

2018-2019 Department Plan

Department: Aitmad

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Department Goals

1.	100% Majalis holding monthly General and Amila meetings
2.	100% Majalis submitting monthly report on time by 5th of each month
3.	100% Majalis should hold Local Ijtema before Regional Ijtema
4.	Setup MKA office/space at mosque
5.	90% Majalis should setup Halqa System.

GOALS IN DETAIL (This is from Local Majlis perspective)

Goal	Target (to be used for Alme-e-Inami)			National Target	Funding	Due Date
	Small	Medium	Large			
Monthly General Meetings (count local/regional/national Ijtemaat)	12	12	12	100% Majalis holding meeting every month	Use local majlis funds for food if needed	Monthly
Monthly Amila meeting	12	12	12	100% Majalis holding meeting every month	Use local majlis funds for food if needed	Monthly
Monthly Reports	12	12	12	100% reporting	N/A	Monthly by 5th of the month
Hold Local Ijtema	1 (Once a year before Regional Ijtema)	1 (Once a year before Regional Ijtema)	1 (Once a year before Regional Ijtema)	100% Majalis holding Local Ijtema	Use local funds for food expenses. Request regional fund if needed	31st March 2018 or one month before Regional Ijtema

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Setup MKA Office/space at mosque	As applicable - No Target	As applicable - No Target	As applicable - No Target	Use MKA office at Bait ur Rehman more actively	Majalis can request funding under small infrastructure project by December with Maal department to setup MKA space	31st December, 2018
Each Majlis should setup at least two Halqas (more if needed)	2 (Minimum)	2 (Minimum)	2 (Minimum)	Halqa system established at each Majlis	No funding needed.	Dec 31st

Local Implementation (Monthly Reporting Questions - questions cannot change throughout the year)

1.	How many Khuuddam participated in General Meeting?
2.	Amila meeting held this month?

Key Dates (add more as necessary)

Nov 1st, 2018	Start of MKA Year
Dec 15-16, 2018	Fazl-e-Umar Qaideen Conference - Philly Halqa System established
First two weekends of March	Hold Local Ijtema
First two weekends of April	Hold Regional Ijtema
Dec, Feb, June, Oct	Quarterly In person National Amila Meetings
June 28-30, 2019	National Ijteam
July 12-14, 2019	Jalsa Salana USA
Oct 5-6, 2019	Majlis-e-Shura

Online Calendar: <https://www.mkausa.org/calendar/>

Import to your Calendar:

<https://calendar.google.com/calendar?cid=ZDhINmNvdHZnaGdxNjEyMGJzMWs>

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[2YW9kY29AZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ](https://calendar.google.com/calendar/ical/d8e6cotvghgq6120bs1k6aodco@group.calendar.google.com/public/basic.ics)

iCal Format:

<https://calendar.google.com/calendar/ical/d8e6cotvghgq6120bs1k6aodco@group.calendar.google.com/public/basic.ics>

Communication Plan (add more as necessary)

Motamid to Local	Monthly Conference Call; monthly feedback on reports
Local to Motamid	Expected to attend Monthly Call
Motamid to RQ/Regional Motamid	Issues will be escalated when necessary

Success Factors

What should a Local Motamid do to contribute toward the National Goals?	Hold monthly General Meeting Hold monthly Amila meeting Submit Monthly report by 5th of the month Use of video/audio technology to invite people from remote areas or those cannot join the meetings in person.
How can a Local Motamid obtain the “How-To” Guide for the dept goals?	Qaideen Handbook: https://hafiz.mkausa.org/article-categories/qaid-handbook/ Meeting Agenda: https://www.mkausa.org/meeting Hafiz: https://hafiz.mkausa.org
What other Local Majalis have done to be successful?	Communicate via multiple methods: text, phone and email. Have outings with khuddam. Hold meetings with sports activities. Create monthly/annual calendar of activities
Who should a Local Moamid call for help?	Regional Motamid Motamid MKA USA
Who should a Regional Moamid call for help?	Motamid MKA USA

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Other References (websites, Quran, literature, etc.)

- 1) **Download Telegram and join proper group chats**
- 2) **Submit 100% of reports**
- 3) **Regional Qaideen are following up with their Qaideen**
- 4) **Regional Motamideen are following up with local Motamideen**
- 5) **National Departments are sending content for meetings**
- 6) **Qaideen are using their @mkausa.org accounts**

Monthly Reports submission: <https://www.mkausa.org/reports>

Monthly Meeting Resources: <https://www.mkausa.org/meeting>

MKA Constitution: <https://www.mkausa.org/download/15430/>

Qaid handbook: <https://www.mkausa.org/download/qaid-handbook-2/>
<https://hafiz.mkausa.org/article-categories/qaid-handbook/>

Hafiz: <https://hafiz.mkausa.org>

Video Conference Call options: <https://zoom.us/> (40 min free and then reconnect)

Other free options for Conference Call: Google Meetup

Setup interactive quizzes for meetings: <https://kahoot.com/>

Broadcast Text Messaging Service: <https://flocknote.com/> (Free for upto 40 members)

Sample General Meeting Agenda

The General Meeting Agenda remains the same throughout the year with the following format. There is some flexibility in the agenda to add more things as needed. Feel free to combine general meetings with other fun activities like bowling, sports, etc.

1. Tilawat (required)
2. Pledge (required)
3. Poem (optional)
4. Taleem presentation/Book Club discussion
5. Tarbiyat presentation/discussion
6. Health tip / discussion
7. Updates about local MKA activities and plan for upcoming activities
8. Open discussion/ Q/A
9. Dua (Required)

Please count the Khuddam attending the meeting for monthly report. Also take a few pictures for records and sharing on Twitter from Majlis official account and Telegram.

Local/Regional/National Ijtemaat count as general meeting.

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Importance of attending jamaat meetings:

Hazrat Musleh Maud Khalifatul Masih II (radi Allahu anhu) said:

“That day is near when those who work for Ahmadiyyat will acquire stature. But, the children of those who do not take interest in Jama`at work now will be shunned. When nations like England and America will send their representatives for advice and they will consider this to be source of respect for them, then the children of these people will ask to be included in the advices. But, then they will be told, Go! your parents and grandparents rejected the advices in their time and did not care about the work of Jama`at, hence you cannot be included in this process either.

Therefore, remove this ignorance and create this awareness in you that a person who attends a meeting of Jama`at is rewarded so much that the membership of the council of America is nothing in front of it. Even if he must make hundred compromises to attend this meeting, he must do so. If he does not attend the meeting than the system of Jama`at will not suffer because of his absence, rather he will be deprived of the rewards of Allah”.

[Report Majlis Mushawirat, 1956, page 24]