



Majlis
Khuddam-ul
Ahmadiyya
USA

2006-2007

[Last Updated: 11/12/2006]

Department Plans



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DEPARTMENT: AMOOR-E-TULBA (STUDENT AFFAIRS)

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Time commitment required by a local Nazim: 5 – 10 hrs per week

How can you reach us: Email is the best way other wise cell phone (954) 604-8961

Estimated response time for phone and email inquiries: Email within 24 hours, cell phone within 10 hrs

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor’s sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Organize Ahmadi students both at the Majlis and at the school levels.	<ol style="list-style-type: none"> 1. Mobilize Ahmadi Students to access Amoor-e-Tulba services 2. Create 3 regional self-sustaining model AMSAs 3. Create AMSA caucus in locations where official AMSA cannot be established 	Q1 (Nov-Jan) <ol style="list-style-type: none"> 1. Mass mailing of Amoor-e-Tulba bookmarks to Ahmadi families in USA via Ahmadiyya Gazette 2. Obtain copies of documents filed with college/university student affairs division in case of AMSA 3. Obtain copies of Quaid permission email/letter authorizing students to setup AMSA caucus Q2-Q4 (Feb-Oct) <ol style="list-style-type: none"> 4. Monthly AMSA/AMSA Caucus Activity Reports or email update 	Gazette or other publication (mass mailing)
Ensure that no Khadim or Tifl is deprived of education.	<ol style="list-style-type: none"> 1. Publish & update student center website 2. Update student database via online system (or from Tajneed) 3. Develop personal education SWOT analysis 4. Publish online & email newsletter informing students of important dates 	Q1 (Nov-Jan) <ol style="list-style-type: none"> 1. Published student center site 2. Publish student newsletter to site 3. Student database/spreadsheet will be online & available for use 4. Develop & Publish personal 	Student center www.mkausa.org/studentaffairs

	<p>and events that impact their status as students</p> <ol style="list-style-type: none"> 5. Provide avenues & systems to ensure that each khadim moves toward 2+ years of post-secondary education attainment & matriculation 	<p>education SWOT analysis to student affairs site/local nazim</p>	
<p>Look after the affairs of students and provide help and assistance in whatever way required.</p>	<ol style="list-style-type: none"> 1. Review SWOT analysis 2. Communicate results of SWOT analysis to Qaideen/Nazimeen 3. Promote Jamaat scholarships/grants/loans & other educational supports. 4. Promote Federal, State & Local funding opportunities for educational purposes. 	<p>Q1 (Nov-Jan)</p> <ol style="list-style-type: none"> 1. Disseminate (publish to student center, newsletter, Gazette or visitation) important application & financial aid dates. 2. Develop & distribute spreadsheet for each majlis with results of analysis <p>Q2 (Feb-Apr)</p> <ol style="list-style-type: none"> 3. Publish recipients of Jamaat scholarships with photos in Gazette or student affairs newsletter 4. Follow-up via teleconference &/or visitation with Qaideen/Nazimeen to see how weaknesses can be addressed and threats averted 	<p>Student center www.mkausa.org/studentaffairs</p>
<p>Help students in career planning and assist them in their admissions to various institutions.</p>	<ol style="list-style-type: none"> 1. Follow-up on implementation based on SWOT analysis 2. Update student center website with career guidance pages. 3. Implement recommendation letter system for Ahmadi students. 	<p>Q1 (Nov-Jan)</p> <ol style="list-style-type: none"> 1. Produce/obtain report on mentor-protégé developments to date. Cross link to SoT <p>Q2 (Feb-Apr)</p> <ol style="list-style-type: none"> 2. Solicit & Obtain career guidance pages/articles from subject matter experts (SME) <p>Q2-Q4 (Feb-Oct)</p> <ol style="list-style-type: none"> 3. Follow-up with mentor-protégé Publish active 	<p>Student center www.mkausa.org/studentaffairs</p>

Emphasize the importance of religious education among the Students and involve them in Tabligh activities.		mentor-protégé to student center or Gazette (include interview & photo) 4. Publish sample recommendation letters to student center	
	<ol style="list-style-type: none"> 1. Provide taleem-o-tarbiyyat opportunities to Ahmadi students away at college in conjunction with dept of tarbiyyat 2. Ensure that each Ahmadi student completes the tarbiyyat survey 3. Use stats from the survey to encourage students to enhance taleem-o-tarbiyyat 4. Promote weekly Jumah and at least 1 weekly congregational prayer via AMSA/AMSA caucus 5. Place select jamaat literature in college, university or school library 6. Encourage AMSA/AMSA caucus to hold tabligh functions in at least Spring & Fall semesters 	<p>Q1 (Nov-Jan)</p> <ol style="list-style-type: none"> 1. Coordinate quarterly visitation of regional/local missionaries & office bearers to visit with AMSA or AMSA caucus 2. Disseminate visitation photos & info on student center 3. Email reminders to AMSA & AMSA caucus via local Qaideen 4. Publish sample recommendation letters to student center <p>Q2-Q4 (Feb-Oct)</p> <ol style="list-style-type: none"> 5. Solicit student stats from national taleem-o-tarbiyyat secretaries 6. Monthly AMSA/AMSA Caucus Activity Reports or email update (indicate, events, jumah, salat) 	Student center www.mkausa.org/studentaffairs

Local Implementation Plan:

(This is a plan a local Nazim can use to roll out and achieve the goals and objectives of the department and be able to add flexibility for local flavor)

Quarter	Objective	Method	Comments
Quarter 1	Dist. Amoor-e-Tulba nat'l dept. plan Obtain copies of AMSA/AMSA caucus documents Confirm that all khuddam in majlis have signed up with student center (or that	Discuss AeT with Majlis (mass mailing etc) Encourage AMSAs Send report to Mohtamim	Information submitted online will be available to Mohtamim

	updated list is sent to national Mohtamim) Encourage all khuddam have taken personal educational SWOT analysis		
Quarter 2	Remind AMSA/AMSA caucus to file report or send activity update Encourage traffic to student center Attend student affairs teleconference Attend to SWOT analysis tasks Attend to SME database	Reporting AoT conference attendance SWOT reports SME Profile	
Quarter 3	Remind AMSA/AMSA caucus to file report or send activity update Encourage traffic to student center Attend student affairs teleconference Attend to SWOT analysis tasks Attend to SME database	Reporting AoT conference attendance SWOT updates SME Profile	
Quarter 4	Fully functional student affairs site Site forms important basis of decision making for students Site important source of student info jamaat wide	Reporting AoT conference attendance SWOT updates SME Profile	Site use assessment

Measure for Almi Inami:

	%		
Ratio of students that have registered in AeT	0 – 60	61 - 80	81 - 100
Majlis commitment to AeT			
Report filing (12 total)	< 6	6 of 12	12 of 12
Teleconference attendance (3 total)	1 of 3	2 of 3	3 of 3
Level of AMSA/AMSA Caucus/Student Activity (including Jumah)	<5	6 - 11	12 or >
Number of SME represented	0 -2	3 -5	6 or >

Communication Plan:

(This is a plan you will actively implement throughout the year to execute on your objectives.)

Target Audience	Method	Frequency	Message
Ex. Qaideen	Email	Monthly	Review needs and see progress vs. plan

	Phone Visit Mujahid	Quarterly Semi-annual Monthly	Establish Relationship/review needs Visit 10 of 42 Majlis and attend program Write monthly article for gazette with successes
Amila Members	Email	Monthly	Review progress and seek collaboration
Regional Qaideen	Email Phone Teleconference	Monthly Bi-weekly Quarterly	
Qaideen	Phone	Quarterly	Call to 3 Majlis for a month to ensure plan implementation
Local Department Nazim	Email	Weekly	
Regional Department Nazim	Email	Weekly	
General Membership	Email	Monthly	

Resources:

Historical Reference of Department:

- Hazrat Khalifatul Masih IV approved the department of Amoor-e-Tulba after 1994-1995 approval of the MKA National Amila.
- In a letter sent to MKAUSA dated October 18, 2005, Huzur ra directed the following:
- "Mentoring is a good idea for future career selection and guidance. This will inshAllah also build and strengthen professional links between Jama'at members. Such programs and others, which help guide and promote interest in higher education should be specifically encouraged.
- An effort should be made to increase the number of AMSAs in institutions where members are enrolled. This is an excellent mode of
- tabligh to an audience, which is relatively open to new ideas and is seeking knowledge with a research inclination. Certain Jama'at tabligh functions can even be combined with AMSA involvement as that can open activities more to the non-members." – **Mirza Masroor Ahmad, Khalifatul Masih V October 18, 2005**
- Huzur^{aba} recalled from his childhood that each time a child passed exam he/she would donate some money towards building of mosque. Huzur^{aba} said the auxiliary organizations should work towards introducing this practice in the Community and parents too should train their children for this. **(F.S. November 11, 2005)**

DEPARTMENT: ATFAL-UL AHMADIYYA (BOYS 7-15)

Mohtamim: Nasir Rana Phone: 781-696-1249 Email: nasirmrana@yahoo.com	Asst. Mohtamim: Iftikhar Khan Phone: 916-996-2339 Email: khan.iftikhar1@gmail.com	Asst. Mohtamim: Shah Galib Habib Phone: 832-229-0778 Email: habib_s@yahoo.com
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Time commitment required by a local Nazim: 12 hrs/month (average; could be more or less based on the total number of atfal)

How can you reach us:

Non-urgent Issues: Atfal mailbox - maahelp@yahoo.com

Urgent Issues: Call Regional Nazim Atfal, Mohtamim Atfal or Naib Mohtamim Atfal

Estimated response time for phone and email inquiries: Email: 1-3 days; Phone Calls: 24 hours

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Goal #1: Regular Atfal classes (at least 2 classes/month).	1. Improve <i>Taleem and Tarbiyyat</i> of Atfal 2. Majlis Recognition Program 3. Improve <i>chanda</i> collection 4. Improve Atfal <i>basic tajneed</i> information	<ul style="list-style-type: none"> Regular Atfal classes at 75% majalis Taleem Workbook Tracker results returned from 50% majalis Contact 'weaker' majalis (visit or phone call by RNA or RQ) Most Improved Majalis Program 85% chanda collection Accurate basic tajneed (names and ages) for 75% majalis 	<ul style="list-style-type: none"> Atfal Taleem Workbooks & Tracker NAP - Atfal Class Format TifiPost NAP - National Ijtema Syllabus Monthly Online Reports RNA Monthly Report Atfal Chanda & Tajneed Campaigns Atfal Tajneed & Chanda Campaigns Atfal Tajneed & Chanda Campaigns Taleem Workbook Tracker
Goal #2: Improve communication with local Nazimeen Atfal.	1. Monthly reports from local NA 2. Yearly conference calls with local NA 3. Monthly reports from RNAs 4. Monthly status calls with RNAs	<ul style="list-style-type: none"> Monthly reports submitted by 75% majalis Conference calls attended by 75% majalis Monthly reports submitted Monthly calls attended 	<ul style="list-style-type: none"> www.mkausa.org >> Office Center

Goal #3: Improve communication with parents and atfal.	1. Atfal Web Page 2. Publications - TiflPost & Al Hilal	<ul style="list-style-type: none"> Publish documents for NA, parents and Atfal Publish TiflPost every 4 months Submit articles for Al Hilal; assist the Editorial Board 	<ul style="list-style-type: none"> www.mkausa.org www.ahmadiyya.us >> Majlis >> Atfal Atfal Booth at USA Jalsa Salana Other Jamaat publications.
Goal #4: Encourage reading of the Holy Quran	1. Ameen Recognition Program	<ul style="list-style-type: none"> Number of Atfal who complete Holy Quran's first reading 	<ul style="list-style-type: none"> USA Jalsa Salana
Goal #5: Generate writers to defend Islam with pen.	1. TiflPost 2. Al Hilal 3. Sir Zafrullah Khan Essay Competition	<ul style="list-style-type: none"> Published once every 4 months Number of articles received Published once a quarter Number of articles receive Number of essays received 	<ul style="list-style-type: none"> www.mkausa.org www.ahmadiyya.us >> Majlis >> Atfal http://www.alislam.org/alhilal/
Goal #6: Increase awareness of higher level education.	1. Dr. Abdus Salam Science Fair	<ul style="list-style-type: none"> Number of participants/projects 	<ul style="list-style-type: none"> MKA Mentoring Program Ahmadiyya Muslim Scientists Association

Local Implementation Plan:

Quarter	Objective
Quarter 1 (Nov-Jan)	Get organized Appoint Nazim Atfal and Murabbi Atfal Publish a Class Schedule for the year and distribute to Atfal/parents; schedule for at least 2 classes/month Setup process to collect Atfal chanda and report to the Center; coordinate with Qaid and Nazim Maal Gain access to www.mkausa.org >> Office Center to submit monthly online reports; ask Qaid for assistance Collect <i>basic tajneed</i> information – names and ages Distribute National Ijtema Syllabus Distribute TiflPost Nov-2006 issue and Level1 Workbook to all Atfal (Nov-2006) Attend Yearly NA Call (Jan-2007)
Quarter 2 (Feb-Apr)	Hold Level1 Workbook Test Return Taleem Work Tracker for Level1 (by 20-Feb-2007) Distribute TiflPost Mar-2007 issue and Level2 Workbook to all Atfal (Mar-2007) Hold Tarbiyyat Camp & Sports Day Return Atfal Tajneed and Chanda Survey #1 (Mar-2007) Submit articles for TiflPost and Al Hilal

	Begin preparations for Regional Ijtema Hold Local Ijtema
Quarter 3 (May-Jul)	Hold Level2 Workbook Test Return Taleem Work Tracker for Level2 (by 20-Jun-2007) Submit essays for the Sir Zafrullah Khan Essay Competition (by 20-Jun-2007) Hold workbook tests for Atfal who didn't pass one of previous levels; return results Distribute TiflPost Jul-2007 issue and Level3 Workbook to all Atfal (Jul-2007) Hold Tarbiyyat Camp & Sports Day Submit articles for TiflPost and Al Hilal Begin preparations for National Ijtema Attend Regional Ijtema Begin preparations for Dr. Abdus Salam Science Fair
Quarter 4 (Aug-Oct)	Return Atfal Tajneed and Chanda Survey #2 (Sep-2007) Hold Level3 Workbook Test Return Taleem Work Tracker for Level3 (by 20-Oct-2007) Hold workbook tests for Atfal who didn't pass one of previous levels; return results Hold Tarbiyyat Camp & Sports Day Submit articles for TiflPost and Al Hilal Start planning for next year

Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email Phone	Monthly Monthly	Status report. Status call.
Qaideen	Email Phone	Monthly Monthly	Status report Status call (as needed)
Regional Qaideen	Email Phone	Monthly Monthly	Status report. Status call (optional).
Local Department Nazim	Email Phone	Monthly Monthly	Online status report. Status call (as needed)
Regional Department Nazim	Email Phone Visit	Monthly Monthly Semi-annual	Status report. Status call. Visit 'weak' majalis.
General Membership	TiflPost	Trimester	Information on MAA happenings

Criteria to win Alm-e-Inami (Atfal Best Majlis Award)

- Submit online reports - **every month on time**
- Submit Taleem Workbook Tracker – **three times a year**
- Return QRC yearly survey
- Return Atfal chanda and tajneed surveys – **twice a year**
- Attend yearly NA conference call
- **Hold regular Atfal classes** (*at least two classes/month*)
- Percentage of Atfal who paid full chanda
- Percentage of Atfal who passed Atfal Workbooks
- Percentage of Atfal who submit articles for TiflPost and Al Hilal
- Percentage of Atfal who participate in the Dr. Abdus Salam Science Fair
- Percentage of Atfal who submit essays for the Sir Zafrullah Khan Essay Competition

For details, please refer to the **Atfal Best Majlis Award Criteria** in the NAP.

Resources

Challenges/Advice:

- Nazim Atfal must hold three activities **every month at a minimum** or else the majlis is considered a '*weak*' majlis.
- Hold **regular** Atfal classes (at least two classes/month). Follow the Atfal Class Format and Atfal Workbooks. Use help from Murabbi Atfal as needed.
- Collect Atfal chanda and report to the Center (**ideally at the beginning of the year**)
- Submit Atfal monthly reports online at <http://mkausa.org/> >> Office Center. Contact your Qaid if you do not have access to submit the report.

Historical Reference of Department:

- Scheme initiated by Hadhrat Khalifatul Masih II(ra).

Thoughtful Quotes on Department

- "Do those deeds that are an excellent model and a lesson for your children. If you become righteous and virtuous, then have faith that Allah will treat your progeny in a good manner." -- **The Promised Messiah (as), *Mashl-e-Rah*, Vol. IV, p.5**
- "Make an effort to train the children so that they may have mutual love, unity, courage, bravery, dignity, and noble freedom. On one hand make them a human being, and on the other hand make them a Muslim." -- **Hazrat Khalifatul Masih I (ra), *Khutbat-e-Nur*, p.75**

- “The success of a nation is dependent on its youth. If the youth of a nation become true custodians of its traditions then that nation can survive for centuries. However, if the generations of the future are negligent then a nation can never achieve success and even the progress it makes can be transformed into failure.” --**Hazrat Khalifatul Masih II^{ra}**
- “There are twelve characteristics of a true Khadim: 1) high morals, 2) patience, 3) kindness, 4) modesty, 5) service, 6) humbleness, 7) humility, 8) sympathy towards Allah’s creation, 9) self-reflection, 10) making an honest living, 11) truthfulness, and 12) piety.” --**Hazrat Khalifatul Masih III (rh), *Mashl-e-Rah*, Vol. II, p.246-258**
- “It is very essential to teach children to respect the administrative setup of the Jama’at. Never complain about a Jama’at official in front of your children even if your complaint is valid. It will harm your children.” -- **Hazrat Khalifatul Masih IV (rh), Friday Sermon, February 10, 1989**
- “Keep in mind that for the moral training of children, you should not say lies even by way of jest. Otherwise, children will pick up the habit of telling lies in daily conversations.” -- **Hazrat Khalifatul Masih V (aba), *Conditions of Ba’ait and Responsibilities of an Ahmadi*, p.22**

Other Documents:

- ***Nazim Atfal Package (NAP)***; downloadable at www.mkausa.org

Parents and Atfal can download documents at www.ahmadiyya.us >> Majlis >> Atfal

DEPARTMENT: ISHAAT (PUBLICATIONS)

Mohtamim: Naem R. Mohamed Phone: (562) 505-3455 Email: NaemUSP@aol.com	Asst. Mohtamim: Ijaz Sayed Phone: (909) 438-7339 Email: isayed@uci.edu
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Time commitment required by a local Nazim: 4-6 hours / month

How can you reach us: via e-mail

Estimated response time for phone and email inquiries: within 24 hrs

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Inform all the members of MKA of the activities of the Majlis (Constitution #119) Endeavor to make the members understand the program of the Majlis and its aims, and shall inform public of its remarkable activities (Constitution #120)	Publish Mujahid Newsletter	Number of homes sent newsletter at each quarter	Mujahid to be made avail at mkausa.org for each quarterly publication
Manage the publication of high standard books and periodicals on behalf of MKA (Constitution #121)	Encourage local majalis to create their own local newsletter	Number of majalis who create some form of newsletter/flyer on a monthly basis	
Inform all the members of MKA of the activities of the Majlis (Constitution #119)	Catalog any such publications	Number of publications being managed	
Create professional style guide	Publish an Annual Yearbook 2. Yearbook should include facts on each majlis, incorporate all of the yearly events, etc.	Report each quarter of what has been edited/approved for printing	
	1. Publish a style guide with MKA logo-usage rules, approved letterheads, etc.	When is the style guide out in print	Style Guide to be posted at mkausa.org

Local Implementation Plan:

Quarter	Objective	Method	Comments
Quarter 1	Appoint a local reporter/ Identify good writers and designers		
Quarter 2	Implement a local newsletter/flyer		
Quarter 3	Submit articles to Mujahid		
Quarter 4			

Measure for Alami Anami:

- X Points for original Articles submitted to Mujahid
- Y Points for original Articles printed in Mujahid
- Z Points for producing a local newsletter/flyer

Communication Plan:

(This is a plan you will actively implement throughout the year to execute on your objectives.)

Target Audience	Method	Frequency	Message
Ex. Qaideen	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit 10 of 42 Majlis and attend program Write monthly article with tabligh tips Call to 3 Majlis for a month to ensure plan implementation
Amila Members	Email Phone	Monthly As Needed	Review needs for department announcements Establish Relationship/review needs (Special Projects/Months, etc)
Regional Qaideen	Email	Monthly	Review needs for department announcements
Qaideen	Email	Monthly	Review needs for department announcements
Local Department Nazim	Email	Monthly	Update on local newsletter/publications
Regional Department Nazim	Email	Monthly	Update on local newsletter/publications
General Membership	Email	Monthly	NAM Department Updates

Resources:

Challenges/Advice:

- Need more writers and layout/design editors to be identified
- Postage costs hinder the amount of flyers we send via USPS mail
- Printing costs hinder the amount of professional publications we produce

Historical Reference of Department:

- (research documents to inspire and reference quotes and instructions by Jamaat leadership. This can be obtained from Mashleh Rah, Khutbaat, alislam.com, askislam.com)

Thoughtful Quotes on Department

- (same sources as above)

Frequently Asked Questions:

- Q: Where do I get the Taleem Syllabus
- A: Mkausa.org under documents or email at, or call at...

Other Documents:

- Taleem Plan Reading Guidelines
- Finance Package

DEPARTMENT: ISHAAT—MAJLIS SULTAN-UL QALM

Naib Mohtamim: Amjad M. Khan Phone: (951) 544-2835 (cell) Email: amjad@post.harvard.edu	Asst. Mohtamim: Qamar Ahmad Phone: (641) 297-5600 Email: gamarahmad@juno.com
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Time commitment required by a local Nazim: 10 hours/month

How can you reach us: Via e-mail or phone (24/7 – this work's that important!)

Estimated response time for phone and email inquiries: 24-48 hours (sometimes longer if there's a backlog of responses)

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
To facilitate an active and engaging dialogue with critics of Islam-Ahmadiyyat with our pens (i.e., by writing letters to the editors, editorials, and scholarly articles)	Create more external exposure for MSQ, including redesigning and revamping www.muslimwriters.org	Contact outside web developers; contact outside public donors; Web design in phases	MKAUSA.ORG web development team
	Develop core team and sub-teams based on hot topics (e.g., Pope remarks, veil controversy in U.K, etc.)	Hold bi-monthly conference calls; hold annual seminar	Ma'al Department (budget for annual seminar)
	Obtain more support for reviewing and editing articles (improve turnaround time to edit responses)	Increase technical editing staff.	Sadr Sahib (ID quality editors who don't hold other offices)
	Send content to Jama'at publications (including the <i>Muslim Sunrise</i> , <i>Review of Religions</i> , <i>Gazette</i> , etc.)	% of content in Jama'at publications that is MSQ-produced	Muqami Department (working with other Jama'at auxiliaries and organs)
	Produce original publications	1 original publication a quarter	Work with National Sec. Publications
	Hold annual writers' workshop	Finalize a date and place	Ma'al Department (budget for workshop)

Local Implementation Plan:

Quarter	Objective	Method	Comments
Quarter 1	1. Identify quality writers 2. Develop core team 3. Develop website 4. Produce original publication	1. Self-guided 2. E-mail	

Quarter 2	1. Produce written responses 2. Follow-up with newspapers	1. Choose a lead writer and communicate with him 2. Track contacts via Excel	
Quarter 3	Attend writers' workshop	Visit	Qaideen should encourage their writers to improve their writing skills
Quarter 4			

Communication Plan:

Target Audience	Method	Frequency	Message
Qaideen	Email Phone Visit Mujahid	Monthly Quarterly Semi-annual Monthly	Identify and solicit quality writers Establish relationships Visit top Majalis with most writers or interest in MSQ work Reproduce successes
Regional Qaideen	E-mail	Monthly	Follow-up with Qaideen; pass along any articles of interest
Local Department Nazim	E-mail Phone	Weekly As needed	Summary of current articles in press Create a timeframe to produce and send responses
Regional Department Nazim			

Criteria for Alm-e-Inami

- 1. # of participants per Majlis
- 2. # of articles/responses written/published

More Resources –

Challenges/Advice:

- MSQ is a team effort
- Urgency and persistence

Historical Reference of Department:

- Majlis Sultan-ul-Qalam, USA ("MSQ") was founded in 1978; its activities were renewed in 2001.

Thoughtful Quotes on Department:

- So said the Promised Messiah (as):

- *"In this Age, it is the sword of the pen with which we are attacked and the spears of objections are being shot at us. We also should not let our forces go waste. We should use our pen to prove the truth of the religion of God and the Prophethood of this chosen Prophet, may God's blessings be on him."* (Malfoozat, Vol.1, p.223).
- *"The rank and file enemies we have destroyed through powerful arguments. The work of the sword we have performed through the pen."* (Psalm).
- *"Allah has named me 'Sultan-ul-Qalam,' the King of Pens."* (Al-Hakam, Vol. V, No. 22, pg. 2).
- Hazrat Khalifatul Masih Khamis (aba)'s kind words for MSQ, USA:
 - *"MSQ has had good activities."* (comments on October 2005 report)
 - *"MSQ is actively participating in the real jihad."* (comments on November 2005 report)
 - *"The written work of MSQ in responding to the Danish cartoon controversy is appreciated."* (comments on February 2006 report)
- Message from www.alislam.org webmaster: "Hazoor (aba) read the MSQ Pope response today, and was very pleased with the professionalism and scholarly research done in preparation of this response. Huzur has graciously approved the response for putting on the Website . . . and for worldwide Jama'at distribution."

Frequently Asked Questions:

Q1: How do I join MSQ?

A1: Send an e-mail to amjad@post.harvard.edu and asked to be added to the e-mail distribution list

Q2: What does MSQ do?

A2: Track articles concerning Islam-Ahmadiyyat in the press (mostly American) and craft responses as needed (rapid response team)

Q3: How long should responses be?

A3: Short, concise letters are preferred (250 words); for longer articles, no more than 6-8 pages

Q4: How do I know what to include in a response?

A4: MSQ will provide guideposts on how to respond to a particular article (including recommended content).

Q5: Should responses be pre-screened/edited before being sent to newspapers/magazines?

A5: Yes. Everything should be pre-screened/edited by the MSQ coordinator.

Q6: What does 'MSQ' mean?

A6: MSQ stands for Majlis Sultan-ul-Qalam – a term alluding to Hazrat Masih-e-Maud (as) as "The King Of Pens"

Other Documents:

- MSQ Overview (available at www.mkausa.org); this explains in detail the aims and methods of the group.

Majlis Sultan-ul-Qalam, USA**TEN TIPS FOR EFFECTIVE WRITING**

1. Revise and rewrite.
2. Never use a long Latinate word when a short Anglo-Saxon one will do (e.g., “cogitation” v. “thinking”).
3. Cut needless words: mindless introductory phrases (“It is important to keep in mind the fact that”); redundancies (“previous experience”).
4. Write with nouns and verbs, not adjectives and adverbs.
5. Shun the passive voice and forms of the verb “to be”. Use active verbs. [e.g., “The boy was bitten by the dog” (passive) vs. “The dog bit the boy.” (active)]
6. Vary the length of your sentences and paragraphs.
7. Make your point at the start. Use the rest of your piece to support it.
8. In a short piece, do not end with a summary. When you’ve finished, just stop.
9. Build your argument from facts and logic, not just from quotations by those who agree with you.
10. Acknowledge contrary data or arguments. You may refute them, but you may not neglect them.

DEPARTMENT: KHIDMAT-E-KHALQ (HUMANITARIAN SERVICE)

Mohtamim: Kashif Zafar Phone: 503-816-0802 Email: kashifzafar@yahoo.com	Asst. Mohtamim: Anees Ahmad Phone: 315-857-3169 Email: ahmad.anees@gmail.com
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Time commitment required by a local Nazim: 10 hrs/month (avg)

How can you reach us: Email preferred and phone

Estimated response time for phone and email inquiries: Email 1-2 days; Phone Calls: 1-2 days

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
To develop the spirit of serving humanity and community development by helping Allah's creation without discrimination with various community services activities.	Organize a blood drive or go to local blood donation center as a group three times a year	Total number of blood bags donated in a quarter for all of MKA USA. Goal for the year is to collect 342 units of Blood. So each quarter, the target is 85 units collected.	Step-by-Step guide for Blood Drive coordination on mkausa.org
	Adopt a highway clean-up or sign up	Total number of new highways adopted and cleanups in a quarter. Goal for the year is to have 73 clean-ups during the year and 12 new highways adopted. So each quarter, the target clean-ups done is 18 and the target for new highways adopted is 3.	Step-by-Step guide for Adopt-a-Highway process on mkausa.org
	Food/Clothing drive all through the year.	Total number of items donated in a quarter.	Step-by-Step guide for Food/Clothing Drive process on mkausa.org
	Support HF is disaster relief	There are many ways to participate in HF, but we are looking for volunteers to go to the disaster site to help on relief efforts.	National Khidmat-e-Khalq Department.

Activate smaller Majalis that have not done too much for Khidmat-e-Khalq in past years, to start with small projects.	Have Khuddam and jamaat members in smaller Majalis sign up with local hospitals and blood centers to donate blood when needed.	Get numbers from these smaller jamaats every quarter on how many people have donated blood. Goal is to have every identified smaller Majalis (100 percent) that has not been very active, to sign up for blood donations with hospitals and blood centers.	National Khidmat-e-Khalq Department.
Visit old people's home and sick in the hospital	Organize a local team for each Majlis to go and visit the ill in Hospitals or retirement homes once a month and bring them presents and help them with anything they need.	Check in with all Majalis monthly to ensure this activity is happening.	National Khidmat-e-Khalq Department.
Improve communication with local Qaideen and Nazimeen KK.	Monthly reports on mkausa.org	Goal of 75% reports submitted monthly via mkausa.org.	QRC; Email; Telephone; National Itjema; Regional Itjemas
To continue in the name of awarding those who work hard and competitive spirit, the annual Khidmat-e-Khalq Champions trophy	To objectively track, assess, and recognize KK activities	National Khidmat-e-Khalq department to run scorecard/standing and email to all Nazimeen KK, Qaideen and Regional Qaideen quarterly.	National Khidmat-e-Khalq department; Department plan on mkausa.org; Quarterly scorecard/standings that will be emailed.

How do you win Alme Inami?

- Submit reports every month on time by the 6th of each month on mkausa.org with detailed numbers needed to award points
- Be consistent in KK activities and hold them regularly (i.e. have an event every month)
- Focus on being diverse and participating in various KK activities to get max points
- Focus especially on Blood Drives, Humanity First and Adopt-a-Highway projects
- Complete QRC Survey and provide pictures throughout the year for KK events held by each Majlis
- Conduct Blood Drives during your Regional Itjemas
- More detail can be found below.

Local Implementation Plan:

Quarter	Objective	Method	Comments
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<p>Quarter 1</p>	<ol style="list-style-type: none"> 1. Develop a plan for KK activities during the year. Break it down with a calendar for each month and start outlining plan for the year. <ul style="list-style-type: none"> o Basic plan should include: 1 Blood Drive; 2 Highway clean-ups; 2 Food Drives; 2 Clothing Drives through the year and visiting the sick in hospital/retirement homes every month. o More extensive plans should include: One KK activity per month with at least 1 Humanity First fund-raiser, 2 Blood Drives, 4 highway clean-ups, 4 food and clothing drives during the year and visiting the sick in hospital/retirement homes every month. 2. Have your Qaid or yourself as Local Nazimeen KK plan to attend QRC during 1st quarter (November 06). QRC will give you the chance to meet with the National KK department and discuss plans and bring up any questions. 3. Submit KK reports online at mkausa.org every month by the 6th day of the month for activities done in November, December and January. Dates report needs to be submitted on each month: December 6th, January 6th, February 6th 	<ol style="list-style-type: none"> 1. Write up plan in word document and email to National KK department for review. 2. Book travel plans to QRC. 3. Reports need to be submitted on mkausa.org 	<p>Have plans emailed to National KK department by no later then December 31st, 2006.</p>
<p>Quarter 2</p>	<ol style="list-style-type: none"> 1. Track KK plan throughout the year and in each quarter to ensure activities are on target and being completed. 2. Submit KK reports online at mkausa.org every month by the 6th day of the month for activities done in February, March and April. Dates report needs to be submitted on each month: March 6th, April 6th, May 6th 3. Start preparations for Regional Itjema and 	<ol style="list-style-type: none"> 1. Review plan with your local Qaid and keep a checklist handy when you complete your KK activity for each month. This can be done in a word document. 2. Reports need to be submitted on mkausa.org 3. Contact your Qaid to talk to the Regional Qaid to volunteer to 	

	talk to Regional Qaideen to coordinate Blood drive during the Itjema. The Majlis that coordinates the Blood Drive during their Regional Itjema will be rewarded 75 points.	coordinate Blood Drive during the Regional Itjema and start planning for it. Contact American Red Cross or a Blood Center in the city where your Regional Itjema is being held and schedule the weekend of the Itjema for them to come onsite for the Blood Drive.	
Quarter 3	<ol style="list-style-type: none"> 1. Track KK plan throughout the year and in each quarter to ensure activities are on target and being completed 2. Submit KK reports online at mkausa.org every month by the 6th day of the month for activities done in May, June and July. Dates report needs to be submitted on each month: June 6th, July 6th, August 6th 3. Conduct Blood Drive during Regional Itjema and report total number of blood units collected and break down each person that donated and what Majlis they belonged to. This detail needs to be in the monthly KK report on mkausa.org for the month that your Regional Itjema is held. 	<ol style="list-style-type: none"> 1. Keep a checklist handy when you complete your KK activity for each month. This can be done in a word document. 2. Reports need to be submitted on mkausa.org 3. At least 6 weeks prior to the Regional Itjema, start advertising the Blood Drive to each Majlis that belongs to the region and start contacting their Nazimeen KK and Qaideen to get help recruiting Khuddam to donate blood during the Regional Itjema. 	
Quarter 4	<ol style="list-style-type: none"> 1. As this is the last Quarter, review KK plan to ensure activities are on target and will be completed for the rest of the quarter. 2. Submit KK reports online at mkausa.org every month by the 6th day of the month for activities done in August, September and October. Dates report needs to be submitted on each month: September 6th, October 6th, November 6th 3. Attend National Itjema. Coordinate with your Qaid and volunteer yourself to attend. Contact National Khidmat-e-Khalq department and volunteer to help coordinate and set-up the Blood Drive that will be held during the National Itjema. 	<ol style="list-style-type: none"> 1. Keep a checklist handy when you complete your KK activity for each month. This can be done in a word document. 2. Reports need to be submitted on mkausa.org 3. Book your travel plans to attend the Itjema and contact National Khidmat-e-Khalq department via email and inform them of your attendance and your desire to help with the Blood Drive during the National Itjema. 4. Survey will be emailed to each Local Nazimeen KK to complete 	

	4. Complete Annual KK Survey and return to National Khidmat-e-Khalq department.	and return via email.	
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Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email Phone	Monthly	Verbal feedback and Progress report will be provided on each Amila meeting Written feedback will be provided via email
Regional Qaideen	Email Phone	Monthly	Verbal feedback and Progress report will be provided on each Amila meeting Written feedback will be provided via email
Qaideen	Email Phone	Monthly	Before each quarterly event, email will be sent out. A detailed plan to accomplish the task will be given to Qaideen in a step-by-step fashion.
Local Department Nazim	Email Phone	Monthly	Will be expected to synchronize with the local Qaid. Khidmat-e-Khalq team will serve as a back up. Local nazimeen are welcome to contact the KK office if they have unanswered questions.
General Membership	Personal visits &/or Articles	Quarterly	*Local Qaideen to disseminate info to their respective Majalis (Monthly)

Resources:

Challenges/Advice:

- Qaideen and/or local KK Nazimeen must submit report on mkausa.org by the 6th of each month.
- Qaideen and/or local KK Nazimeen must develop a KK plan and share it with the National Khidmat-e-Khalq department to review and approve.
- Don't get behind on your plan. Keep a checklist to ensure you are on track with your events throughout the year.
- Attend QRC and National Itjema. These are two events during the year that you should take the opportunity to meet with the National Khidmat-e-Khalq team and to interact and share KK ideas with Khuddam from other Majalis.
- Be regular in your communication with your local Khuddam on activities. Plan ahead of time and give advance communication to your Khuddam regarding upcoming KK activities.

Thoughtful Quotes on Department

- O people of Islam, "You are the best people ever raised for the good of mankind, because you have been raised to serve others; you enjoin what is good and forbid what is evil and believe in Allah" (Holy Qur'an Chapter 3:111)
- And they feed, for the love of Allah, the indigent, the orphan, and the captive. We feed you, for the sake of Allah only. We wish for no reward nor thanks from you; (Holy Qur'an Chapter 76:8-9)

Other Documents:

- Khidmat-e-Khalq documents downloadable at <http://mkausa.org/>

Other Information:

Khidmat-e-Khalq Champions Trophy Scoring System

Event	Scoring criteria	Score	Reporting Score	Total Score & Maximum Score/Month
Humanity First	There will be 3 ways to score points for Humanity First activities: Volunteering time locally for HF project (i.e. "Our Kids, Our Future") Volunteering at a disaster site (i.e. Katrina relief) Conducting a local fundraiser with proceeds going to HF. Must collect at least \$2,000 dollars in order to receive points.	145	5	150
	Maximum for the month	145	5	150
Diversity of Service Credit	Participation in at least six <i>different service</i> projects (listed <i>and</i> unlisted acceptable! All unlisted projects must be cleared with Mohtamim beforehand to count towards credit)	75	5	80
Food drive	For every 50 people (If less than 50 people, then 5 points for every 25 people) – anything less than 25 people will be awarded points by my KK dept discretion on a case by case basis.	10	5	15
	Maximum per month	75	5	80
Clothing Drive	For every 50 items (If less than 50 items, then 5 points for every 25 items)	10	5	15
	Maximum per month	75	5	80
Flu Shots	First 25 shots Jamaat sponsored	10	5	15
	First 25 shots local grant	45	5	50

	Maximum per month			200
Habitat for Humanity	Each visit-min 5 people	40	5	45
	Maximum per month	75	5	80
Blood Drive	20 donors or 1/3 of khudaam tajneed 10 points per bag thereafter	250	10	260
	75 additional points for the Majlis that is the main coordinator for the Blood Drive held during their Regional Itjema.	Pro rated		No maximum
Adopt a Highway	At adoption- Sign up stage – when the sign is first put up	75	5	80
	Each subsequent cleaning! (Most state highway departments require one cleanup a quarter, but the most you can get points for in one given month is for one cleaning, even if you do more then one cleaning in a given month)	75	5	80
Walkathon	At least 50 participants	75	5	80
	Maximum per event	150	5	155
Health Fare	Each 10 people served	45	5	50
	Maximum per month	75	5	80
Helping hand	If you help someone move; giving someone ride to Jumma; Clean-up outside Masjid; Help jamaat members or community with any type of clean-up.	10	5	15
	Maximum per month	10	5	15
Pictures attached	With event report (use email to send illustrated reports, <i>in addition to</i> MKA USA	10	5	15
Winning Pictures	Selected for annual fact sheet-need to capture KK activity in action	10	0	10
Annual Survey	Complete survey returned via email	10	5	15

Maximum Points

There is a Maximum point limit allowed for each KK activity that is completed per month. For example if you donate 5000 clothing items, you would still score 80 points for that instead of 1500 points (if 15 points were awarded for every 50 items)

Points Index

Total Points divided by the number of Khuddam – For example a chapter scores 500 points and have 50 Khuddam in its tajneed would have a point index of 10. While another chapter that also scores 500 points but has 45 Khuddam in its tajneed would have a point index of 11.111 and would therefore, win.

This is developed to be fair to smaller chapter and to eliminate the bias that can go towards smaller/larger majalis. The number of points would be divided by the total number of Khuddam tajneed in the chapter. This number would be used for declaring the winners instead of a simple total score.

Winner 1

Points winner is the chapter with highest score- regardless of the tajneed or index

Winner 2

Participation winner (of equal importance) is the chapter with the highest point index

Runner ups

2nd and 3rd place finishes in points index **will** be awarded runners up prizes

Most Inspirational Majalis award

This award will be given to the Majalis that has been most inspirational during the year, no matter what the size of the Majalis. The KK department will determine who this award should go to.

Philosophy of the trophy and individual Khidmat-e-Khalq

- The purpose of award system is to recognize and foster leadership in Khidmat-e-Khalq by organizing team efforts on a local level. The true rewards of all efforts (individual and collective) are only with Allah. It is critical that we do not lose sight of that true and everlasting reward.
- Majalis could do a project more than once and score points for each project, separately. Six or more different projects.
- Other projects not listed above (such as Mentoring programs, etc.) will be scored accordingly

Challenges/Advice:

1. The purpose of KK is not to be confused with Tabligh; we expect Tabligh to be a by-product of service to humanity. Our work has to be purely selfless.
2. A task may seem daunting for the first time. Do not give up without seeking help from the **Regional/National KK team**
3. Qaid = Role model
4. **Khidmat-e-Khalq is separate from Humanity First, but KK will be complimentary to the goals of Humanity First. Humanity First is a separate business and functional entity than the Jamaat.**

DEPARTMENT: MAAL (FINANCE)

Muhtamim: Zahid M. Mian Phone: 508 353-8909 Email: zmian@yahoo.com	Asst. Muhtamim: TBD Phone: Email:
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Time commitment required by a local Nazim: 3-8 hours / month, depending on size of Majlis/Tajneed

How can you reach us: via e-mail (1st) cell phone (2nd) home phone (3rd)

Estimated response time for phone and email inquiries: typically within 24 hrs

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Operate and Manage MKA Income/Expense Account(s)	Ensure timely deposits and payments of expenses, including sending monthly reports		
Keep Majlis in "sound financial position."	Review each expense to ensure proper usage/justification		
Responsible for Chanda collection	Make regular announcements and send reminders		Use 80% participation as a general guide to gauge success
Arrange for the assessment of the annual Income Budget	Ensure Income budgets are submitted on time to be reviewed and approved by National Shura.		

How do you win Alme Inami?

- Focus on reporting. Regular collection, **participation** and regular reporting will go a long way towards being recognized as an exceptional Majlis.

The following milestones will be used to rate Success of Majlis:

- On Time Reporting (Received By The 25th of the month)
- Completeness (Receipts, Check, Signed, Etc.)
- Met Monthly Budget (MKA & MAA)
- Met Annual Budget (MKA & MAA)
- 100% Ijtema Collection Prior to National Ijtema
- Income Budget Submitted By deadline (most likely 1 month before National Shura)
- Final Report submitted before end of October
- Regional Qaid Discretion

- Participation percentage (at least 80%)

Pearls:

VERSES FROM THE HOLY QURAN ABOUT FINANCIAL SACRIFICE

- The similitude of those who spend their wealth in the way of Allah is like the similitude of a grain of corn which grows seven ears, in each ear a hundred grains. And Allah multiplies it further for whomsoever He pleases and Allah is Bountiful, All-Knowing. (2:262)
- And the case of those who spend their wealth to seek the pleasure of Allah and to strengthen their souls is like the case of a garden on elevated ground. Heavy rain falls on it so that it brings forth its fruit twofold. And if heavy rain does not fall on it, then light rain suffices. And Allah sees what you do. (2:266)
- Who is he who will lend to Allah a goodly loan? So He will increase it manifold for him, and he will have a noble reward. (57:12)
- Successful indeed are the believers ... who are prompt and regular in paying the Zakat ... (23:2 and 23:5)
- You cannot attain to righteousness unless you spend out of that which you love; and whatever you spend, Allah surely knows it well. (3:93)

Local Implementation Plan:

Quarter	Objective	Method	Comments
Quarter 1	Implement new software package	Communicate with National office for setup assistance	Implementing this software will make reporting easier for local and national office, especially reporting
Quarter 2	Start "MKA Membership Drive"	Announcements, flyers, email, snail mail	Use February, March, April to focus on MKA collections
Quarter 3	Focus on collecting 100% Ijtema Fund	Stress the importance of Ijtema Fund because National Ijtema	
Quarter 4	100% collection by September	Keep focus on 80% participation, which will enable you to collect 100%	This is necessary, so you're not "competing" against Tehrik-e-Jadid in October

Communication Plan:

Target Audience	Method	Frequency	Message
Qaideen	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit 10 of 42 Majlis and attend program Write monthly article with tabligh tips Call to 3 Majlis for a month to ensure plan implementation

Amila Members	Email	As Needed	NAM need to be involved during special occasions, budgeting, and expense reimbursements
Regional Qaideen	Email Phone	Monthly As Needed	RQ will be regularly involved in the communication process, so they are aware of the status of each Majlis. They need to take further action based on feedback from Maal.
Qaideen	Email Phone	As Needed	The RQ is the primary point of contact for local Qaideen.
Local Department Nazim	Email	As Needed	The RQ and local Qaid are primary points of contact for local Nazimeen
Regional Department Nazim	Email	As Needed	The RQ is primary point of contact for Regional Nazim, but Maal will be in touch as needed and will provide direct feedback.
General Membership	Email	As Needed	General "broadcast" announcements

Resources:

Challenges/Advice:

- Need better participation. This year our target is to have at least 2,000 Khuddam participate in MKA Chanda
- Need to have regular collections throughout the year instead of a "major" effort at the end of the year
- RQ and RNM should communicate regularly with Qaideen and Nazimeen
- 80% of local members must participate in the "MKA Membership Drive"

Historical Reference of Department:

- Research documents to inspire and reference quotes and instructions by Jamaat leadership. This can be obtained from Mashleh Rah, Khutbaat, alislam.com, askislam.com

Thoughtful Quotes on Department

- The real objective of financial sacrifice is to attain nearness to Allah rather than collect money. Therefore the correct income should be declared with regards the regular obligatory chanda. If need be, concession should be sought. The office-holders should involve the new converts in financial sacrifice, this would facilitate keeping in touch with them as well as in raising their standard of moral training and taqwa. (Summary of Friday Sermon delivered by the Head of the Ahmadiyya Muslim Community March 31st, 2006)
- They [office holders] need to pay more attention to Tasbih and Istighfar (praising Allah and begging for His forgiveness) as pointed out by the verse 4 of Chapter 110 ... In Jamaat Ahmadiyya, the office holders are not selected or appointed to sit on stages or walk with pride among the members. They are elected with the Hadith "Leaders of the nation are their servants" in mind. (Summary of Friday Sermon delivered by the Head of the Ahmadiyya Muslim Community December 5th, 2003)

Frequently Asked Questions:

A member doesn't know or have an AMI code?

- Ask the local Jamaat Finance Secretary. He can either look it up or file the paperwork to generate a new one.
- A check bounces?
- Ask the member to pay in cash and recover fees. In future, do not issue receipt until check clears.

A member moves from my Majlis? How can I update the budget?

- A budget cannot be updated once it's been approved by Huzoor.

A member wants to pay a balance amount for a previous year?

- The member should pay the balance, but it will count towards the current year as the prior year's books are closed.

A member turns 40 on October 1, 2010 or December 1, 2010?

- MKA USA Constitution: "Those Khuddam who complete their 40 years of age any time during the year ending on 31st Fatah (December) shall join Majlis Ansarullah as from first Sulha (January) the next year." He will join Ansarullah on January 1, 2011, so he should pay Chanda Khuddam for 2 months (November and December).

A member loses his job or attains one with a higher salary?

- He should pay Chanda on his new income.

Other Documents:

DEPARTMENT: MUQAMI

Mohtamim: Haris A. Raja H: 301-890-5540 C: 443-624-0442 E: ghulameahmad@yahoo.com	Assistant Mohtamim: Mubashar Hafiz H: 443-492-1177 C: 443-538-5577 E: biglbouski@yahoo.com
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Mohtamim Role:

- Serve as MKA liaison for the Markaz
- Be the point person for events that require MKA support or coordination
- Work with Regional Qaid (RQ) for overlapping responsibilities

Department Goals:

- Making sure that Khuddam-ul-Ahmadiyyah in the Markaz live up their pledge and practice the high spirits of "Khuddam-e-Ahmadiyyat"
- Making sure that Khuddam in the Markaz are fulfilling their duties and are keeping up the good name of Khuddam-ul-Ahmadiyyah
- Making sure that at the time of National or Regional events in the Markaz, Khuddam-ul-Ahmadiyyah efficiently offer services required of them, through proper coordination and implementation plan.
- Making sure that Khuddam in the Markaz actively participate in taking care of Masjid Bait-ur-Rehman. It will include cleaning, security etc.

Department Plan:

1st Quarter's Target

- Defining Muqami's Domain and RQ's domain and distributing responsibilities accordingly
- Establishing a "Core Team" of Khuddam and circulate duties among them during the events held at Bait-ur-Rehman

Year Long Process

- Coordinate among Jmaat officials at Markaz, Regional Qaid and Qaid Muqami
- Regular correspondence with Sadr sahib and Muawin Sadr sahib for Khuddam-ul-Ahmadiyyah related issues in the Markaz.

DEPARTMENT: TARBIYYAT NAU-MOBAEEN (CONVERTS)

Mohtamim: Atif Mian

Phone: 773 965 5214

Email: atif@chicagogsb.edu

Asst. Mohtamim: Muhammad Ahmad, Sohail Husain,

Ali Hameed

Email: ahmadjee@gmail.com sohail.husain@yale.edu

How can you reach us: Email atif@chicagogsb.edu

Estimated response time for phone and email inquiries: Within 24 hours

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Facilitate local involvement	Help Nau-Mobaeen to solidify local personal relationships and local Majlis bonds. A majlis with 3 or more Nau Mubaaeen must have a dedicated local Nazim.	Travel to various Majalis and help facilitate these links Provide incentives to local Majalis to host Eid celebrations in which Nau-Mobaeen are involved Encourage local majalis to give Nau-Mobaeen duties (eg assistant, etc)	
Nau-Mobaeen Tajneed	Establish and maintain a reliable tajneed of Nau-Mobaeen and their links according to the Excel sheet format given by Mohtamim.	Quarterly assessment of tajneed Address regions where info is lacking Update field for level of taaleem, and tarbiyyat status for each Nau-Mobaeen.	
Direct contact with Nau-Mobaeen	Communicate periodically and during special events with Nau-Ahmadis and their links.	Maintain an email list with periodic news (e.g. Khutbas) Send out Welcome Packets to new Nau-Mobaeen Send out letters or call quarterly or during Eids, special events (e.g. Prior to Jalsa, Ijtema). Send out periodic gifts (e.g. pens, CDs of Huzur's QA) Maintain periodic email network with Nau-Mobaeen	
Taleem: Salat	Ensure that Nau-Mobaeen know Salat with translation		Audio CD developed, and waiting approval.
Ijtema and Regional Events Participation	Maximize Nau-Mobaeen attendance at National and Regional Ijtema and Jalsa Salana	Provide at least partial travel funding for Nau-Mobaeen to attend these events, particularly National Ijtema Prepare a special program during the National Ijtema for Nau-Mobaeen in which Nizame-Jamaat is	Nizam e Jamaat Presentation.

		reviewed Send out notes to Nau-Mobaeen and their links regarding these events	
Tarbiyyat: Nizame-Jamaat	Ensure that Nau-Mobaeen are aware of Nizame-Jamaat with particular emphasis on the importance of Khilafat	On our travels to various Majalis, give a presentation on Nizame-Jamaat	
Tarbiyyat: Financial Sacrifice	Inform Nau-Mobaeen of the importance of financial sacrifice and encourage them to participate in the various schemes	Send out periodic letters informing Nau-Mobaeen of the importance of financial sacrifice and regarding specific schemes and their deadlines Tally improvement in Nau-Mobaeen participation in various schemes, including Wassiyat	
Sanato-Tijarat for Nau-Mobaeen	Help Nau-Mobaeen to establish themselves as independent members of society	Work with Zion Jamaat on a resource fair for the community Inform Nau-Mobaeen of various Jamaat schemes, such as scholarships and educational loans	
Specific needs	Keep an open ear to special issues such as marriage as they arise for Nau-Mobaeen	Network with Qaideen, Nau-Mobaeen, and links regarding any specific needs, particularly during our travels	

How do you win Alme Inami?

- By showing an active relationship with your Nau Mobaeen, and showing growth in their Salaat, Financial Sacrifice, Jamaat participation, and other dimension reported in tajneed updates on a regular basis. Providing regular tajneed information on your Nau Mubaeen is key to gaining Alme Inami points.

DEPARTMENT: SAMI-O-BASRI (AUDIO/VISUAL)

<p>Mohtamim: Khalid Bhatti Phone: 713.382.6781 Email: kbhatti@uh.edu</p>	<p>Asst. Mohtamim: Phone: Email:</p>
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Time commitment required by a local Nazim: 2 hrs/wk (8hrs/month)

How can you reach us: Email/Phone

Estimated response time for phone and email inquiries: 48 hrs

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor’s sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
<p>Goal 1: Create enhancements to existing product/ identify and implement new programs</p>	<p>1. Produce MKA USA MTA programming a. Work with National MTA team to create a step by step manual outlining SOP (standard operating procedures) and quality guidelines for creating MTA programming b. Produce a MTA series: These programs will be based on a series of interviews with members of the US Jamaat 2. Provide support to Sultan-UI-Kalam for redesign of muslimwriters.org website</p>	<p>2.1a — Complete and distribute/make available step by step guide for creating MTA programs 2.1b — Create minimum of 10 MTA programs 2.2 — Identify assistant/project manager to assist with redesign of website</p>	<p>National MTA USA production team SOP Manual to be made available in document section of mkausa.org</p>
<p>Goal 2: Increase awareness and use of existing resources</p>	<p>1. Identify and address gaps/needs identified by local/regional department Nazim (ex. Step by step guide for set-up of audio system for local jamaats) 2. Increase awareness (internal/external) of current resources and tools available to Jamaat</p>	<p>3.1 — Get feedback from local Qa’ideen and observe monthly reports for current issues that need to be addressed. Success will be measured through number of issues identified and successfully addressed. 3.2 - Measure utilization of resources.</p>	<p>List of current resources and tools available to Jamaat to made available in document section of mkausa.org</p>

How do you win Alme Inami?

- Number of volunteers and hours spent for various A/V projects. (MTA film creation, MKAUSA.org\MuslimWriters.org assistance).

Pearls:

- Advice for Local Nazimeen: More than responsibilities these offices are blessings. You can just sit on these offices and let them rot, or you can use them to get closer to Allah. You feel a since of responsibility, and try to fulfill your obligation, but when your efforts don't bare fruit. You get frustrated and try harder but still no results. Finally, you turn to Allah with your frustrations and these are the prayers that make it to His thrown. These are the prayers which are filled with pain which spring forth from the heart not just your lips. These are the prayers worthy of acceptance.

Local Implementation Plan:

Quarter	Objective	Method	Comments
Quarter 1	1. Identify team leads for projects (as identified in objectives section) 2. Discuss/review project plan and timeline for implementation 3. Establish metrics of success for projects	1, Coordinate via email/phone 2, Coordinate meetings where possible	1. For already established programs team leads already exist and will require coordination and approval from their organizational superiors 2. Create sample project plan for team leads to use.
Quarter 2	1. Review project plans and progress reports for all projects 2. Review final draft of step by step guide for producing MTA programs 3. Ensure key components for creation of MTA program identified (ie. interviewer, interviewee, and production crew/equipment)	1. Coordinate via email/phone 2. Coordinate via email/phone-review documents 3. Coordinate via email/phone. Setup meeting if necessary	1. Review project plans for progress and address any open items 2. Successful completion of this guide by end of first quarter is essential so that khuddam chapters can create MTA programs throughout the remainder of the year.
Quarter 3			
Quarter 4			

Communication Plan:

Target Audience	Method	Frequency	Message
Qaideen	Email	As Necessary	Communicate any special project issues or updates, or requests for support as needed.
Local Department Nazim	Email/Phone	Monthly	Status report on projects
Regional Department Nazim	Email/Phone	As Necessary	Communicate any special project issues or updates, or requests for support as needed.
General Membership	Mujahid – MKAUSA.org	As Necessary	Obtain volunteers for existing and new projects

Resources:

Challenges/Advice:

- Jamaat work should never interfere with Salat. Don't put the means before the ends!
- Ask volunteers to get their wives and children involved in this type of work. Be on the offensive.

Thoughtful Quotes on Department

- The communication revolution and technological advancements made within the last century were brought about to "spread thy message to the corners of the earth. –Anonymous
- "O Ahmadis of America and Canada, for how long will you remain in sheep's clothing? Wake up, and leave that clothing! You are the lions of Allah, and like lions, with might and tenacity, you must conquer the jungles ahead of you. May Allah be with you, may Allah be with you, may Allah be with you!" --Hazrat Khalifatul Masih IV (rh), Closing Address at the Jalsa Salana Canada (1992)
- "The ink of the scholar is holier than the blood of the martyr." (Hz Muhammad s.a.w)
- "Our scientific powers have outrun our spiritual powers; we have guided missiles and mis-guided men." -MLK

Other Documents: (available in document section of mkausa.org)

- How to avoid audio feedback at your Jamaat events.
- How to setup your MTA dish.

DEPARTMENT: SANAT-O-TIJARAT (INDUSTRY & TRADE)

Mohtamim: Imran Hayee
Phone: 732 801 4657
Email: imranhayee@yahoo.com

Asst. Mohtamim: Mazhar Mansoor
Phone: 410 707 8434
Email: m_mansoor@yahoo.com

Time commitment required by a local Nazim: 1 – 2 hours per week

How can you reach us: via email, phone or in person

Estimated response time for phone and email inquiries: 24 -48 hours

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
<p>Goal #1: To provide focused guidance to our students who are either struggling with choosing a particular career path (field of study) or want to excel in their already chosen career path.</p> <p><i>[This goal comes from Huzoor's instructions on an MKA Shura Proposal of year 2005]</i></p>	<p>Project #1: Mentoring Program</p> <p>Implementation Level: Local/Regional</p> <p>Who will benefit? Local Majalis</p>	<p>Measure: No. of new mentor-protégé pairs formed in a quarter.</p> <p>Target: At least one mentor-protégé pair per quarter</p>	<p>Please see Local Implementation Plan on page 4.</p> <p>Or visit mkausa.org/sot/mentor-protégé-program</p>
<p>Goal #2: To provide training and guidance to unskilled workers so that they can acquire necessary skills to get into a more rewarding career.</p> <p><i>[This goal comes from constitution and Huzoor's recent instructions to MKA National Amla]</i></p>	<p>Project #2: Career Awareness Seminars</p> <p>Implementation Level: Regional</p> <p>Who will benefit? Local Majalis</p>	<p>Measure: No. of career awareness seminars arranged in a region per quarter.</p> <p>Target: on average one career awareness seminar per region.</p>	<p>Please see Local Implementation Plan on page 4.</p> <p>Or visit mkausa.org/sot/seminars</p>

<p>Goal #3: To provide a platform which could enable ahmadi brothers to professionally help each other and take advantage of each other's resources and strengths.</p> <p><i>[This goal comes from constitution and Huzoor's recent instructions to MKA National Amla]</i></p>	<p>Project #3: Job Center and Ahmadiyya Business Directory on mkausa.org</p> <p>Implementation Level: Local/National</p> <p>Who will benefit? Local Majalis</p>	<p>Measure: A working Job Center and Ahmadiyya Business Directory on mkausa.org</p> <p>Target: It should be available for use by 3rd quarter of year 2006-2007</p>	<p>Please see Local Implementation Plan on page 4.</p> <p>Or visit mkausa.org/sot/ahmadi-business-template</p>
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How do you win Alme Inami?

Points towards winning Alme Inami will be based upon following:

- How many mentors, protégés or mentor-protégé pairs identified in your Majlis.
- Your contribution regarding organizing a career awareness seminar.
- How many local Ahmadi businesses information you collected and provided for mkausa.org business directory.

Pearls:

Relevant Quotes from Quran:

- "My Lord, I stand in need of whatever good you may send down to me." (Chapter 28: Verse 25)
- "And the man will have nothing but what he strives for." (Chapter 53, Verse 40)

Origin of Senat-o-Tijarat Department

- Hadhrat Khalifahtul Masih II started the office of Senat-o-Tijarat in 1940s. The vision was to establish a platform where jamaat members can help each other in learning the professional skills of the time and possibly establish their own successful businesses.

What MKA constitution says about Senat-o-Tijarat Department?

- Muhtamim San'at-O-Tijarat shall adopt such means as shall increase among Jama'at an interest in learning skills, crafts and trade.
- He shall arrange to teach Khuddam at least one skill.

What Hazoor has recently instructed about the Senat-o-Tijarat Department?

- Hazrat Khalifatul Khamis (aba) said, "there is a lot of skill involved in computer related professions. Likewise, there are other skilled professions which could be taught to our Khuddam to provide them work". [Alfazal, Feb. 17th, 2006, page 5-6 quoting Hazoor's address on Jan. 5th, 2006 in Qadian]

Communication Plan:

(This is a plan you will actively implement throughout the year to execute on your objectives.)

Target Audience	Method	Frequency	Message
Amila Members	Email/ Phone	Quarterly	Feedback
Regional Qaideen	Phone/ Email	Monthly and as needed	Review plan implementation and discuss challenges/needs
Qaideen	Email/ Phone	Monthly or as needed	Review plan implementation and discuss challenges/needs
	In person	QRC/Shura/Ijtemah	Establish relationships/review needs
Local Department Nazim	Email/ Phone	Monthly or as needed	Review plan implementation and discuss challenges/needs
	In person	QRC/Shura/Ijtemah	Establish relationships/review needs
Regional Department Nazim	Phone/ Email	Bi-weekly and as needed	Review plan implementation and discuss challenges/needs
	In person	QRC/Shura/Ijtemah	Establish relationships/review needs
General Membership	Mujahid	Quarterly	Provide update/announcements
	Visit	Ijtemah or as needed	Establish relationships/review needs

Local Implementation Plan:

Project #1 - Mentor-Protégé program:

We have created a step by step guide for regional and local Nazim which can help a Regional or Local Nazim implement this program in their respective regions/majalis. In addition to that there are some other one page documents which he can use to advertise the program and collect data from mentors and protégés and report to the national department of SoT. Following are the documents (mostly one page) which are available at www.mkausa.org/documents/sot/ or can be obtained by calling/emailing to Mohtamim or Asst. Mohtamim SoT.

- 1) Mentoring Program Overview
- 2) Mentor Guide
- 3) Protégé Guide
- 4) FAQ
- 5) Mentors list containing only their names and professions.
- 6) Contact list of Regional Nazimeen, National Program coordinator and Mohtamim, SoT.
- 7) Regional and Local Nazim Guide
- 8) A sample Flyer
- 9) Mentor Information Form
- 10) Protégé Information Form
- 11) Final Survey Form – for accomplished mentor and protégé relationships
- 12) Excel file containing three template sheets – one to keep record of mentors, second for protégés and third to keep record for mentor-protégé pairs.

Project #2 – Career Awareness Seminars

Local Nazimeen are expected to evaluate the need for their local Majlis and discuss with the regional Nazim or Mohtamim to arrange such a seminar in their region. Following are the possible topics of regional career awareness seminars. Please note that other seminar topics can be entertained based upon the need in a particular Majlis/Region.

- 1) Air-conditioning and Heating
- 2) Auto Repair
- 3) Eighteen Wheeler Truck Driving
- 4) Starting a retail business in limited budget
- 5) Small business planning
- 6) How to start a career in Publishing

Project #3 - Job Center and Ahmadiyya Business Directory:

- The first part (job center on mkausa.org) will be implemented at national level. Local Nazimeen and Qaideen are requested to be patient until a working Job Center is up and running on mkausa.org. During this time, they may receive

information about some job openings via email which they can distribute to local members. Any feedback from local Nazimeen on this is very welcome. Please feel free to call/email Mohtamim/Asst. Mohtamim.

- The second part (Ahmadiyya Business Directory) will be implemented at national level but the help from local Nazimeen is crucial. Department of SoT has designed a template to collect information about local Ahmadi businesses. Local Nazimeen are requested to collect information on that template about a local Ahmadi business so that it can be included in the consolidated directory. The template form is available under mkausa.org/sot to collect such information. Local Nazimeen can return this form for each local business to Mohtamim SoT via email.

DEPARTMENT: SIHHAT-E-JISMANI (PHYSICAL FITNESS)

Mohtamim: Kashif Chaudhry Phone: 224-639-7655 Email: kashifseven@yahoo.com	Naib Mohtamim: Sohail Malik Phone: 302-345-6972 Email: maliksa78@hotmail.com	Naib Mohtamim: Khurram Shah Phone: 301-938-2777 Email: kshah@kandstowing.com
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Department Objective:

- Introduce different sports and physical exercises on a national level.
- Adopt plans concerning general health.

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Timeline
Ijtema	1. Provide information for upcoming national events from one central location. www.sports.mkausa.org	1. Conduct conference calls among all regional Sihhat-e-Jismani 2. Coordinate with national Motamid and mkausa.org web administrator to keep the website up to date.	Ongoing but mostly in Q1
Annual Tournaments	1. Create consistency in the national and regional sports 2. Create rules and regulations that will be followed all year long for local, regional, and national Ijtema.	1. Coordinate with regional Qaideen, and Sihhat-e-Jismani 2. Incorporate rules and regulations from previous year. 3. Find Ijtema site that will accommodate all sports for Khuddams and Atfal at the same time that do not cause schedule conflicts.	Q2, Q3
Weekly to bi-monthly sports day on a local	1. Masroor Basketball Tournament (International) 2. Nasir Cricket/Volleyball Tournament 3. Musleh Maud Tournament West Coast 4. Canadian Basketball Tournament 5. Planning for USA Olympics 2008	1. Coordinate with onsite Sihhat-e-Jismani for the tournaments 2. Create websites for each tournament that will provide all the details regarding the tournament. Post on mkausa.org 3. Create budget for each tournament. 4. Raise funds for all sport events. Considering selling merchandise with MKA logo.	Q1, Q2, Q4
Weekly to bi-monthly sports day on a local	1. Create programs that will interest non-active Khuddams to participate in	Coordinate with local Qaideen and Sihhat-e-Jismani to have game available after Namaz or after Tahir	Q2

and regional level	Jammat events on a social level. Promote regular exercise and brotherhood between the Khuddams. Ex: (setup table tennis, basketball hoop, picnics, indoor gymnasium)	classes for Khuddams and Atfal.	
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Local Implementation Plan:

Month	Objective	Method	Comments
January	Setup Calendar with all national events Masroor Tournament	Coordinate with National Motamid and Regional Qaideen Coordinate with hosting Majlis	I can use the current NY Majlis calendar for most National events. Use last year letter from Sadar sahib and send invitations to UK, Germany, Canada, and all Qaideen in the USA.
February	Masroor Tournament (president day weekend)	Coordinate with hosting Majlis, appoint onsite tournament organizer.	Update website and utilize pervious year rules and regulations. Estimate expenses and establish a budget.
March	Local Ijtema		
April	Local Khuddam Picnic		
May	National Cricket and Volleyball Tournament (Memorial day weekend)	Coordinate with hosting Majlis, appoint onsite tournament organizer.	Create rules and website for tournament information.
June	Regional Ijtema or Sports day	Coordinate with regional Sihhat-e-Jismani	Only the top three teams are permitted to participate at the national Ijtema.
July	Nasir Cricket/Volleyball Tournament	Coordinate with onsite organizer.	
August	National Ijtema		
September	Interfaith Tournament (Any sport)	Invites friend's co-workers to a friendly tournament with no entry fee. Ask them to come participate in local walkathon	Introduce them to your community and the message of Majlis Khuddam-Ul-Ahmadiyya. Setup a book stall with information about Ahmadiyya. Ask the Qaideens to coordinate a walkathon.
October	Health Education month		
November	Musleh Maud Tournament West Cost Inter-Regional Sports day for other regions		
December	Health Education month	1. Ask local Sihhat-e-Jismani to buy a	

	(Obesity, Exercise, Stamina, Eating)	scale and weight the Khuddam quarterly and BMI	1. BMI is your Body Mass Index, which can tell you how much you should weight.
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Resources:

Challenges/Advice:

- Attract non-active Khuddam to come participate in Majlis events.
- Each Majlis should try to find a facility or a gymnasium for recreation especially during the winter.
- Finding resources and funds to hold all these events can also be challenging but if near by Majlises combined resources they can accomplish more. Ex: If you wanted to rent out a gymnasium on a weekly basis; two nearing Majlises can share the expense of the gym and create challenging games between the two Majlises.
- If an indoor facility is not feasible then try creating creational activities inside or near the Majlis. Ex: setting up a table tennis, basketball hoop, and games.

DEPARTMENT: TABLIGH (PROPOGATION)

Mohtamim: Bilal Rana
Phone: (832) 264-5828
Email: bilalrana1@gmail.com

Asst. Mohtamim: Edvin Barjektarevic
Phone:
Email: xxfutoxx@aol.com

Time commitment required by a local Nazim: 30 min a day

How can you reach us: by telephone or email

Estimated response time for phone and email inquiries: within 24-48 hrs

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
<p>1. Reach assigned bai'at target of 135</p> <p>2. Adopt advice of Khalifatul Masih for tabligh (see Projects)</p> <p>3. Implement both individual and collective efforts</p>	<ol style="list-style-type: none"> Follow up regularly with personal contacts Dedicated time. In spirit of waqf-e-ardhi, at least 1-2 weeks worth per year for tabligh, with follow up plan in mind. Create Tabligh Teams. Share your contacts with others, constantly follow up in collective fashion Regular Q & A Sessions weekly or fortnightly, with new converts and their guests. Regularity is key. College campus tabligh - Ahmadiyya Muslim Student Association; Seminars, Book stalls, Interfaith events, Create pictorial displays Regular Tabligh Programs – weekly Book Fairs, Flea Markets, Library Rooms, etc. - result oriented endeavors Regional tabligh conventions - foster brotherhood (also with nau moba'een), Create environment receptive of guests. Smaller settlements, outside cities, to develop contacts and with plan to follow up. Visit 2-3 times per month. 	<ol style="list-style-type: none"> No. of new faithful converts A working list of live tabligh contacts. Monitor follow up. Monthly report with content feedback by Mohtamim Growth in no. of active daeen who are actual and practical inviters Number of truly active Tabligh Teams which meet regularly No. Q & A held, of events on college campus held, book fairs, flea markets, library room exhibits, small towns being followed, ethnic communities targeted and followed, regular open-to-public events (Quran classes, 	<ol style="list-style-type: none"> Audio Video Department: request DVDs, Audio Q&As, audio books of Promised Messiah etc Literature Warehouse at Center: books, pamphlets to be mailed promptly on request Online Book Store, or local mosque library Websites: alislam.org, askislam.com, mta.tv, amjusa.alislam.org, thepersecution.org, Tabligh Arguments: mkausa.org → "documents" collection of arguments, tabligh guides, etc.

4. Tabligh Training	<p>9. Ethnic Communities targeted strategically, literature in their language</p> <p>10. Churches - attend, gradually develop relationship. Perhaps address their congregation, invite to mosque</p> <p>11. Open to public - open Quran class (advertise, promote), or open house. Regularity is key.</p> <p>12. Books in Libraries - gift Holy Quran with short commentary and other books with cover letter, follow up on shelving</p>	<p>open houses, dinners, etc), of libraries donated to</p> <p>7. No. regional tabligh conventions held and teleconferences</p> <p>8. Is plan being reviewed. Is the plan adjusted accordingly</p>	<p>6. Join MTF - active daeen force. adopt its principles</p> <p>7. Classes and Field Exercises led by experts, teach art of tabligh, Involve old and new converts, especially youth.</p> <p>8. Periodic emails to Qaideen imparting advise from Hazur about the value of tabligh</p>
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Local Implementation Plan:

Quarter	Objective	Method	Comments
Quarter 1	40 new faithful converts	1. Regular follow up with contacts 2. Dedicate full days for tabligh 3. Target strategic communities 4. (Bi)weekly events collectively	
Quarter 2	40 new faithful converts	1. Regular follow up with contacts 2. Dedicate full days for tabligh 3. Target strategic communities 4. (Bi)weekly events collectively	
Quarter 3	40 new faithful converts	1. Regular follow up contacts 2. Dedicate full days for tabligh 3. Target strategic communities 4. (Bi)weekly events collectively	
Quarter 4	40 new faithful converts	1. Regular follow up contacts 2. Dedicate full days for tabligh 3. Target strategic communities 4. (Bi)weekly events collectively	

Communication Plan:

Target Audience	Method	Frequency	Message
Qaideen	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit at least 15 of 59 Majalis and attend program Write monthly article with tabligh tips, success stories Call to 1 Qaid per week to ensure plan implementation
Regional Qaideen	Email Phone Visit Mujahid Phone	Semi-monthly Monthly Annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit all regions at least once and attend program Write monthly article with tabligh tips, success stories Call to 1 Regional Qaid per week to ensure plan implementation
Local Department Nazim	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit at least 10 of 59 Majalis and attend program Write monthly article with tabligh tips, success stories Call to 1 local Nazim per week to ensure plan implementation
Regional Department Nazim	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit all regions at least once and attend program Write monthly article with tabligh tips, success stories Call to 1 Regional Nazim per week to ensure plan implementation

Criteria for Alm-e-Inami

1. 75% Objective:

- Number of new converts total and Number of new converts per capita in majlis
- Regularity in reporting and Extent of practical efforts (report content)

2. 25% Subjective

- Special Projects (to be assigned to specific Callers unto Allah or separate teams)
- Fact Finding- Regional Nazim to collect data and demographics of region, i.e. ethnic concentrations, economics, education, age and gender prior to starting tabligh efforts. Plan accordingly. Hazur's directive.
- Jails and Youth Correctional Facilities – point person to identify where such chaplaincies exist, assess feasibility per local majlis. Holy Qur'an enjoins khidmat to those imprisoned for their crimes.
- Tabligh to Islands – Group efforts to Jamaica, Bahamas, etc. Regular rotation of khuddam to convert and train new Muslim communities. Hazur encouraged tabligh to Islands.

- Internet Contacts – to find contacts on forums, etc where the curious or sincere show interest in adopting Islam as a way of life. Where appropriate, mail literature, befriend over email or telephone. Additionally, use meet-up groups and search engine advertisements.
- Jalsa Salana – maximize guest participation for national events such as Jalsa Salana
- Historian - to collect faith-inspiring stories, miracles, to be preserved or published. Also difficulties, debates, dawat ilallah special experiences or travels
- Registry – point man to collect and assess longer term results of our conversions and suggest to adjust our plan accordingly. Nau Moba'een department to ensure none are superficial as report to Hazur of converts is a very serious matter.
- Publishing New Brochures – to review current stock of pamphlets; where appropriate create new small, attractive brochures, with Isha'at and Majlis Sultan ul Qalam help.
- Higher level audiences – point persons to identify and invite leaders in government, academia, embassies, etc to message of Islam

Historical Reference of Department:

- "Call unto the way of thy Lord with wisdom and goodly exhortation, and argue with them in a way that is best." Surah Al Nahl, 16:126
- "O Lord! Open for me my heart. And ease for me my task, and untie the knot of my tongue, that they may understand my speech." Surah Ta Ha, 20:26-29
- "By Allah! If Allah helps you guide a single person unto the truth, it will be better for you than the most precious red camels." Bukhari, Kitabul Jihad
- "Most of all it is my purpose to plant once more in the hearts of people the pure and shining unity of God." (Promised Messiah, Lecture Lahore, p.47)
- "...To become a true missionary in the sight of Allah, two fundamentals are required. One is the light of understanding and the other a tender heart." (Hadrat Mirza Nasir Ahmad, Al Fazl 3/3/1969)
- "To select a few friends during a year, to treat them with special love and affection, to explain to them slowly and gradually why you are different from others, and to let them take interest in your person, and then convert personal interest in Jamaat – it's a very common thing and it is not difficult at all. Once you take the initiative and pray for it, you will also learn how to do it. (FS 11-6-87)
- "Preach, preach, preach, for without preaching you cannot retain your good traditions and guard over your values. You will die out if you do not preach; you will wither in every respect... Consider the fate of those Jama'ats who became dormant as far as preaching was concerned. If they did not die out gradually, their children did." – Hazrat Khalifatul Masih IV, Address to 1st International Tabligh Confernece, UK 7-30-87
- "Dawat-o-lillah is in fact an individual effort." - Hazrat Khalifatul Masih IV, US Jalsa, 1987
- "During the job of Dawat ilallah, winning of hearts is more essential than winning of heads." (Friday Sermon 8/28/87)
- "Preaching is the prime responsibility of the Amila of every Jamaat." (Friday Sermon, 6/6/97)

- "Your arguments may impress some people temporarily, but your practical examples can cause some to go astray." (Friday Sermon, 4/7/06)
- "We should not think that by organizing an occasional bookstall or an exhibition here and there we have discharged our duty. The Holy Prophet (saw) preached in this manner also, but he also employed other techniques. We should follow his example and go into villages where there is relatively more receptive audience" .. "students should try among their peers" ... "Preach among the Arabs settled here" ... "develop contacts with learned people of [your] community and introduce them to Islam and Ahmadiyyat" ... "Hazur stressed the need to developing and maintaining good relationships" ... Ahmadi asylum seekers should especially do tabligh to win favor from Allah and so He would rid them of their anxieties. (Friday Sermon 4/7/06)
- "Each Ahmadi no matter where he or she lives in the world should make it obligatory on themselves to devote one or two weeks twice a year in taking the message of Islam to people." (Friday Sermon 6/4/04)
- Approach tabligh with "real ardor as well as a flair of wisdom and sagacity"... "Convey the message in conformity with the mental state of the other person." (Friday Sermon 6/4/04)
- There should be "no discrepancy between one's words and deeds" ... we should "continually analyze ourselves." (Friday Sermon, 6/4/04)
- Elderly, who are often lonely and abandoned should be given gifts and they should invited to your homes. Their family may also get attracted to you this way. (Friday Sermon, 8/8/06)
- While having a day or a week as "Tabligh Day" and distribute pamphlets is quite alright, but this cannot do justice to the task of preaching. Unless we establish and maintain contacts this is just a waste of money. (Friday Sermon, 8/8/06)
- Those interested should be given information on a continual basis. ... A continuous flow of information will nurture the seeds of truth. (Friday Sermon, 8/8/06)
- Preach with wisdom, with softness but without compromising the integrity of the message... Do not show your anger... MTA should be used as a tool... Be succinct, using a few words according to the circumstances having the maximum effect. (Friday Sermon 8/8/06)
- A greater effort needs to be made in smaller towns and villages... Set a good example, otherwise your message will be ineffective... Repent before Allah, offer 5 daily prayers and avoid all kinds of sins (Friday Sermon, 8/8/06)
- We should propagate Islam by uplifting people socially and financially, attaining financial and cultural freedom... The youth should go into journalism as much as possible (Friday Sermon 2/10/06)
- The shadows of Allah's chastisement seem to be hovering... reform yourself and inform the world of this warning. (Friday Sermon, 2/17/06)
- Traditional methods of tabligh alone do not bear fruit. Further planning is needed, new resources and take Islam to all social and ethnic groups. (Friday Sermon, 4/21/06)
- Hazur recalled that the Promised Messiah said to take the message of Islam to each home in the land. (Friday Sermon, 5/12/06)
- In a supplicatory one, Hazur (aba) said... it was our aim to take His faith to the rest of the world. It is for this alone that we have been building mosques and establishing Salat and will continue to do so... (Friday Sermon, 6/16/06)
- Take the message of Ahmadiyyat that is, true Islam to every person in the land.... New Ahmadis should take the message forward and should not stumble by keeping the company of weaker Ahmadis (Friday Sermon, 6/16/06)

Recent Advise of Khalifatul Masih V in various Majlis Khuddamul Ahmadiyya meetings

Hadrat Mirza Masroor Ahmad (rah), Khalifatul Masih the V, is emphasizing **regular follow up, personal contact** and selecting a **strategic, targeted audience**. (References all from *Al Fazl*)

- "...for dawat-i-lillah happens by on-going follow up efforts." (New Zealand, 6/1/2006)
- Where ever we develop contacts, we should keep stay in touch with them there regularly. (4/10/06)
- Hazur said that by distributing books to libraries [and the like] helps give an introduction but we don't get any converts. We get converts, Hazur states, through contacts. (Australia, 4/18/06)
- Dawat-i-lillah teams should go into different settlements outside cities and into smaller places to develop contacts and deliver our message. (Australia, 6/6/06)
- Hazur inquired, What type of method do you have to follow up with contacts? (Qadian, 1/5/06)
- A record of converts needs to be kept. (Fiji, 4/18/06)
- Go to small towns, where people are more inclined towards religion. (Canada and America, 6/27/06)
- Identify where ethnic communities exist, eg. Arabs, Indonesians, and far eastern communities, and develop contacts in those smaller communities and villages and deliver the message to them. (Australia, 4/18/06)
- Instead of going to one place, go to two places and a team of three men can be used and we should use literature in different languages according to the need (Australia, 4/18/06)
- Hazur stated that small Islands (specifically Fiji) can be converted and khuddam should work with new determination and zeal (Fiji, 4/30/06)
- Give literature to different communities in their own language and broaden your [tabligh] plan. (New Zealand, 5/6/06)
- This [tabligh] work is not only for college going boys, rather every individual khadim of any age needs to be involved and they need to report all their targeted activities (Germany, 6/10/06)
- Common questions need to be answered addressed. (Germany, 6/10/06)
- Begin a scheme to analyze what literature you need and in what languages, Mohtamim Dawat o lillah and Regional Qaideen should be responsible for this. (Germany, 6/10/06)
- Universities should be targeted for seminars to introduce the Jamaat (Germany, 6/10/06)
- All of you work. So tell your coworkers who Allah Ta'ala is. Tell them about the Lord. (Japan, 5/11/06)

Hazur's 2006 Jalsa Address to America, points regarding Dawat o lillah:

- Afro-Americans should focus on Afro-Americans Tabligh and create teams. These teams should have some Pakistani's and other nationality (if there are any) as well.
- Focus on Afro-Americans as race, for they have an inclination towards accepting religion. Focus on Afro Americans but do tabligh to white Americans as well.
- Once white Americans except Islam they should blend in.

Hazur's emphasis and quiries in most recent Amila Meeting with MKA USA:

- Hazur inquired about the number of ba'aits we have had in the last three years? And how many since a year ago? He advised us that our ba'aait target should be 1 convert to every 5 active khuddam. He inquired about what type of help we are extending to daeen iillah and if we buy them materials? He remarked that there should not be a gap between our ba'aait target and the number of ba'aits we have achieved.

Challenges/Advice from the Department:

- Office holders should lead by example.
- Adopt methods which best suit you as an individual.
- Winning the debate does not always win the heart.
- Prayer, knowledge, wisdom, trust in Allah, kindness, hospitality, fellow-feeling, true equality, fraternity, and tender love – these are keys to victory.
- Open your heart to help the poor, exploited, ignored and despised. Perhaps only a few truly do this.
- Be charitable to the neglected and lonely, not only verbally but practically. This draws hearts.

Frequently Asked Questions:

Q: How can I get books?

A: Contact you local Jamaat Tabligh Secretary, or purchase online at alislam.org bookstore

Q: How do I set up an AMSA for tabligh?

A: Contact Mohtamim Amoor-e-Tulba (student affairs)

Q: Can I invite speakers or trainers down for tabligh?

A: Certainly. Call Regional Nazim or Mohtamim Tabligh

Q: How do I become an MTF (national daeen group) member?

A: Send an email to bilalrana1@gmail.com with your telephone number.

Q: Where can I get supplementary Tabligh material (arguments, guides, etc.)

A: Go to mkausa.org, click on documents, click on tabligh, download and print any materials you like. They are extremely helpful.

DEPARTMENT: TAJNEED (CENSUS)

Mohtamim: Armaghan Malik Phone: 310-227-3804 Email: amallik@xerolabs.com	Asst. Mohtamim: Akmal Ahmed Phone: 310-707-3291 Email: akmal_ahmed@yahoo.com
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Time commitment required by a local Nazim: Depends on majlis size, but estimate about 5 min.* No. of Khuddam/month

How can you reach us: Email is the best way but in case of urgency use cell phone

Estimated response time for phone and email inquiries: An acknowledgement within 24 hours, with an estimate of time to service particular request given.

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor’s sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Update Existing Tajneed List	<ul style="list-style-type: none"> To verify current Tajneed To update any missing or incorrect contact information All updated information to be verified by May 2007. 	<ol style="list-style-type: none"> 1. Provide a report of the number of records updated, the goal would be met if over 25% of the records have had an update. 2. Provide a report detailing a break down of records that have missing data points e.g. No. of records w/o addresses. 25% of records should have at a minimum an address , a contact phone number and the DOB. 3. Goal is exceeded if over 35% of the records have job and income status as well as education status verified. 	Local Nazim Tajneed: Obtain latest Khuddam Tajneed list from local Finance Secretary sb and verify the followings: <ul style="list-style-type: none"> Number of total Khuddam in the list matches with the actual Khuddam in the Majlis. Addresses and phone numbers in the list are up to date. Tanzeem is correct. (If Ansar or Atfal are showing up in the list, it means we don’t have their DOBs in the system or it’s incorrect. Correct DOBs needs to be obtained.)
Add Missing Khuddam	<ul style="list-style-type: none"> To add new Khuddam in Tajneed who never had a Jamaat member code before. 	Random audit of majalis with 10% data coverage to be verified against the data provided by the	Local Nazim Tajneed: <ul style="list-style-type: none"> If there is a new Khadim who recently moved from another

	<ul style="list-style-type: none"> To add Khuddam in the Tajneed who moved from a different Majlis and already have a member code. Assign a temporary Alpha code to the Khadim to act as a place holder for their member code until the Jamaat member code is assigned. This number can be used on the MKA Chanda receipts if Mohtamim finance is OK with it. 	<p>jamaat's system or a system with known better data then our system.</p>	<p>country or he never had a member code before, work with local Jamaat Sadar to obtain his member code.</p> <ul style="list-style-type: none"> If there is a new Khadim in your Majlis who recently moved from a different Majlis and already has a member code, use the Change Of Address form to add him to your Majlis.
<p>Provide Local Amila List</p>	<ul style="list-style-type: none"> To provide local MKA approved Amila list with jamaat member codes and contact information verified against Tajneed database. 	<p>Maintain a list of complaints about information being in accurate, goal is met if 98% of the records provided are accurate i.e. Without complaints. Goal is exceeded if no complaints about the accuracy of the provided data are reported/captured.</p>	<p>Regional Nazim Tajneed and Local Nazim Tajneed.</p>
<p>Additional Tajneed Information</p>	<ul style="list-style-type: none"> To verify and update Earning status of every Khadim To verify and update marriage status of every Khadim To verify and update profession of every Khadim. To provide any additional Khuddam information requested by Sadar, Jamaat, or any department. 	<p>Same as goal one.</p>	<ul style="list-style-type: none"> Qaideen or Nazimeen are encouraged to keep reminding Khuddam in their Majalis via emails, newsletters, or mkausa.org to update their Tajneed information as it changes. Khuddam should also be provided with Nazim Tajneed or Qaid's contact information and/or a process for Khuddam to update the Tajneed. Set up a Tajneed booth at Jamaat events to gather the Tajneed data. At least once a quarter call every Khadim in the Majlis to make sure Khuddam data hasn't been changed.
<p>Work with Tarbiyyat department to get the word out about the importance of Tajneed to individual</p>	<p>Provide a leaflet and mailer informing all the members about their responsibility for who to notify when they move out of one place and in to another. The key point here being to ensure that they don't lose</p>	<p>Leaflet and training documents are delivered to Tarbiyyat department.</p> <p>Local Nazim Tajneed sends out a</p>	<p>Mohtamim Tajneed and Staff Local Nazim Tajneed (for sending out an initial mailing to all Khuddam in their Majlis)</p>

Khuddam	touch with the Jamaat and that their information is always kept up to date so that jamaat is able to stay in touch with them as well.	mailer with a leaflet explaining Tajneed. Same is distributed at the masjid/Center as well to all members otherwise not available.	
Require regional and local Nazimeen for Tajneed	All regional Qaideen to appoint someone at the regional level for Tajneed. All Qaideen to appoint someone at the local level for Tajneed.	A organization chart detailing by name and contact information all the local Tajneed Nazimeen and their contact information as well as the regional Nazimeen with their contact information.	Mohtamim Tajneed and Staff Regional Qaideen Local Qaideen
Provide a Tajneed "Kiosk" for the local center/masjid	Provide a a drop box with forms and a display for all centers/masajid in USA (to be provided by the local jamaat) where the Tajneed forms and information is prominently displayed.	Kiosk is delivered to at least five majalis for a test run, depending on the feedback program will be rolled out further.	Local Nazim Tajneed: Ensure that the display is always prominently visible. The drop box is checked for forms on a weekly basis. The forms are always stocked in the kiosk. Contact information for local Nazim Tajneed and Qaid is correct.
Provide detailed instructions to Tajneed Nazimeen	Provide a training manual/document for all the Nazim Tajneed at both the local and regional level to teach them how to go about not only collecting the Tajneed information but what else to have ready for annual events such as National and local Ijtemas.	Manuals are delivered	Mohtamim Tajneed and Staff
Provide an interface on mkausa.org for sending in Tajneed information to be used by an individual Khadim	A form that verifies and emails the information to the "Tajneed" mailbox so that the information is not stored anywhere online, this information is then forwarded to the local Nazim Tajneed for verification and approval, once verified and approved the information is updated in the database.		Mohtamim Tajneed mkausa.org staff
Reporting of information	Provide monthly and quarterly reports to Regional and Local Qaideen about the makeup of their majalis with specific aggregated data points such as number		Mohtamim Tajneed and Staff

Verification of all efforts	of earning Khuddam vs. number of Khuddam paying chanda. Work with other departments / Mohtamimeen to make sure that their data points are captured and centralized e.g. Nau-mobaeen and ba'it dates.		
	Send out a mailing to every Khadim in the USA with a letter explaining Tajneed. A filled copy of the Tajneed form with places to make corrections and a return envelope enclosed. Make an effort to contact a subset (< 10% of total data using certain data points to maximize effectiveness) of the Khuddam via phone to verify up to date information.	For last quarter only.	Need to obtain a reply mail permit to cut down on postage cost since only a small i.e. < 20% of the mailings should be returned by Khuddam with updates.
Capture and maintain all local Nazimeen for Tajneed and Finance for all Jamaats	We will start by contacting all the Sadran for every single Jamaat across USA and get and verify contact information for their local Nazim Tajneed and Nazim Finance, this information will then be provided to the relevant local Khuddam Nazim Tajneed together with instructions on how to work with them to update their Tajneed lists. Verify information once a quarter.	Provide a report of all Sadran, Nazim Maal and Nazim Tajneed	Mohtamim Tajneed and Staff

Local Implementation Plan:

Quarter	Objective	Method	Comments
First	Collect and maintain a database of all jamaat Sadran and finance and Tajneed secretaries.	Get in touch with Markaz to obtain list, then call each Sadar and verify that the information is correct and up to date along with information on the current disposition of any of the officers i.e. Traveling abroad etc.	

Second	Collect and maintain a database of Khuddam regional and local Nazimeen Tajneed and Qaideen together with verified up to date information.	Use existing Tajneed database and call and verify that all information is up to date, update information where applicable again checking for the current disposition of the members.	
Third	Put together a training/expectation document and plan outline for regional Nazimeen.	<p>Mohtamim Tajneed and staff to assemble the following:</p> <p>A two page document outlining the communication plan and how to follow up with the local Qaideen and Nazimeen together with an escalation plan detailing when and who to get involved if things are not going according to plan. This document also includes reporting requirements and when/how/who to send the reports to.</p> <p>Put together a risk assessment and management plan outline to help them identify in advance any potential pitfalls that might keep them from meeting departmental goals.</p> <p>Put together a "FAQ" (frequently asked questions) document outlining any common questions that are asked, this is to be "living" document that will evolve over time.</p> <p>Provide a calendar for the entire year tracking the progress of what is expected and when, together with spaces to track local progress.</p>	
Fourth	Put together a training/expectation document and plan outline for the local Nazimeen.	<p>Mohtamim Tajneed and staff to assemble and provide the following:</p> <p>A template letter to be mailed every quarter by the local Nazim, this letter would contain copies of the relevant documents provided to Tarbiyyat to inform the member of what is Tajneed and how/who/when to contact regarding Tajneed information.</p> <p>Put together a "FAQ" document outlining any common questions, again this is a living document to grow over time. New revisions will be sent out quarterly or when new relevant information gets added that should be shared with all Nazimeen.</p> <p>Put together a risk assessment and management plan outline to help them identify in advance any potential pitfalls that might slow or otherwise affect the work of Tajneed department.</p> <p>Provide a calendar for the entire year tracking the progress of what is expected and when, together with spaces to track local progress.</p> <p>Provide a document outlining the escalation plan if a particular member is being non-cooperative.</p>	
March & August	Local Nazim Tajneed/Qaid to verify that the number of Khuddam in Jamaat Tajneed list	Local Nazim Tajneed will utilize the information regarding the local Jamaat's finance and Tajneed secretaries contact information and will obtain copies of the Jamaat's Tajneed list. Using this list they will verify and update the list provided	

	matches with the actual Khuddam in their Majalis	by Khuddam's Tajneed department. Any majlis having massive amounts of out of date information will be reviewed to do a mass update/dump from Jamaat's information if possible and then the list reverified at the local level	
March & August	Qaideen/Nazim Tajneed to verify the list for correct Tanzeem to make sure all listed are Khuddam only ensuring that the all listed members have their correct DOB provided.	Local Nazim Tajneed or Qaid will contact the member using mailers provided, Tanzeem as well as address and other data points will be verified using Phone, Postal Mail, Email or Fax, whatever is the most effective means of communication with that particular member. After verification resubmit the data for a final verification pass for the quarter.	
Monthly	Qaideen/Nazim Tajneed to add any Khuddam who currently do not show up in the Jamaat database by either filling up a New Membership form or Change of Address form if they already have a member code. Submit any Tajneed changes.		Tajneed forms are provided at the end of this document.
December & As Changes Occur	Qaideen to provide MKA local Amila lists.		Local Amla lists should be approved from Sadar Sb.
February & August	Verify and update all of the data points for every khadim, by utilizing mailers and if necessary by calling them via phone. Every khadim must be positively contacted and their information verified to ensure that it is still up to date.	Follow the guidelines provided in the training manual, but the data should be collected in priority order as listed below: Address - Required Phones - Required DOB - Required Email - Optional but strongly encouraged Marital Status - Required Student or Not - Required Earning/Non-Earning - Required Profession - Required MTA Dish at Home - Optional but strongly encouraged Moosi - Optional but strongly encouraged Waqf-e-Nau - Optional but strongly encouraged Nau-Moba'een - Required Ba'it Date - Required if 12 is true	
QRC Regional	Qaideen or the local Nazim Tajneed to bring all of their own	It has been our observation that all the Qaideen generally have contact information for most of their Khuddam, particularly those that are active. This	

Ijtemas National Ijtemas	personal contact lists of their majlis to be compared at the event against the central database and the database or the list updated as necessary.	gives us an opportunity to have up to date contact information for these Khuddam and then later use that information to complete their Tajneed information.	
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Measure for Alami Anami:

- All reports are submitted on time.
- All Khuddam in the majlis were contacted one way or another.
- All Khuddam's records were updated to at least indicate that they were reviewed.
- None of the records in the majlis are missing critical data points i.e. Jamaat Code, Name, DOB, Address and Phone

Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Amila Conference Call	Monthly	Go over total Khuddam Tajneed, updates, and the largest Majalis in the USA together with information break down on specific data points such as moosi status, earning/non-earning, address/no address etc.
Regional Qaideen	Email Phone Call	As Needed	Review the Tajneed yearly plan and Qaideen monthly reports to make sure Qaideen are up to speed and if they need any assistance.
Regional Qaideen	Email	Monthly	Provide status report on the break down of their Majalis, together with information break down by specific data points and frequency of updates. If audits were performed provide results of audit as well.
Qaideen	Email	Monthly	Provide similar report as provided to Regional Qaideen about the makeup of the Majlis together with emphasis on where the reporting stands for that particular majlis.
Qaideen	QRC Regional Ijtema National Ijtema		Qaideen to bring with them their own contact lists of all Khuddam in their majlis to be compared against the national database on site at the Tajneed booth.
Qaideen	QRC Postal Mail Phone	Monthly As Needed	Submit monthly updates and seek assistance as needed.
General Membership	Phone Postal Mail Fax	As outlined in the plan	Awareness of the Tajneed updates process and the contact information.

Resources:

Challenges/Advice:

- Reporting and information gathering should be ongoing.

DEPARTMENT: TALEEM (EDUCATION)

Mohtamim: Hamid H. Malik H: 419-865-4957 C: 614-354-7019 E: khadim98@yahoo.com	Assist. Mohtamim: Mirza Fateh Ahmad H: 920-237-4567 C: 920-216-0766 E: fahmad@oracular.com
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Time commitment required by a local Nazim: 15 – 30 minutes a day

How can you reach us: Via Email or Phone provided above

Estimated response time for phone and email inquiries: Within 24 hours, InshahAllah.

Department Objective:

- Holy Qur'an: Rabbay Zidni I'lma (20:115)--O my Lord, bestow on me increase of knowledge (20:115)
- Prayer of Promised Messiah^(aw): Rabbi Arainee Haqaa'iqaal Ashya'ee--Oh My Lord, teach me the ultimate truth underlying everything.
- Mohtamim shall implement plans to make the Jama'at familiar with Islamic Knowledge.
- He shall arrange to educate the illiterate.
- He shall strive to establish libraries in the Majalis.
- He shall implement appropriate schemes to enhance literary taste and raise intellectual standard in Jama'at.

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
To inculcate Islamic values in Khuddam and increase their Knowledge base	<ul style="list-style-type: none"> • Salat: Khuddam should know Salat with translation 	<ul style="list-style-type: none"> • # of Khuddam who know Salat in Arabic • # of Khuddam who know Salat with translation 	<ul style="list-style-type: none"> • CD of Salat with translation provided by MKA, USA. Viewable and downloadable at http://alislam.org/salaat/index.html
	<ul style="list-style-type: none"> • Quarterly Workbooks: Khuddam should read and take Quarterly workbook tests. These workbooks are prepared by gathering information from various sources 	<ul style="list-style-type: none"> • # of Khuddam who have taken Quarterly workbook tests 	<ul style="list-style-type: none"> • Quarterly workbooks prepared and provided by MKA, USA

NOTE: Data needs to be collected by name and member code of each Khadim (See template at the bottom)

How do you win Alme Inami?

Alme Anami's Minimum Eligibility Criteria for a Majlis

- 30 % Khuddam should know Salat
- 30 % Khuddam should know Salat with translation
- 30 % Khuddam should have taken Quarterly Workbook tests
- Majlis is holding atleast one meeting a month

Criteria for Alami Anami:

- % of Khuddam and total Khuddam who
 - know Salat
 - know Salat with translation
 - completed quarterly workbooks successfully
 - signed up and using the online tool
 - participated and won educational competitions at National Ijtema
 - participated in Taleem classes
 - participated in Quran classes
 - attended regional Taleem workshops
 - participated in the Essay competition
 - sent essays to center or had them published for MSQ, Ahmadiyya Gazette etc
- Regularity of Taleem classes
- On-time report submission
- Attendance of Qaid/Nazim Taleem in Quarterly/monthly teleconferences
- Qaid/Nazim Taleem calling Mohtamim Taleem at least once a month to go over his Majlis status in the area of Taleem

Communication Plan:

(This is a plan you will actively implement throughout the year to execute on your objectives.)

Target Audience	Method	Frequency	Message
Qaideen	Email Phone	Quarterly (As needed)	Review needs and see progress vs. plan Establish Relationship/review needs Call to 3 – 5 Majalis a week to ensure plan implementation
Amila Members	Email Phone	As needed	Coordinate plan with other Amila members
Regional Qaideen	Email Phone	Monthly (As needed)	Review needs and see progress vs. plan Establish Relationship/review needs

Local Department Nazim	Email Phone	Quarterly (As needed)	Review needs and see progress vs. plan Call to 3 – 5 Majalis a week to ensure plan implementation
Regional Department Nazim	Email Phone	Monthly (As needed)	Establish Relationship/review needs
General Membership	Email Phone Mujahid	Quarterly	Status Update

Local Implementation Plan & Important Deadlines

Date	Objective
January	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis
February 05th, 2007	Extra points for submitting results of 1st Quarterly Workbook test to center
February 25th, 2007	Regular Deadline for Submitting results of 1st Quarterly Workbook test to center
April	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis
May 05th, 2007	Extra points for submitting results of 2nd Quarterly Workbook test to center
May 25th, 2007	Regular Deadline for submitting results of 2nd Quarterly Workbook test to center
August	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis
September 05th, 2007	Extra points for submitting results of 3rd Quarterly Workbook test to center
September 25th, 2007	Regular Deadline for submitting results of 3rd Quarterly Workbook test to center
October	Regional teleconferences with Regional Qaid/Nazim Taleem, Qaid/Nazim Taleem of Majalis to go over the status of each Majlis

Resources:

Qur'an: Khuddam should recite correctly	# of classes held monthly	Info on Dars ul Qur'an
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Understand the meaning and be able to reflect upon it Memorize portions of The Holy Qur'an with translation	# of Khuddam attended classes # of Khuddam who know last 10 and 15 surahs of Holy Qur'an	Teleconferences Coordinate with Local Taleem ul Qur'an Secretary/Missionary Resource available for download at http://www.alislam.org
Essay Writing: a. Encourage Khuddam to write articles for MSQ, Ahmadiyya Gazette, Mujahid etc	# of Khuddam who have written articles	

Thoughtful Quotes on Department

(same sources as above)

Frequently Asked Questions:

Q: Where do I get the Taleem Syllabus/related materials

A: Mkausa.org under documents or email at khadim98@yahoo.com**Challenges/Advice:**

- Hold classes regularly
- Set agenda for the classes

Other Documents/Activities:

- Majlis should make sure that Dars ul Quran sessions are taking place atleast on a Jamaat level. If not, then Khuddam should log on to Quran sessions via teleconference
- Qaid/Nazim Talim should emphasize Khuddam should write articles for Ahmadiyya Gazetter, MSQ and Mujahid etc
- Taleem Survey Format is attached below.

DEPARTMENT: TARBIYYAT (MORAL TRAINING)

Mohtamim: Saleem Qadir Phone: 408-204-3740 Email: sgadir@ebay.com	Asst. Mohtamim: Wasim Ahmad Phone: Email:
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Time commitment required by a local Nazim: 30 min a day

How can you reach us: by telephone or email

Estimated response time for phone and email inquiries: within 24-48 hrs

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Strive to make members abide by the Islamic injunctions. Also he shall try to introduce to them Islamic morals and etiquette	<ol style="list-style-type: none"> 1. Sequester Majalis 3 times a year for Salaat/Jumma Attendance Survey 2. Understand root cause for irregularity in Salaat via Local Town Halls Meetings and discreet survey. 3. Distribute Syllabus for Khuddam Scenarios for Tarbiyyat Classes 4. Provide all Khuddam with access to tools: <ul style="list-style-type: none"> • Salaat pamphlet • Khutbas distribution • Daily Knowledge email • Azan Software 5. Distribute the scenario document for use at the regional/local levels 	<ol style="list-style-type: none"> 1. Percentage of Khuddam completed Salaat Surveys 2. Number of town hall meetings held/discreet surveys compiled 3. Percentage of Khuddam on routine distributions 	<ol style="list-style-type: none"> 1. Local Nazim Tarbiyyat 2. Mohtamim Tarbiyyat 3. Project Mangers on team and Nazim Tarbiyyat

How do you win Alme Inami?

1. Number of classes (attendance weighted on a per capita basis) and
2. Percentage of Khuddam who attend Jumma
3. Regularity in reporting
4. Percentage of inactive Khuddam contacted for non-Jamaat related matters (are they in the system, intimate, etc)
5. Extent of practical efforts (report content)

6. Completion of projects (tools to help with Salaat)

Local Implementation Plan:

(This is a plan a local Nazim can use to roll out and achieve the goals and objectives of the department and be able to add flexibility for local flavor)

Quarter	Objective	Method	Comments
Quarter 1	Get all Khuddam to attend and participate in Tarbiyyat Class Complete November Salaat Survey Tools delivered to 100% and utilized to 25% of Khuddam	1. Regular follow up with contacts	
Quarter 2	1. Get all Khuddam to attend and participate in Tarbiyyat Class 2. Tools utilized by 50% of Khuddam 3. Complete March Salaat Survey	1. Regular follow up with contacts	
Quarter 3	1. Get all Khuddam to attend and participate in Tarbiyyat Class 2. Tools utilized by 75% of Khuddam 3. Complete June Salaat Survey	1. Regular follow up contacts	
Quarter 4	1. Get all Khuddam to attend and participate in Tarbiyyat Class. 2. Tools utilized by 100% of Khuddam	1. Regular follow up contacts	

Communication Plan:

(This is a plan you will actively implement throughout the year to execute on your objectives.)

Target Audience	Method	Frequency	Message
Qaideen	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit 10 of 42 Majlis and attend program Send out scenario questions for the quarter Call to 3 Majlis for a month to ensure plan implementation
Regional Qaideen	Email Phone Visit	Monthly Quarterly Semi-annual	Review needs and see progress vs. plan Establish Relationship/review needs Visit all regions at least once and attend program

	Mujahid Phone	Monthly Weekly	Send out scenario questions for the quarter Call to 1 Regional Qaid per week to ensure plan implementation
Qaideen	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit at least 10 of 42 Majlis and attend program Send out scenario questions for the quarter Call to 1 Qaid per week to ensure plan implementation
Local Department Nazim	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit at least 10 of 42 Majlis and attend program Send out scenario questions for the quarter Call to 1 local Nazim per week to ensure plan implementation
Regional Department Nazim	Email Phone Visit Mujahid Phone	Monthly Quarterly Semi-annual Monthly Weekly	Review needs and see progress vs. plan Establish Relationship/review needs Visit all regions at least once and attend program Write monthly article with tabligh tips, success stories Call to 1 Regional Nazim per week to ensure plan implementation

Resources:

Challenges/Advice:

- Be tactful when delivering your message. As an administrator it is very easy to make an agenda driven call Khuddam and strictly ask for numbers/facts/figures, etc. Remember that we need to create a channel of communication where every Khuddam feels like we are someone they can talk to about anything.
- Always give others the benefit of the doubt. Forgive errors and shortcomings. Be realistic – there is no compulsion in religion.

Historical Reference of Department:

-Establishment of the SALAT

The Holy Quran does not say "Yowadun nas-salata" or "Yosalun nas-salata", but, says "Yuqemu nas-salta" which means offering Salat with all its conditions. This means offering congregational SALAT and offering SALAT with utmost sincerity and devotion. Just offering the SALAT is not enough but offering them in congregation is important and offering without any shortcomings. Islam calls not for offering the SALAT but establishing the SALAT – and hence it is incumbent upon every Ahmadi to seek joy not just in offering SALAT but establishing the institution of SALAT. So offering the SALAT individually is not good enough, but lead others in offering the SALAT as well. Ones family – wife and children also need to be regular in offering their SALAT. Some people even though are regular at offering their

SALAT, but are not concerned about their wife and children. If you are sincere of heart it is not possible that you will tolerate your spouse, children, brothers and sisters, not offering their SALAT regularly. One of our deceased friends in the community would not allow his son to subscribe to our newspaper Al-fazal. His son wrote to me a letter about it. I inquired from him about the sons complaint and his response was to offer his son religious freedom so, that His son can develop his own individual thoughts. I wrote back to him saying that you might have given him complete religious freedom by shielding him from Al-fazal – How are you going to protect him from being influenced by his Professors, the books he reads himself, from the company of friends. When all these external factors are shaping his opinion and thought - do you want to allow him to take poison, yet prevent him from having its antidote. So as I was explaining that establishing prayers is essential, offering your SALAT, making other to comply with, offering your SALAT with sincerity, religious zeal and fervor, with proper Ablution , in congregation , and with all the required conditions. Our Friends/members of our community should pay special attention to towards this. I am sorry to find out about some people that even though are regular in SALAT themselves – their children are not. It is of paramount importance that kids be made regular in their offerings of SALAT. Children should be disciplined for not offering their SALAT regularly – but their pocket money should not be withheld. However the parent can make a pre-condition that until the child gets regular in his/her SALAT of not, communicating to him. However if a child proclaims that he or she is not a Muslim than the parent cannot enforce it. As long he or she is Ahamdi Muslim he or she, should be accountable for the SALAT and disciplined accordingly when not regular, and be told that you cannot be a part of my household until you get regular in SALAT.

Selection taken from Mashal-e-Rah, translated by Masaf Daood Sahib of Detroit, and reviewed by Munawar Saeed Sahib for Tarbiyyat department Majlis Khuddam ul Ahmadiyya, USA (Nov 2001 – Dec 2002).

-Prayer is the fountainhead of spirituality

More important is the regularity in prayers. Keeping your beard is a visual, appearance driven thing. Prayer is the real source/fountainhead of spirituality and a means of attaining nearness to ones creator. You are aware of the fact that eating/taking poison is a fatal act – and certain death is the outcome. The Spiritual analogy to this is not offering ones prayers. So not offering ones prayers is not in anyway less lethal than taking poison. The key difference is in the outcome is delayed until the life after death. This poison will condemn a person to the fires of hell eternally. In this State/fire a person will experience death, but will not be able to die. No poison is lethal or deadlier than not offering ones prayers – because unlike other lethal poison (that immediately succumb you to death), the lethal effects of not offering ones prayers are a lifetime of death and torture.

In Holy Quran – God says “Quranic Translation “. Humankind will experience the pain and agony of death and torture. All the sins will manifest themselves in torture and death and will inflict individual death for each one of them.

The agony and pain of torture and punishment will not make him/her less sensitive so as to not feel the recurring pain of death. Every weakness will be individually accounted for and will inflict suffering and death on the individual. Each individual prayer will be accounted for and subjected to punishment for any omissions. Similarly death will be inflicted for other evils deeds such as telling lies, dishonesty, and lack of integrity. So to sum-up not offering ones prayers is such an evil that pushes mankind into the darkness of hell for eternity. Avoid making such a folly and get regular in your prayers.

Translated by Masaf Daood Sahib of Detroit, and reviewed by Anwer Mahmood Khan Sahib, National Secertary Tehrik-e-Jadid, for Tarbiyyat department Majlis Khuddam ul Ahmadiyya, USA (Nov 2001 – Dec 2002).

-We cannot be successful unless we realize the significance of prayer (Supplication)

Members of the jama`at in general and youth in particular should make praying (dua) and offering salat a routine.

-Significance of prayer (Dua):

“----Thus along with our own efforts we need to pray to Allah saying “ O Lord! We have tried to the best of our abilities and it seems that these tasks are beyond us; only You can help us fulfill our duties”.

You must fulfill your obligations. If you keep on praying, I will not need to deliver any sermons for your guidance. If you are aware of deficiencies and are praying to Allah to help remove them, then these prayers will most definitely suffice. If you are delinquent in saying daily salat, however, you feel sorry for it and are praying to Allah to remove this deficiency. Allah will surely eliminate it and help you become punctual in salat. In any case, you will not be able to benefit from Allah’s help unless you bring about a major change in yourself.

-Believe in enthusiasm, sincerity, and prayers (dua):

If you have enthusiasm and sincerity and you pray then you will most definitely succeed, otherwise there is no other way to achieve success. Thus it is imperative that you believe in enthusiasm, sincerity and the power of prayer. I want to emphasize to the jamaat in general and the youth in particular that they need to make prayers a habit. Our ancestors who have seen the time of Promised Messiah (AS) had a habit of praying. Now the youth have to follow their footsteps and make prayers customary. They need to habitually prostrate and cry in front of Allah. If they do this with complete sincerity, faith and enthusiasm then they will attract divine help which will not only improve their condition but also lead towards avenues of success. (Speech delivered on Dec. 17th. 1948, published in Al Fazl)

Translated by Mahmood Qureshi Sahib of Detroit, and reviewed by Bismil Sahib of Detroit, for Tarbiyyat department Majlis Khuddam ul Ahmadiyya, USA (Nov 2001 – Dec 2002).

Thoughtful Quotes on Department

- The internal Jihad we all have is Tarbiyyat.

Frequently Asked Questions:

Q: Where do I get the Tarbiyyat Salaat Survey?

A: Mkausa.org under documents or email at, or call Saleem Qadir at 408 204-3740

Q: Where is the Khuddam Scenario classes?

A: The scenario document will be distributed

Tarbiyyat Classes

**Break up into groups and answer some scenario questions. Now's the time to be open and honest to try to figure out what you would say or do. With each scenario try to list what some of the dangers are, ways to prevent it and the possible solution for each situation. Once you've completed your cards you can write your own scenarios anonymously on index cards for the group to address and discuss.

Definitions:

Active Khadim:

- Actively participates in programs and activities of the Majlis and Jama'at
- Attends meetings in the Majlis and Jama'at
- Pays mandatory chandas of MKA and Jama'at

Inactive Khadim: an inactive Khadim has the following characteristics:

- Does not participate in programs and activities of the Majlis and Jama'at
- Does not attend meetings in the Majlis and Jama'at
- Does not pay chandas of MKA and Jama'at
- Always manages to excuse himself from participation in Jama'at events.
- Seldom or never comes to the Mosque.

DEPARTMENT: TEHRIK-E-JADID

Mohtamim: Khalid Maqsud Ahmad Phone: 419-779-1719, 419-352-2130 Email: khalidahmad@gmail.com	Asst. Mohtamim: Phone: Email:
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Time commitment required by a local Nazim: 1-2 hours per week depending on Majlis' size.

How can you reach us: Above Email or phones.

Estimated response time for phone and email inquiries: Maximum 2 days

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Huzoor aba expect 100% US Khuddam to participate in Tahrik-e-Jadeed.	<ol style="list-style-type: none"> Quarter 1: <ul style="list-style-type: none"> Have Qaideen appoint a Nazim Tahrik-e-Jadeed for all big and medium sized Majaalis and prepare a contact list of all the Nazimeen. by 30th November. Participate in QRC, educate Qaideen about Department objectives. Request data for last year for Khuddam from National Tahrik-e-Jadeed Department. Communicate the annual plan to the Nazimeen, Qaideen and Regional Qaideen. Call all the Nazimeen for Quarterly reports give them feed back about last year's numbers and motivate them to work harder. 	<ul style="list-style-type: none"> Participation 60% of Tajneed (Yearly Goal) Call and email all Nazimeen twice this quarter. Obtain report from 80% of Majalis. 	We will put annual plan, pledge forms and more material on the history and achievements of Tahrik-e-Jadeed online at mkausa.org
Put every possible effort to make all the aims and objects of Tahrik-	<ol style="list-style-type: none"> Quarter 2: <ul style="list-style-type: none"> Request data for the last quarter for Khuddam from National 	<ul style="list-style-type: none"> Call and email all Nazimeen once this quarter. Obtain report from 80% of Majalis. 	

e-Jadeed a success. (Constitution)	Tahrik-e-Jadeed Department..		
	<ul style="list-style-type: none"> Call all the Nazimeen for Quarterly reports, and to motivate them to work harder. 		
	<p>3. Quarter 3</p> <ul style="list-style-type: none"> Request data for the last quarter for Khuddam from National Tahrik-e-Jadeed Department.. Call all the Nazimeen for Quarterly reports, and to motivate them to work harder. 	<ul style="list-style-type: none"> Call and email all Nazimeen once this quarter. Obtain report from 80% of Majalis. 	
	<p>4. Quarter 4:</p> <ul style="list-style-type: none"> Request data for the last quarter for Khuddam from National Tahrik-e-Jadeed Department.. Call all the Nazimeen for Quarterly and yearly reports, and to motivate them to work harder. 	<ul style="list-style-type: none"> Call and email all Nazimeen once this quarter. Obtain report from 80% of Majalis. 	

Local Implementation Plan:

Quarter	Objectives & Methods	Comments
Quarter 1:	<p>Overall goal: To have at least 75% of Khuddam participate in this blessed scheme.</p> <p>Qaid, Please appoint a Nazim Tahrik-e-Jadeed. If the Majlis is small assign Tahrik-e-Jadeed duties to another Nazim. Nazim Finance can be assigned Tahrik-e-Jadeed duties. Or you can appoint one person for both Tahrik-e-Jadeed and Waqf-e-Jadeed.</p> <p>Provide Nazim's contact info (Name, Home phone, cell phone, email) to the Mohtamim by November 30, 2006. (10 points)</p> <p>Organize a 30 minutes session on Tahrik-e-Jadeed's objectives, importance, importance of leading a simple life, waqf-e-zindagi and motivating Khuddam to participate in this scheme. (20 points)</p> <p>Make a list of all the Khuddam showing their pledges. The deadline for submitting the list of Khuddam pledges is 2/28/2007 (20 points)</p> <p>Contact people who are not participating in this scheme by e-mail and then by phone. Target is to contact 100% Khuddam at least once during the first quarter. (20 points)</p>	<p>There is Secretary Tahrik-e-Jadeed in every Jamaat. Data about the Participating Khuddam can be obtained from them.</p> <p>Arrange at least 2 speeches 30 minutes each this year to motivate Khuddam to participate in Tehrik-e-Jadeed's financial sacrifice, leading simple life and Waqf-e-Zindagi. Help can be sought from Murabbi Sahib and Secretary Tahrik-e-Jadeed.</p>

	Report number of participating Khuddam out of total tajneed based on the above list. Report the number of Khuddam contacted and length and number of participants in the speech. (use email).	
Quarter 2	Update the list of all the Khuddam and their pledges and add a column for total collection for each Khadim up till the end of the first quarter. (20 points) Contact the Khuddam to motivate them to pay their Tahrik-e-Jadeed chanda in a timely manner. Khuddam who haven't yet pledged or paid anything, this is the time to remind them again to do that. Target is to contact 100% Khuddam. (20 points) Report the above activities (use email).	
Quarter 3	Update the list of all the Khuddam and their pledges and collection for each Khadim up till the end of the 2nd quarter. (20 points) Contact the Khuddam to motivate them to pay their Tahrik-e-Jadeed chanda in a timely manner. Khuddam who haven't yet pledged or paid anything, this is the time to remind them again to do that. Target is to contact 100% Khuddam. (20 points) Report the above activities (use email).	
Quarter 4	Organize a 30 minutes session on Tahrik-e-Jadeed's objectives, importance, importance of leading a simple life, waqf-e-zindagi, motivating Khuddam to participate in this scheme and pay the pledge in a timely manner. (20 points) Update the list of all the Khuddam, their pledges and collection for each Khadim up till the end of the 3rd quarter. (20 points) Contact people who are not participating in this scheme by e-mail and then by phone. Target is to contact 100% Khuddam at least once during the first quarter. (20 points) Report the above activities (use email).	

Measure for Alame Anami:

- If a Majlis obtains 50% of the above points then it will be included in the Alame Anami contest.

Communication Plan:

Target Audience	Method	Frequency	Message
Regional Qaideen	Email and Phone	Once a quarter	
Qaideen	Email and Phone	Once a quarter	
Local Department Nazim	Email and Phone	Once a quarter	

Resources:

History of Tahrik-e-Jadeed

In 1934, Hadhrat Khalifatul Masih II رضى الله عنه initiated this scheme to facilitate propagation of the message of Ahmadiyyat in response to a horrendous wave of opposition that had taken off. In the first year of the appeal, the scheme collected 14 to 15 times more than the set target. Huzur^{aba} explained this total was reached through the sacrifices of those who could only afford to give very little and did so by cutting down on their living expenses. It is through the remarkable sacrifices of these individuals - who had little - that the message of Ahmadiyyat was taken outside of the Indian sub-continent. (Taken from summary of Huzoor aba's sermon)

Recent Achievements (2005)

- Tabligh Centers around the world: Delicious Fruits of Tehrik e Jadeed
- This year an additional 199 Centers were added to make the total 1587 in 85 countries.
 - **India: 669** Centers
 - **Indonesia: 18** new Centers were added. This is why the jealousies are at their height
 - **USA: 4** New Centers were added this year raising the total to 40
 - **Guyana:** One new Center was established
 - **Ghana:** Three new Centers were established
 - **Nigeria:** One new Center was added this year
 - **Tanzania:** 5 additional centers were established
 - **Benin:** 14 new Centers were established last year
 - **Niger: 3** Centers were added this year
 - **Uganda:** 3 new centers were established
 - **Germany:** Three new centers were added this year thus raising the total to 99
 - **Belgium:** Here we are blessed with the purchase of a four-storied building
 - **Australia:** In Clyde, Australia, a suburb of Melbourne, Jama'at has purchased a 20 acre parcel.
- Translations of the Holy Quran into various languages:
 - Last year we had translations of Holy Quran in **58** languages. This year **two** more languages have been added. **21** translations have been completed and reviews are being conducted.
- English translation of Hazrat Molvi Sher Ali^r has been printed in small size.

- Commentary of the Holy Quran by Hazrat Promised Messiah was available in **four** volumes earlier; it has now been printed in three volumes in India. Hazrat Khalifa Awwal's commentary has been printed in **two volumes now**.
- **58** books and folders have been printed in 18 languages last year
- **151** folders have been published in **27** languages.
- The philosophy of Teachings of Islam is now available in **53** languages.
- Al-Wasiyyat is now available in **9** languages, in **21** additional languages it is being published
- The series of Friday Sermons of Hazrat Khalifatul Masih V^{aba} on the conditions of Bai't has now been published in English.
- The French translation of "Islamic Response to Contemporary Issues" is now available and **has been prescribed as a part of Curriculum at an academic Institution in Benin**.
- Arabic books of Hazrat Ahmad^{ah} are now being separately published. Similarly the Fifth **volume of Tafseer e Kabeer was** printed last year.
- The third volume of Essence of Islam has been published. The first two translations were done by Hazrat Ch. Mohammad Zafrullah Khan^{ra} The translation for the third volume has been carried out by Munawar Saeed Sahib of USA.
- Hazrat Ahmad's book **Nishan e Aasmani** has been translated by Akram Ghauri Sahib
- Eight books for children have been authored by Rahid Chaudhary and his son
- Ta'leem Fehm e Quran written by Mirza Haneef Sahib has been published this year.
- Three volumes of the sermons of Hazrat Khalifatul Masih IV^{ra} for the years **1982,1983 and 1984 have been published this year**.

(Taken from National Secretary Tahrik-e-Jadeed's communiqué)

Frequently Asked Questions:

Q1: Our Majlis is a small one. How can we spare a person for Tahrik-e-Jadeed.

A: You can assign Nazim Maal the responsibility of Tahrik-e-Jadeed. You can also assign one person both the departments of Tahrik-e-Jadeed and Waqf-e-Jadeed, as they are departments with similar objectives.

DEPARTMENT: WAQAR-E-AMAL (DIGNITY OF LABOR)

Mohtamim: Junayd Latif Phone: 847-404-9334 Email: JunaydL@yahoo.com	Asst. Mohtamim: Daud Ahmad Phone: 262 672 9977 Email: daud1973@yahoo.com
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Time commitment required by a local Nazim: 1–2 hours per week

How can you reach us: via email, phone or in person

Estimated response time for phone and email inquiries: 48 hours

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Goal #1 Work with local Qaideen/Nazimeen to create and submit yearly plan	Project #1: Collect and formalize plans of events and tentative dates and obtain approval and support of local Sadr. Implementation Level: National Who will benefit? Local	Measure Number of local plans collected. Target: At least one Waqar-e-Amal Event per majlis per month.	Please see Local Implementation Plan on page 4. Or visit mkausa.org
Goal #2 Regularly follow up with local majlis in order to encourage relationships, timely reporting, yearly plan execution.	Project #2 Formulate an accurate account of local activity and inspire additional activity Implementation Level: National Who will benefit? Local Majalis	Measure: Increase in number of reports received and % khuddam participating. Target: Increase of activity from month to month	Please see Local Implementation Plan on page 4. Or visit mkausa.org
Goal #3: Add to existing Waqar-e-Amal Quotables		Measure: Provide inspiration to local majalis to unify to achieve success Target: Email monthly progress reports with words of inspiration and Quranic relevance.	Please see Local Implementation Plan on page 4. Or visit mkausa.org

How do you win Alme Inami?

Points towards winning Alme Inami will be based upon following:

- Increase in % participation (compare beginning and the end of the year reports)
- Num of Waqar-e-Amal events held
- Num of man-hours spent
- % Of participation
- Majalis will be judged according to size.

Pearls:

Hazrat Musleh Maud and Waqar-e-Amal:

- "To inculcate volunteerism and develop concept of Dignity of Labor, Hazur started organizing Waqar-e-Amal Days on which the whole community, young and old, regardless of rank or status in life would all get together and with manual labor undertake community work like filling ditches, cleaning the neighborhood or build small patches of dirt road for the benefit of the community. I can still see Hazur join in one Waqar-e-Amal carrying a basket full of dirt and throwing it at the designated spot. This motivated and inspired the whole community and they all joined in the venture with zeal and enthusiasm." **Sahibzada Mirza Muzaffar Ahmad Al-Nahl, spring 1995**

What MKA constitution says about Waqar-e-Amal Department?

- Establish among the members of the majlis dignity of doing work with their own hands and inculcate this trend in Jama'at

Relevant Quotes:

- "The Holy Prophet (sas) was once asked: If a person should have nothing? He answered: "He should work with his hands to his own benefit and also give alms"
- Be competitive in doing good. (2:149)

Spirit of Waqar-e-Amal:

- Passion for service is blind to color, status, and age. Young and old can have this passion for service.

Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email/ Phone	Quarterly	Feedback
Regional Qaideen	Phone/ Email	Monthly and as needed	Review plan implementation and discuss challenges/needs

Qaideen	Email/Phone In person	Monthly or as needed QRC/Shura/Ijtemah	Review plan implementation and discuss challenges/needs Establish relationships/review needs
Local Department Nazim	Email/ Phone In person	Monthly or as needed QRC/Shura/Ijtemah	Review plan implementation and discuss challenges/needs Establish relationships/review needs
General Membership	Mujahid Visit	Quarterly Ijtemah or as needed	Provide update/announcements Establish relationships/review needs

Local Implementation Plan:

(This is a plan a local Nazim can use to roll out and achieve the goals and objectives of the department and be able to add flexibility for local flavor)

Project– Waqar-e-Amal Event

- Local Nazim should work to identify local needs within jamaat or outside community. (Mosques cleanliness, neighborhood cleanup...)
- Local Nazim should work with Local Jamaat Sadr to schedule all tasks involving jamaat property.
- Local Nazim should organize members to unify and successfully complete any tasks deemed necessary.
- Local Nazim should keep track of and consistently report all activities to National Aamila as well as local leadership.

Suggested Waqar-e-Amal Activities

- Mosque Property Clean-up
- Neighborhood Park Clean-up
- Graffiti Removal
- Snow Removal
- Street Cleaning

DEPARTMENT: WAQF-E-JADID

Mohtamim: Ata Ahmad, M.D. Phone: 713-435-9777 Email: aahmad11@gmail.com	Asst Mohtamim: Phone: Email:
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Department Objective:

- To educate khuddam about Waqf-e-Jadid
- To increase participation to 100%
- To increase collection by 25-50%

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor's sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Timeline
Goal 1 Install local WJ Nazimeen in all U.S. Majlis, and set appropriate targets for each Majlis	To effectively communicate through Nazimeen the collection targets	To effectively communicate through Nazimeen the collection targets	Q1
Goal 2 Collect WJ pledges from all Khuddam	To maximize participation of Khuddam	Collect pledges by July 31 2007	Q1
Goal 3 Collect at least \$50-\$100 from khuddam between the age of 15-25. For earning members try to collect between \$100-\$1000 Monitor Progress	To ensure all khuddam have a chance to contribute to WJ.	Contact Qaideen and local WJ nazim To contact all members regarding WJ scheme	Q1-4
	Follow up on goals	Obtain reports from local nazimeen	Q1-4

Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email	Monthly	Update on progress

Regional Qaideen	Email/phone	Monthly	Review progress of collection and pledges
Qaideen	Email/phone	Monthly	Review collections and pledges
Local Department Nazim	Email/phone	Monthly	Coordinate pledges and collection efforts
Regional Department Nazim	Email/phone	Monthly	Address regional plans
General Membership	Email	Monthly	WJ news and other pertinent information

Measure for Alami Anami:

- The majlis that is closest to completing their respective collection/participation targets will be selected as meeting the Alami Anami requirement

Challenges/Advice:

- The mandatory chandas should be paid first.

Historical Refrence of Department

- Scheme initiated by Hadhrat Khalifatul Masih II(ra)

DEPARTMENT: UMOOMI (INTERNAL AFFAIRS)

Mohtamim: Bilal I. Ghumman Cell: 703-675-8693 H: 703-542-7263 Email: B_ijaz@yahoo.com	Asst. Mohtamim: Jamil Ahmad Phone: 708-925-0147 Email: jamilahmad12@comcast.net
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Time commitment required: weekly presence at mosque

How to reach us: phone

Estimated response time for phone and email inquiries: emergency correspondence needs to be within hours

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal) from Huzoor’s sermons	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
Create mechanism to build awareness on Hazoor’s instruction regarding Umoomi dept.	<ul style="list-style-type: none"> Gather instructions regarding department and translate to English. Interview professionals in field to have best practice binder Develop nazim Amumi job description 	<ul style="list-style-type: none"> Develop and grow best practice binder 	Post best practices on website for local nazim Umoomi to utilize.
Establish a working Umoomi dept and provide written guidance to	<ul style="list-style-type: none"> Establish mosque security during jummah/events Understand challenges in implementation on local and regional level? Gather one page details regarding local mosques and areas 	<ul style="list-style-type: none"> 15 Majalis Majlis provide security at every Jummah and increase 10 per quarter Create best practice 	We can and are in processes of developing a document that can be helpful which will provide basic instructions on security duties.
Develop National Umoomi Team	<ul style="list-style-type: none"> Develop internet monitoring group Develop national team to serve in security/safety situations 	<ul style="list-style-type: none"> Provide monthly report of internet activity Have 10 members in national training program 	none

How do you win Alme Inami?

- Assignment of Nazim Umoomi
- % of Mosque security at every Jummah

Pearls:

In USA we need to start gaining awareness and implementing this department

Local Implementation Plan:

Quarter	Objective	Method	Comments
Quarter 1	Establish department nazim at majalis. Create best practice binder	Communication with Regional Qaideens and Nazmeen	Need to follow up and have a local functional Amumi dept and they should establish a relationship with Amooray Ama in their local Jam 'at.
Quarter 2	Increase awareness in local Jam'ats on the importance of information flow. This will include anti-Ahmadiyya Internet chats and web pages and discussion group sites. Establish mosque security during jummah/events	Communication with Regional Qaideens and Nazmeen	If the importance is not stressed to Jam 'at member level no information network can be truly established.
Quarter 3	Have a complete functional Amumi dept in all local Jam'ats. Establish national security/safety teamm	Communication with Regional Qaideens and Nazmeen	Have Amumi and Amooray Ama communicating on the same level and be able to function as one in their roles.
Quarter 4	Develop national and local network for information flow	Communication with Regional Qaideens and Nazmeen	We hope to achieve our goals by establishing on local level and working our way up.

Communication Plan:

Target Audience	Method	Frequency	Message
Nazmeen	Email Phone Visit	Monthly If needed per Sadr MKA	Review needs and see progress vs. plan Establish Relationship. Establish and information /Intelligence network for incident and anti-Ahmadiyya elements.
Regional Qaideen	Phone Email	Monthly Monthly	Review needs and see progress vs. plan Establish Relationship. Establish and information /Intelligence network for incident and anti-Ahmadiyya elements
Sadr MKA	Phone Email Visit	Monthly or as needed	Discuss progress and seek guidance on any issues for resolution and possible escalation to HQ.

Resources:

Challenges/Advice:

- We need to make this into ongoing and permanent processes. This will help us during Jalsa and other important functions to be ready and prepared for duties, as most of the individuals will be used to and understand their duties as they are assigned security duties.

Historical Reference of Department:

- Will provide throughout the year after gathering these quotes

Thoughtful Quotes on Department

- Will provide throughout the year after gathering information

Frequently Asked Questions:

Q: Security is over rated, and why do we have to do it?

A: Instructions have been given to us by Hadhrat Khilfat-ul-Masih V (aba), and those are, we must provide security at all events and this includes Juma prayers. These instructions have been given previously by Previous Huzur and Markaz (HQ), as they are nothing new being implemented. It is just that we have been not giving it much importance.

Other Documents: