature at the Majlis.

The Muntazim shall also:

1. Ensure that the Ansār in his Majlis are receiving and reading the Ansār newsletter and the Al-Nahl regularly. If a Nāsir is not receiving either, make sure with the Qā'id Tajnīd that his address is listed correctly in the Ansār Tajnīd.
2. Identify potential writers and encourage them to write for the Al-Nahl, especially about how they accepted Ahmadiyyat.
3. Document and maintain local history of the spread of Ahmadiyyat and the Ansār activities, and have them published in the Ansār and the Al-Nahl as appropriate.
4. Send brief reports of significant local and regional activities to Qā'id Publication.
5. Ensure that local Jamā'at or auxiliary library and/or bookstore carries all Ansār publications.
6. Maintain a supply of free literature to be made readily available when someone needs it.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Send picture of the Za‘īm with name, education, profession, and date.	February 28 th	Al-Nahl (Vol 22, No. 3-4) http://www.alislam.org/alnah/Al-Nahl-2011-No3-4.pdf	10
Send a picture of Majlis Āmila with date and name of the Majlis.	March 31 st	See “Guidelines for Group Photos” below	10
Send a group photo of the Ansār members of your Majlis with date and the name of the Majlis.	April 30 th	See “Guidelines for Group Photos” below	10
Submit first article for publication.	May 30 th	See “Publication Guidelines” below	25
Send a brief report of a notable activity or work done by your Majlis.	August 31 st	See above	10
Submit second article for publication.	October 30 th	See “Publication Guidelines” below	25
Send news about Ansār achievements, illness, demise, etc.	As needed		10

Publication Guidelines

Write!

Possible topics include:

- Why Islām is my choice?
- How I accepted Islām.
- History of the local Jamā‘at/Majlis.
- Brief report of local activities.
- Interviews of converts relating to how and why they accepted Islām.
- Local history of the spread of Ahmadiyyat.

Guide for writers and dictionary of common Arabic/Urdu terms is available at:

<http://ansarusa.org/content/publications>

Provide details of all publications at: <http://ansarusa.org/content/submission-msq-award>

Translate!

We are looking for volunteers to translate, from Urdu into English, and from English or Urdu into Spanish.

Edit and/or Review!

We are looking for volunteers to review the Al-Nahl and other publications.

Sign Up!

Sign up by providing contact information (name, E-mail address, and phone) to Qā’id Publication (contact info above).

Provide Information!

Provide information about deceased members of your Majlis at:

<http://ansarusa.org/content/information-about-deceased-members>

Ansār Periodicals

Ansār Newsletter:

Mailed and E-mailed to all Ansār every month. Includes announcements and reports of recent activities. Subscribe to <http://www.ansarusa.org/maillinglist/ansarusa> to get latest information.

Al-Nahl:

Mailed to all Ansār every quarter. Carries articles related to education, moral training, preaching, and health, etc.

How to order Ansār publications

- Books, pamphlets, and other materials are available from Jamā‘at bookstore. Complete list of available items is printed on the next page for your reference.
- Za‘īm or Muntazim Publication can order any item through Jamā‘at bookstore at: <http://www.amibookstore.us/>
- If requesting material for Tablīgh, please contact Qā’id Tablīgh for approval of funds.

Guidelines for Group Photos

The following protocol must be followed when taking group photos:

- **For local Ijtimā’:** Front row should have odd number of chairs—5, 7, 9, 11, etc. (if no chairs are being used then odd number of standing people). Nāzim (if attending) otherwise Za‘īm should be seated/standing in the middle; local President, if present, on the right, then right to the local President should be Nā’ib Za‘īm Saf Dom; Nā’ib Za‘īm Saf Awwal on the left to the Za‘īm, then Muntazim ‘Umūmī. After that other ‘Āmilah members or elders can be seated.
- **For regional Ijtimā’:** Front row should have odd number of chairs—5, 7, 9, 11, etc. (if no chairs are being used then odd number of standing people). Representative of National ‘Āmilah should be seated/standing in the middle; regional Nāzim on the right, host Majlis’ Za‘īm on the left. Zu‘amā of other Majālis should then be on either side to fill the chairs and then elders. If a missionary is present, he should be seated right to the person sitting in the center (Za‘īm, regional Nāzim, or National Representative). The protocol should also be followed for group photos taken at Majlis’ other programs—such as general meetings.

Any photo submitted which does not follow these guidelines will not be published in Ansār publications.

Ansār Publications Price list
Place order at <http://www.amibookstore.us/>

No	Publication	Price
1	Inspiring Events in the Field of Tablīgh. <i>Maulānā</i> Ata-ul-Mujeeb Rashed	\$2
2	Why Islām is My Choice: Stories of Spiritual Journeys	\$2
3	Words of Wisdom. Dr. Karimullah Zirvi, Majeed A. Mian, Syed Sajid Ahmad.	\$5
4	Approaching the West: <i>Maulānā</i> Mubasher Ahmad	\$3
5	Forty Gems of Beauty. Hadrat Mirza Bashir Ahmad (Radiyahallāhu ‘anhu)	\$2
6	Letter to a Dear One. Sir Muhammad Zafrullah Khan (Radiyahallāhu ‘anhu)	\$2
7	Muhammad (Sallallāhu ‘alaihi wa sallam) in the Bible Hadrat Khalīfatul-Masīh II (radiyallāhu ‘anhu)	\$1
8	Salāt Poster. 18x24” Color, Arabic with transliteration and translation (Soft copy of the poster can be downloaded for free at: http://ansarusa.org/sites/default/files/SalatPoster.jpg)	\$2
9	Synopsis of Religious Preaching. <i>Maulānā</i> A.U. Kaleem	\$2
10	Razzaq and Farida. Dr. Yusef Lateef: A story for children	\$1.50
12	Al-Nahl. Special Issue on Hadrat Mufti Muhammad Sadiq	\$1
13	Al-Nahl. Special Issue on Dr. Salam	\$3
14	Al-Nahl. Various old issues.	Free
15	Wonderful Prayers from the Holy Qur’ān. Pocket-Size Edition	Free
16	Conditions of Initiation (Bai‘at). Pocket-Size Edition	Free
17	Arabic Qaseedah Yā ‘Aina Faidillāh (without I’rāb)	Free
18	Arabic Qaseedah: Bi Muali’in (with I’rāb)	Free
19	Khilāfat Centenary Prayers	Free
20	Muslim Sunrise. Special issue on Jihad	Free
21	Jesus, Son of Mary	Free
22	EL ISLAM UNA RELIGION DE PAZ Y AMOR (Spanish)	Free
23	¿JESUCRISTO MURIÓ EN LA CRUZ? (Spanish)	Free
24	DVD: Jesus in India	\$1
25	Audio Cassette: Resolution of controversial issues	Free
26	Audio Cassette: Islām and Qur’ān	Free
27	Audio CD: Varios urdu poems	\$1
28	Plastic Ruler for Tablīgh – Love for All, Alislam.org	\$0.25

Place order at <http://www.amibookstore.us/> and send payment to
Bookstore, Ahmadiyya Movement in Islām,
15000 Good Hope Road, Silver Spring, MD 20905, USA

12: Intellect and Physical Health (Dhahanat wa Sehat-e-Jismani)

Key Contacts:

Qā'id:		Na'ib Qā'id:	
Name:	Syed Tanvir Ahmed	Name:	Shamim Ahmad Malik
Cell:	(601) 209-3546	Cell:	(919) 841-8934
E-mail:	qaid.health@ansarusa.org	E-mail:	naibqaid.health@ansarusa.org

Responsibilities of Muntazim Health

This item has been adopted from the Constitution of Majlis Ansārullāh:
151. Muntazim Health shall plan and execute programs for maintaining intellectual and physical health of members

The Muntazim should:

1. Adopt a healthy life style with good nutrition, exercise and health care maintenance
2. Exercise 60 minutes a day, most days of the week.
3. Promote sports activities among Ansār.
4. Lead discussion on health related articles at each Majlis' meeting.
5. Organize at least one "Health Fair" e.g. Health screening at Regional Ijtimā' at (Blood Pressure, cholesterol, flu shots, etc.) through the help of Ahmadī medical professionals.
6. Maintain a First Aid Kit
7. Encourage members to memorize portions of the Holy Qur'ān, Qaseeda, and Prayers.
8. Encourage Ansār to read Jamā'at publications regularly.
9. Organized efforts to involve (particularly retired members) in community activities
10. Encourage members to own and ride a bicycle - At least all Amila members must own and ride a bike with some regularity (Bike4life)

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Hold health discussion at General Meetings	Every month	Monthly articles distributed by the Qā'id.	25
Health Fair	Once or more	Local Health Professional	25
Exercise Regularly	Every month	At least 40% Ansār	50

Bike4Life

Hazrat Khalīfatul Masīh V (ayyadahullahu ta‘ala binasrihil-‘aziz) has encouraged and advised about the use of bike for Ansār. The utility is endless for exercise, means of transportation and spending quality family time. In times of Natural disaster such as flood, quakes, hurricanes the value of bicycle cannot be over stated. It is suggested that all Ansār members own and use a bicycle with some regularity.

Healthy Lifestyle

Healthy lifestyle is a process where we make conscious efforts in our daily life to incorporate good nutrition, exercise, and use of health resources. It does not require a lot of time but a conscious and continuous effort on the part of an individual. It reflects on a nation and community in the end and eventually impacts the entire civilization one way or the other. As an organization it is our job to provide resources and promote activities that will make us stand out as those who possess highest physical and moral health.

Health Fair

Health Fairs held at least once yearly will provide a great opportunity to learn about individual health matters and start or refresh positive health attitudes. Health fairs can be arranged by individual Majālis or at Regional level.

Community Projects

There are innumerable community projects going on in all small and big towns. Our retired Ansār are an asset that can lead our outreach effort in all areas but particularly in Health Projects. It will establish contacts, boost the name of our community, and help utilize many resources that are available but not utilized.

Annual Sports Budget:

Funds are available for sports activities for every Majlis. Each Majlis can apply for funds at the rate of \$5.00 per Nāsir. That is, if you have 20 Ansār in your Majlis, you will have \$100.00 available per year to spend on sports, like volleyball net, table tennis set, horse shoe set, etc. Contact Qā'id health for release of these funds.

13: Social Services (Ithar)

Key Contacts:

Qa'id:			
Name:	Rizwan Qadir		
Cell:	(248) 840-4417		
E-mail:	qaid.ithar@ansarusa.org		

Responsibilities of Muntazim Social Services

This item has been adopted from the Constitution of Majlis Ansārullāh:

147. Muntazim Social Services shall chalk out programs in order to sympathize with Allāh's creatures, to serve them and to work for their welfare and shall ask all Ansār to act upon these programs.

The Muntazim should:

Initiate and sustain at *least one* social service activity in his Majlis:

1. Assess needs by conducting Local Needs Assessment (LNA).
2. Select a specific need(s) that your Majlis will address immediately.
3. Develop plans to address selected need.
4. Implement plan(s) immediately.
5. If feasible, select additional needs to address

Report all Social Services activities performed during the previous month. Provide a brief description of Ithar activities performed during the month. Each activity reported must provide specific, measurable details to include:

1. The number of Ansār involved in that specific Ithar activity
2. The number of hours spent on Ithar
3. An approximate dollar savings or value of the social service rendered i.e what is an approximate fair market value for this service or activity?
4. Evaluate the effectiveness of the implemented plans and make changes as needed.

SMART GOALS (Specific, Measurable, Achievable, Result oriented, Timely)

GOAL	DUE DATE	RESOURCES	POINTS
Conduct LNA & decide needs to be Addressed	February 28 th	February 28 th	25
Develop & implement agreed upon program(s)	Every Month	Social Service guideline on next page	30
Formulate and submit timely reports	Every Month	Majlis Report Form	20
Reevaluate effectiveness of programs and efforts.	Every Quarter (March 31 st , June 30 th , September 30 th , and December 31 st)	Social Services Guidelines	25

Social Service Guidelines:

Many Majlis have consistently demonstrated outstanding performance in social service work. These Majlis have produced excellent results, inspired local participation, and made a difference for many in need. The following guidelines are by no means comprehensive. Majlis are encouraged to innovate and address needs that are unique to their local communities. Engage local Jama'at members and community contacts to ascertain specific needs of local community. In addition, local Majlis are strongly encouraged to network and, collaborate with local agencies and community organizations where appropriate

Small Majalis must initiate and sustain at least one social service activity and medium/large Majālis should try to sustain two activities.

Many Majalis have been doing Ithar activities but not in an organized fashion. Also many activities are not being reported.

Most Majlis report more than one social service activity. General guidelines include but are not limited to the following activities:

Internal Activities:

1. Identify Members who need help:
 - Elderly members living alone or limited resources.
 - New converts
 - Members with medical problems without insurance.
 - New families
 - Families needing ongoing financial help.
 - Families needing help with snow, yard work.
 - Visit sick members
 - Members needing transportation.
2. Waqar Amal:
 - Cleaning Mosque and Jamā'at properties
 - Mosque and jamaat property Maintenance.

External Activities

- Donate time and or money to a local Soup Kitchen.
- Contact Local community and offer services.
- Participate in Humanity First activities.
- Arrange a soup kitchen (langar) i.e free cooked food once per week or monthly for poor people.
- Working with Humanity First.
- Nursing Home and Senior citizens communities visits
- Blood Drives
- Work with potential volunteers in the Jamā'at and collaborate with upstanding non-muslim, non-Ahmadis to determine which needs can addressed. Take into account what the volunteers are capable of doing this activity consistently.
- Develop specific plans that are *attainable* to address selected needs. Who will do what, when and how? What resources they will need, who will provide them, can we maintain this level of commitment and service? Can we collaborate with a reputable organization that is willing to partner with a local Majlis.
- Implement agreed plans in a timely manner.
- Document relevant details so that periodic assessment can be made. Report all social service activities performed during previous month. Reports should be accurate, concise, logical, and timely, utilizing standard report forms.
- Reports should include; name of program, number of Ansār involved, total number of man-hours, approximate dollar value or savings of service rendered, details of activities, and resources. Include pictures if appropriate.

- Every few months evaluate results to see if the programs are serving their objectives. There is no harm in dropping a program or project that is not working. The Majlis may re-channel energy and resources into programs that are more effective in helping the community and achieving objectives.
- Please ensure that plans are realistic, measurable and will generate activities which reflect local needs, manpower, and resources.

The following are previous successful social service strategies (do not limit to this list):

1. MTA access assistance
2. Health fairs and screenings
3. Visiting the sick
4. Homeopathic remedy distribution
5. Feeding the poor/Meals on Wheels
6. Clothing distribution
7. Mentoring programs
8. Employment referrals/networking
9. Appropriate financial assistance
10. Sponsorship of water wells in Africa.
11. Highway, road clean up, beautification projects
12. After-school tutorial math, science, computer labs.
13. Local, county, state, jail/prison programs
14. Sponsorship of water wells in Africa.
15. Purchase/sponsorship of bicycles in Burkina Faso, Africa
16. Working with Humanity First.
17. Helping new Immigrants.

Important Note:

To motivate and to recognize the efforts of successful programs by Majālis, Qā'id Ithar will award 30 points as a bonus to the majlis that runs an Ithar program that works over 4 - 5 months and brings positive results from the Jamā'at members and the community . The format and the plan that works to bring result should be submitted to Qā'id Ithar. Other Majālis may implement similar plan in their area.

14: Membership (Tajnid)

Key Contacts:

Qa'id:			
Name:	Muneeb Ahmad		
Cell:	(920) 279-6298		
E-mail:	qaid.tajnid@ansarusa.org		

Responsibilities of Muntazim Membership

This item has been adopted from the Constitution of Majlis Ansārullāh:

154. Muntazim Membership shall see that each Ahmaḍī who has attained the age of Ansārullāh is included in the Membership (i.e. enrollment).

155. He shall see that complete enrolment is maintained and the system of Sa'iqin (i.e. group leaders) is established in local Majlis.

It is the responsibility The Muntazim should:

1. Maintain complete membership record of all Ansār in local Majlis.
2. Maintain accurate contact information of all members (address/email/phone etc. changes should be recorded promptly)
3. Report membership changes in Za'im's monthly report.
 - a. Provide details of tajnid changes in spreadsheet form in the specified format.
4. Maintain **locally** the list of exemptions for sick/disabled/incapacitated members for the purpose of Taleem tests. These exemptions should be reported directly Qaid Taleem each time a test is due. The exemptions list will not be maintained in the National tajnid database.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Update 1: Update Membership Information	By March 31 st	Excel Spread sheet* ¹ available from Qā'id	50
Update 2: Update Membership Information	By August 31 st	Excel Spread sheet* ¹ available from Qā'id	50
Total			100

*¹ All sensitive information sent via E-mail must be in a password protected file.

Membership Guidelines

- Local Majlis's records should contain all active and inactive members.
- Report all membership changes to Qā'id Membership on the Monthly Report form.
- Encourage Ansār to submit tajnid changes directly by filling out the form at the following link: <http://ansarusa.org/tajnid-update-form>

Process for Updating Records in Excel File:

- Use ONLY the specified file format. Do not rename or move columns.
- **No change:** If member details are correct, leave blank the status column of Excel spreadsheet.
- **Changed data:** Enter missing/changed data in the appropriate field. In the status column, write which fields were changed, e.g., "Changed address and home phone", "Changed email", "Added cell phone", etc.
- **Moved out:** If a Nāsir on the list has moved out of Majlis, write "Has moved to (Majlis name)" in status column. Try to find his new address/majlis information and provide that to Qaid Tajnid.
- **Deceased:** If a Nāsir has passed away, write "Deceased on (date)" in the status column. Provide details at <http://ansarusa.org/content/information-about-deceased-members>
- **No Member Code:** If a member does not have a Jamaat member code, use Jamā'at Tajnid form to apply for member code through local Finance Secretary, or go to the following link and fill out the form online: <http://www.ahmadiyya.us/index.php/component/rsform/form/6>. Once the member code is issued, include the member data on the spreadsheet and write "New Member" in the status column.
- **New Member:** If a Nāsir has moved into your Majlis, include member's data in the spreadsheet and write "New Member" in the status column.
- **Send Spreadsheet:** Password-protect the spreadsheet and email spreadsheet to Qaid Tajnid at qaid.tajnid@ansarusa.org. Include your majlis name in the subject line.

15: Audit

Key Contacts:

Auditor:		Nā'ib Auditor:	
Name:	Mohammad Dawood Munir	Name	Mazhar Ul Haque
Cell:	(832) 526-8614	Cell	951-522-9886
Home:	(281) 373-3892	Home	951-360-6212
E-mail:	auditor@ansarusa.org	E-mail	haque5121@yahoo.com
Address	11106 Brandon Gate Houston, TX 77095		

Responsibilities of Local Auditor

This item has been adopted from the Constitution of Majlis Ansārullāh:

162. Local Auditor shall assist National/Nā'ib National Auditor in auditing Majālis accounts.

Local Auditor should ensure that:

- Finance department activities adhere to internal control procedures. This relates to the collection and recording of Chanda, handling of bank accounts, disbursement of expenses, and fund transactions.
- Income and expense items in the financial statements including unusual variances to budget and prior years are reviewed.
- Proper approval/authorization for expenditure is in effect and properly documented.
- Reports prepared are accurate and inputs of data in computer system (if available) are done in a timely basis.

Purpose of Audit:

Majlis Ansārullāh's audit system is based on Taqwa (righteousness). Purpose of audit is to ensure that financial affairs of Majlis Ansārullāh are based on sound accounting principles and that local Majālis adhere to the directives and guidelines issued by Qā'id Māl and Sadr Majlis regarding financial matters.

It is imperative that Majlis Ansārullāh operate in an environment where there is transparency in accounting procedures and auditing standards are impeccable. This is to ensure that in any eventuality, Majlis Ansārullāh, USA will be prepared. Insha'Allah.

OBJECTIVE

- Income and expense budgets are prepared in accordance with established guidelines.
- Majlis has taken reasonable efforts to collect the income budget in a timely fashion.
- Receipts are issued in a timely manner for all chandah collected.
- Chandah collected are deposited promptly.
- Reports prepared are accurate and submitted on time.
- Funds collected are sent to Qaid Mal as per Qaid Mal's instructions.
- All of the following documents are reconciled to each other properly:
 - i) Total amount of receipts issued
 - ii) Bank deposit slip
 - iii) Report sent to Qaid Mal
- All expenses are in line with the approved budget, are reasonable, properly approved, and supported by the supporting documents (receipts, contracts etc).
- Make audit objectives clear to the Majlis and understand their local obstacles/problems.

- Determine if approved income and expense budgets are reasonable.
- Determine if expenses are reasonable and will genuinely cover all the activities of the chapter.

Planned Activities - 2013

- Book-keeping methodology training for all Majālis.
- Quarterly Audit Report.
- Individual Majālis in person audit (if warranted) will be determined after Qā'id Māl closes out Majlis's account for 2012.

SCOPE OF AUDIT

The Audit Period is from January 1, 2012 to the ending of the month prior to the audit.

Since the records for the entire year cannot be audited, randomly selected sample months (2 or 3 months) would be selected for audit. The audit report to Sadr Majlis will cover selected months only.

1. Review finance department's activities to ensure adherence to internal control procedures. This relates to all financial transactions. For example, collection of dues, handling of bank accounts, disbursement of expenses, and proper maintenance of receipts books.
2. Review income and expense items in the financial statements including unusual variances to budget and prior years.
3. Ascertain that proper approval for authorization for expenditure is in effect and properly documented.
4. Review accuracy and timely input of data in computer system (if available).

DOCUMENTS NEEDED FOR REVIEW

- Approved Budget
- Income and Expense Report for the Audit Period.
- Collection detail by each Nāsir.
- Supporting documents for all expenses (receipts, contracts and approvals)
- Copy/original of the bank deposit slips for the Audit Period. The deposit slips should match with the receipts issued during the reporting period.
- Any letters or records to show that members were approached to improve their participation and increase in chandah collection.
- Monthly reports submitted to the Qaid-Maal.
- Supporting documentation for remittances/submissions to Qaid-Mal.

AUDITING STEPS (Complete Schedule A)

1. Review and determine if the income budget was reasonable. All members were included in the budget. If not, was reasonable effort made to include all the members in the budget?
2. Randomly select a reasonable number of dues collection transactions based on the size of the chapter (for a large chapter may be 20 transactions).
 - When a check or cash was received, was a receipt issued in a timely manner?
 - Were checks and/or cash deposited timely in the bank?
 - Were funds sent to Qā'id Māl in a timely manner?
 - Were mathematical errors noted?

3. Randomly select a reasonable number of expense transactions:
 - Verify if receipts, contracts or other necessary documents properly support expenses.
 - Verify if these transactions were properly approved and the costs were reasonable and necessary.
 - The amounts on the approval, checks and books all agree with each other.
4. Were prepared reports mathematically correct and sent to Qā'id Māl promptly?

SCHEDULE A

Note: Please write the month that you selected for testing in "Month Selected" column. Write in the respective column "Yes" for positive results of the test and "No" for negative results.

If you have any comments write it on a separate sheet with reference to each step(s) and sub- steps

EVALUATION:

Majalis will be awarded 25 points for each quarterly report submitted, 100 points for the year.

Month Selected	Step -1	Step-2				Step-3			Step-4
		1	2	3	4	1	2	3	



Ijtimā' Information

Monthly Meetings and Ijtimā‘ Schedule

Ansār General Meeting:

_____ of every month, at ____:_____

(See Za’īm responsibilities on Page 22 and monthly meeting topics on Page 93 of the handbook.)

Ansār‘Āmila Meeting:P

_____ of every month, at ____:_____

(See Za’īm responsibilities on Page 22)

Local Ijtimā‘: _____,2013

Instead of monthly Ansār meeting

Regional Ijtimā‘: _____, 2013

National Ijtimā‘andShūrā: October 4-6, 2013

Friday 12:30 PM – Sunday 2:00 PM

Baitur Rahman Mosque, Silver Spring, MD

2013 Regional Ijtimā'

**A memorable couple of days to pray, learn, compete and relax
 Great opportunity to reinvigorate spiritually, intellectually, socially, and physically**

Saturday, xx/xx/13 to Sunday, xx/xx/13

Ijtimā' Location (address & phone)

Educational Competitions

Individual Competitions:

- Recitation of the Holy Quran (Memorized)
- Commentary on Hadith
- Impromptu Speech (3 min.)

*Team Competitions**

- Observation & Recall
- Religious & General Knowledge

Sports Competitions (subject to change due to weather)

Individual Competitions Two Groups (40-54 and 55 & older groups):

- Table Tennis
- Horse Shoe
- Darts
- Shotput
- Basketball hoops

Team Competitions:*

- Volleyball
- Tug-of-War

Nāzim should change suggested program to suit local needs.

Saturday, xx/xx/2013

12:00 PM Registration

Opening Session

12:30 PM Recitation & Translation of the Holy
 Qur'ān

12:35 PM Ansār Pledge (Sadr/Nāzim/Rep)

12:40 PM Poem & Translation

12:50 PM Opening Address & Dua
 (Sadr/Nāzim/Rep)

01:00 PM Lunch & Zuhr/Asr Prayers

02:00 PM Educational Competitions

04:30 PM Sports Competitions

07:00 PM Dinner & Maghrib/Isha Prayers

08:30 PM Talqeen-e-Amal / Q&A (Missionary)

09:30 PM Good Night

Sunday, xx/xx/2013

Enter Tahajjud & Fajr Prayers

Time Darsul Qur'ān & Hadith (Missioanry)

07:30 AM Breakfast

08:30 AM Educational Competitions

09:30 AM Tabligh & Moral Training Discussion

Concluding Session

10:30 AM Recitation & Translation of the Holy
 Qur'ān

10:40 AM Poem & Translation

10:50 AM Prize Distribution

11:20 AM Concluding Address

(Sadr/Nāzim/Rep)

11:40 AM Ansār Pledge & Dua

(Sadr/Nāzim/Rep)

11:45 AM Group Photographs

12:00 PM Lunch & Zuhr/Asr Prayers

Khuddām & Atfāl are cordially invited

Majlis Ansārullāh, USA

32nd Annual National Ijtimā'

**Memorable days to pray, learn, compete and relax
Great opportunity to reinvigorate spiritually, intellectually, socially, and
physically**

**Friday, October 4 (12:00 PM) to Sunday, October 6, 2013 (2:00 PM)
Baitur Rahman Mosque, Silver Spring, Maryland
(21st Majlis Shūrā will start at 2:30 PM Immediately after Friday prayer)**

Educational Competitions

Individual Competitions:

- Recitation of the Holy Quran (Memorized)
- Commentary on Hadith
- Impromptu Speech (3 min.)

*Team Competitions **

- Observation & Recall
- Religious & General Knowledge

Sports Competitions

Individual Competitions Two Groups (40-54 and 55 & older groups):

- 100 Yards Sprint
- Table Tennis
- Horse Shoe
- Darts
- Shotput
- Basketball hoops

*Team Competitions**: Volleyball, Tug-of-War

** Nāzimeen will select/nominate the individual and team competitors based on their participation and performance in the Local and/or Regional Ijtimā'at.*

Note: In team competition each region will be represented by one team.

Khuddām & Atfāl are cordially invited

- Recitation of the Holy Qur'ān (memorized), Surah Āl Nur (Ch. 24): Verse 36:

اللَّهُ نُورُ السَّمَوَاتِ وَالْأَرْضِ ۗ مِثْلُ
 نُورِهِ كَمِشْكُوتٍ فِيهَا مِصْبَاحٌ ۗ الْمِصْبَاحُ
 فِي زُجَاجَةٍ ۗ الزُّجَاجَةُ كَأَنَّهَا كَوْكَبٌ
 دُرِّيٌّ يُوقَدُ مِنْ شَجَرَةٍ مُبَارَكَةٍ زَيْتُونَةٍ
 لَا شَرْقِيَّةٍ وَلَا غَرْبِيَّةٍ ۗ يَكَادُ زَيْتُهَا
 يُضِيءُ وَلَوْ لَمْ تَمْسَسْهُ نَارٌ ۗ نُورٌ عَلَى
 نُورٍ ۗ يَهْدِي اللَّهُ لِنُورِهِ مَنْ يَشَاءُ ۗ
 وَيَضْرِبُ اللَّهُ الْأَمْثَالَ لِلنَّاسِ ۗ وَاللَّهُ
 بِكُلِّ شَيْءٍ عَلِيمٌ ۝٣٦

- Commentary on the following Hadīth:

عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ قَالَ: قَالَ رَسُولُ
اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ: مَنْ سَرَّهُ أَنْ يَسْتَجِيبَ اللَّهُ لَهُ
عِنْدَ الشَّدَائِدِ وَالْكَرْبِ فَلْيُكْثِرِ الدُّعَاءَ فِي الرَّخَاءِ -

(ترمذی البواب الدعوات باب دعوة المسلم مستجابة)

حضرت ابوہریرہ رضی اللہ عنہ بیان کرتے ہیں کہ آنحضرت صلی اللہ علیہ
وسلم نے فرمایا جو شخص یہ چاہتا ہے کہ اللہ تعالیٰ تکالیف کے وقت
اس کی دعاؤں کو قبول کرے تو اسے چاہیے کہ وہ قراحتی اور
آرام کے وقت بکثرت دعا کرے۔

Hadrat Abu Huraira (peace be on him) narrates that
Messanger of Allāh (may peace and blessings of Allah be
on him) stated that a person who desires that Allah grants
acceptance to his prayers at the time of difficulties and
distresses should pray abundantly at the time of ease.

Majlis Ansārullāh, USA

Educational Competitions – Rules & Judging Criteria

Memorization of the Holy Qur’ān

Rules	Recitation of the Holy Qur’ān (memorized)	
Criteria	Quality (correct pronunciation and punctuation)	20 points
	Style of delivery (volume, speed, melody, confidence)	20 points
	Memorization	10 points

Commentary on Hadith

Rules	Commentary on Hadith	
Criteria	Quality of content (depth of knowledge)	20 points
	Style of delivery (volume, speed, melody, confidence)	20 points
	Correct recitation of the Hadith	10 points

Impromptu Speech

Rules	Impromptu speech	
Criteria	Quality of content (depth of knowledge).	20 points
	Style of delivery (volume, speed, pronunciation and confidence)	20 points
	Use of references (Holy Qur’ān, Hadith, writings of Promised Messiah, Khulafa, ...)	10 points

Majlis Ansārullāh, USA

Educational Competition Marking Sheet

Event:

- Recitation of the the Holy Qur’ān (memorized)
 Commentary on Hadith
 Impromptu Speech

Judge: _____
Signature: _____

Please see judging criteria before marking

No.	Name	Majlis	Criteria 1 (Max 20)	Criteria 2 (Max 20)	Criteria 3 (Max10)	Total Marks (Max 50)
			Quality	Style	Memorization/ Accuracy / References	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



Shūrā/Election Section

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Majlis Shūrā

Majlis Shūrā according to Constitution:

Rule 62: Majālis of places shall elect one representative to Majlis Shūrā Ansārullāh for each twenty members or part thereof. The Za'im A'la, Za'im Muqam (place) shall not be included in this number and shall be ex-officio member of Majlis Shūrā. If, however, Za'im A'la/Za'im of a place is not attending the Majlis Shūrā with the permission of Sadr Majlis, the alternative representative shall be appointed by election.

Rule 69: Majlis Shūrā Ansārullāh shall represent National Majlis.

Rule 71: Majlis Shūrā shall discuss the proposed agenda and present its recommendations to the Sadr Majlis.

Rule 72: Sadr Majlis will present the recommendations to Hadrat Khalīfatul-Masīh for final approval.

Shūrā Representatives:

- Each Majlis should elect one representative for every twenty eligible voters [Dues (Chanda) paying members] or part thereof. The Za'im of a Majlis shall not be included in this number and he shall be an ex-officio member of the Shūrā).
- If Za'im is not attending the Majlis Shūrā with the permission of Sadr Majlis, the alternative representative shall be elected. On the basis of Rule 62 (given above) if a Za'im knows that he will not be able to attend Shūrā, he should write to Sadr Majlis and also hold election when election for Shūrā delegates is being held. Approval of Alternate for Za'im cannot be given if election is not held.
- Elections should be held in accordance with the rules and regulations as published in the constitution of Majlis Ansārullāh.
- Election of representatives of Majlis Shūrā shall remain valid for a period extending up to the Majlis Shūrā of the next year.

Election results for Shūrā delegates should be mailed or emailed to Qā'id Umumi before August 19th so that approval can be obtained and delegates can make travel arrangements.

Proposals for Majlis Shūrā:

- Proposals for Majlis Shūrā should be discussed in a general meeting.
- They should be developed with general consensus of members of local Majlis.
- Scope of proposals should be national in nature.
- Proposals should be emailed to qaid.umumi@ansarusa.org by September 15th.

All proposals received from Majālis will be presented to National 'Āmila for approval. Proposals selected by the National 'Āmila will be submitted to Khalīfatul-Masīh for approval. Approved proposals will be presented to Majlis Shūrā for deliberation at its meeting in October 4th.

Majlis Shūrā sub-committee deliberation guidelines:

1. During the proceeding of the Majlis Shūrā sub-committee discussions should be focused on the proposals that are under discussion.

2. Recommendation of the sub-committee should not consist of general comments rather these should be specific and outline the following:
- What should be done,
 - Give time frame for the completion of the given task, and
 - Who is responsible for carrying out these tasks (Za'im, Qā'id or individual member).

Rules for Conducting Ansār Elections

Elections should be held in accordance with the rules listed on pages 6-8 of the Constitution:

- Every effort should be made to inform each member (both eligible and non-eligible) of the date, time and place of election at least two weeks in advance. If two weeks notification cannot be given then approval from Sadr should be obtained.
- Election meeting should be presided by highest office-holder in Majlis Ansārullāh. Meeting can be chaired by local Jamā'at President even if he is a Khādim.
- Meeting should start with recitation of the Holy Qur'ān followed by Dua (silent prayer) and end by Dua as well.
- Before the start of meeting announce the reason for election, read all relevant rules. Ensure that eligible voters are seated separate from others and their total number recorded.
- Each voter has only one vote except in case of Shūrā delegate election where each member has same number of votes as number of delegates for that Majlis (1 delegate for every 20 dues paying members).
- Any member who proposes a name or seconds it *must* vote for the same person.
- During the election members should refrain from coming in or leaving the meeting.

- 1) **Term Limits:** No person shall be elected to the same office for more than three consecutive terms. However, Hadrat Khalīfatul-Masīhmay waive off this condition in case of Sadr Majlis or Nā'ib Sadr Saf Dom. The Sadr Majlis may waive off this condition in case of other office-bearers.
- 2) **Character:** The elected person should be regular in congregational Prayers, be truthful, honest, and have regard for the institutions of the Silsila 'Aliya Ahmadiyya and the Majlis. He should observe the Islāmic Sharia. He should have a beard. In case of an exception it shall be necessary to obtain permission from Sadr Majlis.
- 3) **Due Status:** In compliance with Rule 22 of Ansār Constitution, he should be a regular dues paying member of the Jamā'at and Majlis Ansārullāh. A regular dues paying member is one who is not in arrears of:
 - a. Obligatory dues ('Ām, Wasiyyat, Jalsa Salana) for more than six months (please check status with the Jamā'at Finance Secretary) and Chanda Jalsa Salana for more than one year, and
 - b. Majlis Ansārullāh dues for more than six months and Chanda Salana Ijtema for more than one yearThis condition will not apply to those who have taken permission from the appropriate office to pay up the arrears in installments or have been permitted to pay dues at a reduced rate. However, such a person will not be elected to any office or membership of Majlis Shūrā except with prior permission of the Markaz (Center).
- 4) **Eligibility:** Any member who has paid dues can be elected (including one serving as Nāzim or Qā'id, or a Khadīm who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddāmul Ahmadiyya) except:
 - a. One who by-passes local Jamā'at and sends dues directly to Center.

- b. One against whom disciplinary action was taken by Jamā'at and three years have not passed since his pardon.
 - c. One who misused Jamā'at or Auxiliary funds (until three years after his pardon).
- If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

- 5) **Quorum:** for such a meeting will be one-half of **all members**. If an election meeting is adjourned for lack of quorum, the quorum will be one-third of the eligible voters for the next scheduled meeting.

It is expected that members will not absent themselves from such meetings without genuine reason. To avoid any impression of grouping it is advisable that no member proposes more than one name. Election is held by a show of hands and all eligible voters have to vote.

“Hadrat Khalīfatul-Masīh V said that the quorum will include total members of a Majlis as stated in section 29 but Ansār who are in arrears by a year they cannot vote or stand for any office.

It seems that the above instruction clashes with Section 22 (ii) but Huzur explained that inclusion of non-payer in the quorum provides opportunity to the office bearer as well as to the Ansār to correct the situation by becoming a payer or to remove any clerical error by which one is regarded as a non-payer. By inviting them all will highlight the problems and may help to resolve the problem of non-payer.”

- 6) **Campaigning:** Any action, which is aimed at influencing opinion in favor of or against an individual, will be considered propaganda. However, it is considered appropriate to say a few words in favor of a person during the election meeting. Adverse remarks against anyone are not permitted.
- 7) **Approval of results:** The person with highest number of votes does not automatically get “elected”. Complete results of election proceeding shall be submitted to Sadr Majlis (through Qā'id Umumi) by Za'im or his representative for approval within one week of election.

Frequently Asked Questions Regarding Elections:

All election related Frequently Asked Questions (FAQ) are listed here. Please review the entire document before sending your question to [Qa'id Umumi](mailto:Qa'id_Umumi) for clarification or additional information. See the most up to date information at: <http://ansarusa.org/content/election-FAQ>

Question 1: [Can a Za'im conduct the "Za'im election" himself?](#)

Question 2: [For all elections, should all proposed and seconded names be submitted, or only the top two names?](#)

Question 3: [How many terms can a Za'im serve for?](#)

Question 4: [What are the quorum requirements for an election?](#)

Question 5: [Who is eligible to vote and/or hold office?](#)

Question 6: [For the Sadr or Na'ib Sadr Saf Dom Election: How many names can be presented for each nomination?](#)

Question 7: [For the Sadr or Na'ib Sadr Saf Dom Election: Why is the quorum required for the nomination process? This step might not be considered part of the election, technically speaking.](#)

Question 8: [For the Sadr or Na'ib Sadr Saf Dom Election: What happens after the nominations of Sadr and Na'ib Sadr Saf Dom? When will the membership get to vote?](#)

Question 9: [For the Sadr or Na'ib Sadr Saf Dom Election: Who can be nominated?](#)

Question 10: [Shūrā Related: Based on our Majlis's Tajnid, three delegates can represent our Majlis at Shūrā. Should we submit all names proposed and seconded, or only the top three names?](#)

Question 11: [Shūrā Related: Can those individuals who are holding a "higher" office \(such as Regional Nazim, or National 'Amila member etc.\) be proposed for the position of Shūrā delegate?](#)

Question 12: [Shura Related: Can a Za'im conduct the Shūrā delegate election?](#)

Question 13: [Shūrā Related: How many Shūrā representatives should be elected?](#)

Question 14: [Shūrā Related: What is the process for submitting Shūrā proposals?](#)

Question 15: [Shūrā Related: What should be the nature and scope of the Shūrā proposals?](#)

Question 16: [Regarding voter/officer Eligibility: If a member turned 40 years of age during the current year, can he be elected as Za'im?](#)

Question 17: [Can those individuals who are holding a "higher" office \(such as Regional Nazim, etc\) be proposed for the position of the local Za'im?](#)

Question 18: [Regarding voter/officer eligibility: Is Jama'at obligatory Chanda 'Am/Wasiyyat and/or Jalsa Salana payment required for eligibility to vote or to be nominated in Ansār elections?](#)

Question 19: [What are the Chanda requirements as far as Jama'at and Ansār Chanda is concerned?](#)

Question 1: Can a Za'im conduct the "Za'im election" himself?

Answer: The election for Za'im should be conducted by the Local / Regional Missionary or Jama'at President. The presiding officer should not nominate anyone, nor vote himself. In the case of a tie in election results, the presiding officer should add comments/recommendation with reasons and send the completed report to Sadr Majlis.

If Za'im has already served three terms and permission has not been granted for him to be elected for an additional term then current Za'im can hold the election as his name cannot be proposed for this office.

Question 2: For all elections, should all proposed and seconded names be submitted, or only the top two names?

Answer: The election serves as a recommendation from the local Majlis to the Sadr Majlis. All names that were proposed should be submitted. If a name was proposed and not seconded that name should also be submitted with a note that no one seconded (a nomination that is not seconded is automatically dropped).

Question 3: How many terms can a Za'im serve for?

Answer: The Za'im of a local Majlis can be elected for a maximum of three consecutive terms.

If a person has served for three consecutive terms, his name should not be proposed in the election unless special permission has been obtained from Sadr Majlis. Local 'Amila can request Sadr Majlis for this permission/exemption.

A person is eligible to be elected for Za'im again after a break of one term, provided he fulfills all other requirements.

Question 4: What are the quorum requirements for an election?

Answer: Rule 29 of the Constitution of Majlis Ansārullāh states:

“The quorum for an election shall be one half of the total members of the Majlis concerned.”

Related Question: Does this mean one half of the total Tajnid (membership) or one half of the eligible voters?

Answer: Hadrat Khalifatul Masih V (ayyadahullahu ta'ala binasrihil-'aziz) has directed that the quorum shall include total members of a Majlis, as stated in Rule 29, but Ansār who are in arrears (for payment of Ansār dues) by six months, cannot vote or stand for any office. Huzur pointed out that it seems at first glance as if the above instruction clashes with Section 22, Item (ii). However, Huzur explained that inclusion of non-paying members in the quorum provides an opportunity for the office bearer, as well as for the Ansār members affected, to correct the situation by their becoming a paying member, or to remove any clerical error by which they might be regarded as a non-paying member. By inviting all, it will highlight the problem in a positive way and may help to resolve the issue of non-paying members.

For the first attempt to hold an election, the quorum should be determined based on all present. However, only those can participate in the election process who are deemed eligible to do so; the remainder members should stay in the room, cause no disturbance, and observe the election process.

The quorum requirement for the second attempt to hold an election is one-third (1/3rd) of the total Chanda-paying members, if election does not take place the first time due to the lack of quorum. There is no quorum requirement should a need arise for a third attempt. Important Note: For any election notice of election should be given at least two weeks in advance and serious effort must be made to inform all members in advance - both efforts should be documented.

An eligible voter is one who is up to date with all four dues: Chanda 'Am/Wasiyyat, Jalsa Salana, Ansār Dues, and Ansār Ijtima' dues.

Question 5: Who is eligible to vote and/or hold office?

Answer: The conditions laid down for any member who is eligible to vote or to be elected to any office are as follows:

- Should not be in arrears of Jama‘at Chanda for more than 6 months
- Should not be in arrears of Ansār Chanda for more than 6 months and Ijtima’ dues for more than one year.

Clarification:

- If an individual has only paid Ansār dues and does not pay Ijtima‘ dues – he is **not** eligible to take part in the election
- If an individual has only paid Chanda ‘Am/Wasiyyat and does not pay Chanda Jalsa Salana – he is **not** eligible to take part in the election.
- This means that to be eligible to vote and be elected for any office in Majlis Ansārullāh (including participation in Majlis Shūrā), **one should be up-to-date with all four dues: Chanda ‘Am/Wasiyyat, Jalsa Salana, Ansār Dues, and Ansār Ijtima‘ dues.**

Additional eligibility criteria that should also be considered:

A person is **not** eligible to vote or to hold office:

1. Against whom disciplinary action was taken by Jama‘at and three years have not passed since his pardon.
2. Who misused Jama‘at or Auxiliary funds until three years after the return of funds/property and his pardon by Khalīfatul Masīh.
3. Who is subjected to disciplinary action two times; he shall never be eligible to hold any office.
4. Who by-passes local administration and sends his Chanda directly to the Center/Headquarters.
5. Whose Wasiyyat has been canceled by Sadr Anjuman Ahmadiyya by way of disciplinary action or due to non-payment of Chanda Wasiyyat.

Question 6: For the Sadr or Na’ib Sadr Saf Dom Election: How many names can be presented for each nomination?

Answer: As many names can be presented as can be proposed and seconded. However, it is advisable that the voters carefully keep in mind the qualifications and eligibility requirements for the position of Sadr and Na’ib Sadr Saf Dom before a name is proposed.

Question 7: For the Sadr or Na’ib Sadr Saf Dom Election: Why is the quorum required for the nomination process? This step might not be considered part of the election, technically speaking.

Answer: The quorum is required for the nominations to ensure that the majority of the members have the opportunity to participate in the nomination process. The nominations step is in fact considered part of the election; without it there can be no election!

It is recommended that the nominations for Sadr and Na’ib Sadr Saf Dom are sought in the same meeting when the Shūrā election is held, because the requirement of the quorum has already been fulfilled for that election.

Question 8: For the Sadr or Na'ib Sadr Saf Dom Election: What happens after the nominations of Sadr and Na'ib Sadr Saf Dom? When will the membership get to vote?

Answer: After nominations are received from all Majalis, they will be discussed in the National 'Amila and then will be sent to Khalifatul Masih for approval.

Once Khalifatul Masih approves those names, then those names will be sent back to all the Majalis by Qa'id Umumi for the first round of election, the second and final round of election will take place during the Shūrā.

Question 9: For the Sadr or Na'ib Sadr Saf Dom Election: Who can be nominated?

Answer: Ansār can be nominated from anywhere in the USA. They do not necessarily have to be from your own Majlis. Please note that there is an age limit for Na'ib Sadr Saf Dom; the nominated person should not be above 47 years of age. Qa'id Umumi will check the eligibility status of each nominee before presenting names to National 'Amila. **Related Question:** What if we are not sure about the age for proposing a name for Na'ib Sadr Saf Dom?

Answer: If you are not sure about the age, you can still propose the name. Qa'id Umumi will check the age of each person proposed for this office before presenting the names to National 'Amila for discussion.

Question 10: Shūrā Delegates: Based on our Majlis's Tajnid, three delegates can represent our Majlis at Shūrā. Should we submit all names proposed and seconded, or only the top three names?

Answer: Election at the Majlis level is only a recommendation from the local Majlis to the Sadr Majlis. **Note:** Number of Shūrā delegates to be elected is based on the number of Chanda-paying members and not total Tajnid.

All names that were proposed should be submitted. Even if a name was proposed and not seconded, (therefore dropped automatically from the election), that name should also be submitted with the note that no one seconded that proposal.

Question 11: Shūrā Delegates: Can those individuals who are holding a "higher" office (such as Regional Nazim, or National 'Amila member etc.) be proposed for the position of Shūrā delegate?

Answer: All Regional Nazimeen and National Ansār 'Amila members are ex-officio members of the Shūrā of Majlis Ansārullāh, USA. Any Nāsir who is eligible to take part in the election can be elected, this may include Jama'at President, Jama'at National 'Amila member, or a member with no office at all. Same person should not be elected year after year - this will allow more members to participate and learn about the importance of Shūrā.

Question 12: Shūrā Delegates: Can a Za‘im conduct the Shūrā delegate election?

Answer: Yes, a Za‘im can conduct the Shūrā delegate election himself because he is an ex-officio member of the Shūrā. Technically highest officer in the Majlis should conduct the election: Ansār National ‘Āmila Member -> Regional Nazim -> Za‘im.

The presiding officer should not nominate, second, or vote. He should send his recommendation in comments section.

Question 13: Shūrā Related: How many Shūrā representatives should be elected?

Answer: Each Majlis may elect one (1) Shūrā representative for every 20 eligible (Chanda-paying) Ansār members and NOT on the basis of total Tajnid of the Majlis. For example, for a Majlis with Tajnid of 100 members with only 35 Chanada-paying members can elect only two delegates.

- If the Chanda-paying members number between 1 and 20, elect one (1) Shūrā delegate;
- If the Chanda-paying members number between 21 and 40, elect two (2) Shūrā delegates;
- If the Chanda-paying members number between 41 and 60, elect three (3) Shūrā delegates;
- If the Chanda-paying members number between 61 and 80, elect four (4) Shūrā delegates , and so on.

Please note that Zu‘ama are ex-officio members of the Shūrā . The election of the Shūrā representatives is in addition to the Za‘im.

Question 14: Shūrā Related: What is the process for submitting Shūrā proposals?

Answer: Shūrā proposals need to be discussed in a general meeting and need to be approved by a majority vote before they can be submitted to Qa‘id Umumi. It is recommended that any potential Shūrā proposals should be sought and discussed in the Shūrā representative election meeting since the majority of members will be present there.

All proposals sent to Qa‘id Umumi should be discussed, voted upon, and approved by the majority vote.

Question 15: Shūrā Related: What should be the nature and scope of the Shūrā proposals?

Answer: Shūrā proposals will be discussed in the National Shūrā by delegates and should be relevant to national needs / requirements in their nature and scope. Any local issues or concerns should be referred to Sadr Majlis through Qa‘id Umumi and not submitted as Shūrā proposals.

Question 16: Regarding voter/officer Eligibility: If a member turned 40 years of age during the current year, can he be elected as Za‘im?

Answer: If a person has turned 40 during a given year then he can be elected as a Za'im **only** if his term starts on or after January 1st of the following year. It is necessary to check his Chanda status with Majlis Khuddamul Ahmadiyya and with the Jama'at, and he should also meet all other eligibility criteria.

Question 17: Can those individuals who are holding a "higher" office (such as Regional Nazim, etc) be proposed for the position of the local Za'im?

Answer: Yes, a Regional Nazim or a Qa'id can be elected as a Za'im. However, it is advisable to elect members who do not have any other office if possible. This will help to build up the leadership and the workload will be shared by more members.

Question 18: Regarding voter/officer eligibility: Is Jama'at obligatory Chanda 'Am/Wasiyyat and/or Jalsa Salana payment required for eligibility to vote or to be nominated in Ansār elections?

Answer: Jama'at dues (Chanda) are obligatory upon all earning members. It is **incorrect** to state that payment of Jama'at obligatory Chanda 'Am is not applicable for participation in Ansār elections. Please see letter from Ch. Hameedullah Sahib, Wakīl A'la, Tahrik Jadid Anjuman Ahmadiyya Pakistan, Rabwah, dated December 12, 2010, that was approved by Hadrat Khalifatul Masih Al-Khamis (ayyadahullahu ta'ala binasrihil-'aziz). This letter clearly states that anyone who is more than six months in arrears in payment of dues or Jama'at Chanda cannot take part in any election. Please carefully read Rule 22 on pages 6 & 7 of the Constitution of Majlis Ansārullāh, especially **Item iii** on page 7.

Question 19: What are the Chanda requirements as far as Jama'at and Ansār Chanda is concerned?

Answer: Please see response to Question 5.



Monthly Report Section

Majlis Ansārullāh, USA

Za'im Monthly Report

Reports are to be submitted online every month
by the 7th of the following month

How to Submit Online Monthly Report?

Either you can go to www.ansarusa.org and click Reports and then Za'im Monthly Report from the top line menu items:

Reports

Reports by Zu'ama

Activity	Link	Information
Submit monthly Report (Za'im)	Click Here	Additional Login required
View Submitted Report	Click Here	Additional Login required
Export Information from Submitted Reports	Click Here	Additional Login required

Reports by Nazimeen

Activity	Link	Information
Submit Nazim's monthly Report	Click Here	Additional Login required
View Submitted Reports by Nazimeen	Click Here	Additional Login required

or you can type the link below in your browser and press "Go" to submit the report:

http://www.ansarusa.org/form2/main_login.php

The reporting process is to follow these steps:

1. Select your Majlis name from drop-down menu
2. Enter your username - the username is the first 6 letters of your Majlis name including "-".
3. Enter the password - the password is the same for all Majālis - if you forgot, please send an email or call.
4. After that, you have to answer the questions and then submit the report.

In case, you have any more questions regarding the submission of monthly reports, please contact Qā'id Umumi via email (qaid.umumi@ansarusa.org) or by calling him at cell (248-470-2162).

Majlis Ansārullāh, USA

Regional Nāzim Monthly Report

Reports are to be submitted online every month
by the 12th of the next month

How to Submit Online Monthly Report?

Either you can go to www.ansarusa.org and click Reports and then Nazim Monthly Report from the top line menu items:

Reports

Reports by Zu'ama

Activity	Link	Information
Submit monthly Report (Za'im)	Click Here	Additional Login required
View Submitted Report	Click Here	Additional Login required
Export Information from Submitted Reports	Click Here	Additional Login required

Reports by Nazimeen

Activity	Link	Information
Submit Nazim's monthly Report	Click Here	Additional Login required
View Submitted Reports by Nazimeen	Click Here	Additional Login required

or you can type the link below in your browser and press “Go” to submit the report:

<http://ansarusa.org/Nazim/Nform.php>

The reporting process is to follow these steps:

1. Select your region name from drop-down menu
2. Choose your region and month of report.
3. After that, you have to answer the questions and then submit the report.

In case, you have any more questions regarding the submission of monthly reports, please contact Qā'id Umumi via email (qaid.umumi@ansarusa.org) or by calling him at cell (248-470-2162).

Note: Please note that the answers to three questions in the report form should be a number. The details can be sent as comments at the bottom of the report.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

Majlis Ansārullāh, U. S. A. Ansār Tahir Scholarship

Scholarship Purpose and Scope:

1. This scholarship is for secular training of Ansār in US to improve their employability. The funds should be used for tuition or training only. Funds cannot be used for any other purpose including as seed money to start a new business.
2. The scholarships will be awarded for a maximum of \$4,000 per applicant per year for up to two years (total amount cannot exceed \$8,000 per applicant).
3. Scholarships will be granted on “first come, first serve” basis until funds allocated for the year are exhausted. Applications can be submitted at any time - there is no deadline for the application.
4. Applicant must:
 - a. Be a bona fide member of Majlis Ansārullāh, USA in good standing.
 - b. Be less than 60 years old.
 - c. Have exhausted all avenues for employment, or wishes to get additional training/education to enhance his employability.
 - d. Be ineligible or have exhausted all available state and federal funding for unemployed and/or displaced workers.
 - e. Have identified a new career path.
 - f. Be capable and willing to undertake successful completion of the proposed training.
 - g. Not have received scholarship for a different course in previous 5 year.
5. In most cases payments will be made directly to the training institution.

Application Requirements and Process:

1. Application should be accompanied by:
 - a. A letter of acceptance and financial requirement from the institution.
 - b. A cover letter stating that if applicant is unable to complete the planned training, he will promptly return the funds to Majlis Ansārullāh, USA.
 - c. Two letters of recommendations.
2. Applicant should complete Section A and then forward entire application to Za’im of his Majlis. If the applicant does not live in a Majlis, he should forward it to Nāzim of his region or Qā’id Umumi.
3. Za’im (or Nāzim) should complete Section B and send entire application to:
Tahir.Scholarship@ansarusa.org

Continued Support:

1. Grades will be evaluated at the end of each semester. Applicant should maintain a passing grade to receive funds for the next semester/session.

Scholarship application and complete instructions can be downloaded from <http://www.ansarusa.org> or requested from Tahir.Scholarship@ansarusa.org

One can apply for member code, add new members, change address etc. at: <http://www.ahmadiyya.us/index.php/tajneed-membership>

New Member Registration Form

AHMADIYYA MOVEMENT IN ISLAM USA

15000 Good Hope Road, Silver Spring, MD 20905

Phone: 301-879-0110

Fax: 301-879-0115

Member's Information Form

Date:

Please fillout all columns, Incomplete forms may be delayed
Use Seperate form for each member who is 16 years of age or older

Have you ever been issued a member code in USA: Yes No Not Sure
if yes: Member Code:

Mr. Miss. Mrs.

Last Name:

First Name:

Middle Name:

Other Name:

Father's Name:

Address:

City: State: Zip:

Home Phone:

Home Fax:

Busi. Phone: Ext.

Busi. Fax:

Other Phone:

Other Fax:

Profession:

Highest Education: Year Edu. Completed:

Head of Family: Yes No

If no: Relation with HOF:

Member code HOF: if avail.

Sex: Male Female

Marital Status: Single Married Engaged
 Seperated Divorced Widow

Ahmadi By Birth: Yes No

If no: Year of Bait:

Country of Bait:

Date of Birth:

Country of Birth:

Tanzeem: or Age: years

Earning Status: Earning Non Earning

Moosi: No Yes Applied

Cancelled Suspended

If yes: Wassiyat #: Rate: 1 /

Do you have MTA Dish: Yes No

Fillout the following for dependents under 16 years of age:

Last Name	First Name	Relation with HOF	Sex M/F	Tanzeem or Age	Date of Birth Month Day Year	Country of Birth	Waqf Nau Reg. #	Country Waqf Done

For Local Jamaat Official Use Only

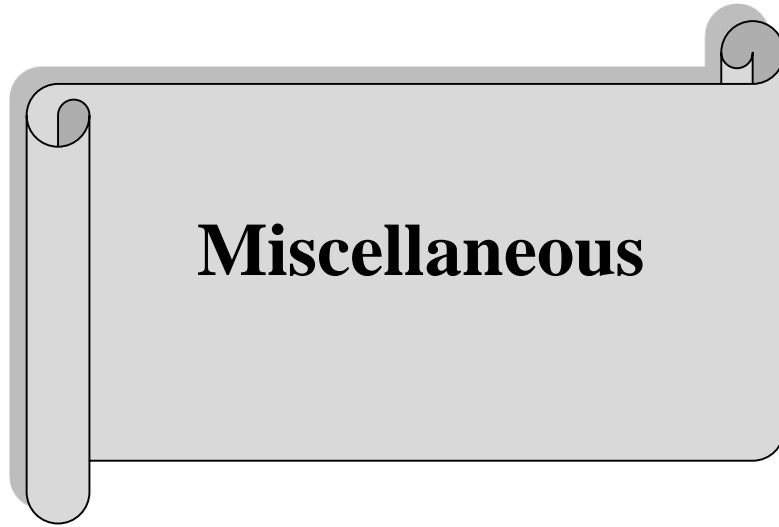
for newly arriving members in USA:

For Local Jamaat Official Use Only

Branch Code: Previous Jamaat: Date Bait Form Sent:
 Halqa Code: Arrival Date: Local Jamaat Official Name:
 Comments: Signature & Date:

For Head Office Use Only

Entered By:
 Date:
 Verify By:



Office Matrix and Commonly Used Terms

Jamā'at	Majlis		
	Ansārullāh	Khuddāmul Ahmadiyya	Lajna Imā'illah
National Offices			
Amīr	Sadr	Sadr	Sadr
Nā'ib Amīr	Nā'ib Sadr	Nā'ib Sadr	Nā'ib Sadr
General Secretary	Qā'id Umumi	Mo'tamid	General Secretary
Departmental Secretary	Qā'id (pl: Qā'ideen)	Mohtamim (pl: Mohtamimeen)	Secretary
Local Offices			
President	Za'im (pl: Zu'ama)	Qā'id (pl: Qā'ideen)	President or Sadr
General Secretary	Muntazim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntazimeen)	Nāzim (pl: Nāzimeen)	Secretary
Member	Nāsir (pl: Ansār)	Khādim (Khuddām)	
Financial Years:			
Chnada 'Ām/Wasiyat/Jalsa Salana	July 1 to June 30		
Majlis Ansārullāh	January 1 to December 31		
Lajna Imā'illah	October 1 to September 30		
Majlis Khuddāmul Ahmadiyya	November 1 to October 31		
Tahrik Jadīd	November 1 to October 31		
Waqf Jadīd	January 1 to December 31		
Some common words:			
Urdu/Arabic	English	Urdu/Arabic	English
Chanda	Dues	Mu'awin Sadr	Assistant to Sadr
Dastūr Asāsī	The Constitution	Ta'līm	Education
Ijlas	Meeting	Ta'līmul Qur'ān	Education of Qur'ān
Intikhab	Election	Tajnid	Membership
Ishā'at	Publication	Tarbiyat	Moral Training
Ithar	Social Services	Tarbiyat Nau Muba'i'in	Training for New Members
Māl	Finance	Zehanat wa sehat Jismani	Intellectual and Physical Health
Majlis 'Āmma Mulk	National Majlis	Za'im A'lā	Za'im Headquarters
Majlis 'Āmma Ilāqah	Regional Majlis	Ziyafat	Hospitality
Majlis 'Āmmah Muqām	Local Majlis		

Proposed Topics for the Monthly Meetings

Month	Holy Qur'an*	Hadith	Books	Moral Training **	Tabligh	Health
Jan	Surah Āl Nur (Ch. 24) Verses 36	Hadith # 1	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 1)	Salat – Friday Sermon June 22, 2012	Qur'anic directives about Tābligh	Exercise & Nutrition
Feb	Surah Āl Nur (Ch. 24) Verses 37-38	Hadith # 2	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 2)	True love for the Holy Prophet (saw) – Friday Sermon September 21, 2012	Advice and example of the Holy Prophet, may peace be on him, on how to spread the message of Islām	Heart Health
Mar	Surah Āl Nur (Ch. 24) Verses 39	Hadith # 3	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 3)	The Correct Islamic View of Intercession – Friday Sermon May 6, 2011	The five methods of Tabligh outlined by the Promised Messiah (peace be on him)	Vitamins & Supplements
Apr	Surah Āl Nur (Ch. 24) Verses 40	Hadith # 4	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 4)	Promote the true character of the Holy Prophet (saw) – September 28, 2012	The major issues confronting Western societies today and how true Islām can help resolve them	Allergies
May	Surah Āl Nur (Ch. 24) Verses 41	Hadith # 5	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 5)	Fulfill your obligations to mankind – June 1, 2012	The future of Islām and the world as found in the prophecies of the Promised Messiah (peace be on him)	The Doctor's Visit
Jun	Surah Āl Nur (Ch. 24) Verses 36–41(Review)	Hadith # 1-5 (Review)	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 1-5) - Review	True Gratitude – July 13, 2012	Christianity - Facts to Fiction	Midlife Changes
Jul	Surah Āl Nur (Ch. 24) Verses 52-53	Hadith # 6 -7	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 6)	Ideal Spirit of Building and Populating Mosques – April 27, 2012	<ul style="list-style-type: none"> •Biblical prophecies about the advent of Islām •Why Jesus (peace be on him) cannot come back 	Fasting & Health
Aug	<i>Ramadan Break</i>					
Sep	Surah Āl Nur (Ch. 24) Verses 54-55	Hadith # 8	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 7)	The Prophet (saw) for Mankind – October 5, 2012	The Promised Messiah (may peace be upon him) fulfills the prophecies concerning the second coming of Jesus (peace be on him)	Life After Retirement
Oct	Surah Āl Nur (Ch. 24) Verses 56	Hadith # 9	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 8)	Patience, Steadfastness, Astaghfar and Darood – April 13, 2012	The truth of the Promised Messiah (peace be on him) according to the Holy Qur'an and Ahadith	Adult Vaccination & Annual Vaccination
Nov	Surah Āl Nur (Ch. 24) Verses 57-58	Hadith # 10	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 9)	“Vie with one another in goodness...” – November 9, 2012	The Fallacy of the Lahori view versus the true status of the Promised Messiah (peace be on him)	Influenza & Pneumonia
Dec	Surah Āl Nur (Ch. 24) Verses 52-58 (Review)	Hadith # 6-10 (Review)	Conditions of Bai'at and Responsibilities of an Ahmadī (Condition 10)	Al-Fatihah, The Essence of Qur'anic Teaching – February 10, 2012	The Ahmadiyya Khilāfat is the solution to the problems faced by the Muslim world	Over weight and Obesity

* Holy Qur'an syllabus includes memorization, translation, and commentary of selected verses

** FS refers to Friday Sermon by Hadrat Khalīfatul-Masīh (ayyadahullahu ta'ala binasrihil-'aziz) available at <http://alIslām.org/archives>.

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Appendix 1: Tabligh Handbook

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Tabligh Handbook Majlis Ansārullāh, USA

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Qur'an on the Propagation of the Message of Islām

يَا أَيُّهَا النَّبِيُّ إِنَّا أَرْسَلْنَاكَ شَاهِدًا

وَمُبَشِّرًا وَنَذِيرًا ﴿٥٦﴾
وَدَاعِيًا إِلَى اللَّهِ بِإِذْنِهِ وَسِرَاجًا مُنِيرًا ﴿٥٧﴾

O Prophet, truly We have sent thee as a Witness, and Bearer of glad tidings, and a Warner, And as a Summoner unto Allah by His command, and as a Lamp that gives bright light. [33:46-47]

يَا أَيُّهَا الرَّسُولُ بَلِّغْ مَا أُنزِلَ إِلَيْكَ مِنْ

رَبِّكَ ۗ وَإِنْ لَمْ تَفْعَلْ فَمَا بَلَّغْتَ

رِسَالَتَهُ ۗ وَاللَّهُ يَعْصِمُكَ مِنَ النَّاسِ ۗ

إِنَّ اللَّهَ لَا يَهْدِي الْقَوْمَ الْكَافِرِينَ ﴿٥٨﴾

O Messenger! convey to the people what has been revealed to thee from thy Lord; and if thou do it not, thou hast not conveyed His Message at all. And Allah will protect thee from men. Surely, Allah guides not the disbelieving people. [5:68]

وَلْتَكُنْ مِنْكُمْ أُمَّةٌ يَدْعُونَ إِلَى الْخَيْرِ

وَيَأْمُرُونَ بِالْمَعْرُوفِ وَيَنْهَوْنَ عَنِ

الْمُنْكَرِ ۗ وَأُولَئِكَ هُمُ الْمُفْلِحُونَ ﴿٥٩﴾

And let there be among you a body of men who should invite to goodness, and enjoin equity and forbid evil. And it is they who shall prosper. [3:105]

قُلْ أَمْثَلُ شَيْءٍ أَكْبَرُ شَهَادَةً ۗ قُلِ اللَّهُ

شَهِيدٌ بَيْنِي وَبَيْنَكُمْ ۗ وَأَوْحَىٰ إِلَيَّ

هَذَا الْقُرْآنَ لِأُنذِرْكُمْ بِهِ ۗ وَمَنْ بَلَغَ ۗ

أَيْبَتَكُمْ لَتَشْهَدُونَ ۗ أَنْ مَعَ اللَّهِ إِلَهَةٌ

أُخْرَىٰ ۗ قُلْ لَا أَشْهَدُ ۗ قُلْ إِنَّمَا هُوَ إِلَهُ

وَاحِدٌ وَإِنِّي بَرِيءٌ مِمَّا تُشْرِكُونَ ﴿٦٠﴾

Say, 'What thing is most weighty as a witness?' Say, 'Allah is a Witness between me and you. And this Qur'an has been revealed to me so that with it I may warn you and whomsoever it reaches. What! do you really bear witness that there are other gods beside Allah?' Say, 'I bear not witness *thereto*.' Say, 'He is the One God, and certainly I am far removed from that which you associate with Him.' [6:20]

فَاصْدَعْ بِمَا تُؤْمَرُ وَاعْرِضْ

عَنِ الْمُشْرِكِينَ ﴿٥٦﴾

So declare openly that with which thou art commanded and turn aside from those who ascribe partners to God. [15:95]

وَالْمُرْسَلَاتِ عُرْفًا ﴿٦١﴾

فَالْعَصْفُ عَصْفًا ﴿٦٢﴾

وَالنُّشْرِتِ نَشْرًا ﴿٦٣﴾

فَانْفَرَقَتْ فَرَقًا ﴿٦٤﴾

فَالْمُلْقِيَتِ ذِكْرًا ﴿٦٥﴾

عُدْرًا أَوْ نَذْرًا ﴿٦٦﴾

By the angels who are sent forth with goodness, And then they push on with a forceful pushing, And by the forces that spread the truth, a good spreading, And then they distinguish fully between good and evil. Then they carry the exhortation far and wide To excuse some and warn others. [77:2-7]

وَلَا تَهِنُوا وَلَا تَحْزَنُوا ۗ وَأَنْتُمْ

الْأَعْلَوْنَ إِنْ كُنْتُمْ مُؤْمِنِينَ ﴿٦٧﴾

Slacken not, nor grieve; and you shall certainly have the upper hand, if you are believers. [3:140]

فَلَا تَهِنُوا وَتَدْعُوا إِلَى السَّلَامِ ۗ وَأَنْتُمْ

الْأَعْلَوْنَ ۗ وَاللَّهُ مَعَكُمْ وَكُنْ يَتَّبِعْكُمْ

أَعْمَالَكُمْ ﴿٦٨﴾

So be not slack and sue not for peace; for you will certainly have the upper hand. And Allah is with you, and He will not deprive you of the reward of your actions. [47:36]

يَا أَيُّهَا النَّاسُ قَدْ جَاءَ تِلْكَ مَوْعِظَةٌ مِنْ

رَبِّكُمْ وَشِفَاءٌ لِمَا فِي الصُّدُورِ ۗ وَهُدًى

وَرَحْمَةٌ لِّلْمُؤْمِنِينَ ﴿٦٩﴾

O mankind! there has indeed come to you an exhortation from your Lord and a cure for whatever disease there is in the hearts, and a guidance and a mercy to the believers. [10:58]

وَالْعَصْرِ ﴿٧٠﴾

إِنَّ الْإِنْسَانَ لَفِي خُسْرٍ ﴿٧١﴾

إِلَّا الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ
 وَتَوَاصَوْا بِالْحَقِّ وَتَوَاصَوْا بِالصَّبْرِ ﴿٤١﴾
 By the fleeting Time,
 Surely, man is in a state of loss,
 Except those who believe and do good works, and
 exhort one another to accept truth, and exhort one
 another to be steadfast. [103:2-4]

فَلَا تَطْعَمِ الْكُفْرِينَ وَجَاهِدْهُمْ بِهِ
 جِهَادًا كَبِيرًا ﴿٥٣﴾
 So obey not the disbelievers and fight against them by
 means of it (the Qur'an) a great fight. [25:53]

Propagation Etiquette

وَمَنْ أَحْسَنُ قَوْلًا مِّمَّنْ دَعَا إِلَى اللَّهِ
 وَعَمِلَ صَالِحًا وَقَالَ إِنَّنِي مِنَ
 الْمُسْلِمِينَ ﴿٤١﴾
 And who is better in speech than he who invites men to
 Allah and does good works and says, 'I am surely of
 those who submit?'

وَلَا تَسْتَوِي الْحَسَنَةُ وَلَا السَّيِّئَةُ ۗ ادْفَعْ
 بِالَّتِي هِيَ أَحْسَنُ فَأَذَا الَّذِي بَيْنَكَ وَبَيْنَهُ
 عَدَاوَةٌ كَأَنَّهُ وَلِيٌّ حَمِيمٌ ﴿٥٣﴾

And good and evil are not alike. Repel evil with that
 which is best. And lo, he between whom and thyself
 was enmity will become as though he were a warm
 friend.

وَمَا يُلْقَاهَا إِلَّا الَّذِينَ صَبَرُوا وَمَا
 يُلْقَاهَا إِلَّا ذُو حَظٍّ عَظِيمٍ ﴿٥٣﴾

But none is granted it save those who are steadfast; and
 none is granted it save those who possess a large share
 of good. [41:34-36]

وَلَا تَسُبُّوا الَّذِينَ يَدْعُونَ مِنْ دُونِ اللَّهِ
 فَيَسُبُّوا اللَّهَ عَدْوًا بِغَيْرِ عِلْمٍ ۗ كَذَلِكَ
 زَيَّأَلِكُمُ اللَّهُ فَمَا كَانُوا يَعْلَمُونَ ﴿٥٣﴾
 And revile not those whom they call upon beside Allah,
 lest they, out of spite, revile Allah in their ignorance.
 Thus unto every people have We caused their doing to
 seem fair. Then unto their Lord is their return; and He
 will inform them of what they used to do. [6:109]

أَدْعُ إِلَى سَبِيلِ رَبِّكَ بِالْحُكْمَةِ
 وَالْمَوْعِظَةِ الْحَسَنَةِ وَجَادِلْهُمْ بِالَّتِي
 هِيَ أَحْسَنُ ۗ إِنَّ رَبَّكَ هُوَ أَعْلَمُ
 بِمَنْ ضَلَّ عَنْ سَبِيلِهِ وَهُوَ أَعْلَمُ
 بِالْمُهْتَدِينَ ﴿٥٣﴾

Call unto the way of thy Lord with wisdom and goodly
 exhortation, and argue with them in a way that is best.
 Surely, thy Lord knows best who has strayed from His
 way; and He knows those who are rightly guided.
 [16:126]

Propagation Methods

قَالَ رَبِّ اشْرَحْ لِي صَدْرِي ﴿٩٠﴾
 وَيَسِّرْ لِي أَمْرِي ﴿٩١﴾
 وَاحْلُلْ عُقْدَةً مِنْ لِسَانِي ﴿٩٢﴾
 يَفْقَهُوا قَوْلِي ﴿٩٣﴾
 Moses said, 'My Lord, open out for me my breast, 'And
 ease for me my task, 'And loose the knot of my tongue,
 'That they may understand my speech... [20:26-29]

إِهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ ﴿١﴾

صِرَاطَ الَّذِينَ أَنْعَمْتَ عَلَيْهِمْ ۗ
 غَيْرِ الْمَغْضُوبِ عَلَيْهِمْ وَلَا الضَّالِّينَ ﴿١﴾
 Guide us in the right path —

The path of those on whom Thou hast bestowed Thy
 blessings, those who have not incurred Thy displeasure,
 and those who have not gone astray. (1:6-7)

وَلَمَّا بَرَزُوا لِجَالُوتَ وَجُوْدِهِمْ قَالُوا رَبَّنَا
 أَفْرِغْ عَلَيْنَا صَبْرًا وَ ثَبِّتْ أَقْدَامَنَا
 وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ ﴿٢٥١﴾

And when they issued forth to encounter Jalut and his forces, they said: ‘O our Lord, pour forth steadfastness upon us, and make our steps firm, and help us against the disbelieving people.’ [2:251]

قُلْ إِنْ كُنْتُمْ تُحِبُّونَ اللَّهَ فَاتَّبِعُونِي
 يُحِبِّبْكُمْ اللَّهُ وَيَغْفِرْ لَكُمْ ذُنُوبَكُمْ
 وَاللَّهُ غَفُورٌ رَحِيمٌ ﴿٣٢﴾

Say, ‘If you love Allah, follow me: then will Allah love you and forgive you your faults. And Allah is Most Forgiving, Merciful.’ (3:32)

فَلَعَلَّكَ بَاخِعٌ نَفْسَكَ عَلَى آثَارِهِمْ
 إِنْ لَمْ يُؤْمِنُوا بِهِذَ الْحَدِيثِ آسَفًا ﴿١٨﴾

So haply thou wilt grieve thyself to death for sorrow after them if they believe not in this discourse. (18:7)

وَإِذْ قَالَ إِبْرَاهِيمُ رَبِّ ارْنِي كَيْفَ تُحْيِي
 الْمَوْتَىٰ ۗ قَالَ أَوْلَمْ تُؤْمِنُ ۗ قَالَ بَلَىٰ
 وَلَكِنْ لِيَطْمَئِنَّ قَلْبِي ۗ قَالَ فَاخْذُ آرْبَعَةً
 مِنَ الطَّيْرِ فَصُرْهُنَّ إِلَيْكَ ثُمَّ اجْعَلْ عَلَىٰ
 كُلِّ جَبَلٍ مِّنْهُنَّ جُزْءًا ثُمَّ ادْعُهُنَّ يَأْتِيَنَّكَ
 سَعِيًّا ۗ وَعَلَّمَ أَنَّ اللَّهَ عَزِيزٌ حَكِيمٌ ﴿١٩﴾

And remember when Abraham said, ‘My Lord, show me how Thou givest life to the dead.’ He said, ‘Hast thou not believed?’ He said, ‘Yes, but *I ask this* that my heart may be at rest.’ He answered, ‘Take four birds and make them attached to thyself. Then put each of them on a hill; then call them; they will come to thee in haste.

And know that Allah is Mighty, Wise.’ [2:261]

قُلْ يَا أَهْلَ الْكِتَابِ تَعَالَوْا إِلَىٰ كَلِمَةٍ
 سَوَاءٍ بَيْنَنَا وَبَيْنَكُمْ أَلَّا نَعْبُدَ إِلَّا اللَّهَ
 وَلَا نُشْرِكَ بِهِ شَيْئًا وَلَا يَتَّخِذَ بَعْضُنَا
 بَعْضًا أَرْبَابًا مِّنْ دُونِ اللَّهِ ۗ فَإِنْ تَوَلَّوْا
 فَقُولُوا اشْهَدُوا بِأَنَّا مُسْلِمُونَ ﴿١٣٠﴾

Say, ‘O People of the Book! come to a word equal between us and you — that we worship none but Allah, and that we associate no partner with Him, and that some of us take not others for Lords beside Allah.’ But if they turn away, then say, ‘Bear witness that we have submitted to God.’ (93:65)

إِذْهَبَا إِلَىٰ فِرْعَوْنَ إِنَّهُ طَغَىٰ ﴿٤٤﴾
 [20:44] “Go, both of you, to Pharaoh, for he has transgressed all bounds.
 فَقُولَا لَهُ قَوْلًا لَّيِّنًا لِّعَلَّهُ يَتَذَكَّرُ

أَوْ يَخْشَىٰ ﴿٤٥﴾
 [20:45] “But speak to him a gentle speech that he might possibly heed or fear.”

أَوْلَمْ يَرَوْا أَنَّا نَأْتِي الْأَرْضَ نَنْقُصُهَا
 مِنْ أَطْرَافِهَا ۗ وَاللَّهُ يَحْكُمُ لَا مُعَقِّبَ
 لِحُكْمِهِ ۗ وَهُوَ سَرِيعُ الْحِسَابِ ﴿٤٢﴾

Do they not see that We are visiting the land, reducing it from its outlying borders? And Allah judges; there is none to reverse His judgment. And He is swift at reckoning. (13:42)

(Translation by Maulawi Sher Ali from
 www.alislam.org)

Qur’anic Guidelines for Tabligh

M. Ismail Munir

Why we should invite others towards Allah?

[5:68] O Messenger! Convey to the people what has been revealed to thee from thy Lord; and if thou do it not, thou have not conveyed His Message. And Allah will protect thee from men. Surely Allah guides not the disbelieving people.

[15:95] So declare openly that thou art commanded to convey and turn aside from those who ascribe partners to Allah.

[3:105] And let there always be among you a body of men who should invite to goodness, and enjoin virtue and forbid evil. And it is they who shall prosper.

[16:126] Call unto the way of thy Lord with wisdom and goodly exhortation and argue with them in a way that is best. Surely, thy Lord knows best who has strayed from His way; and He also knows those who are rightly guided.
[41:34-35] And who is better in speech than he who invites men to Allah and does righteous deeds and says, 'I am, surely, of those who submit?' And good and evil are not alike. Repel evil with that which is best. And lo, he, between whom and thyself was enmity, will become as though he were a warm friend.
[9:6] And if anyone of the idolaters seeks protection of thee, grant him protection so that he may hear the Word of Allah; then convey him to his place of security. That is because they are a people who have no knowledge.

The Holy Quran is a blessing from Allah, a comprehensive guide for mankind; we should share it with others

[10:58] O mankind! There indeed has come to you an Exhortation from your Lord and a healing for whatever disease there is in the hearts, and a guidance and a mercy to the believers.
[12:112] Assuredly, in their narrative is a lesson for men of understanding. It is not a thing that has been forged, but a fulfillment of that which is before it and a detail exposition of all things, and a guidance and a mercy to people who believe.
[16:90] And remember the day when We will raise up in every people a witness against them from among themselves, and We will bring thee as a witness against all of them. And We have sent down to thee the Book to explain everything and a guidance and a mercy and glad tidings to those who submit to Allah.
[93:10-12] So the orphan, oppress not, and him, who seeks thy help, chide not, And the bounty of thy Lord, proclaim.

The Holy Prophet Muḥammad (peace and blessings of Allah be upon him) is a mercy for mankind; we should inform others about this

[34:29] And We have not sent thee but as a bearer of glad tidings and a Warner for all mankind, but most men know not.
[21:108] And We have not sent thee but as a mercy for all peoples.
[3:32] Say 'If you love Allah, follow me; then will Allah love you and forgive you your sins.' And Allah is Most Forgiving and Merciful.

How to avoid becoming a loser

[103:2-4] By the Time, Surely, man is ever in a state of loss, except those who believe and do righteous deeds, and exhort one another to preach Truth, and exhort one another to be steadfast.

Men and women should work for tabligh and both will be rewarded

[4:125] But whoso does good works, whether male or female, and he or she is a believer, such shall enter heaven, and shall not be wronged even as much as the little hollow in the back of a date-stone.

What is the most important announcement to be made?

[112:2-5] Say 'He is Allah, the One! Allah, the Independent and Besought of all. 'He begets not, nor, is He begotten, and there is none like unto Him.
[5:4] This day have I perfected your religion for you and completed My favor upon you and have chosen for you Islām as religion. But whoso is forced by hunger, without being willfully inclined to sin, then, surely, Allah is Most Forgiving, and is Merciful.

Let us make an excellent tabligh plan

[21:58-67] 'And, by Allah, I (Abraham) will certainly plan against your idols after you have gone away and turned your backs.' So he broke them into pieces, all except the chief of them that they might return to it. They said, 'who has done this to our gods? Surely, he is a wrongdoer.' Some others said, 'We heard a young man speak ill of them; he is called Abraham.' They said, 'Then bring him before the eyes of the people, that they may bear witness against him.' Then they said to Abraham, 'Is it thou who has done this to our gods, O Abraham?' He replied, 'Well, someone has surely done this. Here is the chief of them. So ask them if they can speak.' Then they turned towards one another and said, 'You yourselves are surely in the wrong.' And they were made to hang down their heads for shame and said to Abraham, 'Certainly thou knows well that these do not speak.' He said, 'Do you then worship, instead of Allah, that which cannot profit you at all, nor harm you?
[27:43-45] And when she came, it was said to her, 'Is thy throne like this?' She replied, 'It is as though it were the same. And we had been given knowledge before this, and we have already submitted.' And that which she used to worship beside Allah prevented her from believing, for she came of a disbelieving people. It was said to her, 'Enter the palace.' And when she saw it, she thought it to be a great expanse of water, and she bared her shanks. Solomon

said, 'It is a palace paved smooth with slabs of glass.' She said, 'My Lord, indeed I have wronged my soul; and I submit myself with Solomon to Allah, the Lord of the worlds.'

*Activities and actions of the Holy Prophet,
may peace be on him,
to spread the message of Islām*

1. Invited his relatives, served them food and then addressed them
2. Invited his relatives, addressed them and served them food
3. One-on-one conversations with acquaintances and strangers
4. Went to fairs and met people there to convey the message of Islām
5. Travelled to Ta'if which is a good distance from Mecca and met the elders of the town
6. Sent emissaries/teachers to tribes and towns
7. Met delegates
8. Sent letters to rulers

Only God Opens the Doors of the Heart of a Person

On May 2, 1908, 24 days before he passed away, the Promised Messiah, peace be on him said,

“Until God does not open the doors of the heart of a person, no one can do anything. Only God opens the doors of hearts. When God wishes well for a person, he raises an advisor in his heart. When good days dawn on a person, and God desires man’s reformation and advancement, God raises an advisor in man’s heart. Unless an advisor arises in man’s heart, outside counsel has no effect. But this is God’s work. Our work is only to convey the matter. “On the Messenger lies only the conveying of the Message...” [5:100]. Change is in the hands of God. We want to have the matter conveyed from our side so that we may not be questioned that why we did not convey the matter adequately. That is why we have conveyed verbally and have completed this job in writing as well. It would be rare that one may say that our message has not reached him or our claim has not reached him.” (Al-Hakam, Vol. 12, No. 39, 18 June 1908)

One hundred and three years after him, it is now our responsibility to convey his message to everyone so that no one may say that his message has not reached him or his claim has not reached him.

Levels of Interaction

1. Introduction: First level of interaction with nonmembers is an anonymous, impersonal contact with little or no interaction established through alislam.org web site, Review of Religions, Muslim Sunrise, newspaper article, posting on internet, radio, television, books in library, CD, DVD, billboard, mail, email, etc.
2. Interaction: Second level is personal contact established through an interfaith meeting, seminar, exhibition, leaflet distribution, bookstall, book fair, open house, bus, trailer, lectures in schools, radio talk show, etc.
3. Engagement: Third level is interpersonal contact which involves interpersonal dialog established through repeat visits to small towns, repeat seniors homes visits, repeat contacts with ethnic groups, meetings with missionary, etc.
4. Participation: In the fourth level of interaction the nonmember voluntarily starts interacting with the Jama'at by coming to Jum'ah, Jalsa Salana, Jama'at events, Salat services, etc.
5. Acceptance: The fifth and the last interaction is joining the Jama'at and performing Bai'at (initiation).

As we look at the levels above closely, we notice that the chance of reaching the last level increases as the interaction starts a higher levels. Therefore, the emphasis should be on the higher level interactions to make the process efficient and fruitful.

What role a single person can play

All by oneself with respect to propagation

Many members ask how they can contribute to propagation individually all by themselves. Here are some suggestions to choose from.

10. Bring someone to show your mosque or center.
 - a. Show them how we prepare for worship by making sure that we are bodily clean.
 - b. Show how we offer our five daily Prayers.
 - c. Explain how the Friday services are conducted.
 - d. Show them the exhibit in the mosque.

- e. Introduce them to the MTA channel.
 - f. Visit with them the bookstore. They may become interested in some free literature or may buy books.
11. Bring someone to meet your missionary or your Ahmadi friends.
 12. Bring a Muslim acquaintance to Jumu'ah.
 13. Bring people you know to Jama'at functions.
 14. Invite and bring acquaintances to annual conventions.
 15. Visit a small town and make contacts there.
 16. Visit elderly people in senior homes to make contacts. Take flowers or something for them with you.
 17. Share Khutbah MP3 or CD with your acquaintances.
 18. Invite your neighbors to tea and introduce them to Islām.
 19. Have Review of Religions subscribed for your acquaintances. Majlis Ansārullāh will pay first year's subscription cost.
 20. Meet your representative and tell them about Ahmadiyya Community's peace and fidelity perspective.
 21. Invite representatives to visit your mosque.
 22. Meet your favorite sports player or the team.
 23. Invite your favorite sports player or team to your mosque.
 24. Establish a regular weekly bookstall at a busy place to distribute free literature, sell books and make contacts to invite them to your mosque.
 25. Participate in book fairs.
 26. Hold an exhibition on the Holy Qur'an in a library.
 27. Give a talk in a class at a school. Many presentations are available on mkausa.org site if you need any.
 28. Attend city open meeting to tell everyone about Ahmadiyya Community's peace and fidelity perspective.
 29. Send an email to a representative, a church leader, a professor or others and introduce Islām to them. Their email addresses are available online.
 30. Establish an interfaith group.
 31. Start a seminar.
 32. Place books in a library.
 33. Have libraries subscribe to the Muslim Sunrise. Take a couple of copies with you to show them.
 34. Monitor media and respond to anti-Islām propaganda.
 35. Start a video program on the public access channel on the cable network in your area.
 36. Call into a radio show and acquaint audience with Islāmic perspective on the issue under discussion.
 37. Write a letter or an article in the newspaper.
 38. Post a comment online.
 39. Distribute leaflets.
 40. Volunteer to keep your mosque open for Prayers and visitors.
 41. Share with Qa'id Tabligh if you have any suggestions to improve and enhance propagation activities in the US.
 42. Report your activity every month so that it is recorded and becomes an example for the rest of the Community to follow.
 43. Write a summary of your activities to the Khalifatul-Masih every month for his prayers for the success of your efforts.
 44. Pray daily for the success of Islām in your area and around the world.

Functions a Majlis can hold

(Majlis alone all by itself or in conjunction with Jam'at or another auxiliary)

- A. Nonmember meeting with missionary
- B. Visits to small towns, senior homes, ethnic groups, correctional facilities, jails, etc.
- C. Bookstall at farmers' market or at flea market or at a fair or at book fair
- D. Interfaith meeting, lecture or a seminar at a university or at a college
- E. Exhibition at a library or at a fair or at a book fair
- F. Flyers distribution to individual and books placement in libraries
- G. Open houses, TV/Radio programs, billboards

Discuss Options and Plan with Amila and Members

The field of propagation is wide open and there are innumerable opportunities waiting for us. Let us discuss our

options in our Amila meetings and with members and come forward to spread the message of the Messiah of the time.

You must execute an expense which is necessary. Ansār work should not suffer while it also is important that no funds be wasted. Decisions should be made after proper discussion and analysis.

While internet is a very useful resources, we should consider the needs of those who are not internet savvy or do not have internet at all. We should weigh every proposed expense against the fact that we are making very slow progress. We have to undertake aggressive projects to break the walls and get people coming to our mosques whether it is by sending them to alislam.org or offering them a cup of tea so they stay a little longer to listen or bringing them to a meeting in our mosque. Local Amila is the best group to discuss the available opportunities and make an effective plan to make breakthroughs in your neighborhoods, in the city, in your county, in your state. When you have the meeting, please look through the handbook and look at all the propagation opportunities and come forward to make a difference.

Informational exhibitions and displays

In the mosque or the mission house

You will need to work with the Jamā'at officers in this respect. Visual displays are very helpful in disbursing information. These displays can be pictures, video or audio. Some Jamā'ats already have exhibit halls. These halls make a good place to hold Tablīgh meetings. The participants can browse around these halls before and after Tablīgh meetings. Please work with the Jamā'at at officers if they need help in improving and/or in up-keeping these exhibits. Some Jamā'ats do not have such halls but they do have empty walls or rooms which can be used for this purpose. Work with Jamā'at to provide and avail additional opportunities for visual and audio/video displays. Please contact Qa'id Tablīgh in case you need help.

Inviting non-Ahmadis to Jum'ah and other events

There are many Muslims in the US who seldom visit a mosque or are not affiliated with a mosque or a sect particularly or are looking for a better or alternative place to find peace for their soul due to their dissatisfaction with their present situation. Many of such Muslims will find a haven for their souls at the Ahmadiyya Muslim mosque or center if they attend our Friday services and other events.

QA Sessions with Nonmembers

Schedule QA sessions with nonmembers. Such sessions can be held all by themselves or at the local, regional and national Ijtimas and other functions. Missionaries can answer the questions or a panel can also be developed. The session should be one hour or so. Only the nonmembers will ask questions and the missionaries in attendance (or a panel) will answer their questions while the members will observe and learn how to answer difficult questions from nonmembers. The nonmembers will also get the opportunity to mingle with our members and get introduced to our social life and hopefully make lasting contacts with the Jama'at. The members will additionally learn how to interact with a variety of guests.

This function can also be held in lieu of the usual Tabligh Talqin Amal. A practical example will create more forceful momentum for propagation among Majalis than otherwise. They would want to go back and be more comfortable in taking up this kind of activity. The Khalifatul-Masih IV had started a QA session before 'Alami Bai'at at the UK Jalsa Salana. The idea is that nonmembers be brought to our mosques and centers, walls be removed, and their concerns be addressed. We can make it short by not allowing any speeches by the attendees and allow the nonmember attendees only to ask questions. When at a regional or national event the members see that nonmembers can be brought to Masjid to meet the missionary, they will be comfortable with and will be encouraged to do so when they go back. When held at the national Ijtima, this will also give an extra sense of accomplishment to the Nazim HQ and the HQ Majalis and many of their members that not only they attended the Ijtima, engaged in some duties assigned to them but also brought their nonmember friends to have their concerns addressed.

The extra expense the Regional Nazim expects to hold QA sessions with nonmembers at regional Ijtima, which may not be covered by Ijtima budget, please send it to Qa'id Tabligh. If you hold the meeting close to meal time then you may add to the food expense. If it is off meal time then you may have tea and snack expenses.

The purpose of these QAs at Ijtimas is that the host Majlis present an example that it is doable so that when other Zu'ama go back they are encouraged to hold such meetings. These meetings must happen everywhere so nonmembers feel comfortable coming to our mosques and centers, discussing their concerns, removing their misunderstanding and finally joining us hopefully after a short while. The Ansār listening to the QA will learn how to deal with difficult questions so that they are encouraged to and feel comfortable talking to nonmembers about Ahmadiyyat.

As a demonstration for the Nazimin and Zu'ama, an interfaith activity was held at the 2011 ALC. It was a beautiful interfaith function held right during the ALC proceedings and was enjoyed by all attending the ALC. The purpose of

holding this activity right at the ALC was that Nazimin and Zu'ama observe that this kind of activities can be conducted successfully and that they learn from it and hold similar activities at every level when they go back, at local level and at regional level.

It is our objective to have similar functions held at all the regional Ijtimas so that the Majalis in that region see a demonstration right before their eyes and they are encouraged to conduct similar activities when they go back home. I already know that many regions are planning these activities and are holding them at their annual rallies. I am sending this email as a reminder so that no region holds their Ijtima and not hold this kind of function.

As we observed in Houston, the activity there did not perturb the rest of the activities much. The guests came during a specified time, participated in the activity and left. All regions can adopt the same style and have the guests come at a certain time and they will leave when the function concludes. Even if some want to hang around, they can observe our other activities and become more comfortable being around us, being with us, being among us, and that is what we desire that more and more people become part of us.

We want to increase our numbers. We need to invite people to come to our functions, our centers, our mosques and become a part of our heavenly Community. Let us start a movement towards this goal and arrange more and more activities where those who have not smelled the perfume of the excellence of the teachings of the Promised Messiah, enjoy the feast and satiate themselves.

It will be the responsibility of the host Majalis, and the Majalis close to the function to invite guests. The function can be an interfaith kind of function or it can be a QA session. Missionaries will be primary persons answering questions. Missionaries can invite other members to sit with them and help if they deem it necessary. The function should be started and closed at the announce time to show a good example of punctuality and respect for the time of the guests.

Let us go out and invite clergy, teachers, police, friends, colleagues at work, neighbors, acquaintances and present examples of good attendance and a good program at our regional rallies and other functions.

Visits to Small Towns

Visits to small town requires little more planning. Small town means that it is a small place and there are not many people there so you may have a stall there and/or you may go house to house and business to business. In this regard too you may get help from Jama'at and if you need any help from Majlis then please let Qa'id Tabligh know.

1. Inform police beforehand and meet police first. You should first contact police to introduce yourself that you have a message of peace and fidelity to one's country, etc., and may be share the brochures with the police there first before going into the town.
2. Inform mayor or the chief official of the town and make an appointment and meet them.
3. Inform local newspaper and radio/TV and may be get in the news and on the radio/TV.
4. Inform local library and donate library a small set of books: Quran, Philosophy, Revelations.
5. Inform school and may be able to speak to a class.
6. Visit churches. Meet the pastor/priest and give them information packets. Propose interfaith meeting or a meeting with church members for information exchange with them through QA after a brief introduction.
7. Distribute flyers in front of the post office or where such activity is not restricted by law.

Make repeat visits to foster contact with local people to generate opportunities to get them familized with the beautiful teachings of Islām.

Placing Books in Libraries

To place books in libraries, you need to make a budget for your Majlis for the whole year. Allocate some money to place important books in large libraries. If you run out of money then contact Qa'id Tabligh to obtain necessary funds.

Your Za'im and his Amila need to decide how much your Majlis wants to allocate for Tabligh from the budget for your Majlis and to buy the books you need. Then use the allocated amount to buy books through amibookstore.us. Send the receipts to Qa'id Finance for reimbursement and get your money back.

There is a collections department or person in every library system who decides which books they place on the shelves of their libraries. Please deliver the books to this person and request them that they return those books back to you that they decide not to include in their collection and not place on the shelves. Some libraries do not return the books to you after they have been donated to them. Some libraries throw away the books they do not select to place on the shelves while others may try to sell them in their book sales. Please ask for a receipt for the donation of the books. This receipt can be used for tax deduction or for reimbursement if approved in advance.

Exhibition in a Library

For exhibition in a library, contact the library staff and tell them that you want to hold an exhibition of the Holy Qur'an in the library. You tell them that you will exhibit various copies and translations and may be some posters. They will tell you the procedure. You may have to fill a form or tell them your space requirements. Most libraries usually have an exhibition area. They may also give you some dates to choose from. Some libraries may not hold exhibits.

After their approval and after getting the dates from them, you may collect various editions and translations and commentaries of the Holy Qur'an available in the Mosque/center. You may also collect some books available on the Holy Qur'an depending on the space provided by the library. You may also make your own posters with the help of any members interested in such work.

On the set dates, you take the collection to the library and display it in an appropriate manner. The library staff may guide and help you to make a nice display as they may have experience in it. You also will need to ask members to volunteer to man the exhibit to answer questions. After you have held the exhibition one time, you will know how to make it better next year.

Use the exhibition to make contacts and try to have local and internet information about the Ahmadiyya Muslim Community available for visitors.

Bookstalls

Stalls you can have at any place visited by a lot of people. If it is in a flea or farmers market or fair or library or other public place then you have to reserve a space or get permission and/or probably pay a fee. If you coordinate such activity with the local Jama'at, they may support you by providing literature and funds for rent, etc. If their help is not enough or if they do not have literature and/or funds then please contact Qa'id Tabligh and let me know what you need and I will try to provide your needs.

Establishment of interfaith groups

The Ahmadiyya community has been holding Religious Founders' Days for decades. An extension to this event is interfaith discussions. Please look at the possibilities of making interfaith groups with main religious organizations in the area so that each organization takes turns in organizing and hosting meetings. These meeting can be help quarterly, bi-monthly or monthly as feasible.

Seminars at universities and colleges

Apart from arranging class visits and lectures, members who work in a college or a university can establish a regular weekly seminar during a semester held when the school is in session. The seminar can be established in coordination with another group such as the religion or philosophy department professors. Potentially there can be 12 seminars in a semester. A different speaker with a diverse topic can be invited to each seminar.

How to increase attendance at interfaith meetings

1. We should get contact info at every meeting from the attendees who are willing to provide such info: Name, phone (home or mobile) or mailing address or email address. If we continue getting such information in every meeting, over time the number in the list will continue increasing. Before every meeting, we should then using this list send information through phone or mail or email. These tasks can be divided among members.
2. We should have similar info for media in the area for TV channels, for radio stations, for newspapers and contact them through phone, mail and email.
3. We can also develop a list of religion, philosophy, history, Islāmic studies teachers/professors and priests and pastors and send them info before every meeting.
4. Publish event info in newspapers, on radio, on TV. Get them interested in the event so they come and cover the event and give news.
5. Distribute info around the event venue, to the homes and business nearby.
6. Have a meeting with the interfaith partners to discuss how to increase the attendance. Do they advertise the event in their communication to their members and request them to come and attend? Do they advertise the event prominently in their communications? Do they put it on the cork board in their temples, churches and synagogues?

Media monitoring

Wrong and misleading information the print or audio/video media needs to be responded to bring the correct picture of Islām to the public. It is advisable to have responses prepared with the guidance from the regional missionary and the local Jamā'at officers.

Cover Jails and Correctional Facilities in the Area

There are Muslims in jails in your area. They need guidance and help to move towards and rewarding social role. Find out if the jails in your area need Muslim clergy and work with the officials to meet their needs. You may provide

them books. The books need to be soft-cover books. Jails do not accept hard-cover editions. You can obtain books from the local chapter or can contact Qa'id Propagation.

Da'i cards

You may want to hand out business cards with the following info: Address of the local mosque/center. Friday service schedule and schedule of other regularly held activity such as daily Prayers and weekly classes. Web address www.alislam.org. Local center contact phone and email address. Your phone and/or email address. "Contact us for lectures. media info or Islāmic services. Love for all, hatred for none. You may contact Qa'id Propagation if you need help obtaining cards.

Generation and maintenance of contact lists

Usually in our events for nonmembers there are more members than nonmembers. It will help if we have regularly maintained phone, email and mailing lists. The lists could play a pivotal part in inviting nonmembers to our events and activities to show a significant attendance by nonmembers at events for nonmembers. These lists can also be used for important announcements or the distribution of important material, such as Friday sermons or other information. Please provide sign-up sheets at nonmember events which request phone, email and mail contact info and then add the new information to the existing lists.

Majlis Ansārullāh has provided a page on internet to enter your contact data in a database for safekeeping and for future use. Using the login info provided to the local Za'im, contact data can be entered in the online database. Please enter new contact data after every meeting so that it is not lost and it is available for your next function for mailing, calling or emailing the info to your contacts.

Literature to give out:

- 1) Tier 1 (Basic, first time introduction):
 - a) Muslims for Peace
 - b) Muslims for Fidelity
 - c) Muslims for Life
- 2) Tier 2/Level 2:
 - a) Selected verses from the Holy Qur'an
 - b) Selected Sayings of the Holy prophet
 - c) Selections from the Writings of the Promised Messiah
 - d) Our Teaching
 - e) A Message of Peace
 - f) How to be Free from Sin
 - g) Muhammad in The Bible
 - h) Muhammad the Liberator of Women
 - i) Did Jesus Redeem Mankind?
- 3) Tier 3/Level 3:
 - a) Philosophy of the Teachings of Islām
 - b) Jesus in India
 - c) British Government and Jihad
 - d) Three Questions by a Christian and their Answers
 - e) Four Questions by Mr. Sirajud-Din, a Christian, and their Answers
 - f) The Criterion for Religions
 - g) Life of Muhammad
 - h) Ahmadiyyat or The True Islām
 - i) Invitation to Ahmadiyyat
 - j) A Present to Kings
 - k) Hadrat Ahmad
 - l) Introduction to the Study of The Holy Quran
- 4) Tier 4/Level 4:
 - a) New World Order of Islām
 - b) Remembrance of Allah
 - c) Way of The Seekers
 - d) Lecture Lahore
 - e) Divine Manifestations
 - f) The Heavenly Decree
 - g) The Heavenly Sign
 - h) Lecture Sialkot
 - i) Lecture Ludhiana
 - j) Blessings of Prayer
 - k) The Need for the Imam
 - l) Fountain of Christianity
- 5) Tier 5/Level 5
 - a) Minan-ur-Rahman (Arabic - the mother of all languages)
 - b) The Green Announcement
 - c) Victory of Islām
 - d) A Misconception Removed
 - e) The Will
 - f) Elucidation of Objectives
 - g) The Essence of Islām: Volume One
 - h) The Essence of Islām: Volume Two
 - i) The Essence of Islām: Volume Three
 - j) The Essence of Islām: Volume Four
 - k) The Essence of Islām: Volume Five
 - l) Commentary on The Holy Quran (Vol. 1) - Surah Fatiha
 - m) Tadhkirah (The Dreams, Visions and Verbal Revelations)
 - n) The Truth about the Split
 - o) Khilafat-e-Rashida

Propagation Links

<http://ansarusa.org/content/tabligh-preaching>
Tabligh Field Manual: <http://tablihjmanual.muslimsforlife.org>
Online books <http://www.alislam.org/library/>
Bookstore for books www.amibookstore.us
Answers to questions <http://www.askislam.org/>
Videos <http://www.mkausa.org/Tabligh/Messiah-Films-Video-Library>
Presentations <http://www.mkausa.org/Presentations/View-category>
Tabligh material: http://www.muslimyouth.org/home/document-center/cat_view/46-tabligh
24/7 TV broadcast www.mtv.tv

Obtaining Literature

As far as the literature is concerned, it would be wise to first see what is already available in your Jama'at mosque or center. You may find a lot of literature sitting in some corner which you can use immediately without delay. Visit amiboostore.us

Contact Qa'id Propagation

Whichever way you want to spread the message of Islām, please do not let it delayed because of literature or funds. Let Qa'id Propagation know immediately and I will try my best to support you. Please email qaid.tabligh@ansarusa.org or call 1-701-200-1674 if you need any assistance or if you have any questions. Advise Qa'id Propagation as to

- What you always wanted to do but could not
- What you think we should be doing
- What we should not be doing

How to Use Mosques and Centers for Tabligh

Make sure to coordinate your activities and efforts with Jamā'at officials

Every Ahmadi is looking for ideas to spread the truth of Islām among the American masses. We are using many means to accomplish this task. One of the tools available to us is our mosques. Here are some ideas, to promote our identity and our message, which can be implemented universally in all our Jamā'ats where we have mosques or centers.

Sign for the Mosque or the Center: Every mosque or center should have its name outside in a size which is easily readable from the street. The sign should also identify the function of the building, such as the Ahmadiyya Muslim Mosque, or the Ahmadiyya Muslim Community Center. If the building does not look like a mosque, a passer-by cannot understand just by reading its Arabic name that it is a mosque. It also should be clearly mentioned as relating to the Ahmadiyya Muslim Community to have people recognize and identify the Ahmadiyya Muslim Community as a unique, separate and different entity among Muslims. Make sure that city guidelines are followed.

Large Banner or Display Outside to Attract Attention: A banner displaying a slogan, different every month if possible, can be used to catch the attention of the passers-by. One slogan which has been found to be very popular among the American masses is "*Love for all, hatred for none.*" If a different slogan is chosen, it should be brief, to the point, and easy to remember.

Quite Visible Contact Information Outside: Local and/or national contact phone number (1-800-WHY-ISLĀM) and the website address, www.alislam.org, should be displayed in large enough type that people driving by can easily read them. This way a person can call or go on-line for information when they have time. There should not be too much information displayed to remember or to read. Banner and the contact information can be integrated together on the same display.

Schedule of Events: Some of the non-Ahmadis may want to attend some of our functions. A schedule can be displayed outside, as is seen outside churches, for the hours of operation of the center. This schedule should be adhered to establish credibility. This may have the Jumu'ah services time and timings for other activities. The schedule should have only those activities listed where nonmembers are welcome.

Info Box for Schedule and Introductory Brochures: It would be quite beneficial to have an info box outside the gate like those found outside properties on sale these days. These kinds of boxes are quite safe from rain and weather. It should have copies of an informational brochure available in it containing the following information: address, phone number, hours of operation, scheduled events. On the back of this leaflet, it can have a brief introduction to Ahmadiyya. This way people stopping by or passing by can take a copy of the brochure with them if the center is closed or if they do not have much time that instant to come in and inquire, or in case the people inside are busy, as an example, in offering Prayer, etc. This can help a lot especially in the areas where there is a considerable foot or auto traffic.

Welcome Area at the Entrance to the Mosque/Center: Have brochures and handouts available inside for visitors to browse and pick-up. These items can be placed on a table or on walls. There also can be posters addressing important topics depending on the space available in the entry. You can also have the contact form there for the visitors to sign up for emails, etc. MTA can also be made available there. Make some comfortable seating available for the guests of the Promised Messiah and some snacks and drinks (tea and/or water) if possible.

Take Advantage of the Reading Room/Library: Many of our centers are small but yet wherever possible we should provide with reading rooms, libraries or at least a book stand or a flyer display.

A library needs to be divided into three sections:

- a. Books for sale. These should be locked up and a price list should be made available. This aspect can be used to attract people to the center. Many Muslims have hard time finding adequate literature for themselves or for the training of their children. If it becomes a common knowledge that such books can be obtained from the center, many Muslims may start visiting the center time to time.
- b. Free literature should be displayed on open shelves with a note, 'Please take only what you need.'
- c. Library books for patron-use in the library: They should be catalogued and if possible, loaned. Only those books should be loaned which can be replaced if not returned.

Keep Record of Calls for Follow-up: Every center should have an answering machine with caller ID. To take the full advantage of the answering machine, it is necessary that a permanent log of the incoming phone calls be kept along with a summary of the follow-ups. The telephone log can also be used to invite people at scheduled functions or to renew contacts from time to time. A guest book would help keep records of the contact information of all visitors who want to leave such information: The guest book should have entries for date, name, phone, and address.

Beautification and Cleanliness: The guests coming to our mosques or centers are guests of the Promised Messiah, 'Alaihis-Salam, and should be provided with appropriate welcoming environment. Mosques and centers should be kept reasonably clean and should pose an inviting posture and atmosphere where people find peace and friendship. The inside, outside and surroundings should be clean, tidy and well-decorated. Our mosques and centers are our embassies and they should look like honorable places. Welcome center in the entry should have appropriate displays, flyers, books and information. Signs pointing to the location of Prayer area and restrooms should be appropriately and visibly placed.

Bring Friends and Acquaintances to the Mosques and Centers: Our mosques and centers are quiet and peaceful places away from most modern distractions and so can be used for dialogs and meetings without or much reduced interruption. We can bring our friends or acquaintances just to show them how our places of worship look like from inside, how they are used and for what purposes. We should conduct our activities in our mosques as much as possible and appropriate, as they provide a feeling of being near to Allāh and thus provide us an atmosphere for the best possible dispensation of the heavenly message. Visitors will also note how they differ from their places of worship and make them think of the majesty which the design of a mosque provides as a place of worship.

Use Muballighs (Missionaries) as a Resource: Try to schedule your friends and acquaintances to meet the Muballighs. They are the most experienced, knowledgeable, and seasoned Ahmadis to make a positive reflection on them. Invite Muballighs along when you invite people to your homes.

Keep Attendance Records to Plan Future Events: We continuously see reports in the Al-Fazl listing the non-Ahmadis attending the Jalsas in different countries and performing Bai'ats at the Jalsas. The international Bai'at is a prime example for us. Many other countries have implemented a system successfully that they count the non-Ahmadis and

new converts coming to their centers, Jalsas and functions. We need to take the initiative and to make an effort to invite non-Ahmadis to our functions such as the Jalsas, Tarbiyat and Ta'limul-Qur'an classes and other gatherings. These are very good opportunities to bring people for introduction to ourselves. Ma Sha' Allāh we have had good attendance at the classes and seminars. We should count the non-Ahmadis and new Ahmadis attending each and every function and then at every next function, we should plan and make a concerted effort to increase the number of non-Ahmadi and new Ahmadi attendees.

Repeat What Works: Members come up with good ideas for bringing people in. The need is to try these ideas and then repeat the functions that bring more people in. This also applies to free literature. We should be monitoring which flyers or books are being picked up more and then get more of those kinds of titles.

We All are in it Together: We all have to work together, help each other, and support one another to achieve our goals. We have been told of our destiny with support from the historical events of the past and we have been given the keys (prophecies, leadership, methods, and arguments) to our success. It is we who have to use the keys.

Keep the Mosque Open at Predictable Scheduled Times: If it is feasible and safe, the Jama'at Amila may consider manning the mosque with the services of a retired person in the Jama'at.

Free Broadcasts on Public Access Cable TV (PACT)

Background

The project is about to disseminate the message of Ahmadiyyat, the true Islām, to the vast majority via the platform of public access cable TV (PACT). Since its inception in 1984, PACT has been used by many organized groups, especially religious, to propagate their message to local communities throughout the USA. Any local resident can use PACT to show a program of their own choice (homegrown or professionally made) using the platform of PACT which is available to all local residents free of cost. PACT empowers residents of local communities to exercise their First Amendment Rights. Usually, one hour time slot per week can be reserved for a regular program and occasionally, more than one one-hour time slots per week are available as well.

What is currently being done?

Some members are currently taking advantage of PACT service to show a weekly one-hour show on various topics on Islām to the community. The most crucial thing to initiate this project is to make the one-hour program DVDs. We have already made about 75 such DVDs on various topics which are either recorded from MTA (mostly addresses of Khulafā) or the video recordings of various Jamā'at functions e.g., interfaith symposiums, etc.

What we plan to do?

This activity can be taken to all communities where Ahmadi members are present. This way, the message of Ahmadiyyat, the true Islām, will potentially reach a large number of viewers, consequently, maximizing the chances that somebody will be able to actually view a program. One person from each local community is requested to initiate the process in his community/city which will take a total of about half an hour to an hour of his time and the result will be an ongoing reward from Allāh, In Sha' Allāh.

How to initiate the Process?

The process is fairly simple. Following three steps are needed.

- 1. Find out the local PACT TV address or phone number:** You need to locate the address or phone number of the local PACT TV center in your community. It is mostly at the offices of your city hall. You can look at the city page on the internet. Sometimes the whole process can be accomplished through internet. You can also look in the white pages or give a call to the city hall who can give the contact number and address of the local PACT center to you.
- 2. Contact the local PACT center:** Follow the instruction on the internet if available. Otherwise you either call or visit the local PACT center. After introducing yourself, you can request that you are interested in showing a one-hour weekly show on local PACT TV channel. If asked about the show, you can tell that the show is about religion or Islām. You can ask for a prime time slot (6-9 PM), however, sometimes, there are more than one time slots available, you can request that you want your show to be repeated as many times as

possible during the whole week in addition to one or more guaranteed time slots. Also please ask how many potential viewers could have access to this PACT channel(s) – this varies from community to community and is needed for reporting purposes.

- 3. Do the Paper Work:** You might be asked to fill out a simple form. Other than your contact information, the most important thing on the form will be the title of the program. Please write the title of the program “Islām in Focus.” The reason is that we want to use the same DVDs all over the country which are made under this title. All of the DVDs will have the same contact information (www.alislam.org, info@alislam.org, and 1-800-WHY-ISLAM if allowed). Also you may ask if it is ok to show local contact information. Usually, they do so for a non-profit organization. If so, you may request to advertise the contact info as well as the timings of the show. You may have to fill out another simple form for that purpose.

Process is almost complete!

Now the process is almost complete. All what you have to do is to deliver the DVDs to the local PACT center. Some may require you to deliver weekly and some may take a few DVDs from you so that you may not have to go to the local center every week. The DVDs will be provided to you by the Tabligh Department.

Let us pray from Allāh, the Almighty, for the success of this project beyond our imaginations and certainly beyond our efforts. If you need any more information or have a question, please do not hesitate to ask.

(a) Frequently Asked Questions About PACT

1. What is PACT (Public Access Cable TV)?

In 1984 Congress created public, educational, and governmental (PEG) access cable television. Perhaps the most daring of these three is public access cable television (PACT), which gives local residents skills, resources, and access to their local cable network. With the passage of more than two decades and with hundreds of PACT centers operating throughout the US, one can recognize a PACT sector with established rules and practices. Public-access television in the [United States](#) is a form of [citizen media](#), similar to Canada's [community channels](#), Australia's [community television](#) and other models of media created by private citizens.

2. Who can use PACT TV to show a program?

PACT TV empowers residents of a community to exercise their first amendment right. All residents of a local community can show a non-commercial program on PACT TV channel as long as it is not indecent. For further details, please read <http://www.venturacountystar.com/news/2007/may/24/up-close-and-local/>.

3. How much does PACT show cost?

The cost of showing a show via PACT is free.

4. How much time will I have to spend on initiating this process?

The time is really minimal – may be half and hour to one hour depending upon how much you would like to talk to the person in charge of the PACT center.

5. Where will I get the DVDs from to provide the PACT center?

You can obtain the DVDs from Qā'id Tabligh.

6. What about if they have an objection on running a PACT Shows on Islām?

Nobody can object on the basis of religion. As a matter of fact, a lot of religious organizations use this platform for propagation of their religious beliefs. Unless the program is indecent or has some commercial value, it can not be stopped to be shown on PACT TV.

7. Who are potential viewers of PACT TV?

PACT can be seen by all basic cable subscribers. So potentially, all of the cable viewers could watch a PACT TV show. Please note only cable viewers can watch PACT shows, not the satellite dish subscribers. For example, in Duluth MN, there are 28,000 potential viewers of PACT TV. Although, PACT TV shows are not advertised on the cable channel guide but while channel surfing, viewers can stop at an interesting show. Also, with the word of mouth, email, mail or an ad, PACT TV shows can be advertised. Besides there are some people, who regularly watch for the new programs coming on PACT TV channels. For more information, please read

http://www.ip3.gatech.edu/research/muni_comm/Klein_Article_for_CMV.pdf.

8. How long are the time slots which are available on PACT TV for public shows?

Usually, they prefer to give you a one-hour time slot per week. You are supposed to prepare a 1-hour video so that they can play without editing. Sometimes, more than one one-hour time slots are available per week in which one hour video can be repeated for maximum outreach.

9. How PACT TV can be used for Tabligh purpose?

In 2011, Ahmadiyya Muslim programs were broadcasted in 18 communities from coast to coast. Majlis Ansārullāh has prepared and will provide DVDs for broadcasting. DVDs can be customised to meet the local needs.

10. Is it really effective in the presence of internet platforms, e.g., youtube, etc?

Internet videos are certainly a good idea and PACT shows will be complementary to that effort and will only increase the potential number of people whom the message of Islām can reach. There are still a large number of potential viewers who do not use the internet and watch conventional TV. For further information, please read the following:

<http://www.post-gazette.com/pg/07217/806497-237.stm>

http://www.nptimes.com/dme/Jul04/dme_3.html.

2012 Shura Recommendations

1) Salient General Points from the Discussion

- a) Start everything with prayers.
- b) Training
 - i) Become a role model by following the Holy Qur'an, Holy Prophet, peace and blessings of Allah be upon him, Promised Messiah, peace be on him and their Khulfa.
 - ii) Get guidance from the missionaries with respect to Tabligh and help in Tabligh training.
 - iii) Educate Ansār on different cultures, for example, African American, Spanish, Caucasian, Indo-Pakistani, Arab, etc.
 - iv) Target the likings and sensitivities of different cultures.
 - v) Educate Ansār on current issues, as an example, the current infamous video.
 - vi) Educate Ansār about the salient features of other religions.
 - vii) Educate Ansār on how to engage people on everyday issues from the Islāmic point of view, for example:
 - (1) Stress and anxiety
 - (2) Health and hygiene, both physical and spiritual
 - (3) Drugs and alcohol
 - (4) Obesity
 - (5) Family relations, divorce
 - (6) Respect of elders and religious leaders
 - (7) How to get closer to God
 - (8) Etc.
- c) Outreach program
 - i) Seminars and conferences, locally and regionally, on at least quarterly basis in
 - (1) Schools, colleges and universities
 - (2) Churches and temples
 - (3) Etc.
- d) Advertisements
 - i) TV, radio
 - ii) Newspapers, magazines
 - iii) Billboards
 - iv) Other media outlets
 - v) Books, pamphlets, brochures
 - vi) Message boards on mosques (electronic or non-electronic) with appropriate messages
 - vii) Articles in local newspapers and magazines

- viii) Publish Tabligh related extracts, khutbas and addresses in local newspapers and magazines
 - e) Community service
 - i) Blood drives
 - ii) Soup kitchens
 - iii) Help to the senior citizen communities
 - iv) Repeated and consistent visits to nursing homes and senior citizen communities
 - v) Etc.
 - f) Learn from experts
 - i) Learn from successful Da'is from the US and from other countries
 - ii) Interact with other auxiliaries and learn from them and improve accordingly
 - iii) Compile a summary of the Tabligh techniques used by the successful Da'is and convey to the Majalis.
 - iv) Summarize the specifics which triggered the conversion of a new member.
- 2) Measurable Steps
- a) First determine the current baseline of each Majlis to be able to measure progress
 - i) Send a questionnaire to each Majlis to collect the baseline data if and how the Majalis are conducting the targeted programs
 - b) Determine yearly goals for the next five years
 - i) Monitor and report progress every year
 - c) Target the following programs at every Majlis within three years
 - i) Seminars, Conferences, interfaith meetings
 - ii) Visit to small communities
 - d) Target the following programs where feasible within three years by the appropriate Qa'id
 - i) Community programs such as soup kitchen, blood drives, nursing homes, senior citizen communities, etc.
 - ii) Cable channel broadcast
 - iii) Radio/TV programs
 - iv) Billboards
 - e) Measure the response
 - i) Number of contacts in online contact database
 - ii) Nonmembers attendance at functions
 - iii) Incoming calls, emails and nonmember visits
 - iv) Number of Bai'ats

Some of the members raised the issue that the conversions are in the hand of God and this should not be the point of emphasis in the Tabligh proposal.

Rest of the members were of the opinion that though the conversion is in the hand of God, Tabligh is the means to reach the end which is conversion.

Tabligh Activities Tracking Sheet

The purpose of this table is that the local Majlis can keep track of the intensity and expanse of its activities in various areas and be able to identify the available opportunities to engage in, and also identify the areas for improvement and to show progress in.

Task	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1. Date of QA Meeting of non-members with regional missionary												
1.1 Date of Meeting with non-Ahmadi Friends												
1.2 Total attendance												
1.3 Non-Jamā'at guests in attendance.												
2. Non-Ahmadi Msulims at Jum'ah												
3. Name of event												
3.1 Event Date												
3.2 Non-Jamā'at members in												

Task	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
attendance.												
4. Contacts:												
4.1 Number on E-mail contact list												
4.2 Number of mailing addresses												
4.3 Number of phone contacts												
5. Local TV Channel and/or radio:												
5.1 Number of broadcasts												
5.2 Number of channels												
6 Number of bookstall sessions												
6.1 Number and value of books sold at bookstalls												
6.2 Number of free flyers distributed at bookstalls												
7 Interfaith-group established?												
8 Seminars/ Lectures held?												
8.1 non-Jamā'at members in attendance												
9 Number of retired members engaged in Majlis Activities.												
10 Number of libraries in the area												
10.1 Number of libraries with Jamā'at books												
10.2 Number of libraries where books were placed												
11. Publications: Number in the print media												
11.1 Number of online publications												
11.2 Number of audio/video publications												
12. Is a system to document Tabligh activities in place?												
13 Initiations (Bai'ats) realized?												

Sign-up sheet to be used at all events (see next page). Please make copies of the sign-up sheet before the event and have the sheet available at the reception/check-in area for the guests to provide their info.

Majlis Ansārullāh USA Event Sign in Sheet

(a) Name of Event: _____

Date of Event: _____

Name	Please provide at least one of the items below to receive info			Would you like to receive Review of Religions free for a year?	Would you like to receive Muslim Sunrise free for a year?	Would you like to be informed of upcoming events?	Would you like to receive link to Friday Sermon?
	Address	Email	Phone				

Online Monthly Report Questions

How many Ansār participated in all the propagation activity arranged by Ansār, Jama‘at or any other auxiliary? _____
(Please count a Nāsir only once)

How many nonmembers were brought to the mosque/center or an event by Ansār (Jum‘ah, Salat, open house, meeting with missionary, interfaith meeting, Jalsa Salana, Jama‘at events, mosque/center visit)? _____ (Please count a nonmember only once)

How many nonmembers were contacted by Ansār in visits to small towns, senior homes, ethnic groups, etc. _____
(Please count a nonmember only once)

How many events were held specifically for nonmembers organized by Jama‘at, Ansār or Khuddam? _____

How many total nonmembers came to the events held specifically for nonmembers? _____

How many flyers, leaflets, CDs, DVDs and books were distributed or placed in reading rooms or libraries by Ansār? _____

Number of Bai’ats realized through the efforts of Ansār: _____

What Tabligh activity was initiated, managed, supported or conducted by local Majlis or Ansār such as propagation days, open houses, bookstalls, book fairs, mobile or stationary exhibitions, interfaith meetings, seminars, lectures, TV/Radio programs, billboards, publications in newspapers, postings on internet, subscription to the Review of Religions for libraries or nonmembers, contact by mail, email or phone, etc? Please list each by date and name and give details of the activity preferably in numbers. (Examples: 5 Ansār went to 2 small towns Littleton and Miniton and had discussions with 10 nonmembers. 3 Ansār helped man bookstall and distributed 30 leaflets. One Nāsir gave a talk on Islām in the US at Middleton College to a class of 45 students.)

Majlis Ansārullāh, USA

Hadrat Khalīfatul Masīh II (may Allāh be pleased with him) formed a number of auxiliary organizations to promote the spirit of moral excellence of the members of Ahmadiyya Muslim Community. These organizations were established to provide a specific framework for the ethical and religious education and training of different groups based on age and gender. Majlis Ansārullāh (helpers of Allah) was formed by Hadrat Khalīfatul Masīh II (may Allāh be pleased with him) in 1940; its members comprise all male Ahmadī Muslims *over* the age of 40.

Hadrat Khalīfatul Masīh II (may Allāh be pleased with him) outlined goals for the auxiliaries in these words (Al-Fazl, October 11, 1944):

"We have to reform the whole world. We have to bring the entire world to bow before God Almighty. Bring the entire world under the fold of Ahmadiyyat Establish the kingdom of God all over the world. But this grand task cannot be performed until all members of our community - children, youth, or elderly organize themselves internally and follow this code of conduct day and night For this internal improvement and completion of organization. I have established the auxiliary organizations of Khuddāmul-Ahmadiyya, Ansārullāh, Atfālul-Ahmadiyya and [Lajna Imai'llah]."

Majlis Ansārullāh, USA

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