

2020-2021 Department Plan

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Department Goals (This is from a Muhtamim's perspective)

1.	<p>Establishing Personal Tarbiyyat Goals for all Khuddam, with special emphasis on Amila members (5 Daily Salaat, Congregational Salaat, Daily Qur'an Recitation, Attending Friday Prayers, Listening to Friday Sermon of Beloved Hazoor, Writing Letter to Beloved Hazoor (Connection with Khilafat), Taking care of financial obligations (Jama'at and Khuddam), Reading Al-Wasiyyat and striving to becoming a Moosi)</p> <p>[Monthly] Tarbiyyat Survey Form to be filled out by all Khuddam based on the goals above. The form will require names for Amila members but option to be anonymous for general Khuddam</p> <p>Utilize big brother to attach weaker khuddam with stronger khuddam and build connection. Remind each other about goals and discuss reading of Holy Qur'an, points of Friday Sermon etc. with each other.</p> <p>[Monthly] Content shared through various channels and social media to improve on Salaat and other goals</p> <p>[Quarterly] Conduct Ashra Tarbiyyat to collectively work towards these goals for 10 days and share feedback to inspire others</p>
2.	<p>Uswa Hasana theme broken by topic for each month.</p> <p>NOV The Prophet's (sa) Worship</p> <p>DEC The Prophet (sa) as a Family Man</p> <p>JAN Sunnah of Physical Health</p> <p>FEB Sunnah of Racial Equality</p> <p>MAR The Prophet's (sa) Respect for Women</p> <p>APR Ramadhan of the Prophet (sa)</p> <p>MAY Sunnah of Mental Health</p> <p>JUN Chastity of the Prophet (sa)</p>

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	<p>JUL Sunnah of Patriotism</p> <p>AUG The Prophet's (sa) Service to Creation</p> <p>SEP Sunnah of Establishing Brotherhood</p> <p>OCT Sunnah of Anger Management</p> <p>[Monthly] Actionable content shared to be presented at monthly meetings and enable to Khuddam to follow the Uswa of Holy Prophet Muhammad (Peace be upon him)</p> <p>[Monthly] MKA Talk last weekend of the month for interactive discussion on the topic and engaging khuddam.</p>
3.	<p>No Khadim left Behind</p> <p>Establish local committee of Local Nazim Tarbiyyat, Nazim Tajneed and Nazim Maal to work together to contact Khuddam every month via phone call or in person visit</p> <p>Q1 Goal – Make contact with every Khadim in the majlis, utilizing all officeholders and Saiqeen structure</p>
4.	Live Q/A Sessions with Respected Missionaries to be held every other month
5	Letters to Hazoor – collect and send letters to Hazoor [Weekly] letters@mkausa.org
6	Social Media Platforms for Tarbiyyat – Create and manage social media platforms

GOALS IN DETAIL (This is from Local Majlis perspective)

Goal	Target (to be used for Alme-e-Inami)			National Target	Fundin g	Due Date
	Small	Medium	Large			
Tarbiyyat Survey	90%	80%	70%	70%		Monthly
No Khadim left Behind	100%	100%	100%	100%		Q1

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Amila Members Moosian	100%	100%	100%	100%		End of year
						Monthly

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

1.	How many Khuddam completed this month's Tarbiyyat survey?
1a.	Survey Q: How many Khuddam are regularly offering 5 daily Salaat?
1b.	Survey Q: How many Khuddam are offering congregational Salaat either at home/Masjid/Salaat?
1c.	Survey Q: How many Khuddam are regular in reciting Holy Qur'an with translation?
1d.	Survey Q: How many Khuddam are offering Juma Salaat?
1e.	Survey Q: How many Khuddam are listening to the Friday Sermon of Beloved Hazoor?
2.	How many Khuddam wrote a letter to Hazoor this past month?
3.	How many Khuddam were contacted this past month either phone or in person?
4.	Did you present the Uswa Hasana sub theme topic in your monthly meetings?
5.	Did you hold a committee meeting [Tarbiyyat, Tajneed, Maal]?

Key Dates (add more as necessary)

Nov 1st, 20	Start of MKA Year
Dec 1-2, 18	Fazl-e-Umar Qaideen Conference
	In person National Amila Meetings
TBD	Majlis-e-Shura
Last Saturday [Monthly]	MKA Talk Program (Virtual)
Quarterly	Ashra Tarbiyyat (10 Days)
Bi-Monthly	Q/A Session with Respected Murabbiyyan

Communication Plan (add more as necessary)

Muhtatmim to Local	Monthly call with all Local Nazimeen, 1 on 1 contact with each local Nazim, feedback on monthly reports
Local to Muhtatmim	Expected to submit monthly reports and update National team during Monthly calls on goal progress

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Muhtatmim to RQ	Issues will be escalated when necessary
Mohtamim to Regional Nazim	Monthly call with all Regional Nazimeen, 1 on 1 contact with each Regional Nazim, feedback on monthly reports for their majalis and overall goals
Regional Nazim to Local Nazim	Weekly Contact with Local Nazim to discuss progress and aid in achieving goals

Success Factors (add more as necessary)

What should a Local Nazim do to contribute toward the National Goals?	Local Nazimeen should lead by example on the goals set by Tarbiyyat department. Start with Local Amila members, establish big brother program, reach khuddam one on one and most importantly consistency, share Salaat times, and other reminders regularly in chats and individually
How can a Local Nazim obtain the “How-To” Guide for the dept goals?	Local Nazimeen will be provided with a guide
What other Local Majalis have done to be successful?	Start with the local Amila, grow as a group and build a true body of company of the righteous, consistent reminders to khuddam
Who should a Local Nazim call for help?	Local Nazimeen have direct access to National Muhtamim, however they should work with Regional Nazim for guidance and assistance

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

<ol style="list-style-type: none"> 1) Download Telegram and join proper group chats 2) Submit 100% of reports 3) Regional Qaideen are following up with their Qaideen 4) Departments are sending content for meetings 5) Qaideen are using their @mkausa.org accounts)
Reports submission: https://www.mkausa.org/reports Monthly Meeting Resources: https://www.mkausa.org/meeting MKA Constitution: Hafiz: https://hafiz.mkausa.org